



The  
**Education Manual**  
of the  
**State of Bombay**

SECOND EDITION

( *Reprint* )

**For Official use only**

BABODA  
PRINTED AT THE GOVERNMENT PRESS  
1954



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## PREFACE

The first edition of the Bombay Education Manual was compiled in 1932 in the office of the Director of Public Instruction and was issued under his authority. Since then it has not been possible, for various reasons, to revise the manual and to bring out an up-to-date edition. The revision of the manual was undertaken towards the end of 1947 and was completed early in 1948; but due to the pressure of work in the Government Central Press, Bombay, it was not possible to publish the second edition earlier. There have been momentous changes since the advent of independence which have affected and are affecting the educational setup, and it has not been possible to incorporate in this edition all the instructions, orders, etc., issued from time to time as a result of these changes, due to the time-lag between the preparation of the revised edition and its publication. It is hoped, however, that the present edition, though not quite up-to-date, will prove useful in the day-to-day administration of the Department.

2. The rules in the manual against which no reference to Government orders or circulars has been cited have the same authority as circulars, executive instructions, other orders, etc., issued by the Director. The manual does not claim to include all the orders, instructions, etc., issued from time to time, so that the omission of any circulars, orders, or executive instructions from this edition should not be taken to imply that such circulars, orders, or executive instructions have been cancelled or deleted, unless they have been definitely superseded by orders of competent authority. The rules in the manual should not be quoted to Government or to officers of other Departments as authority for any practice not consistent with the Bombay Civil Services Rules, other manuals, publications, orders, etc., issued from time to time under the authority of Government.

3. Officers of the Department are requested to bring to the notice of the Director any omissions from, as well as additions to, or alterations in the rules in this edition which appear to them necessary or desirable.

4. The rules in this manual are not applicable to Anglo-Indian Schools which are governed by a separate code of regulations for such schools.

Poona,  
November, 1949.

D. C. PAVATE,  
Director of Public Instruction.

Reprinted :  
December, 1954.

S. S. BHANDARKAR,  
Director of Education.

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# BOMBAY EDUCATION MANUAL

## CHAPTER I.

### DEFINITIONS AND CLASSIFICATION OF EDUCATIONAL INSTITUTIONS.

#### A.—Definitions

1. (1) "*University*" means a University established by Law in the State of Bombay.

(2) "*Professional College*" is a College or a Department of a College in which students read for degrees or diplomas in Law, Medicine, Education, Agriculture, Commerce, Engineering, or any other branch of technical or professional training.

(3) "*First Grade College*" is a College in which students read a course prescribed by a University for a degree in any of the faculties of a statutory University.

(4) "*Second Grade College*" is a College in which students read a course prescribed by a University for an Intermediate Examination.

(5) "*Secondary Schools*" are schools whose main object is to afford a good general education suitable for pupils in the stage of adolescence. They also include Secondary (English) Schools, in which the proportion of pupils of European descent is not sufficient to constitute them as schools for Europeans and Anglo-Indians, and in which the medium of instruction is English.

[Rule 27 of the Grant-in-aid Code]

(6) "*European School*" is a school for Europeans and Anglo-Indians which is governed by a separate Code of Regulations for such Schools.

[Grant-in-aid Code Rule 3(6)]

(7) "*The Secondary School Certificate Examination*" is an Examination conducted by a Statutory Board called the Secondary School Certificate Examination Board to examine candidates who have completed their Secondary education in subjects and courses laid down by such a Board.

(8) "*District School Board*" means a School Board constituted for a District to control all approved primary schools within its area under the Bombay Primary Education Act, 1947.

[Section 2(10) of the Bombay Primary Education Act, 1947]

(9) "*Municipal School Board*" means a School Board constituted for the area of an authorized Municipality to control all approved primary schools within its area under the Bombay Primary Education Act, 1947.

[Section 2(11) of the Bombay Primary Education Act, 1947]

(10) "*Authorized Municipality*" means a Municipality which is authorised by the Union Government under the Bombay Primary Education Act, 1947, to control all approved primary schools within its area.

[Section 2(10) of the Bombay Primary Education Act, 1947.]

(11) "*Non-Authorized Municipality*" means a Municipality other than an Authorized Municipality.

[Section 2(11) of the Bombay Primary Education Act, 1947.]

(12) "*Primary School*" means a school or a part of a school in which primary education up to any standard is imparted as prescribed under the Bombay Primary Education Act, 1947.

[Section 2(12) of the Bombay Primary Education Act, 1947.]

(13) "*Elementary Standards*" of a Primary school comprise Standards I to IV.

(14) "*Approved Primary School*" means a Primary School maintained by the State Government or by a School Board or by an authorised Municipality or which is for the time being recognised as such by a School Board or by the State Government or by an Officer authorised by it in this behalf.

[Section 2(14) of the Bombay Primary Education Act, 1947.]

(15) "*Basic Education*" is education imparted in Primary schools, according to which instruction throughout the course centres round some form of manual and productive work, and all other activities or training provided for are, as far as possible, integrally related to the central handicraft chosen with due regard to the environment of the child.

(16) "*Basic School*" is a Primary school teaching the special curriculum prescribed under the Basic Education Scheme.

(17) "*Basic Training Centre*" is a Primary training institution in which teachers for Basic schools are trained and which follows a special course of studies laid down for the purpose.

(18) "*Craft School*" is a primary school which provides for the teaching, in addition to the ordinary school subjects, of one of the Crafts approved by Government. Schools known as Agricultural High schools are now included in craft schools. Such schools are not basic schools but the objective underlying the introduction of the teaching of a suitable craft is mainly to facilitate the introduction ultimately of basic education in such schools.

[G. E., Education and Industries Department, No. 7906 of 25th January 1947.]

(19) "*Stipend*" means an allowance made on certain conditions to enable the recipient to pursue a certain specified course of study.

(20) "*Department*" means the Department of Education, Bombay State.

(21) "*Director*" means the Director of Education, Bombay State.

(22) "*Educational Inspector*" means the Inspector in charge of all Primary, Secondary and Special schools including Primary Training Institutions in a District and in the case of European Schools, the Inspector of Anglo-Indian Schools.

(23) "*Inspectress of Girls' Schools*" means an Inspectress in charge of only Inspection of Girls' and Women's Institutions in a Region under the control of the Department.

(24) "*Inspecting Officer*" means any Officer to whom the duty of inspection may have been entrusted by competent authority.

(25) "*Trained teacher*" is one who has secured a professional certificate, diploma or degree recognised by the Department qualifying for a teaching post in educational institutions.

(26) "*Training Institution*" is a College, School or Class for training students for a teacher's career.

(27) A secondary teacher is considered as "trained" if he acquires any one of the following professional qualifications:—

(1) The Secondary Teacher's Certificate (S.T.C.) of the Educational Department.

(2) The Teacher's Diploma (T.D.) of a Statutory University.

(3) The Bachelor of Teaching (B.T.) degree of a Statutory University.

(4) A Primary Teacher's Training Certificate (for a teacher holding the Secondary School Certificate only).

(5) A diploma in Education.

(6) Any other qualification which Government may prescribe as a training qualification equivalent to the above qualifications.

(G. R., E. and L. D., No. 6903 of 15th May 1943.)

(28) "*Recognised Institution*" is one which complies with certain definite requirements prescribed by the Department and which has been sanctioned as such by the Director or by a competent authority.

(29) "*Registered Institution*" is one whose claim to grant-in-aid has been acknowledged by the Department and which will, subject to funds being available, receive a grant-in-aid from Government.

(30) "*Head of an Institution*" means the person in charge of the institution.

(31) "*Manager*" or "*Management*" means the person or persons, Association or Department having general and/or financial control over an institution.

(32) "*Boys' School*" is a School in which more than half of the number of pupils are boys.

(33) "*Girls' School*" is a school in which more than half of the number of pupils are girls.

(34) "*Co-educational (Secondary) school*" is one attended both by boys and girls in which at least 30 per cent. of the pupils are girls and 30 per cent. of the teaching staff are women and which makes satisfactory provision for the teaching of at least one subject specially suited for girls.

(35) "*Night School*" is one in which education is imparted mainly to pupils who are prevented by their daily avocations from attending day schools.

(36) "*Special School or Special Institution*" is one which is not included among those defined elsewhere in this Chapter and is meant either for children who undergo a special pre-primary course or for pupils who receive whole or part-time instruction in the theory and/or practice of an art, trade or profession, or in which literature or language is studied or research work is carried out. Schools for the defectives also come under this category.

(37) "*Backward Classes or Communities*" means those Classes so declared by Government.

(38) "*Scholarship*" means a periodical payment to a pupil for a fixed period on certain conditions and awarded subject to certain fixed limitations.

### B.—Classification of Educational Institutions.

2. Recognised institutions are classified according to—

A. The Nature and Grade of instruction which they impart, viz. :—

(1) *Higher Education*.—This is provided by a University and/or the Arts and Professional Colleges affiliated to it. Among the Professional Colleges are included the Government and non-Government Secondary Training Colleges in the State.

(2) *Secondary Education*.—This is provided by the Secondary schools including what are known as English-Teaching schools, Vocational High Schools, European Schools and Lokshahs.

(3) *Primary Education*.—This is provided in the Primary schools.



*(4) Special Education.*

The following are included among Special schools :—

- (a) Technical and Industrial schools.
- (b) Schools for Defectives.
- (c) Junior Vocational schools.
- (d) Advanced Night schools.
- (e) Language schools : Pathashalas, Maktabas, etc.
- (f) Nursery and Kindergarten schools.
- (g) Art Schools.
- (h) Other special schools.
- (i) Gymnasiums.
- (j) Music schools and classes.
- (k) Commercial schools.
- (l) Training Institutions for Primary teachers.
- (m) Certified schools.
- (n) Research Societies.

*Note.*—A High School may provide either Technical, Secondary, or Primary Education.

*B. Management.*—This may comprise management by—

- (1) Government.
- (2) District School Boards or authorised Municipalities constituted under the Bombay Primary Education Act, 1947.
- (3) Private individuals or private Societies.

*C. Financial indebtedness to Government—*

*There are—*

- (1) Institutions maintained by Government.
- (2) Institutions aided directly by Government.
- (3) Institutions aided by Government through District School Boards or Municipal School Boards under the Bombay Primary Education Act, 1947.
- (4) Institutions unaided.

## CHAPTER II.

## ORGANISATION, CONTROLLING AND INSPECTING AGENCIES.

3. The Director is the administrative Head of the Department. He is responsible for carrying out the educational policy of Government, except in those institutions imparting instruction in medicine, agriculture, industry, veterinary science and Technical Education which are controlled by Government through the Heads of the Departments concerned.

4. The Director is assisted in the work of administration by six Deputy Directors and an Inspecting Staff who are controlled by, and are directly responsible to, the Director, except in cases where this control and responsibility have been delegated to other officers.

5. For the purposes of administration and inspection by the officers of the Department, the State is divided into twenty five Inspectorates, each of which is in charge of an Educational Inspector.

6. The Inspectorates have been formed as under :—

(1) Greater Bombay.	(13) Dharwar
(2) Poona	(14) Belgaum
(3) Satara North	(15) Bijapur
(4) Kolhapur-South Satara	(16) North Kanara
(5) Sholapur	(17) Ahmedabad-Amreli
(6) Nasik	(18) Baroda
(7) Thana	(19) Broach
(8) Ahmednagar	(20) Parbhani
(9) East Khandesh	(21) Mehsana-Banskantha
(10) West Khandesh	(22) Surat
(11) Ratnagiri	(23) Kaira
(12) Kolaba	(24) Solapur
	(25) Danga.

7. The Educational Inspector is responsible in his District unit for—

(i) the supervision of all Primary Education and Social Education.

(ii) the administrative control of all Government Primary and Secondary schools and Training Institutions, under the control of this Department.

(iii) the control and inspection of all Secondary Schools including English (Teaching) Schools, Vocational High Schools, (i. e., Agricultural and Commercial High Schools), Lokashalas, Training Institutions for Primary teachers and such special schools as are under the control of the Department.

The inspection of girls' schools and institutions for women is carried out by the Inspectresses of Girls' Schools, Bombay and Poona.

Detailed instructions for the guidance of Educational Inspectors are set forth in Appendix 1.

8. In carrying out his duties of inspection and control of Primary, Secondary and other institutions, the Educational Inspector is assisted by the Deputy Educational Inspector.

9. In each District there is an inspecting staff consisting of one Deputy Educational Inspector and several Assistant Deputy Educational Inspectors/Inspectresses who are directly responsible, under the Educational Inspector, for the superintendence and inspection of Primary schools in the District under section 43 of the Bombay Primary Education Act, 1947.

Detailed instructions for the guidance of Deputy Educational Inspectors and Assistant Deputy Educational Inspectors/Inspectresses are set forth in Appendices 2 and 3 respectively.

10. The State Inspector for Physical Education is responsible for—

(i) the promotion and organisation of the schemes of Physical Education in Primary and Secondary schools and Training Colleges in the State ;

(ii) advising and assisting the Director of Education on all matters connected with Physical Education ;

(iii) inspecting Secondary schools and Training Colleges, and reporting on the position of Physical Education in them ;

and

(iv) organising short-term training courses for primary teachers.

11. The Inspector for Visual Education, Bombay State, is responsible for the organisation, development and direction of the work of the Department of Visual Education.

Detailed instructions for the guidance of the Inspector of Visual Education are set forth in Appendix 3.

12. The Educational Inspector, Greater Bombay, is also responsible for the control and inspection of Anglo-Indian Schools.

Detailed instructions for the guidance of the Inspector of Anglo-Indian Schools are set forth in Appendix 4.

13. The Curator of Libraries is responsible for —

(i) The organisation, development and direction of work relating to the various classes of libraries under the Library Development Scheme ;

(ii) advising and assisting the Director of Education on all matters connected with Library Development in the State ;

(iii) inspecting various libraries organised under the Library Development Scheme and paying grants to them.

The Curator of Libraries is assisted by four Assistant Curators for each Region, viz., Maharashtra, Gujarat, Baroda and Karnatak.

14. The Inspector of Drawing and Craftwork is responsible for—

(i) the inspection of Drawing and Craftwork in schools ;

(ii) the organisation of the teaching of these subjects ;

(iii) the award of grants-in-aid for the encouragement of Drawing in accordance with the rules in Schedule I of the Grant-in-aid Code (Appendix 21) ;

(iv) the organisation of the Drawing Grade examinations.

Detailed instructions for the guidance of the Inspector of Drawing and Craftwork are set forth in Appendix 5.

15. The Chief Inspector of Commercial Schools is responsible for—

(i) the inspection of Commercial Schools ;

(ii) the administration of Government Commercial classes ; and

(iii) the organization of the Government Commercial Diploma and Certificate Examination.

(G. R. , H. D., No. 578 12th of 22nd June 1931)

Detailed instructions for the guidance of the Chief Inspector of Commercial Schools are set forth in Appendix 6.

16.—For the purposes of inspection of Girls' Schools and Institutions for women, there are two Inspectresses in the B. E. S. Cl. I as under :—

<i>Designation</i>	<i>Jurisdiction</i>
(1) I. G. S., Bombay	The whole of Gujarat, Thana District and Greater Bombay.
(2) I. G. S., Poona	All districts of Maharashtra excluding Thana and all districts of Karnatak.

In addition to the above women inspecting staff, there are in each district a few A. D. E. Inspectresses in the B. E. S. Cl. III who are directly responsible for the inspection of Primary Girls' Schools in each district.

17. The Inspectresses of Girls' Schools are responsible for—

(a) the inspection of Girls' Secondary and Special Schools in their Region ;

(b) the recognition of such schools and the payment of grants-in-aid to them under the powers vested in them and for making recommendations for recognition and grants-in-aid to the Director in cases in which his sanction is necessary ;

(c) visiting Girls' Primary schools in their Region and making suggestions for improvement ;

(d) the administrative control of (Government Educational) Institutions for girls and women in their region.

The Inspectresses also tender advice on girls' education generally and perform functions and duties generally similar to those of the District Educational Inspectors.

18. Instructions for the guidance of the Inspecting Officers and the Administrative Officers are given in Appendices 8 and 40.

19. The Educational Inspectors, the Inspector of Drawing and Craft-work, the Inspectresses of Girls' Schools, the Inspector for Physical Education, and the Inspector for Visual Education correspond direct with the Director.

20. The Deputy Educational Inspector, the Administrative Officer correspond with the Educational Inspector of the District.

21. Heads of Colleges correspond direct with the Director ; the members of the staff of Government colleges correspond through the Heads of their Colleges.

22. Heads of Secondary schools, Government or non-Government, correspond with the Educational Inspector of the District or the Inspectress of Girls' Schools, as the case may be.

23. Teachers in Secondary schools correspond with the Educational Inspector or the Inspectress of Girls' Schools, as the case may be, through the Head of the School, concerned.

24. Heads of Special schools controlled by the Department correspond with the Educational Inspector of the District or with the Inspectress of Girls' Schools, as the case may be.

25. Teachers in Special schools correspond with the Educational Inspector of the District or the Inspectress of Girls' Schools, as the case may be, through the Head of the school concerned.

25. Heads of Practising schools attached to Training Institutions correspond with the Educational Inspector through the Head of the Training Institution concerned.

27. Managers of Schools who wish to apply for recognition or registration should submit applications to the Educational Inspector.

(G. R., E. D., No. 6200 of 5th June 1941 and Grant-in-aid Code Rules 3 and 38.)

28. Each recognised school must have a person who has been authorised by the managing body of the institution to act as a Secretary or correspondent with the Department whose name and address must be registered in the office of the Director through the Educational Inspector and in the case of Girls' schools in the Bombay and Poona Regions through the respective Inspectresses of Girls' Schools. Any change in the name or address of the correspondent must be reported to the same office through the Inspector or Inspectress, as the case may be. If no person has been authorized by the managing body of the institution to be the correspondent, the head of the institution shall be regarded as its authorised correspondent. In matters of internal educational administration, however, the Department shall correspond direct with the head of the institution concerned.

(Grant-in-aid Code Rule 6 and G. R., E. D., No. 6100 of 15th December 1941)

29. Managers of recognised, registered and aided schools correspond with the Director through the Educational Inspector and in the case of Girls' schools in the Bombay and Poona Regions through the respective Inspectresses of Girls' Schools.

(Grant-in-aid Code Rule 6)

30. All communications addressed to Government from service Associations must be submitted to Government through the Director.

(G. R., E. D., No. 2700 of 9th October 1929)

31. (a) All applications should be acknowledged in writing as soon as they are received. Delay in acknowledgement gives an impression of indifference and neglect.

(b) Applications should be dealt with promptly and expeditiously. If delay in their disposal is likely to occur, the applicants should be informed accordingly and given some indication when a reply can be expected.

(c) Applications should be read carefully and dealt with satisfactorily. The utility of Government Departments is often judged by the manner in which its individual officers deal with requests, etc., from the public for advice and assistance.

(d) If an application pertains to a Department other than that in which it has been originally received, it should be passed on to the Department concerned without delay and the applicant informed accordingly.

(e) It should be borne in mind that every Government servant is a servant of the public and that the public has a right to expect promptitude, courtesy and care in the disposal of all applications for advice and assistance.

(G. R., Political and Reforms Department, No. 804/34 of 5th August 1939, Govt. Circular, Political and Reforms Department, No. 1129/34 of 16th February 1936 and Govt. Circular, Political and Services Department, No. 1129/34 of 3rd July 1946)

(f) In all offices in the Districts, replies to petitions and appeals written in a regional language should, whenever this is practicable, be given in the language in which the petitions and appeals have been written.

(Govt. Circular, Political and Services Department, Nos. S. 25/1-123 of 23rd March 1939 and 1725/46 of 23rd October 1947)

(g) All Government Educational offices in Greater Bombay should send replies (including acknowledgements) to petitions, memorials and other representations written in a recognised regional language of the State, in the language in which the petitions, etc., have been written. The replies should be drafted in English, in the first instance, and the draft reply, after approval, should be translated into the regional language concerned and then despatched. All replies sent should be hand-written. Offices which are unable to translate into a particular language may seek the help of the Examiner, Books and Publications or any other Government Translator. Replies requiring precise and scientific drafting, e. g., replies involving legal technicalities, may be forwarded to the Examiner, Books and Publications for drafting.

(Government Circular, Political and Services Department, No. 1725/46 of 23rd October 1947)

### **Procedure of communication between the Governments in India and the Governments in Pakistan.**

22. The following procedure regarding the channel of correspondence between the authorities in India and those in Pakistan has been laid down between the Government of India and the Government of Pakistan :—

(a) Direct correspondence between the administrative Departments of the two Governments should be reduced to the minimum. As between the Central Government of India and the Central Government of Pakistan, all communications should ordinarily be from the External Affairs Department of India to the External Affairs and Commonwealth Relations Department of Pakistan, the two Governments, speaking through the High Commissioner in India for Pakistan or *vice versa*. This will be subject to the following exceptions :—

(i) On all matters arising from any administrative arrangements agreed to by the two Governments there may be direct correspondence between the Departments of the Government of India and their opposite numbers in the Pakistan Government, copies of important communications being sent to the High Commissioner for India in Pakistan;

(iv) where the correspondence under (i) above relates to a matter involving a question of policy or is of such importance that, even though not involving such a question at the initial stage, may eventually lead to negotiations or a policy decision between the two Governments, the channel of communication shall, except where agreed to by the External Affairs and Commonwealth Relations Department, be through the External Affairs Department of the two Governments, speaking through their respective High Commissioners;

(5) There shall be no direct communication of any kind between the State Governments in India and in Pakistan, except on matters of a purely routine nature.

(6) There shall be no direct correspondence between the States in India and the Central Government of Pakistan and vice versa.

(7) There shall ordinarily be no communication between subordinate authorities in the two Dominions except where specially authorised or in the execution of the ordinary processes of law in accordance with an agreement between the two Governments.

(Government of India letter, Ministry of External Affairs and Commonwealth Relations (India), No. P. 22/47-618-V of 27th August 1947.)

(8) The State Governments in India and in Pakistan may also correspond, direct on technical health matters not involving questions of policy. This should, however, be done sparingly and should be confined to matters where immediate action is necessary to safeguard the health of the residents on either side of the frontier. A copy of all such correspondence should be endorsed to the Government of India in the Ministry of Health.

(Government Endowment, Political and Service Department, No. 1762/46-A of 31st May 1943.)

33. The Inspecting Officers and Administrative Officers should keep in close touch with the Revenue Officers and such other officers and members of the public as are connected with, or interested in, education generally.

34. The Deputy Educational Inspector should keep in close touch with the Chairmen of District School Boards and Presidents of Authorised Municipalities.

#### **Channels of correspondence between Inspecting Officers and District Collectors and Revenue Commissioners.**

35. The Educational Inspector/Inspectress of 'Girls' Schools should correspond with the Commissioner in matters which concern the Division as a whole and with the Collector in matters particular to a District.



## CHAPTER III.

## EDUCATIONAL SERVICES.

*A—Classification.*

36. The Educational Services consist of—

(1) The Bombay Educational Service, Class I;

(2) The Bombay Educational Service, Class II;

and

(3) The Bombay Educational Service, Class III;

In addition, there are a few posts in the General State Service and also some appointments of a miscellaneous nature. Recruitment to the Indian Educational Service has been suspended since 1924.

**Bombay Educational Service—Classes I and II.**

37. The Bombay Educational Service is subdivided into two branches—

(1) The Collegiate Branch ;

(2) The Administrative Branch.

(a) *Appointments—*

38. Appointments are made by Government subject to the provisions of the Bombay Civil Services Classification and Recruitment Rules. The Director is, however, authorized to make officiating appointments up to 4 months and to transfer all gazetted officers in the B.E.S. class II except the School Board Administrative Officers.

(G. R., E. D., No. 1663 of 27th October 1927, G. R., E. D., No. 4543, of 25th September 1931 and G. R., E. D., No. 3381 of 13th May 1935.)

39. Rules relating to (1) recruitment, (2) qualifications, (3) probation, (4) age, etc., are laid down in the Bombay Civil Services Classification and Recruitment Rules (Financial Publication No. VI).

40. All appointments whether by direct recruitment or by promotion are made by nomination on the advice of the Bombay Public Service Commission; the rules regulating the Constitution, Functions and Procedure of which are laid down in the Bombay Civil Services Classification and Recruitment Rules.

(b) *Conditions of Service—*

41. Officers in the Bombay Educational Service, Classes I and II, are subject to the Bombay Civil Services Rules (Financial Publication No. V) as regards leave, pension, pay, etc.

(G. R., E. D., No. 2303 of 27th December 1930.)

42. Scales of pay for the Bombay Educational Service, Classes I, II and III, are shown in Appendix 2. Detailed information in respect of pay scales, etc., is contained in the "Bombay Civil Services (Revision of pay) Rules and Pay and Cadre Schedules."

*(c) Efficiency Bars—*

43. No officer is allowed to pass the efficiency bars prescribed in the scales of pay unless he/she has proved himself/herself to be thoroughly efficient.

(G. R., E.D., No. 2816 of 2nd June 1921.)

44. Cases of Bombay Educational Service Officers who are due to pass efficiency bars should be submitted to the Director at least two months in advance.

(D.P.I., No. 3 83-3, dated the 29th January 1934.)

*(d) Medical Examination—*

45. All direct recruits, whether on probation or not, to posts in the Bombay Educational Service, Classes I and II, or to corresponding posts in the Educational Department appointed since 1st June 1929 are required to produce a Medical Certificate of physical fitness.

The medical examination for the purpose is conducted under the rules contained in Appendix VII to the Bombay Civil Services Rules (Financial Publication No. VI). Rule 13 does not apply to officers of the Bombay Educational Service.

(G. R., E.D., No. 4574 of 11th June 1931.)

46. Candidates for State Services sent up for medical examination by a Medical Board after they are selected for appointment are charged a fee of Rs. 15.

(G. R., G. D., No. 8143 of 23rd August 1938.)

*(e) Language Tests—*

47. Direct recruits are appointed on probation for 2 years in the first instance, and are required to pass, during that period, tests in such languages, other than their mother-tongue, as Government may, in each case, prescribe. Failure to pass these tests may entail cancellation of appointment.

Chapter VIII of the Manual of Departmental and Language Examination Rules (Bombay.)

48. *Administrative Branch*—Direct recruits or officers either promoted or transferred to the Administrative Branch on or after 12th February 1949 should be required to pass the required language test before confirmation unless they are exempted from the liability to pass the test under rules laid down in chapter VIII, section II of the Manual of Departmental and Language Examinations Rules. As for officers promoted or transferred to the Administrative Branch before 17th February 1949, they need not be required to pass the regional Language test prescribed under G. L. E. D., No. 1675/42983-U of 17th February 1949.

(G. L. E. D., No. EXM 1320-U dated 16th January 1951).

(2) Exemption from the examination or extension of the period of preparation will be permitted only for special reasons. The examination will be according to the Higher Standard and will be conducted by the Bombay Public Service Commission.

(3). An officer who fails to pass the examination on the first occasion may again present himself before the Commission, but if he fails to pass within the prescribed time, he is liable, unless he has been exempted from the examination or granted an extension in accordance with Rule 3, to a deduction of 10 per cent. from his salary, and, in addition, if unconfirmed, will not ordinarily be confirmed until he passes the examination.

(4) The obligatory examination is a pass examination only. No rewards or certificates will be given.

(G. L. E. D., No. 1657 of 12th April 1932, Government Notifications, Political and services Department, Nos. 5334/34 of 11th March 1943 and 18th May 1942 and G. R. No. 2341/34 (B) P. & S. D., of 20th May 1948.)

#### (f) Bonds and Agreements—

49. All officers appointed to the Bombay Educational Service, Class I, whether by direct recruitment or by promotion from the Bombay Educational Service, Class II, are required to enter into agreements in the form prescribed for the purpose (*vide* Appendix 10). If they leave the service of the Government before they complete the prescribed number of years (2 years) of service they are required to forfeit on demand the sum of Rs. 500. No agreement has been provided for officers of the Bombay Educational Service, Class II, but direct recruits to the Bombay Educational Service Class II are required to execute a bond as laid down in Rule 64 of the Bombay Civil Services Classification and Recruitment Rules in the form prescribed for the purpose (*vide* Appendix 59).

(G. M. E. D., No. 4950-E of 29th April 1932/2nd May 1932 and G. R., E. D., No. 4906 of 27th July 1933)

### Bombay Educational Service, Class III.

#### (a) Appointments—

50. Except as provided elsewhere in these rules appointments to the Bombay Educational Service, Class III, are made by the Director subject to the provisions of the Bombay Civil Services Classification and Recruitment Rules and under the general control of Government.

(Rule 52 of the Bombay Civil Services Recruitment Rules.)

51. The District Educational Inspectors are competent to appoint, transfer and grant leave other than special disability leave to Assistant Masters and Assistant Mistresses and other non-gazetted teachers in Government, Boys' and Girls' Secondary Schools and Government, Training Institutions for Men and Women and A. D. E. Is. and A. D. E. Inspectresses under their jurisdiction according to the exigencies of the services and subject to the provisions of the relevant rules and instructions. All appointments shall be made subject to the orders issued in this behalf by the Director of Education from time to time.

52. Principals of Government Arts, Science and other Colleges have been authorized to grant leave, other than special disability leave, to clerks in their respective offices and appoint substitutes in the last grades, on the understanding that the rules regarding recruitment are observed.

(G. R., E. and I. D., No. 227 of 1963, April 1947.)

53. Deleted.

54. Deleted.

55. The following rules have been laid down to regulate the appointment of primary teachers to posts of Assistant Deputy Educational Inspectors/Inspectresses :—

(1) Primary teachers should not be appointed to inspecting posts without the previous approval of the Director;

(2) Up to 35 per cent. of the posts of Assistant Deputy Educational Inspectors/Inspectresses should be filled from among the ranks of primary school teachers (including women), who are physically fit for the work and who have rendered exceptionally good service;

(3) It is desirable to have at least one Scheduled class inspecting officer per District, and failing a Scheduled class person, one from the Backward classes;

(4) In selecting primary teachers for permanent appointments as inspecting Officers, the Educational Inspector should call for a list of fully trained primary teachers of outstanding ability considered suitable for appointment to inspecting posts from the Deputy Educational Inspector. Such a list should be prepared by the Deputy Educational Inspector in consultation with the Administrative Officer of the District, including Administrative Officers of Authorised Municipalities, if any, before the end of April every year. Ordinarily the list should contain the names of only those teachers who—

(a) have put in at least 15 years of service;

(b) are not more than 52 years of age;

and

(c) Promotion should not be denied to a teacher who is eligible for it by his qualifications and seniority and is also physically fit, unless his record shows that he is unfit for the promotion.

(d) No teacher who is qualified under (c) above should be passed over by a teacher junior to him, unless the latter has exceptional ability or qualifications and the proposal for such accelerated promotion has been approved by Government.

(e) In order to ensure that only competent teachers are promoted, a primary teacher should have a "good" report for 3 years or at least a "good" report for two out of three years.

(G. R., E. & L. D., No. 7891 of 12th July 1948 and G. L., E. & I. D., No. 7891/27453-II of 29th November 1949).

In preparing the list called for, the Deputy Educational Inspector should record reasons in writing for omitting from the list senior teachers, if any, satisfying the above conditions. On receipt of such list, the Educational Inspector should, as soon as convenient, arrange for the interview of the recommended teachers with the assistance of an Assistant Educational Inspector or the Deputy Educational Inspector or Administrative Officer in the District. This Committee should interview all the candidates from the District so as to ensure uniformity of procedure and tests for recruitment. The object of the interview should be to test the candidates in the knowledge of school subjects as well as the methods of teaching, and to ascertain whether they have the necessary personality, drive, breadth of outlook and proper conception of the purpose of a school. Other things being equal, a primary teacher, who is a matriculate, should be preferred. The Educational Inspector should then prepare a common list of candidates from the Districts considered suitable for appointment as Assistant Deputy Educational Inspector in order of seniority and submit it for the approval of the Director. If any candidates interviewed by the Educational Inspector are left out, full reasons for such omission should be stated in writing and should be available for future reference.

(5) Proposals for the selection of primary teachers as inspecting officers in accordance with the procedure indicated in the foregoing rule should be submitted to the Director in good time, before the end of July every year and information furnished, at the same time, as to the number of primary teacher Assistant Deputy Educational Inspectors in each District and their percentage to the total number of Inspecting officers in each District ;

(6) The appointment of primary teachers as Assistant Deputy Educational Inspectors should be made in the order of preference fixed by the Director after taking into consideration their seniority and merit ;

(7) No Assistant Deputy Educational Inspector from the ranks of primary teachers shall be confirmed unless he has put in at least two years' approved service ;

(8) In the case of a trained primary teacher, who is a graduate, the procedure in rule 4 above, need not be followed. The Educational Inspector should submit to the Director proposals for the appointment of such primary teachers, if suitable, as soon as he has examined the confidential records of such teachers, and formed an opinion about the suitability of the teachers concerned after a personal interview ;

(9) For temporary appointments in leave vacancies in a particular district, a list of not more than a dozen primary teachers from that district should be prepared. In preparing this list, it is advisable to see that the teachers selected are fairly senior ; but not beyond the age of 53. The list, arranged in order of seniority for each district should be submitted to the Director for approval at the beginning of each year. The Educational Inspector may then make appointments from this approved list in the order indicated. It should be seen that the appointment, so made, is only temporary and does not develop into a long arrangement to the detriment of the claims of those teachers, who are considered suitable for permanent appointment as Inspecting Officers ;

(10) With a view to establishing a closer contact with the village people and to ensure close and effective supervision over schools in the State the head-quarters of the Assistant Deputy Educational Inspectors should be located at any suitable place in their area of inspection. There should be circle head-quarters instead of district head-quarters. The district place should, however, continue to remain the head-quarters of the Inspecting Officers in charge of Urdu Schools and Girls' Schools and also in the case of the Assistant Deputy Educational Inspectors for Physical Education, as the jurisdiction of these officers extends over a wider area.

(G. H. E. and I. D., No. 5587 of 21st June, 1943.)

56. In making appointments to posts of Assistant Deputy Educational Inspectors, the Educational Inspectors may select suitable trained graduate teachers who have served in non-Government secondary schools, for whom Government have reserved 25 percent, of the vacancies in the class III

Educational Service (Assistant Masters and Assistant Deputy Educational Inspectors), for the time being. Teachers, with more than 3 years' continuous service after they have taken the B. T. degree, who are suitable for direct appointment as Assistant Deputy Educational Inspectors, may be appointed direct by the Educational Inspectors provided they are not over 30 years of age. The power of condoning the age limit upto 35 years has been vested in the Director. Cases of persons above the age limit of 35 years should be submitted to Government for orders.

57. Trained graduate teachers from non-Government secondary schools recruited for the class III Educational Service may be started, with the Director's previous approval, on the pay admissible to new trained graduates plus Rs. 5 for every year's service actually rendered after taking the B. T. degree in recognised schools or as Inspecting Officers prior to their appointment in Government service. This service of such teachers will not, however, be considered for the purpose of seniority. The relative seniority of such teachers should be fixed according to the dates of their joining in Government service on a substantive basis.

58. The unreserved vacancies of Assistant Deputy Educational Inspectors/Inspectresses should be filled, as far as possible, by trained graduates in Government secondary and training institutions, having a minimum teaching experience of five years. If trained graduates in Government service, with the necessary teaching experience, are not available for inspecting appointments, teachers with at least three years' teaching experience, may be appointed. If teachers, with less than three years' teaching experience, are proposed to be appointed to inspecting posts, for special reasons, the previous approval of the Director should be obtained in each case.

59. A system of fixed Travelling Allowance for the Bombay Educational Service Class III Inspecting staff has been sanctioned at the following rates :—

- |   |                       |
|---|-----------------------|
| (a) Assistant Deputy Educational Inspectors                     | Rs. 40 + 50 per cent. |
| in receipt of a pay of Rs. 150 to                               | temporary increase.   |
| Rs. 200 per mensem.   |                       |
| (b) Assistant Deputy Educational Inspectors                     | Rs. 35 + 50 per cent. |
| in receipt of a pay of Rs. 100 to                               | temporary increase.   |
| Rs. 140 per mensem.   |                       |
| (c) Assistant Deputy Educational Inspectors                     | Rs. 30 + 50 per cent. |
| in receipt of a pay below Rs. 100 per                           | temporary increase.   |
| mensem.   |                       |
| (d) An additional travelling allowance of                       | Rs. 10 per mensem has |
| been sanctioned for Assistant Deputy Educational Inspectresses. |                       |

60. The Curator of Libraries is competent to—

(1) countersign travelling allowance bills of the Assistant Curators of Libraries and of non-gazetted Government servants including clerks and class IV servants under their control ;

(2) countersign travelling allowance bills of non-gazetted Government servants including clerks and class IV servants under the control of the Curator of Libraries ;

(3) sanction leave other than special disability leave and leave not exceeding four months to non-gazetted Government servants under the control of the Curator and Assistant Curators of Libraries ;

and

(4) appoint clerks, peons and other non-gazetted servants against sanctioned posts in the offices of the Curator of Libraries and Assistant Curators.

(Government Letter, Education and Industries Department,  
No. 7943/E of 7th January 1943.)

61. In making appointments, transfers, etc., of teachers in Government secondary schools and training institutions and of Inspecting Officers, the following instructions should be followed by the Educational Inspectors.

(1) Transfer should be as few as possible, and when necessary in the public interest, should be made, as far as practicable, before the commencement of the new academic year.

(2) Special attention must be paid to the subjects taught, so that a sufficient number of teachers qualified to teach vocational or technical subjects (if any), sciences, mathematics, languages, physical education, etc., may be available in each institution.

(3) Preference should be given to men with 1st or 2nd class degrees and who are proficient in games or are interested in scouting or have been members of the N. O. C. and to those who have obtained the B. T. or B. Ed. and/or D. B. E. degree.

(4) It is likely that a number of applications for transfers are received on the grounds of ill health, domestic difficulties, etc. While the convenience of Government servants may be considered when the interests of the Department are not likely to suffer, it must be clearly understood that the interests of the schools and training institutions concerned must come before those of individuals. In cases connected with unpopular places, the time spent by each Government servant in such places must be taken into consideration. Similarly, there is no reason why a Government servant should be allowed to remain permanently in an attractive place merely because he has settled down there.

(G. R., E and I, D., No. 5136 of 14th June 1943.)



62. Appointing authorities should reserve vacancies in the Bombay Educational Service Class III for graduate teachers in Government institutions deputed for training at Government cost and should appoint them, on the completion of their training, to such vacancies.

63. The Educational Inspectors should ordinarily advertise all vacancies towards the end of April each year, arrange to interview applicants and maintain a register of selected candidates for appointment to vacancies occurring in the course of the year.

64. The following rules shall be observed by the Educational Inspectors in regard to appointment to posts of Assistant Masters, Assistant Mistresses, Assistant Deputy Educational Inspectors/Inspectoresses:—

(1) Ordinarily no trained graduate (B. A., B. T.) should be appointed substantively, unless he/she has put in at least 2 years' continuous service. The possession of a Diploma in Physical Education will be an additional qualification for a substantive appointment.

(2) In giving substantive appointments, the general provisions of the Bombay Civil Services Classification and Recruitment Rules and the relevant provisions of the rules in the Bombay Education Manual should be followed.

(3) The above principles will apply generally in the case of Assistant Deputy Educational Inspectoresses also.

65. The following general principles have been laid down to enable persons in the Bombay Educational Service, Class III, in the inspecting, training and teaching branches to obtain the requisite experience of the work in the different branches of the Department, so that their claims may not be set aside for lack of such experience when they are due for promotion to the Bombay Educational Service, Class II:—

(1) Opportunities should be given to young teachers serving in Government Secondary Schools and Training Institutions to join the inspecting branch after they have obtained teaching experience of not less than 3 years. No one should be transferred to the inspecting branch who does not possess an adequate knowledge of the regional language of the district concerned.

(2) Teachers in Government Secondary schools under 40 years, of age, who have not already had experience of inspecting work for at least 2 years, should be transferred to the inspecting branch and tried in that branch for at least 2 years. If found suitable, they should ordinarily be continued in inspecting posts. If found unsuitable, they should be reverted to the teaching branch and considered to have no claim to promotion to higher posts in the inspecting branch.

(3) If it is necessary, for Departmental reasons, to transfer to the teaching branch persons who have proved suitable in the inspecting branch their claims for promotion to higher posts in the inspecting branch should invariably receive proper consideration.

(4) Teachers unwilling to go out as Inspecting Officers when called upon to do so, should be definitely informed that they will have no claim to promotion to higher posts in the Inspecting branch.

(5) There should be frequent inter-transfers of members of the Teaching, Training and Inspecting branches to enable them to obtain an all-round experience of the working of the Department. It would be advisable to see that teachers have experience of work in Training Institutions or in the Inspecting branch for a continuous period of at least 2 years in each branch. Inspecting officers should ordinarily be transferred to Training Institutions after serving in the Inspecting branch for a period not exceeding five years unless they are due for promotion in the Inspecting or Administrative branch or unless there are special reasons for their retention in inspecting posts.

(D.P.L. No. 3-45/192.B 2nd January 1948.)

86. The relative seniority of the members of the following cadres of the Bombay Educational Service (Class III) is regulated as follows :—

### **Collegiate Branch.**

(a) The relative seniority of Assistant Lecturers should be regulated by the dates of their continuous service as Assistant Lecturers. The relative seniority of Demonstrators, promoted as Assistant Lecturers should count from the dates of such promotion.

(b) The relative seniority of Demonstrators should be determined by the dates of their continuous service in the cadre of Demonstrators.

### **Teaching, Training and Inspecting Branches.**

#### **Men and Women**

(c) The relative seniority of Assistant Masters and Mistresses in Government Secondary and Training Institutions and Assistant Deputy Educational Inspectors, and Assistant Deputy Educational Inspectresses should be regulated by the dates of their continuous service in the combined cadre of Assistant Deputy Educational Inspectors and Assistant Deputy Educational Inspectresses and Assistant Masters and Assistant Mistresses. The seniority of absorbed State servants in this cadre should be based on their pay fixed in the Bombay Government scales of pay on the date of their absorption in Government service i. e. they should take their ranks below the most junior Government servant drawing pay equal to or higher than such a State servant. Under graduates, if any, holding such posts will be treated as forming a separate cadre and their relative seniority will be determined accordingly. Primary teachers holding such posts will also be treated as forming a distinct and separate cadre and their seniority regulated by the dates of their continuous service in the cadre.

67(1) All appointments to the posts of Assistant Masters and Mistresses should be made in the first instance on an a.f.g. basis, and strictly in accordance with the provisions of the B. C. S. Classification and Recruitment Rules. The qualifications laid down in the rules providing for preference to be given to trained Graduates (with higher classes at the degree examinations) should be strictly followed. The percentage of appointments as laid down in respect of Backward Classes should also be observed.

(2) On receipt of the applications the candidates should be interviewed by the Educational Inspector with the help of the head of a local Government Institution (such as Primary Training Institution or High School) or the Deputy Educational Inspector. So far as Bombay and Poona are concerned the Inspectresses of Girls' Schools should invariably be present at the time of the interview of the women candidates.

#### **Appointment of Drawing teachers.**

68. The Inspector of Drawing and Craftwork, Bombay, should invariably send into the Educational Inspector concerned three names of candidates in order of preference and the Educational Inspector should normally accept the order of preference indicated by the Inspector of Drawing and Craftwork. If, however, the Educational Inspector for any reason is unwilling to appoint them in the order of preference, as suggested by the Inspector of Drawing and Craftwork, he should submit the case to the Director for final decision, stating the reasons for not accepting the order of preference indicated by the Inspector of Drawing and Craftwork.

#### **69. Rules relating to—**

1. Recruitment,
2. Qualifications,
3. Age,
4. Confirmation, etc.

of (a) Assistant Masters and Mistresses, (b) Assistant Lecturers, Demonstrators, and Physical Instructors, (c) Assistant Deputy Educational Inspectors and Inspectresses, (d) Staff in Vocational High Schools, (e) Hindi teachers, (f) Drawing teachers, (g) Language teachers, (h) Music teachers, Matrons, Sewing Mistresses, Music and Sewing Mistresses, etc. are laid down in the Bombay Civil Services Classification and Recruitment Rules Manual.

70. Rules relating to (i) recruitment, (ii) age, (iii) qualifications, etc., in respect of clerical and Class IV appointments are prescribed in the Bombay Civil Services Classification and Recruitment Rules Manual.

71. As regards powers delegated to Educational Inspectors in respect of appointments of clerks and Class IV servants, see Appendix 1.

72. With a view to ensuring a fair representation of the Backward Classes in all the services, the following percentages for their recruitment have been prescribed by Government :—

(1) All Classes I and II services and posts.	12½ per cent.
(2) <i>Class III services :—</i>	
(i) Scheduled Castes.	6 " "
(ii) Scheduled Tribes.	7 " "
(iii) Other Backward Communities.	9 " "
(3) <i>Class IV services :—</i>	
(i) Scheduled Castes.	7 " "
(ii) Scheduled Tribes.	9 " "
(iii) Other Backward Communities.	11 " "

(G. R. P. and S. D. No. 49346 of 1st November 1950 and 24th January 1952).

Rules 73, 74, 75, 76, 77, 78, 79, deleted.

80. With a view to ascertaining the extent to which the orders of Government regarding the representation of Backward classes in the public service are being observed, the Educational Inspectors and Principals of Colleges are required to submit by the 10th of April and 10th October each year to the Director a half yearly return in a form prescribed for the purpose.

(D. P. I.'s Circular, No. S 25 (2)-B of 20th November 1910)

81. Appointing authorities should obtain the assistance of Communal Committees recognised by Government for the purpose in recruiting candidates. A list of Committees so far recognised is given in Appendix 11

(b) *Conditions of service—*

82. Officers in the Bombay Educational Service Class III are subject to the rules in the Bombay Civil Services Rules Manual as regards leave, pension, pay, etc.

83. Scales of pay for the various classes of employees in the Bombay Educational Service Class III are shown in Appendix 9. Detailed information in respect of pay scales, etc. is contained in the "New Rates of pay Rules and Pay and Cadre Schedules Manual."

(c) *Efficiency bars—*

84. The Educational Inspector has the power to sanction the crossing of efficiency bars in the case of Assistant Masters and Assistant Deputy Educational Inspectors/Assistant Mistresses and Assistant Deputy Educational Inspectresses in his District whose pay does not exceed the maximum of the basic scale and of clerks in his own offices and in those subordinate to him. The power to permit members of the Collegiate branch in the Bombay Educational Service Class III to cross the efficiency bars inserted in the scales applicable to each class is reserved by the Director,

When the increments are ordinary, the increment certificates should be signed by the Heads of the offices concerned. It is not intended that an officer should be allowed to cross the efficiency bar automatically. Government have laid down in the case of the Bombay Educational Service that no officer should be allowed to cross the efficiency bar unless he has proved himself to be thoroughly efficient and this is a test which should be applied generally.

(D. P. L's Circular, No. S. 84 (H-13 of 23rd April 1924, G. R. K. D. No. 2632 of 2nd June 1921, G. P. S. D. No. 2545 of 7th February 1933, D. P. L's No. S. 55 (3-24 of 23rd April 1933, G. C. F. D. No. 1555 of 5th June 1933, and G. R. K. D. No. 3511 of 27th July 1940)

85. While submitting recommendations in cases of the crossing of efficiency bars (i) special features about the officer concerned, if any, should always be given, (ii) recommendations shall be based on first-hand knowledge of a man's work and character, and (iii) it should be clearly stated whether an officer is "thoroughly efficient" and whether he is considered to be "definitely fit" to cross the bar or not.

(D. P. L's No. S. 84 (H-14 of 25th August 1924, D. P. L's No. S-84 (H-14 of 4th May 1932)

86. In the case of clerks the Head of the office concerned should make careful enquiries before making recommendations for crossing the efficiency bar and should see that only those considered thoroughly efficient and fit for more responsible work are recommended.

(D. P. L's No. S-26 (2-13 of 22nd November 1923)

87. The method to be followed in dealing with efficiency bars and selection grades inserted in time-scales of pay sanctioned for ministerial establishments should be as under :—

(G. R., F. D. No. 1395 of 3rd October 1922)

(i) While there is no desire to interfere with an officer's discretion, the intention of the unusual insertion of efficiency bars between grades (in Government Circular No. 438, dated 25th June 1920) is to indicate that the lower grades are considered to provide adequate remuneration for clerks possessing only lower qualifications. In particular, the lowest grade is considered to be all that is necessary for a clerk of ordinary abilities. As a general rule, (a) a man can be held qualified generally for higher grades on account of character and intellectual attainments; (b) he can be disqualified for specific faults, e. g., want of judgment displayed, weakness exhibited or honesty suspected. When a vacancy occurs in a higher grade, the officer concerned must first decide as regards (a). Out of the men fit to rise to higher grades, he should then select according to seniority and efficiency.

(ii) While laying down the general principles, as stated above, it is not considered feasible to prescribe any definite instructions which will regulate the exercise of various officers' discretion as to produce any absolute uniformity of system. The only guiding principle that can be laid down is the fundamental consideration of what a man's services are worth. In the minimum the lowest grade provides adequately for the clerk who never rose pre-war times above Rs. 40 or so; and the next

higher grades should cover the case of clerks who were fit in the old days to rise to Rs. 60 or Rs. 70. If these men are allowed to pass automatically as vacancies occur to still higher grades, it will be impossible to attract the abler men required to fill responsible supervising posts.

### B—General

#### Promptness in executing transfer orders

88. Orders of transfer should be carried out at once and superior officers concerned should see that this is done.

(D. P. L's No. E/7714 of 14th August 1930)

#### Medical Certificates of Health

89. The principles regulating the production of medical certificates of health by candidates appointed to the public service are contained in the Bombay Civil Services Classification and Recruitment Rule 5 and Bombay Civil Services Rules 10-15.

90. No person who has completed six months' service in the temporary employment of Government shall be continued in such employment or be re-engaged for any further period of such employment, unless he first produces a proper certificate of physical fitness as laid down under the rules. When such a person is subsequently taken into permanent employment, the production of a fresh medical certificate is not necessary if he has already produced a medical certificate as required above and has been in the service of Government since that time without a break. The orders referred to above have been made applicable to all new temporary appointments, after the incumbents thereof have put in six months' service. Every person before being engaged in temporary or permanent employment should be given clearly to understand that his appointment in Government service is subject to the production of a certificate of physical fitness as required by the rules.

(G. R., G. D., Nos. 4491 of 8th June 1914 and 1837 of 4th February 1922;  
G. R., G. D., No. 9416 of 23rd November 1914 and G. R., F. D.,  
No. 4682 of 20th September 1933)

*Note.*—Every Government servant who is likely to continue in Government service for a period exceeding six months shall be required to produce the medical certificate of physical fitness within two months from the date on which he joins service. The limit of six months prescribed in the rules may, one and the heads of offices should, in the case of Government servants who on their appointment are expected to continue in Government service for more than six months, require them to produce medical certificates of fitness for Government service within two months from the dates of joining service.

It is the responsibility of the Head of office to see that no person under him is paid after completing the relevant period of service (six months or two months as the case may be) unless that person produces the required medical certificate.

(Govt. Notn., F. D., No. 2849/35-B of 7th September 1949.)

### Age Limits

91. Age limits of candidates appointed to posts in superior pensionable service are regulated by the provisions of Bombay Civil Services Rule 32 and Bombay Civil Services Classification and Recruitment Rule 7. The maximum age limits prescribed for appointment to Class III and IV services and posts under the relevant recruitment rules should be relaxable by 5 years instead of 3 years as at present in favour of candidates belonging to the Backward Classes.

(G. R., F. & S. D., No. 490/56 of 30th August 1952)

92. In the case of trained teachers with more than 3 years' continuous service in non-Government Secondary schools and suitable for direct appointment to posts of Assistant Deputy Educational Inspectors the Director is authorised to condone as a special case the age limit up to 35 years and in other cases to approach Government for orders.

(Govt. Letter, B. and I. D., No. 7185/973 [R of 9th June 1947.]

93. In the case of non-Muslim refugees from Pakistan the rules and orders prescribing age limits for different appointments are not applicable, provided the refugees concerned were in continuous service upto 15th August 1947, or thereafter under the Governments of Pakistan, or under semi-Government institutions like Municipalities, local bodies, etc., in the Dominion of Pakistan.

(G. R., Political and Services Department, No. 1863/46 of 5th January 1948.)

94. Non-Muslim refugees from Pakistan who were in service under the Governments in Pakistan and who had produced certificates of physical fitness for service under the respective Governments, should not be medically examined, if their appointment does not involve touring, unless the appointing authority concerned has reason to believe that any particular person is suffering from some dangerous or infectious disease. All persons who are eligible for this exemption should, however, be required to produce some satisfactory evidence to show that they were medically examined under their respective Governments and certified as fit for service.

95. In the case of other persons who were not in service under the Governments in Pakistan or who, though in such service, were not medically examined and did not produce certificates of physical fitness, the production of certificates of physical fitness according to the provisions of the relevant Bombay Civil Services Rules should be required. Similarly persons who are appointed to a service and/or a post which involves touring should be asked to produce certificates of physical fitness irrespective of whether they were in service under the Governments in Pakistan and had produced certificates of physical fitness under their respective Governments.

(G. C. P. & S. R. No. 185/46 of 2nd March 1948.)

96. (1) Among non-Muslim refugees from Pakistan preference in making appointments should be regulated as under :—

- (a) Persons of Bombay Domicile.
- (b) Persons of Bombay origin and Pakistan domicile.
- (c) Persons of other origin and Pakistan domicile.

The appointing authority should interview the applicants and verify from sources available the claims and statements made by them as regards their educational qualifications and their position as Government servants, etc., in Pakistan, e. g., the length of service, the posts they held, etc., etc. The personal files of the applicants should not, however, be called for from the Governments in Pakistan. Applicants who were employed under those Governments should be asked to give the names of officers serving under the Governments of India who may have known their work and if they have any certificates, etc., they should be asked to produce them. Claims regarding educational qualifications should be verified by reference to original certificates which the applicants should be asked to produce and if necessary, by reference to University authorities. In case of any doubt in regard to the verification of these claims, the matter should be submitted for the orders of Government.

(2) Persons who were employed under the Governments in Pakistan should generally be taken up in corresponding services under this Government. In the case of persons so taken up their seniority *vis-à-vis* others and their pay should be fixed as follows, *etc.* :—

(a) If they have been original recruits to the Provincial Services under Governments in Pakistan, seniority will count from the day they joined service and pay will be regulated according to the pay-scales of the posts to which they are appointed under this Government as if they had been in the service of this Government from the beginning.

(b) If they were originally recruited in the Class III or other Services and later promoted to gazetted rank under the Governments in Pakistan, they should be recruited under this Government to the Class III Service and given seniority in that service according to the dates on which they joined the Class III Service under the Governments in Pakistan. Their future promotion should be regulated according to this seniority *vis-à-vis* other persons in their cadre.

In the case of persons who were employed in posts in the Class III or Class IV services under the Governments in Pakistan, the provision of rule (iv) should apply *mutatis mutandis* in regard to the fixation of their pay and seniority.

Those who were in temporary service under the Governments in Pakistan or were in the service of Municipalities and District Local Boards in that Dominion or are seeking Government service for the first time, should be considered for appointment under this Government on merits and their initial pay fixed according to their qualifications and experience. In cases in which it is proposed to grant pay higher than the initial of the scale or the pay which the appointing authority is competent to sanction, the cases should be referred to Government.

(3) In the case of posts lying within the purview of the Bombay Public Service Commission :—

(i) Persons who were holding Provincial or other gazetted service posts under the Government of Sind or posts which lay within the purview of the Joint Bombay-Sind Public Service Commission before 1st August 1947, may be taken up direct in this State without reference to the Bombay Public Service Commission ; but

(ii) Others should be selected through the Bombay Public Service Commission or if they are taken up direct they should be employed on the condition that their further continuance or retention would be subject to the approval of the Public Service Commission. In the case of the latter class of persons, reference to the Public Service Commission should be made by the administrative Departments concerned without avoidable delay.

(4) The Government of Bombay will be responsible for the pension, provident fund, leave, *etc.*, of the persons employed in accordance with the above orders from the day they enter the service of this Government and their claim for pension, provident fund, leave, *etc.*, will be governed by the general rules in the matter. Their previous service under Governments in Pakistan, in the case of those who were in such employment, will not count for pension, provident fund, or leave unless the respective Governments concerned pay in this Government proportionate contribution in respect of that service.

(5) Until further orders vacancies occurring under Government may be filled up to 20 per cent. by the appointment of refugees from Pakistan.



(5) In case of any doubt the orders of Government should be taken,

(G. R., P. & S. D., No. 1882/40 of 5th January 1943.)

97. The provisions of Rule 4 of the Bombay Civil Services Classification and Recruitment Rules under which recruitment to Provincial and Class III Services is ordinarily confined to natives of the Bombay State, have been relaxed in favour of non-Muslim refugees from Pakistan desiring to settle in the Bombay State, who have left their provinces of origin in Pakistan after its separation from India. Applications for service from such applicants should be considered on a par with those of natives of this State.

(G. R., P. & S. D., No. 1863/40 of 5th January 1943.)

98 (1) The mention of castes and sub-castes in any form of declaration or in applications for service is not compulsory and all Hindus who do not wish to specify therein their caste and sub-caste should be permitted to describe themselves as "Hindus". For statistical purposes all such persons should be classified as "Advanced" irrespective of the caste and sub-caste to which they actually belong.

(G. R., P. & S. D., No. 1673/34 of 6th January 1943.)

(2) So far as application forms in respect of the appointment to public services are concerned, the recruiting authorities under this Government should replace the existing columns by the following, viz. :—

- "(a) State your religion ...  
(b) Are you a member of a Scheduled Caste or a Scheduled Tribe or a community classified as Backward Class by the State Government (Answer 'Yes' or 'No') ?

If the answer is 'Yes' give particulars ...

(G. R., P. & S. D., No. 492/46 of 7th April 1953)

99. Government servants who desire to improve their academic qualifications while in service either by attending morning college or night school, may be permitted to do so on their stating fully the course they wish to attend, provided that—

(1) they are punctual in office during office hours and their duties do not suffer ;

and

(2) they do not use office time for their studies.

100. Government servants who are permitted to study should be given clearly to understand that there is no guarantee that they will not be transferred if the exigencies of the public service require it.

(G. C. M., P. & S. D., No. 1581/34 of 9th February 1942)

101. Recruiting authorities should, while selecting candidates for recruitment, give preference to the persons who were temporarily employed under Government but were discharged from service for want of vacancies and are registered with the Employment Exchanges *vis-à-vis* other applicants. Recruiting authorities should bear this requirement in mind when they select persons for recruitment, whether for temporary or permanent vacancies.

(G. C., P. & S. D., No. 952/34 of 13th February 1944.)

### Domicile of Candidates for Service

102. Rules relating to "domicile" of candidates for service are contained in Bombay Civil Services Classification and Recruitment Rules 3 (d) and (4).

103. The procedure for determining the domicile of candidates for Government service in the State of Bombay is laid down in Government Resolution, Political and Services Department, No. 1586/34-III of 1st November 1949, and No. 1586/34 of 27th September 1950 and 17th May 1951.

104. All citizens of India are eligible of appointment to any office under the State. While there is no constitutional bar to the appointment of non-citizens of India to services and posts under it, the Government of Bombay has decided in the interests of national security and on general grounds of policy that such appointments should, as heretofore, be made only in exceptional circumstances and only on temporary or contract basis, the specific orders of Government being obtained in each case. It is, however, considered desirable that citizens of certain adjacent territories which have close ties and associations with India should not be rendered entirely ineligible for permanent appointment under the State. As an exception to the general rule mentioned above, therefore, it has been decided that the following categories of non-citizens may be rendered eligible for appointment in services and posts under this Government by issue of *ad hoc* certificates of eligibility in their favour :-

(i) Subjects of Nepal and Sikkim ; and

(ii) Persons who have migrated or may hereafter migrate from Pakistan with the intention of permanently settling down in India and who have not become citizens of India under the constitution.

(2) It has also been decided that subjects of the Portuguese possessions in India, though they may be non-citizens should generally be held eligible for service under this Government and in their case no certificates of eligibility in favour of individuals should be deemed necessary.

(G. R., P. & S. D, No. 5694/46 of 20th May 1950)

### Offer of appointment through the proper channel.

105. No Head of an office shall offer an appointment to any employee in another office, except through the channel of his immediate superior, and if such superior can spare without inconvenience the person whose services may be applied for, he will communicate the offer to him, but not otherwise.

(G. O., G. D., No. 1910 of 12th June 1956)

106. Detailed instructions for the submission of applications for posts outside the Department, etc., are contained in Rule 11 of the Bombay Civil Services Classification and Recruitment Rules.

### Confidential Reports.

107. The Government of India have laid down the following instructions regarding the communication to subordinate officers of such unfavourable remarks as may have been made in regard to them by their superiors at the time of annual reports or on other occasions :—

[G. O., G. D., No. 9193 of 25th November 1915 and G. E., P. & R. D.,  
No. 9630 of 16th August 1933.]

(a) when a report is built up on the individual opinions as noted by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority, which need be considered from the point of view of communication ;

(b) as a general rule in no case should an officer be kept in total ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him; in cases where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious; where criticism is to be withheld the final authority to consider the report should record instructions, with reasons according to the nature of the defect discussed, as to the period for which communication is to be kept back ;

(c) only those defects need be pointed out which can be remedied, since it would serve no useful purpose to communicate such criticisms as lack of ability or intelligence ;

(d) the reporting officer should specifically state whether the defects reported have been already brought in any other connection to the notice of the officer concerned ;

(e) remarks in cases in which the local Government or head of a department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or censure administered, whether orally or in writing, shall, having regard to the temperament of the officer concerned, be most beneficial to him.

108. Instructions with regards to the classification of the work of assistant masters (including mistresses) and clerks are contained in the Director's Circular No. Confidential S. 26 (5) D of 15th April 1924 and 19th December 1928.

109. Officers directly subordinate to the Director should submit to him in April annual confidential reports on their subordinates.

110. Annual confidential reports on Assistant Masters/Mistresses and Assistant Deputy Educational Inspector/Inspectresses in receipt of the pay of Rs. 125 and more, and on all clerks in the Marathi speaking Districts should be submitted to the Director by the 5th of April each year by all Heads of Offices subordinate to the Educational Inspectors through the District Inspectors concerned. Confidential reports on those drawing less than Rs. 125 should be submitted to

the Educational Inspectors who should file them separately for each officer. The Educational Inspector should also record in his file confidential remarks of his own after the annual inspection of the Institution.

111. The Head Masters of Diphinstone Technical High School, Bombay, and the Sardar's High School, Belgaum, and Branch Rajaram High School, Kolhapur, should report on the staff under them and send copies (countersigned by the Principals of the Secondary Training Colleges, Bombay, Belgaum and Kolhapur respectively) to the Director and the Educational Inspector concerned. The Principals should report on the respective Head Masters. In doing so the instructions prescribed for the submission of confidential reports generally should be followed.

(G. R., E. O., No. 5433 of 7th February 1933 and 16th June 1941.)

112. All cases of the stoppage of an increment for unsatisfactory work in the case of teachers and Assistant Deputy Educational Inspectors/Inspectresses whose pay exceeds Rs. 200 per mensem and of clerks in the Marathi speaking Districts should be referred to the Director for sanction, but minor disciplinary action such as warning or transfer may be taken by the Educational Inspector.

(D. P. I.'s Circulars Nos. 5-5-53-B of 15th October 1929, 25th November 1929, G. R., E. O., Nos. 2225 of 7th February 1933 and D. P. I.'s No. 55-13-B of 23rd April 1937)

113. The following instructions for the drawal of increments have been laid down for careful compliance :—

(i) Rule 45 of the Bombay Civil Services Rules prescribes that an increment shall ordinarily be drawn as a matter of course unless it is withheld. It is, therefore, necessary that the question whether an increment is to be withheld should be considered and settled in good time before the increment becomes due, as failing orders of stoppage it automatically becomes payable in the next pay bill. In the case of an increment next above an efficiency bar, however, special sanction to its drawal is required under Rule 46; but even in such cases it is clearly necessary that steps to obtain the sanction should be taken in good time before the increment falls due. It is also necessary that when it is proposed to deal with a case under the proviso in Rule 47, timely orders should be passed regarding the special reasons and fixing the stage at which pay is to be granted. In this connection, attention is invited to note 1 to Clause (5) of Rule 30 of the Rules in Financial Publication No. 1.

(ii) The claims to arrears of pay on account of increments not drawn within six months of their becoming payable should first be referred to the Accountant General's office as laid down in Rule 30 of the Rules in Financial Publication No. 1.

(iii) If any increments are withheld, the competent authority should issue specific orders to that effect expressly stating the reasons for which they are withheld and whether the postponement shall have the effect of postponing future increments (*vide* Bombay Civil Services Rule 45). Copies of such

orders should, in the case of Government servants in respect of whom annual establishment returns are furnished, be supplied to the Accountant General's office and the necessary notes should be made in the establishment returns.

(Govt. Circular Memo., F.O., No. 1211/33, dated 13th September 1934.)

114. Special confidential report forms for (1) Assistant Masters and Assistant Mistresses, and (2) Assistant Deputy Educational Inspectors, Assistant Deputy Educational Inspectresses, Assistant Lecturers and clerks have been prescribed (vide Appendix 12).

(G.R., E.D., No. 2503 of 2nd April 1934.)

115. The Educational Inspector/Inspectress of Girls' Schools should examine annually during the inspection or tour the work of all teachers in the Government educational institutions who have put in a service of 10 years or more and of graduate Assistant Deputy Educational Inspectors/Inspectresses who have put in service in the inspecting branch for more than 4 years and submit detailed confidential reports on them.

116. If a Government servant obtains an unsatisfactory confidential report no increment should be allowed to him without the specific sanction of the officer who has the power to appoint him.

(G.R., E.D., No. 2325 of 7th February 1933 and D. P. 1's  
No. 8, 35-33 B of 2nd April 1933.)

### Conduct and Discipline

117. All Government servants in superior service are subject to the Bombay Civil Service's Conduct, Discipline and Appeal Rules framed by the Government of Bombay under clause (2) of Rule 48 and Rule 54 of the Civil Services (Classification, Control and Appeal) Rules (Financial Publication of the Government of Bombay No. VIII).

118. The following penalties, may for good and sufficient reason and as hereinafter provided, be imposed upon members of the services namely :—

(a) Censure.

(b) Withholding of increments or promotion including stoppage of an efficiency bar.

(c) Reduction to a lower post or time-scale, or to a lower stage in a time scale.

(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.

(e) Suspension.

(f) Removal from service which does not disqualify from future employment.

(g) Dismissal from service which ordinarily disqualifies from future employment.

*Explanation:—The discharge—*

(a) of a person appointed on probation, during the period of probation,

(5) of a person appointed otherwise than under contract to hold a temporary appointment, on the expiration of the period of the appointment,

(6) of a person engaged under contract, in accordance with the terms of his contract,

does not amount to removal or dismissal within the meaning of this rule.

[Rule 49 of the Civil Services (Classification, Control and Appeal) Rules]

119. \* Deleted.

120. According to Rule 21 of the Bombay Civil Services, Conduct, Discipline and Appeal Rules and Rule 638 of the Bombay Civil Services Rules no Government servant can accept any casual employment without obtaining the orders of Government. These rules should be strictly observed and the practice of Government servants accepting casual employment should not be encouraged.

[Govt. Circular, Political and Reforms Department, No. 164633 (Fin.) Dated 10th May 1935]

### Departmental Enquiry

121. Without prejudice to the provisions of the Public Servants Inquiries' Act, 1850, no order of dismissal, removal or reduction shall be passed on a member of a Service (other than an underbased on facts which have led to his conviction in a criminal court) unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based, and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time, to put in a written statement of his defence and to state whether he desires to be heard in person. If he so desires or if the authority concerned so directs, an oral inquiry shall be held. At that inquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person, and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

This rule shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. All or any of the provisions of the rule may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived, where there is a difficulty in observing exactly the requirements of the rule and those requirements can be waived without injustice to the person charged.

[Rule 55 of the Civil Services (Classification, Control and Appeal) Rules]

122. The procedure prescribed in the preceding rule should be strictly observed before issuing orders regarding the dismissal, removal or reduction of a Government servant. Any defect in the procedure necessitates cancellation of the orders issued and the institution of a fresh inquiry in strict accordance with the preceding rule. Pending the result of the new inquiry a Government servant 'dismissed' after such incorrect procedure has to be placed under suspension and paid subsistence allowance during the period of suspension which involves unnecessary expense to Government. Particular care should, therefore, be taken to see that all the provisions of the above rule are completely satisfied before orders regarding the dismissal, removal or reduction of a Government servant are issued, as required by the proviso to Rule 165-A of the Bombay Civil Services Rules and Note (1) to Rule 33 of the Bombay Civil Services Conduct, Discipline and Appeal Rules.

[Government Circular, Political and Reforms Department, No. 1362 (Pn.) of 16th September 1934]

122A. It is a statutory requirement that before an order of dismissal, removal or reduction is passed against a Government servant he should be supplied with a copy of the report of the Enquiry Officer who conducted the departmental enquiry against him and he should be given a "show cause" notice giving him an opportunity to show why the punishment in question should not be imposed on him.

[Government Circular Memoranda, P. & S. D., Nos. 2733/34 of 21st May 1951 and C112-1173 of 21st December 1953]

The order of removal, dismissal, etc. should invariably be issued in the prescribed form and should be operative from the date of the order.

[Government Circular Memo., P. & S. D., No. 2731/34 of 30th December 1950]

123. Detailed instructions with regard to the procedure to be adopted when instituting enquiries into charges of misconduct on the part of Government servants are contained in the following:—

- (1) G. B., G. D., No. 2218 of 18th August 1879.
- (2) G. R., G. D., No. 2569 of 6th August 1881.
- (3) G. R., G. D., No. 1549 of 9th May 1883.
- (4) G. R., J. D., No. 7170 of 16th October 1883.
- (5) G. R., G. D., No. 3498, of 22nd August 1893.
- (6) G. R., G. D., No. 6117 of 7th November 1898.
- (7) Govt. Circular, G. D., No. 2745 of 19th May 1905.
- (8) G. R., G. D., No. 3934 of 18th July 1905.

- (9) G. R., G. D., No. 4493 of 23rd July 1907.
- (10) D. P. L's Circular No. 13646 of 20th December 1915.
- (11) G. R., G. D., No. 6369 of 30th August 1918.
- (12) G. R., P. & R. D., No. 1352/33 (Fin.) of 5th October 1936.
- (13) G. R., P. & S. D., No. 1672/34 of 19th August 1937.
- (14) Govt. Circular, P. & S. D., No. 1672/34 of 21st July 1939.
- (15) Govt. Endorsement, P. & S. D., No. 2733/34-D of 8th December 1942.
- (16) Govt. Endorsement, P. and S. D., No. 2733/34-D of 7th December 1942.
- (17) G. R., P. & S. D., No. 2354/34 of 1st July 1943.
- (18) G. R., P. & S. D., No. 2654/34 of 5th July 1944.
- (19) Govt. Endorsement, P. & S. D., No. 2733/34-D of 6th August 1945.
- (20) Govt. Circular, P. & S. D., No. 2733/34 of 3rd July 1946.
- (21) Do, No. 1581/34 of 1st April 1950.
- (22) Do, No. 1581/34 of 13th September 1950.
- (23) Do, No. 2733/34 of 30th December 1950.
- (24) Do, No. 2733/34 of 21st May 1951.
- (25) Do, No. 2733/34 of 9th August 1951.
- (26) Do, No. 1672/34 of 30th July 1952 as amended by Govt. Circular No. CDR-1153 of 30th July 1953.
- (27) Govt. Circular, Memo., P. & S. D., No. CDR-1153 of 21st December 1953.
- (28) App. 18-A to the Fin. Publication No. 1 Fin. Rules under Devolution Rule 37(e).

124. No Government servant shall offer himself as a candidate for election to a local body except with the previous sanction of the Government and such sanction may only be granted in exceptional circumstances e.g. when it is clearly to the public advantage to allow a Government servant to stand for such election.

(G. R., Health and Local Govt. Department, No. 7192 of 16th February 1947).

125. Heads of Departments and offices should warn all the staff under their administrative control to abstain from presiding or expressing their views at meetings organised by particular communities in connection with political matters and to take no active part in such meetings.

(Govt. Circular Memo., Technical and Services Department, No. 1231/34 of 25th February 1948).



125A. All Government servants are required to take the oath of allegiance to the Constitution of India in the prescribed form.

(Govt. Resol. P. & S. D., No. 1547/45 of 15th September 1952)

### Appeals

126. Appeal rules in the case of Government servants are embodied in Rules 34(2) to 40 of the Bombay Civil Services Conduct, Discipline and Appeal Rules (Financial Publication of the Government of Bombay No. VIII).

### Petition Rules

127. The rules for the preparation, submission and disposal of the applications to Government are given in G. R., P. & S. D., No. 2034/34 of 14th August 1950.

128. The practice of sending advance copies of petitions direct by Government servants to authorities higher than their immediate superiors through whom the petitions are required to be submitted is not in consonance with the spirit of the Petition Rules.

Advance copies of petitions should not be forwarded to Government.

(Govt. Circular, C. D., No. 5562 of 9th February 1936)

129. Heads of offices and institutions should warn their subordinates against addressing direct the clerks in the office of the Director or any other office.

(D. T. I.'s No. 2/1962 of 1st December 1921)

### Grant of leave

130. Leave of non-gazetted Government servants other than those in respect of whom power has been delegated to the Educational Inspectors, and Principals of Government Colleges (vide Appendix 1) is sanctioned by the Director.

131. Leave (other than special disability or study leave) up to one year is sanctioned by the Director in the case of gazetted officers.

### Casual Leave Rules

132. The recognised practice of granting casual or unofficial leave, which is intended to meet special circumstances for which provision cannot be made by exact rules, is that ordinarily not more than seven days' leave should be granted at one time to be extended to ten days only in most exceptional circumstances, and that the amount enjoyed by an officer in one year should not exceed fifteen days.

(G. R., P. D., No. 5204/33 of 20th November 1951)

133. Officers not lower in rank than heads of Districts may grant their subordinates holidays of local importance up to a maximum of three days in a year.

(G. R., Education and Services Department, No. 5631/34 of 31st December 1947.)

134. Heads of offices and other officers including touring officers should strictly observe the hours of work of Government offices in Bombay and the notices which have been prescribed. All officers should attend office punctually. Touring officers may attend late on the days on which they proceed on duty to places beyond a distance of five miles from their headquarters.

(Government Circular, Political and Revenue Department, No. 7117 of 11th August 1937, and Government Circular, Political and Services Department, No. 1173/46 of 30th January 1943)

135. When a Sunday or public holiday (s) immediately precede (s) or follow (s) casual leave, the Sunday, or the public holiday (s) should not be treated as part of casual leave. Sundays and holidays interspersed between two periods of casual leave should however be treated as part of casual leave.

(G. O., P. D. No. 5294/33 of 30th November 1931)

136. It is permissible to prefix and also suffix to casual leave Sunday (s) and/or holiday (s) immediately preceding or following it.

(Govt. Letter, P. D., No. 5204/33/74580-X of 13th August 1936)

137. Casual leave is not recognised and is not subject to any rule. Technically, therefore, an officer on casual leave is not treated as absent from duty and his salary is not interrupted. Casual leave, however, must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning pay and allowances,
- (ii) change of office,
- (iii) commencement and end of leave,
- (iv) return to duty so as to extend the term of leave beyond the time allowable by rule.

(Art. 303 of the Civil Service Regulations)

(a) If advantage is taken of the Sectional holidays authorized by Government for particular communities, they will be taken in reduction of the total number of days of casual leave which may be enjoyed in the year.

(b) Any other holidays which may be granted to their subordinates by officers not lower in rank than Heads of Districts, on account of sectional fairs or festivals notified by Government must be taken in reduction of the total number of days of casual leave which may be enjoyed in the year.

(G. O., P. D., No. 24/33 of 22nd June 1934 and 5th October 1934, and G. O., Political and Services Department, No. 5631/34 of 21st January 1947)

### Giving of Testimonials or Certificates.

138. (a) It is forbidden to all the members of the Department to give a testimonial of any sort to any other member of the Department. This does not prevent the Heads of schools and colleges, Educational Inspectors and similar officers giving testimonials to persons who are serving immediately under them and are leaving the employment of the Department after temporary employment.

(D. P. L.'s No. 5769 of 25th August 1923)

(b) all officers of the Department should refrain from giving personal recommendations to candidates applying for posts under local bodies. There is, of course no objection to heads of officers, when Government servants serving under them submit through them applications for appointments under local bodies, giving their opinions as to the suitability of the applicants for the posts applied for.

(G.O. G.D. No. 3874 of 23rd April 1932)

139. No certificate should be granted unless previously numbered and registered in the office in which the person granting it is serving.

(Govt. Circular, R.D. No. 1826 of 22nd April 1945)

140. All officers of the Department are forbidden to give testimonials to teachers and others in non-Government institutions.

(D.P.L.'s No. S-452D of 20th May 1927)

141. All officers of the Department are forbidden to supply to any subordinate copies of remarks made by them on his work or conduct which may be used as a testimonial by such subordinate. Similarly all members of the Department are forbidden to use in their personal interest such remarks of their superior officers unless such have been communicated to them officially. This however does not in any way contravene the standing orders of Government in G.O., E.D., No. 9199 of 29th November 1915.

(D.P.L.'s No. S-452 D of 23rd November 1923)

142. In giving certificate to their subordinates all officers are warned to be careful to state the whole truth in respect of character and cause of dismissal or resignation of appointment.

(Govt. Circular, R.D., No. 1826 of 22nd April 1945)

### Drawal of Compensatory allowance

143. Subject to the provisions of the rules to regulate the grant of Compensatory allowances as in Appendix XV of the Lornhay Civil Services Rules Manual (Volume II) the compensatory allowance is admissible during vacation ;

(i) if the authority permitting the vacation to be availed of certifies at the outset that the Government servant concerned is likely on the expiry of the

vacation to return to duty at the station from which he proceeded to spend the vacation or at another station in which he is entitled to similar allowance ;

and

(ii) the Government servant concerned certifies that he or his family or both resided for the period for which the allowance is claimed at any of the stations mentioned in sub-Clause (i) above.

*Note*—If the rates applicable to the stations mentioned above are different, the allowance will be admissible at the lower of the two rates.

(G.R., P.D., No. 22/33 of 15.6 July 1945.)

### Government Servants' Associations

144. (1) Government is prepared to accord official recognition to associations of its employees, other than those in the Police and Jail Departments, and of individual employees, which comply with the conditions set out in the following rules. Representations from such associations, whether made orally by deputation, or presented in writing, may be received by Government officers, subject to the conditions set out in these rules, and notwithstanding anything contained in the rules relating to the submission of petitions and memorials by Government servants.

*Note*—Nothing in these rules shall prevent a deputation from any association being received by a Minister, if he so desires.

(2) The Association must ordinarily consist of a defined class of Government employees.

(3) Every Government employee of the same class must be eligible for membership of the association.

(4) Ordinarily Government will not object to persons who are not in the active service of Government being officeholders of the association but Government reserves the right in particular cases of refusing recognition to association of which all the officeholders are not either in the active service of Government or honourably retired officers belonging to the same class of Government employees as that which the association represents.

(5) (a) No representation or deputation will be received except in connection with matter which is, or raises question which are, of common interest to the class represented.

(b) The Joint Councils and Committees similar to Whitley Councils which Government will establish in the various offices and departments of the State, will only deal with general questions affecting conditions of service of Government servants and will not deal with individual cases. In the event of agreement not being reached between the official side and the staff side, the point at issue will be referred to arbitration.

Although individual cases cannot be dealt with by the Joint Councils and Committees individual cases of alleged victimization of Government servants working as officials of the association will be referred to the Bombay Public Service Commission for decision.

(6) The association will not have the right to strike.

(7) No statement will be issued by the association to the Press without the approval of the Director of Publicity who may, if he thinks necessary, submit it to Government for orders.

(8) Government may require the regular submission, for its information, of copies of the rules of the association and the annual statement of its accounts and of lists of its members.

(9) The officer who is empowered to grant leave to a Government employee will, so far as is possible, grant casual leave if necessary to an employee who is a member of a recognised association to attend duly constituted meetings of the association. The grant of such leave will be subject to the exigencies of the service, of which the officer in question shall be the sole judge.

(10) Government may make subsidiary rules relating to the recognition of associations of Classes of Government employees subordinate to it.

(11) Any breach of these rules may lead to withdrawal of recognition.

(12) All communications from service associations must be submitted to Government through the heads of the Departments concerned.

(13) These rules are applicable to all associations which were recognised prior to 15th December, 1947 and the recognition previously granted to such associations is subject to the conditions laid down in these rules which have superseded those issued in December, 1934. Any breach of these conditions may lead to the withdrawal of recognition.

(G. R. & S. D. No. 1032/46 of 15th December 1947 and G. O. F. & S. D.,  
No. 1307/46 of 10th May 1948)

145. Government have laid down the following procedure to be followed when a Government servant is summoned by a court to produce official documents for the purpose of giving evidence:—

The law relating to the production of unpublished official records as evidence in courts is contained in Sections 123, 124 and 162 of the Indian Evidence Act, 1872 (Act I of 1872), which are reproduced below:—

123. No one shall be permitted to give any evidence derived from unpublished official records relating to any affairs of State, except with the permission of the officer in the head of the Department concerned, who shall give or withhold such permission as he thinks fit.

124. No public officer shall be compelled to disclose communications made to him in official confidence, when he considers that the public interests would suffer by the disclosure.

162. A witness summoned to produce a document shall, if it is in his possession or power, bring it to court, notwithstanding any objection which there may be to its production or to its admissibility. The validity of any such objection shall be decided on by the Court.

1. The Court, if it sees fit, may inspect the document, unless it refers to matters of state, or take other evidence to enable it to determine on its admissibility.

If for such a purpose it is necessary to cause any document to be translated, the Court may, if it thinks fit, direct the translator to keep the contents secret, unless the document is to be given in evidence; and, if the interpreter disobeys such direction, he shall be held to have committed an offence under Section 166 of the Indian Penal Code.

2. For the purposes of Section 123 above, the expression "officer at the head of the department" may be held to mean the head of the office in whose custody the document required by the courts is, and *vis-à-vis* the court which demands its production, that officer should be treated as the authority to withhold or give the necessary permission.

3. In respect of documents emanating (1) from a higher authority (i.e.) the Government of India, or the local Government, (etc.) or which have formed the subject of correspondence with such higher authority, or (2) from other Government, whether foreign or Dominion, the head of the Department should obtain the consent of the Government of India through the usual official channels before agreeing to produce the documents in Court, or allowing evidence based on them, unless the papers are intended for publication or are of a purely formal or routine nature, when a reference to higher authority may be dispensed with.

4. In the case of papers other than those specified in paragraph 3 above, the head of the Department should not allow production of the correspondence if it relates to matters which are generally regarded as confidential, or the disclosure of which would in his opinion be detrimental to public interests, or to matters which are in dispute in some other connection, or have given rise to a controversy between Government and some other party.

5. In a case of doubt the head of the Department should invariably refer to higher authority for orders.

6. These instructions apply as well to cases in which Government is a party to the suit. In such cases much will depend on the legal advice as to the value of the documents, but before they are produced in court, the considerations stated above must be borne in mind, and reference to higher authority made, when necessary.

7. The Government servant who is to attend a court as a witness with official documents, should, where permission under Section 123 has been withheld, be given an order duly signed by the head of the Department in the accompanying form. He should produce it when he is called upon to give his evidence, and should explain that he is not at liberty to produce the documents before the court, or to give any evidence derived from them. He should, however, take with him the papers which he has been summoned to produce.

8. The head of the Department should abstain from entering into correspondence with the presiding officer of the court concerned in regard to the grounds on which the documents have been called for. He should obey the Court's orders and should appear personally, or arrange for the appearance of another officer in the court concerned, with the documents, and act as indicated in paragraph 7 above, and produce the necessary certificate if he claims privilege.

### Order

Summons from the Court of the

(or the production at \_\_\_\_\_ of the office files relating to the—

(a) I direct \_\_\_\_\_ to appear with the files mentioned in the summons and to claim privilege for them under section 23 of the Evidence Act.

(b) I withhold permission to give any evidence derived from the files for which privilege is claimed under this order.

It should be represented to the Court that these files contain unpublished official records relating to affairs of State for the purpose of section 123 and that in view of the provisions of section 162 of the Evidence Act, the files are not open to the inspection of the Court.

Head of Department.

Dated \_\_\_\_\_ the \_\_\_\_\_

(G. R., H. D., No. 5280/3 of 15th November 1935)

146. In supersession of all the previous orders, the following revised procedure in the matter of the grant of permission to Government servants to broadcast from All-India Radio has been laid down :—

(a) Government servants, except those who are Heads of Departments and Offices, who are invited by All India Radio to broadcast, should apply for necessary permission to their Heads of Offices, who will be competent to grant the same, except when the subject of the talk which the Government servant concerned proposes to broadcast, is in anyway connected with his official work or is otherwise of a controversial nature. In the latter case the application should be submitted by the Head of office to the Head of the Department concerned.

(b) In the case of Heads of Offices, they should apply for permission to the Heads of their Departments who are competent to grant the permission, except when the subject matter of the talk is anyway connected with the official work of the Officer or is otherwise of a controversial nature. In the latter case, the application should be submitted by the Head of the Department to Government.

(c) In case of Heads of Departments they should apply for permission to Government. The Administrative Department concerned should deal with the application in consultation with the Political and Services Department.

(d) Since the authorities of All India Radio scrutinize the texts of the talks, it is not ordinarily necessary to call for the text of the talks, except when the subject matter of the talk is connected with the official work of the Government servant concerned, or is otherwise of a controversial nature.

(c) Applications for permission to broadcast should be dealt with by the authorities concerned as expeditiously as possible.

(G. O. P. & S. D., No. 4063/34 of 5th May 1948)

147. (1) The following hours of work for Government offices are prescribed—

*Bombay city and the Bombay Suburban District*

Week days ... 10-30 a. m. (without any grace) to 5-30 p. m.

Saturdays ... 10-30 a. m. (without any grace) to 2 p. m.

*Mofussil*

Week days ... 11 a. m. (without any grace) to 6 p. m.

Saturdays ... 11 a. m. (without any grace) to 2-15 p. m.

(2) The following hours of work are prescribed for posts in Government Offices in Bombay City—

Week days ... 9-45 a. m. to 7 p. m.

Saturdays ... 9-45 a. m. to 4-30 p. m.

*Notes*—The Heads of Offices are authorised to prescribe the hours of work as from 9-45 a. m. to 6-30 p. m. to suit exceptional cases. On Saturdays posts may be required to wait after 4-30 p. m. by turns as may be necessary.

(G. O. P. & S. D. Nos. 2117 of 1st May 1937, 15th April 1942 and 7th October 1943 and G. O. P. & S. D. No. 1172/46 of 25th May 1948)

(3) The office hours prescribed by Government should be strictly observed by officers and other Government servants and they should attend Office punctually. Touring Officers may attend their offices late on the days on which they proceed on duty to places beyond a distance of 5 miles from their headquarters.

(G. O. P. & S. D. No. 1172/46 of 17th August 1937 and 26th January 1945)

\* 148. Deleted.

149. All touring Officers should, as far as possible, avoid asking subordinate Government servants to supply provisions to them. Where, however, touring Officers find this unavoidable, they must see that no provisions or services are accepted by them or their subordinates without adequate payment. The Heads of Offices should make it clear to all Government servants under them that the subordinate Government servants who do not recover full bills will be held responsible for making supplies at concession rates or (as and when) will be taken against them accordingly.

(G. O. M., and S. D., 1281/34 of 6th May 1948)



## CHAPTER IV

## RECOGNITION OF SCHOOLS

150. Educational institutions may be admitted to recognition by the Department of Education provided they conform to the rules set forth in the Grant-in-aid Code.

(Grant-in-Aid Code Rule 1.)

151. Applications for the recognition of Educational Institutions other than colleges must be made to the Educational Inspector concerned at least three months before the commencement (April 1st) of the official year for which recognition is sought and must be accompanied by a statement in the form in Appendix 13.

(Grant-in-Aid Code Rule 2.)

152. All recognised institutions and hostels maintained or controlled by them directly or indirectly shall be open to inspection by the officers of the Department at all times; and the managers or head teachers shall punctually supply the Department with such returns and information as may be from time to time required.

(Grant-in-Aid Code Rule 3.)

153. The manager of every recognised educational institution is required to enforce the principles of discipline laid down by the State Government from time to time vide-Appendix 20.

(Grant-in-Aid Code Rule 12.)

154. Recognition entitles the managers (1) to present their pupils at all public examinations, (2) to present pupils as candidates for scholarships and to admit scholarship holders and (3) to apply for grant-in-aid from public funds.

(Grant-in-Aid Code Rule 1.)

155. No school will be eligible to receive a grant-in-aid unless it has been recognised by the Department.

(a) No recognised school shall teach a standard or standards higher than those for which it has been recognised, without the previous permission of the Department. An application for the recognition of a higher standard or standards must be submitted to the Educational Inspector not less than five months before the beginning of the school year in which it is proposed to open the higher standard or standards.

(b) No recognised school shall open a new division of a standard without the previous permission of the Department.

(Grant-in-Aid Code Rule 10.)

## CHAPTER V

## MANAGEMENT OF EDUCATIONAL INSTITUTIONS

## I. Colleges

156. All Colleges affiliated to a University are subject to the requirements of that Body in matters relating, amongst others, to affiliation, disaffiliation, admission, attendance, submission of annual and periodical returns, and liability to periodic inspection by the University. Details of these requirements are to be found in the Handbook of the University concerned.

157. Every new or extended affiliation or, disaffiliation, in whole or in part, of a College to a University requires the sanction of Government. In the case of Government colleges applications for new or extended affiliation to a University should be made by the Director.

158. The power of granting admission to a Government College rests with the Principal who is responsible for the observance both of University requirements and of Government orders.

159. Applications for admission to Government Colleges must be made to the Principal concerned in the prescribed printed form which can be obtained from the Principal concerned.

160. All forms of admission must contain the following undertaking :—

"I hereby agree, if admitted, to conform to rules and regulations at present in force that may hereafter be made for the government of the College and I undertake that so long as I am a student of the College I will do nothing either inside or outside the College that will interfere with its orderly government and discipline."

(D.P.I.'s Circular No. 161-32-C of 28th June 1930)

161. Deleted.

162. Principals of Government Colleges are responsible for the maintenance of discipline in accordance with the rules of the College and the requirements of the University concerned and of the Department.

163. The rules governing the internal management and discipline in Government Colleges are to be found in the prospectuses of the several Colleges.

164. These prospectuses must include the following rules :—

(i) Students must not be absent from College classes or examinations without the permission of the Principal.

(ii) No College Society can be formed without the permission of the Principal.

(iii) No person shall be invited to address a College meeting or Society without the previous permission of the Principal.

(iv) In all College debates the chair should be occupied by a responsible person approved for that purpose by the Principal, and all subjects of debate should be previously approved by the Principal.

(D.P.I.'s Circular No. 124/30-C of 25th June 1932)

165. Picketing by a student either of his own or of any other educational institution is regarded as a serious breach of College discipline.

(D. T. L's Circular No. 161/30-C of 23rd June 1939.)

166. Principals of Government Colleges should approve at the commencement of each academic year the list of the periodicals and newspapers proposed to be taken in by their College libraries.

167. The following holidays should be observed in Government Colleges :—

(a) All public holidays notified by Government.

(b) Seven other days fixed by the Principal of the College concerned.

(c) Those sectional holidays which are observed by so many of the students that work cannot be carried on.

A list of holidays and dates of vacations shall be submitted to the Director by the Principal of every Government College at the beginning of the College year.

(G.R., G. D., No. 7132 of 22-12-1903; and D.P.I.'s No. E—16364 of 22-12-1920.)

168. All Colleges are required to submit punctually such annual and periodical returns as may be called for by the Department.

169. It is the duty of every member of the staff of a Government College to perform such administrative or other work as the Principal may entrust to him.

(G.R., E.O., No. 3444 of 13th July 1927.)

## II. Secondary Schools

170. The following rules are applicable to all Government and Recognised Secondary Schools, except where otherwise stated.

### *Admissions.*

171. Every application for admission should be made to the Head of the institution by the parent or guardian of the candidate either in person or by letter.

(Grant-in-Aid Code Rule 16.)

172. In the case of Government schools applications for admission must be made in the prescribed form (see Appendix 15).

(G.R., E.D., No. 1535 of 11th February 1932.)

173. The Heads of Government Secondary schools shall maintain a register of all applications for admissions received by them in the prescribed form. (Vide Appendix 19.)

(G.R., E.D., No. 1555 of 11th February 1932.)

174. The number of admissions must be limited by the accommodation and by the managing capabilities of the staff subject to the limit of numbers to be admitted in each class and the minimum space to be provided for each pupil as laid down in Rules 216 and 314 of this Manual.

175. In Government Secondary schools confused pupils and pupils of different classes shall be admitted according to percentages laid down by Government from time to time (For present percentages see Appendix 17.)

(G.B., K.O., No. 4464 of 30th March 1935.)

(a) In making admissions to Government Secondary schools preference should be given to the wards of Government servants transferred on public grounds at the time of making up the classes. If such transfers occur during the term, the wards should be admitted even in excess of the prescribed limits, adjustments being made as soon as vacancies occur in the class to which they have been admitted.

(u) In regard to the admission of wards of Government servants other than those mentioned above the Heads of Government Schools may use their discretion, provided that the orders issued from time to time in the matter of the reservation of seats for the Advanced, the Intermediate and the Backward Classes and of the admission of pupils in Government Secondary Schools are strictly followed.

(D.P., Ls Circulars No. 3, 13/22-C of 14th June 1948 and of 23th June 1939; and G.B., B. & I.O. No. P. 185 of 17th May 1948.)

### *Production of Primary Standard IV Certificate*

176 (a) Except in special cases, children who speak a recognised regional language of the State of Bombay shall not be admitted to Standard V of a Secondary school unless they produce a leaving certificate from the Head of the Recognised Primary school they have attended showing that they have passed Primary Standard IV, provided that instruction in such regional language is available in the locality in which the school is situated.

(b) Except in special cases, children who speak a recognised regional language of the State and have not attended a secondary or primary school or have left a primary school before the completion of Standard IV, will not be admitted to Standard V of a Secondary school unless they produce a certificate from the Head of the Secondary school to which they seek admission or an Inspecting Officer of the Department or an Administrative Officer of a School Board showing that they have passed Primary Standard IV, according to the test held by him, provided that instruction in such regional language is available in the locality in which the school is situated.

N.B.—(1) In the case of children able to acquire education through the medium of a regional language of the State, admission to a Secondary (English) school shall not be made into classes above Standard V, unless the pupil shows special cause and a level of attainment in the subjects which would fit him for admission without disadvantage to the school.

N.B.—(2) Except in special cases, no new pupil should be admitted in a Secondary (English) School when his age is substantially above the normal age of the class, 15-17 years being considered the normal age of the matriculation class.

(G.B. in A.S. Code Rule 21.)

*Admission of pupils from unrecognised schools. -*

177. (a) Admission shall not be made on the strength of leaving certificates from unrecognised schools. Applicants for admission from unrecognised schools, who have not previously attended a recognised school whether Primary or Secondary, shall on getting a statement in writing from the guardian that the child had previously attended no recognised school, either Primary or Secondary be carefully examined by the head of the school and placed in the standard for which they are found fit. Such cases should be brought to the notice of the Educational Inspector/Inspectress of Girls' Schools at the time of the annual visit.

(b) If an applicant from an unrecognised school has previously attended a recognised school, he should produce a leaving certificate from the last recognised school attended and he should be placed in the standard in which he is entitled to be placed by that leaving certificate on the basis of one standard one year provided he is found fit after examination. Such cases should be brought to the notice of the Educational Inspector/Inspectress of Girls' Schools at the time of the annual visit.

(Grant-in-Aid, Code Rule 25.)

178. Except with the express permission of the Director given in writing no pupil shall be admitted to any recognised school from a school the teaching in which is pronounced by the State Government from time to time to be of a pernicious character.

(Grant-in-Aid, Code Rule 16.)

179. No pupil who has previously attended a recognised school shall be admitted to any recognised school without a leaving certificate in the prescribed form (Appendix 18) from the last recognised school attended by him, and all such certificates must be filed on the school records.

(Grant-in-Aid Code Rule 17.)

180. If no leaving certificate from a recognised school is produced on the ground that the pupil has not previously attended such a school, a certificate to that effect should be obtained from the parent or guardian and filed.

181. If an applicant states that a leaving certificate from the last school attended has been refused to him, the Headmaster of the new school shall intimate to the authorities of the former school that the pupil seeks admission, and, if within a week, he receives no satisfactory explanation of the omission to give a leaving certificate, he shall be entitled to admit the pupil, but must report the circumstances immediately to the Educational Inspector, who shall enquire into the case.

(Grant-in-Aid Code Rule 18.)

182. As a general rule, pupils including repeaters should be admitted only within the first 14 days of the first or 2nd term or within such an extended period as the Educational Inspector may allow. In cases of special difficulty e.g., sickness, bereavement, transfer of parent or guardian, late declaration of examination results etc., the period may be extended suitably at the discretion of the Educational Inspector.

(Id) No 2-7

183. When the parent or guardian with whom a pupil is living removes from one locality to another, or the pupil is compelled on medical grounds to change his residence, admission from a school of the same class may be made at any time during a term.

(Grant-in-Aid Code Rule 18)

184. Admission of pupil from other States should be made only if the leaving certificates of the pupils are countersigned by the Inspector of schools concerned in that State.

(D.P.I.'s Circular No. G/1491 of 4th June 1930 and Grant-in-Aid Code Rule 20)

185. Every recognised school shall maintain:—

- (i) a printed General Register in the form prescribed in Appendix 19 ;
- (ii) a record of attendance in the form prescribed in Appendix 21 ;
- (iii) a systematic record of the progress and conduct of each pupil embodying the results of periodical examinations including the annual examination ;
- (iv) progress books for individual pupils which shall be shown from time to time to the parent or guardian concerned.

(Grant-in-Aid Code Rule 9)

186. A pupil's name should not be entered on the general register, until the fees due are paid and he is formally admitted.

(G. A. Code Rule 21)

187. The date of birth of the pupil according to the Christian era shall be entered in the general register from the date given in the leaving certificate. In the case of the school first attended or of pupils who have attended no recognised school, the application for admission must be accompanied by a certificate of age signed by the parent or guardian. The date of birth given in this certificate should be entered in the school register. No alteration of the date is permitted without the permission of the Educational Inspector.

(Grant-in-Aid Code Rule 22)

188. (1) No change in the entries in the school registers shall be made without obtaining the previous written sanction of the Educational Inspector / the Inspector of Girls' Schools.

(2) No application for such a change shall be entertained except on behalf of a pupil who is actually attending the school.

(3) An application for a change in the entries in the school register must be made by the parent or guardian of the pupil. When forwarding the application the Head of the school shall certify that he has verified the signature and that the application has been signed by the parent or guardian of the pupil.

(D.P.I.'s Circular No. B. 4598-C of 13th September 1937)

189. If in a leaving certificate the Head Master suspects any unauthorised additions or alterations before or after a pupil is admitted, the fact should be immediately reported to the Educational Inspector/Inspectress of Girls' Schools and if the pupil is not already admitted, he should not be admitted until the reply of the Educational Inspector/Inspectress of Girls' Schools is received.

(G. A. Code Rule 23)

190. Inspecting officers should scrutinise carefully the leaving certificates of all pupils and should see that all entries in the General Register correspond with the details given in the leaving certificates. In particular they should see that no child is placed in a standard higher than is justified by the leaving certificate. In the case of pupils who have joined a school for the first time the entry of the birthdate in the General Register should be carefully scrutinised.

(D.T.I.'s No. 8,45-C of 4th January 1924)

191. On first admitting a pupil to the school the Head teacher should hand over to the parent or guardian a paper, for which he will take a receipt, stating the rules of discipline mentioned in appendix 20, the rules about the payment of fees charged and also pointing out that parents have no right to dictate to the Managers, but that the Managers of schools have right to say on what conditions they will admit or retain a pupil in their school.

(Grant-in-Aid Code Rule 24.)

192. Pupils who have not previously attended any recognised school whether Primary or Secondary and have studied privately and who seek admission to a standard other than "Fifth" of a Secondary School, shall be examined by the Head of the Secondary School and placed in the standard for which they are found fit; but such cases should be brought to the notice of the Educational Inspector/Inspectress of Girls' Schools at the time of inspection or visit.

193. Pupils who have come from upper Primary standards of a recognised primary school shall be examined by the Head of the Secondary School and placed in the standard to which they shall be entitled on the basis of one standard one year after passing the Primary IV standard examination, provided they are found fit; but such cases should be brought to the notice of the Educational Inspector/Inspectress of Girls' Schools at the time of inspection or visit.

(G. A. Code Rule 25 (a) and (b).)

#### *Withdrawals*

194. Every application for a leaving certificate should be made by the parent or guardian, either in person or by letter.

(Grant-in-Aid Code Rule 31.)

195. Applications for leaving certificates must be complied with without unnecessary delay.

(Grant-in-Aid Code Rule 32.)

196. No fee shall in any circumstances be charged for leaving certificates if asked for within 2 years from the date of leaving the school or from the date of the result of the Matriculation or the S. S. C. Examination in the case of students who have appeared for such Examination. After this period a fee of Re. 1 may be charged. A fee of Re. 1 may also be charged for a duplicate copy of a leaving certificate or a certificate of birthdate or an extract from the School Register.

(D. P. I.'s Circular No. 18424 of 15th January 1917 and G. A. Code Rule 32.)

197. The only ground on which a certificate may be refused is non-payment of fees due, or expulsion, or suspension by the Director. In the case of suspension no leaving certificate may be issued until the expiry of the period for which the Director has debarred the pupil from admission to a recognised school.

(Grant-in-Aid Code Rule 34.)

198. If a pupil leaves the school after having failed at the examination of his standard, a note to that effect shall be entered in the remarks column of the leaving certificate granted to him by the Headmaster.

(G. A. Code Rule 35.)

199. Entries regarding the date of birth according to the Christian era and the standard in which studying in Columns 4 and 10 of the form of leaving certificate (Appendix 18) should be made both in words and figures. These entries shall be in manuscript and not typewritten.

(D. P. I.'s No. S. 46-C of 8th October 1937 and G. A. Code Rule 36.)

200. No child suffering from a contagious or infectious disease shall be permitted to attend any recognised school.

201. Punctuality and regularity of attendance must be strictly enforced.

202. Leave of absence may be granted for sufficient cause, but only on application from the parent or guardian, which must be made in advance, whenever possible.

203. When a pupil is absent without leave, the parent or guardian should be immediately notified, and an explanation required. In the absence of satisfactory explanation within reasonable time the pupil's name may be removed from the rolls.

204. For the purposes of calculating attendance a day of attendance, except in the hot weather when the school may be held in the morning, shall mean not less than four hours of secular instruction given in the same day, provided that once a week instruction for two hours a day will be accepted as a day of attendance. In special circumstances this period may be reduced with the permission of the Educational Inspector.

(G. A. Code Rule 39.)

### *Secondary School Terms*

205. The School year for Secondary School shall be from June to May and the school terms shall be as under—

1st Term from 12th June to 15th October.



2nd Term from 7th November to 27th April, with a mid-term break from the 24th December to 2nd January. Summer vacation from 28th April to 11th June. The actual date of commencement of the academic year should be fixed so as to coincide with the Monday nearest to the 12 June. The last working day of the preceding academic year should be so fixed that a vacation of six weeks is available upto the reopening date in the new year.

[G. M. E. D. No. 550 of 29th July 1952.]

### *Holidays for Secondary Schools*

206. The following are the maximum holidays sanctioned for Government Secondary Schools for boys and girls:—

Vacation and Holidays	No. of days
(1) The long vacation ... ..	42
(2) Diwali holidays ... ..	14
(3) A short vacation after the annual examination 10 to 14 days...	14
(4) Public and sectional holidays sanctioned by Government not falling within the vacations (including Diwali holidays) and discretionary and special holidays to be given by heads of schools ... ..	19
	<hr/> 89

[D. T. I.'s Circulars No. P-21/C of 7th April 1942 and 2nd May 1942.]

207. All Government schools should be closed on all Gazetted holidays notified by Government.

[G. M. E. D. No. 1410 of 13th December 1920, and D. P. P. No. D/1594 of 22nd December 1920.]

208. If, in addition to the holidays specified in rule 206 and apart from the ordinary weekly half holidays, it appears necessary or desirable on account of some important occasion to grant a special half holiday, Heads of Government Secondary schools are empowered to do so, but these powers should be very sparingly exercised, and in each case report (with full details as to the reasons for the half holiday) should be made at once to the Inspector/Inspectress.

[D. P. P. No. 4679 of 7th July 1917.]

209. The maximum number of holidays, including vacations, to be enjoyed during a year in all recognised Secondary schools should in no case exceed 105 days. This number does not include half holidays and Sundays. A minimum of 380 attendances has been prescribed for Secondary Schools, each attendance being equivalent to a session and two sessions making a full working day.

[Grant-in-Aid Code Rule 20-A.]

210. Each Government Secondary school and Training Institution should send a list of vacations and holidays at the beginning of each school year to the

(1) Director (2) Educational Inspector or Inspector of Girls' Schools (3) Inspector of Drawing and Craftwork, (4) Inspector of Visual Education and (5) State Inspector for Physical Education. Each recognised Secondary school should send similar list of vacations and holidays at the beginning of the school year to the Educational Inspector, Inspector of Girls' Schools of the Division and to the Inspector of Drawing and Craftwork.

(D. P. I.'s No. 150/20-C of 28th April 1924.)

#### *Punishment.*

211. Corporal punishment should not be inflicted except by the Head Master and by him only in the case of serious and repeated misconduct. Only a light cane should be used when corporal punishment is absolutely necessary and the caning should be restricted to the palms of the hands. When corporal punishment is inflicted, reasons in writing should be recorded by the Head Master.

(D. P. I.'s No. 120/162 C of 23rd June 1911.)

212. Pupils may be expelled for contumacious insubordination and moral turpitude.

213. Girls shall not be subject to corporal punishment.

#### *Time-Table.*

214. There should be a general time-table for the whole school and one for each class. The class time-tables should show the daily work of the pupils and by whom each subject, including physical training, is taught. Each time-table should be dated, and should be hung up in a conspicuous place in each classroom.

215. The ordinary period should not exceed 50 minutes.

(D. P. I.'s No. 2989 of 6th June 1914.)

216. The following should be the maximum number of pupils to be admitted in each class of secondary schools :—

		Non-Govern- ment,	Government
Standards I to III	...	36	50
Standards IV to VI of secondary schools	...	40	36
Standards V to VIII of secondary (English) schools	...	40	...

These limits will be subject to the following provisions :—

(a) That the room in which a class is held shall provide the requisite accommodation for the number of pupils actually admitted at the rate of not less than 10 square feet per pupil on the rolls in the case of non-Government schools and 12 square feet per pupil on the rolls in the case of Government schools ;

(b) that in addition to the number allowed above for the top class of secondary schools, the Head Master may admit not more than 10 pupils who rejoin the school after failure at the Matriculation examination ;

(c) that there will be no objection to schools admitting in the beginning of the school-year before the expiry of the migratory period, four pupils in Standards V to VII of secondary schools in excess of the above limits provided that there is adequate accommodation for the number of pupils actually admitted and provided further that fresh admissions are not made to fill the vacancies above the prescribed limits.

(Grant-in-Aid Code Rule 28 and D.F.I.'s Circulars Nos. 6, 2678-C of 24th May 1937 and 8, 88/1054-C of 25th June 1938)

Note—As a temporary measure the ratio for floor area has been reduced from 10 to 8 square feet per pupil and the maximum number of pupils to be admitted should be regulated as under—

Standards V-VII	..	..	..	..	40
Standards VIII-XI of Secondary schools	..	..	..	..	..
or					
Standards V-VIII of English-teaching schools	..	..	..	..	44

(D. P. I.'s Nos. 8, 67 (a)-77-Genl-C of 12th June 1946 and 22nd June 1948)

217. All recognised schools shall adopt the standards laid down, which will, with the addition of the heads for optional subjects and of needle-work in Girls' schools, remain as a guide to Managers, but Managers will be allowed to adopt variations of the curriculum provided that such modifications are previously brought to the notice of the Educational Inspector/Inspectress of Girls' Schools and are duly approved.

218. It is expected that Managers of Secondary schools will make due provision for suitable instruction in such subjects as Object lessons, Class Singing, Drawing, Manual Training, Elementary Science, Commercial Instruction, Music and Domestic Economy (for girls). It is not intended that a school should teach all these subjects, but it is expected that every Secondary school will make provision for the teaching of at least one optional subject in the middle stage and two optional subjects in the high stage. Managers will be given the greatest freedom possible in planning and carrying out courses of instruction comprising these subjects.

(Grant-in-Aid Code Rule 13)

219. Except with the special sanction of the Educational Inspector/Inspectress of Girls' Schools no recognised school shall use text books other than those sanctioned by the Department. No text-book, once introduced, should be changed ordinarily before three years or over without the permission of the Educational Inspector/Inspectress of Girls' Schools concerned.

(Grant-in-Aid Code Rule 11)

### *Progress Books.*

220. A progress book shall be kept for each pupil in which his progress and conduct are recorded. It should be brought up to date at the end of each month by the class master and sent to the parent or guardian for signature.

*Medical Inspection.*

221. A routine Medical examination of a child should be held :—

- (a) on entry into a Primary School at approximately the 6½ year of age,
- (b) at the 11th year,
- (c) on leaving at the 14th year,
- (d) for children in High Schools when leaving at the age of 17.

222. In the case of children who are found defective in health at the routine medical inspections reinspection should be undertaken after a reasonable period and where possible, medical treatment should also be given to them.

223. In addition to the routine examination, height and weight figures should be taken at regular intervals of not less than twice a year and recorded in the form of graphs by the teacher and any child showing material variation from the normal progress should be brought to the notice of the doctor.

224. A medical certificate containing the record of the medical examinations of a child should be attached to the leaving certificate of the child, whenever there is a change of school, and if, for any particular reason, the second routine medical examination has not been held in any case at the end of Primary Standard IV, arrangements should be made to examine the child concerned medically when he or she seeks admission for the first time into a Secondary School.

(G. R., E. D., No. 410 of 27th May 1942)

225. A form for recording the results of the medical inspection of children in Secondary Schools and Training Institutions has been prescribed and certain instructions have been laid down for filling in the form. These instructions and the form are printed in Appendix 61.

(D.F.P.'s Circulars No. S. 67 (P-43 Genl-C, dated the 15th June 1940 and 27th November 1941.)

226. Physical Education is an integral part of Education. Physical Training is therefore compulsory for all school children. The syllabus for Physical Education for Secondary schools has been laid down in consultation with the Board of Physical Education.

(D.P.E.'s No. S. 68-114-C of 9th March 1940, 10th May 1940 and 20th June 1941.)

*Home Work.*

227. In order to discourage the tendency to assign excessive home work, Educational Inspectors/Inspectresses of Girls' Schools should go into the question of the amount of home work assigned to various standards at the time of the inspection and see that no undue burden is thrown on the pupils. The following principles should be generally observed :—

- (1) There should be a definite Home work Time-table in each School.
- (2) Home Work should not be confined to written work but should also include reading.

- (3) The object of Home Work should be generally to encourage self reliance.
- (4) The amount of Home Work should not ordinarily exceed one hour's work up to Standard III and 2 hours' work in the higher Standards.
- (5) The written work set should be carefully supervised.

### *Residence.*

228. Every pupil shall reside either (i) with his parents or guardian who must undertake to see that the pupil observes the rules of discipline laid down or (ii) in a Hostel or Boarding-house recognised by the Educational Inspector or (iii) in premises approved by the Head of the Institution which approval should be confirmed by the Educational Inspector.

### *Rules for Government Secondary Schools.*

229. Heads of schools are responsible for the proper organisation of all school work and activities, and for the maintenance of discipline in their schools.

230. Heads of schools should teach for not less than 8 hours a week and may teach for as many as 12. They are expected to be present during all the school hours.

(D. P. I.'s No. 2968 of 6th June 1914.)

231. Heads of schools should supervise the work of the Assistants and with this end in view visits should be made to class rooms during teaching periods. It is also their duty to see that Assistants have a knowledge of all Departmental and other orders which affect their work. They should also see whether the written work in all subjects is up-to-date and properly corrected by the teachers concerned.

232. Promotions will be made by Heads of schools annually, and will be based on results of the Annual Examination. The year's work should also be taken into consideration in deciding promotions.

233. Assistant teachers must be prepared to take classes during all the school hours, and also to undertake duties in connection with games and Physical Education generally, to attend staff meetings, to supervise detention classes, to give lectures, and to perform any other essential school duty.

234. Teachers of Standards VII-XI, including Language teachers, are expected to undertake class work, inclusive of supervision of written examinations, for 23 hours a week. Special teachers are expected to undertake not less than 23 hours class work a week. Science masters teaching science to Standards IX to XI should not teach for more than 18 hours a week.

(D. P. I.'s No. 2969 of 6th June 1914.)

235. The assistant selected to assist the head of the school in the work of supervision and administration should teach for not less than 16 hours a week.

(D. P. I.'s No. 2968 of 6th June 1914.)

235. Teachers who have special duties in connection with games, etc. (over and above the duties expected of the class teachers) or who are in charge of a hostel are allowed a reduction in the number of teaching hours as specified above.

(D. E. L's No. 2492 of June 1944.)

237. No teacher in a Government school may undertake private tuition except with the previous sanction of the Inspector which must be obtained for each pupil to whom private tuition is proposed to be given. Sanction, if granted, will be subject to the following conditions:—

- (i) that not more than one hour on full working days or two hours on holidays or half holidays are devoted to private tuition.
- (ii) that no teacher shall act as tutor to a boy in his own class.
- (iii) that no teacher in receipt of a pay of Rs. 200 or more is permitted to undertake private tuition.
- (iv) the Head Master or Head Mistress must not undertake private tuition.

(G.B. E.D., No. 2432 of 16th January 1923.)

238. The Heads of schools should see that none of the pupils in the schools under them receive private tuition without their consent. They should verify in each case that they have satisfied themselves that the pupil is in need of private tuition and should indicate the period for which private tuition is considered to be necessary.

(D.P.L's No. 8, 100-B.43-0 of 15th September 1927.)

239. Heads of schools should obtain a statement of private tuition from each teacher at the beginning and at the end of each term, and submit the statements to the Educational Inspector/Inspectress of Girls' Schools and report any cases in which either the permission required has not been obtained for the pupil concerned or the permission to give private tuition has not been obtained by the teacher concerned before taking the tuition work. The statement should give information about the periods devoted by each teacher to private tuition per week, the payment received by him, the number of pupils to whom such tuition was given, etc., and the Heads should keep record of the same.

240. Heads of Government Secondary schools shall maintain such registers as are prescribed from time to time. A list of the more important registers is given in Appendix 35.

241. The General Register of the school should be preserved permanently.

242. The records shown below should be destroyed after the period shown against each of them:—

(1) Leaving Certificates received from other schools	...	5 years.
(2) Leaving certificates issued to boys	...	3 years.
(3) Casual leave register	...	1 year.
(4) Vouchers of contingent charges	...	3 years.
(5) Applications for free-studentships and scholarships	...	1 year.

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(6) Monthly register of fees, attendance and studies, etc.	10 years.
(7) Cash account book ... ..	5 years.
(8) Register of contingent charges ... ..	5 years.
(9) Daily register of attendance ... ..	2 years.

(D.P.A.'s No. 12777 of 13th January 1923)

### III Special Schools

243. The rules for the conduct and management of these Special schools, whether Government, Aided or Recognised, which are under the control of the Department (except such as are specially mentioned below), vary according to the objects and nature of the institution and separate rules are drawn up for the conduct of each institution to which reference may be made.

244. The rules for the management of special schools will be based where they are applicable, upon the rules and regulations laid down in this Manual for the management of Secondary schools and should be submitted for approval to the Director through the Educational Inspector/Inspectress of Girls' Schools.

### IV Primary Training Institutions

245. Rules for these institutions are contained in the "Rules for Primary Training institutions for men and Women" published by the Department.

246. In Practising schools attached to Government Training institutions for primary teachers the Head of the Training institution will supervise the Head teacher and the staff of the Practising school and is responsible to the Educational Inspector/Inspectress of Girls' schools for the efficiency of the Practising school.

### V General

247. The Heads of all Government educational institutions and offices shall submit such periodical returns and other reports as may be required by the Director or by the Educational Inspectors/Inspectress of Girls' Schools. A list of some important periodical returns and reports is given in Appendix 22.

## CHAPTER VI.

## MANAGEMENT OF HOSTELS ATTACHED TO GOVERNMENT SCHOOLS. \*

248. The Department attaches great importance to the need for the proper development of character in the pupils admitted to the hostels attached to Government institutions. The head of the institution concerned and the staff connected with the management of hostels shall, therefore, adopt such measures and generally assist in the creation of such atmosphere as will ensure the proper training of the boarders and the development in them of a spirit of healthy companionship and such other qualities as form the basis of an ideal civic life, apart from their progress in studies. No communal distinction of any type will be allowed in hostels attached to Government institutions.

249. Sleeping rooms, bathing arrangements, latrines, urinals, and sick-room accommodation of Government Hostels should be in accordance with the instructions laid down in Chapter VII of this Manual.

250. The Head of the institution to which the hostel belongs is responsible for the management of the hostel and is not relieved of his responsibility by the appointment of a Hostel Superintendent.

251. The Superintendent of a hostel may be the Head of the institution concerned or a member of the staff selected for the purpose by the Head Master subject to the approval of the Educational Inspector.

252. The Superintendent shall reside in or near the hostel premises and shall be granted free quarters as far as possible.

253. Only pupils belonging to the school to which the hostel is attached may be admitted into the hostel and these only with the permission of the Head of the Institution. On the admission of a pupil to a hostel his parent or guardian shall be given a paper specifying the rules and conditions for admission to, or retention in, the hostel.

254. Boarders whose parents or guardians object to such precautions being taken against diseases as may from time to time be advised by the medical attendant will not be retained in the hostel.

255. The Superintendent shall maintain an Admission Register and a stock book.

256. The Superintendent shall be responsible for the collection of all hostel dues and the proper expenditure thereof. He shall maintain an account of all receipts and expenditure.

257. The Superintendent is responsible for the control of the Class IV personnel, both Government and private, attached to the hostel, and must satisfy himself that cook houses, dining rooms, latrines, etc., are kept in a sanitary condition.

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\* Rules for hostels attached to Government Colleges will be found in the prospectuses of the Colleges concerned.



258. The rent and other hostel dues are payable in advance on dates fixed by the Head of the institution.

259. Rents payable by boarders in hostels will be as laid down by Government from time to time (for present rates see Appendix 23).

260. Teachers in Government schools may be permitted, by the head of the institution concerned, to stay temporarily in hostels, provided accommodation is available, subject to the following conditions :-

(1) that the families of such teachers shall not be allowed to stay in the hostel ;

(2) that they pay the standard rent fixed under the rules limited to 10 per cent. of their emoluments ;

and

(3) that the teachers vacate the rooms occupied by them at short notice, if and when the rooms are required to provide accommodation for boarders.

(G. R., F. W., D. No. 2525/37 of 4th October 1924.)

261. Boarders should be grouped in sleeping rooms according to age, but it is not necessary to separate brothers under this rule.

262. Every boarder will be required to join in such out-door games and to take such physical exercise as may be prescribed by the Head of the institution, unless he obtains from the medical attendant a certificate stating that he is physically unfit. Every boarder will also be required to take part in the community life of the hostel, which may include such programmes as "Safai", celebration of festivals, organisation of committees to carry out specific duties in connection with the hostel or the school, arrangements to keep a watch over hostel or school precincts or to look after the schools or hostel property in times of emergency, etc.

(G. R., F. W., and L. D., No. 5155 of 24th April 1925.)

263. Minor offences committed in hostels are punishable by the Superintendent. Serious offences which may require corporal punishment, reprobation, or expulsion will be dealt with by the Head of the institution.

264. A set of detailed rules in conformity with these general regulations shall be drawn up for each hostel providing for the following matters:—

(a) Regulations of messes.

(b) Allotment of accommodation.

(c) The bounds or limits beyond which boarders may not pass without permission.

(d) Conditions on which the boarders may be permitted to go out of bounds and to the bazaar.

(e) Hours for private study, for rising in the morning, retiring at night, and for recreation.

(f) Times when the roll shall be called, and the Superintendent shall make a round of the dormitories.

(g) The admission of visitors.

265. Rules covering these subjects and such other subjects as may seem necessary, shall be submitted by the Head of the institution to the Educational Inspector for approval.

## CHAPTER VII.

## EDUCATIONAL BUILDINGS.

## A—Government Buildings.

266. Except in cases in which it has been ordered to the contrary, Government buildings in connection with Government educational institutions or offices are borne on the books of the Public Works Department and maintained from the appropriation for Public Works in charge of the Public Works Department officers.

267. Works in connection with Government buildings are divided into two classes :—

(i) Original works, and

(ii) Repairs or maintenance.

(i) Original works include all new construction, whether of entirely new works or of additions and alterations to existing works, excepting as hereinafter provided; also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

[P. W. D. Manual, Rules 127 and 128.]

(ii) When a portion of an existing structure is to be dismantled and replaced, if the cost of such replacement represents a genuine increase in the permanent value of the property as an asset, the work should be classed as "original work" the cost (which should be estimated if not known) of the portion replaced being credited to the estimate for "original work" and debited to "repairs". In all other cases the whole cost of the new work should be charged to "repairs".

[P.W.D. Manual, Rule 125.]

The class "Repairs" or "Maintenance" includes all operations, except the foregoing required to maintain in proper condition buildings and works in ordinary use.

[P.W.D. Manual, Rule 126.]

### Requisitions for new buildings or for additions or alterations to existing buildings.

268. Applications for new buildings and for additions or alterations to existing buildings required for the use of any department should be made by the officer of the department concerned in communication with the Executive Engineer.

[P.W.D. Manual, Rule 133.]

269. No plans and estimates for new buildings or for additions or alterations to the existing building, the cost of which is likely to exceed the amount which the officer has power to sanction, should be called for from the officers of the Public Works Department, except with the previous sanction of the Director. Such sanction will be given by the Director only if he is satisfied regarding the urgency and necessity of the work under consideration.

270. In order to avoid loss of valuable time, the preparation of plans and estimates for buildings required by various Departments will only be taken in hand by officers of the Public Works Department after the approval of competent authority has been previously obtained in all works whose cost exceeds the financial powers of the officer concerned.

[G. C. M., P. W. D., No. 2302/36 of 3rd February 1947.]

271. The local head of a civil department may call upon the Executive Engineer to report on any proposals for additions or alterations to the buildings in his use and to state roughly the probable cost; but Executive Engineers cannot be required, except by their departmental superiors, to prepare the detailed drawings and estimates required for the purpose of technical sanction, of projects which they consider likely to cost a sum greater than that which can be administratively approved by the local head of the department concerned or those, however small their probable cost, in the necessity for which they do not concur.

[P. W. D. Manual, Rule 136.]

272. For every work proposed to be carried out, except petty works and repairs, the cost of which is not likely to exceed Rs. 1,000, and annual repairs for which a lump sum provision has been sanctioned by the Superintending Engineer, a properly detailed estimate must be prepared for the sanction of competent authority; this sanction is known as the *technical sanction* to the estimate. Such sanction can only be accorded by Government in the Public Works Department, or where power has been delegated to them, by officers of that Department. Sanction accorded to the construction of a work by any other department of Government is to be regarded merely as an "*administrative approval*" of the work, as defined in following rule and the fact that such approval has been accorded in no way dispenses with the necessity for a further technical sanction which must be obtained before the construction of the work is commenced.

[Financial Rule 165 under Direction Rule 37 (c).]

Note.—The limit of Rs. 1,000 for the preparation of detailed estimates of petty works and repairs has been temporarily raised to Rs. 2,500.

[G. R., P. W. D., No. 7143/34 of 19th October 1945 and 6th July 1948.]

273. For every work (excluding repairs and petty works) initiated by, or connected with, the requirements of another department, it is necessary to obtain the concurrence of the department concerned to the proposals before technical sanction to the work is accorded in the Public Works

Department. The formal acceptance by the department concerned is termed "administrative approval" of the work, and is, in effect, an order to the Public Works Department to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work. Such approval should not, however, be accorded until the professional authorities have intimated that the proposals are structurally sound and that the preliminary estimate is sufficiently correct for the purpose.

[Financial Rule 167 under Development Rule 37 (a).]

274. Rough plans for Government and aided educational works should be submitted to the Sanitary Authorities concerned for approval from the sanitary and hygienic points of view.

[P. W. D. Manual, Rule 143 (4).]

275. An application for administrative approval should be submitted to the authority competent to accord it, accompanied by a preliminary report by an approximate estimate and by such preliminary plans, information as to the site and other details as may be necessary fully to elucidate the proposals and the reasons therefor. The approximate estimate and preliminary plans should be obtained from the Public Works Department. If, however, the work is not likely to cost more than Rs. 5,000, detailed plans and estimates may be prepared in the first instance and submitted to the authority competent to accord administrative approval, being returned thereafter to the officer of the Public Works Department competent to accord technical sanction.

[Financial Rule 168 under Development Rule 37 (c).]

276. This procedure will also apply to modifications of the proposals originally approved, if likely to necessitate eventual submission of a revised estimate, to material deviations from the original proposals, even though the cost of the same may possibly be covered by savings on other items and to cases where the detailed estimates, when prepared exceed the amount administratively approved by more than 10 per cent. In these cases, as also in cases in which it becomes apparent, during the execution of the work, that the amount administratively approved will be exceeded by more than 10 per cent, owing to increase of rates or other causes, the revised administrative approval of competent authority must be obtained to the increased expenditure without delay, and in the case of modifications during construction, without awaiting the preparation of a detailed supplementary or revised estimate.

[Financial Rule 169 under Development Rule 37 (d).]

277. The Director has been empowered to accord administrative approval to works as under :—

[G. R., P. W. D., No. 2137 (17 of 23rd May 1933).]

(i) Works in connection with residential buildings, for which there are no type designs and the subsidiary services such as sanitary, water supply, and electric installations provided therein, up to the limit of Rs. 5,000 in each case, provided the standard rent calculated according to the Fundamental Rules does not exceed 10 per cent. of the emoluments of the class of tenant for whom the building is intended.

(ii) Works pertaining to Provincial residential buildings, irrespective of the above limit, provided they follow strictly the type designs approved by Government for the particular class of officers or subordinates concerned.

(iii) Works in connection with hostels attached to Government educational institutions estimated to cost up to Rs. 500 in each case.

[G. R., P. W. D., No. 2127 of 25th November 1931.]

(iv) Provincial works (other than those in connection with residential buildings) which follow without material deviation the type plans approved by Government up to Rs. 25,000.

(v) Provincial works (other than those in connection with residential buildings) excluding those referred to in (iv) above up to Rs. 5,000.

278. The powers of according technical sanction have been delegated to the officers of the Public Works Department as under :—

(P. W. D. Manual, Rule 735 and G. R., P. W. D., No. 5745/38 of 15th June 1947.)

Serial No.	Nature of power.	Authority to which the power is delegated.	Extent of the power delegated.	Remarks.
1	2	3	4	5
			Rs.	
1	Power to accord technical sanction to original and Revised estimates— I. Roads and Buildings—	Chief Engineer	2,00,000	Note.—The power of according technical sanction should be considered as being exclusive of the charges for architect and Tools and Plant.
	(II) Original Civil works (Provincial and Central).	Superintending Engineer.	2,00,000*	*Superintending Engineers may also accord technical sanction up to Rs. 2,00,000 to component parts of a general project provided the amount of the detailed estimate is within the sanctioned project provision.

Serial No.	Nature of power.	Authority to which the power is delegated.	Extent of the power delegated.	Remarks.
1	2	3	4	5
		Executive Engineer	50,000†	†The Executive Engineer of Division may sanction technical sanction in the competent parts of a project which has been administratively approved by competent authority when the cost of such competent parts is within the provision made for it in the approved project and does not exceed Rs. 50,000.
(2) Ordinary Repairs.	Superintending Engineer. Executive Engineer.		Full powers. Do.	
(3) Special Repairs.	Superintending Engineer. Executive Engineer.		Do. 20,000	
(4) Special Tools and Plant.	Chief Engineer		2,00,000	
	Superintending Engineer. Executive Engineer		50,000 5,000	
(5) Excess over estimates.	Chief Engineer		Up to 5 per cent. of the sanctioned estimate Rs. 2,000 in each case on all works irrespective of the total of the sanctioned estimate.	
	Superintending Engineer.		Up to 5 per cent. of the sanctioned estimate provided the total amount of excess is within the power of technical sanction. Also up to Rs. 1,000 in each case irrespective of the total of the sanctioned estimate.	
	Executive Engineer.		Up to 5 per cent. of the sanctioned estimate provided the amount of excess is within their power of technical sanction. Also up to Rs. 500 in each case irrespective of the total of the sanctioned estimate except in the case of jump sums fixed by Superintending Engineer for unusual repairs to Buildings.	

279. The administrative approval to a public work or the technical sanction to an estimate for such work will ordinarily cease to operate after a period of 5 years from the date from which such approval or sanction was accorded, but the acceptance by competent authority of a budget estimate which includes specific provision for expenditure upon a work which is in progress may be regarded as reviving, for the year in which the provision is made, such approval or sanction.

(G. R., P. W. D., No. 2563/26 of 13th December 1932.)

280. Original works are further divided into—

(a) major works

(b) minor works

according to their estimated cost.

(a) Major work means an original work the estimated cost of which, exclusive of departmental charges, exceeds Rs. 10,000.

[Chapter I of Financial Rules under Devolution Rule 37 (a).]

(b) Minor work means an original work, the estimated cost of which, exclusive of departmental charges, does not exceed Rs. 10,000.

[Chapter I of Financial Rules under Devolution Rule 37 (a).]

*Note.*—As a temporary measure, it has been decided to class works as "major" if they are estimated to cost Rs. 20,000 and above.

(G. R., P. W. D., No. 7142/36 of 19th October 1945, and 6th July 1945.)

### Major Works.

281. Major works must be specifically provided for in the budget of the Public Works Department before they are undertaken.

282. The following instructions are laid down for the preparation of lists of new major works proposed for execution in the ensuing financial year :—

(G. R., P. D., No. 273 of 1st September 1930.)

(a) The lists should include only such works as have received the administrative approval of Government or the Director.

(b) In the case of works the plans and estimates of which have been technically sanctioned information regarding the number and date of sanction should be given.

(c) As the Director is required to forward his list to Government in the Educational Department by the 15th of August of each year, the Educational Inspectors and the Principals of all Government Colleges must submit their lists to the Director by the 15th of June.

(d) All works, the estimates of which are more than five years old, and which have not been completely revised, are struck off the list for the year. In order to prevent important works from being struck off, Heads of Government Colleges and the Educational Inspectors should, after consulting the Director, take steps early in the year, through the Executive Engineers concerned, for the revision of the plans and estimates of those new major works which it is desired, in view of their necessity and urgency, to undertake in the next year and the estimates for which will be more than five years old on the 15th of August of the year previous to that in which they have to be entered in the budget. After the plans and estimates have been duly revised, the Executive Engineer will forward them through the Superintending Engineer to the Head of the Department for the revised administrative approval of Government if that is required. When revised administrative approval has been accorded, the plans and estimates should be returned to the authority competent to accord technical sanction. In cases where revised administrative approval of Government is not required, the Executive Engineer should forthwith arrange to obtain the technical sanction of the competent authority, if the plans and estimates are not within his power of sanction.

(e) The reasons for the necessity and urgency of each work should always be fully and carefully explained. Otherwise the work may not obtain the priority to which it is entitled. In the case of new buildings it should invariably be stated whether the land is available or has still to be acquired.

(f) The budget provision required for each work in the ensuing year should be ascertained in consultation with the Executive Engineer concerned. Only such provision as can reasonably be expected to be spent during the year will be entered. In the case of building works estimated to cost not more than Rs. 30,000, demands for budget allotments should be framed on the principle that they must be completed as far as possible within the year. In exceptional cases, where this is not possible, the reasons for applying for smaller budget provision should be fully explained.

(g) This procedure is also applicable to lists of major works to be carried out by the Public Works Department from or substantially assisted by funds provided by contributions. While including contribution works in the list of new major works to be forwarded to the Secretariat Departments concerned the Administrative Heads of Departments will also give the following information :—

- (1) the amount of contribution held in deposit,
- (2) the date on which the contribution has been received,
- (3) the amount to be provided by Government, and
- (4) the state of plans and estimates.



### Minor Works.

283. Original minor works are financed from the lump discretionary grant provided in the budget of the Public Works Department and placed by that Department annually at the disposal of the Director.

284. The Director is required to submit to Government in the Public Works Department by the 15th September every year his demand for minor works giving the following information :—

- (i) Adequate reasons in support of the demand.
- (ii) Actual expenditure incurred from the discretionary grant during the past three financial years.
- (iii) Expenditure likely to be incurred from the discretionary grant during the year then current.

(G. R., F. D., No. 270 of 1st September 1930.)

285. After the allotment placed at his disposal is communicated by Government to the Director, allotments of Rs. 250 and Rs. 1,000 or such smaller allotments as the Director may fix, will be placed by him at the disposal of the Principal of each of the Government Colleges and of each of the Educational Inspectors respectively for original minor works in connection with educational buildings under them.

(G. R., E. D., No. 4063 of 24th July 1930.)

286. The Principals and the Educational Inspectors concerned are authorised to sanction and allot funds at their discretion for petty minor works (excluding works in connection with residential quarters) of Rs. 100 and Rs. 200 respectively.

(G. R., E. D., No. 4063 of 24th July 1930.)

287. If the cost of the work is likely to exceed the amount which the Principal or the Educational Inspector concerned is empowered to sanction, he should before calling for the plans and estimates for the work from the Executive Engineer concerned obtain the permission of the Director.

288. No money should be allotted for any minor work until and unless a plan and an estimate have been prepared and signed in token of approval by a competent authority.

289. A list of original minor works arranged in order of urgency should be maintained by each officer holding discretionary grants and should be financed as funds become available, precedence being given to such works as are of the most urgent nature.

290. Each of the Principals of Colleges and the Educational Inspectors should submit to the Director precisely on the last working day of each month a statement in the prescribed form showing the details of the works and the funds allotted to them. If no allotment is made in a particular month, a report to that effect should be made to the Director.

(O. P. L. No. 5, 91 (2) 22-C of 12th August 1930.)

291. The Director should submit to the Accountant General at the end of every month a statement in the prescribed form (P. W. D. No. 404 outer and 405 inner) showing the details of the works financed by him or by officers subordinate to him in the preceding month.

292. The Principals of Colleges and the Educational Inspectors should not allot any funds for minor works after the 15th of December of each year. The balance remaining unspent on this day should be surrendered to the Director.

[D.P.L. No. 8, 91 (G) 39-C of 12th August 1930.]

293. Except in very urgent and exceptional circumstances no funds should be allotted for any new minor works after 15th of February in each official year.

[G.C.N. No. P. 25/624 of 7th May 1921.]

294. Applications for allotment of funds for any new minor works of a very urgent nature submitted after 1st February should be accompanied by a certificate from the spending officer, viz., the Executive Engineer of the Division concerned, to the effect that he expects to be able to utilise the funds for the work in question before the close of the financial year.

[G. C. G. D., No. 9824 of 23rd March 1937.]

295. The Director should surrender to Government any amount remaining unutilized on the 15th February in each official year.

### Repairs

296. Repairs are ordinarily of three kinds : *first*, those which as a matter of regulation are carried out periodically, and which are usually of the same quantity from time to time, such as the painting and whitewashing of a building or a new coating of metal on a road ; *second*, those which are not done as a matter of regulation periodically, but which it is convenient to carry out, so far as may be necessary, at the time of periodical repairs ; and *third*, such occasional or petty repairs as become necessary from time to time, and which may have to be carried out between the times of periodical repair.

[P.W.D. Manual B/4 173.]

297. Provision for repairs of the first two kinds is made in annual estimates for repairs and for the third kind in separate requisitions as the occasion may require.

298. Every public building should be provided with all necessary fixtures. The periodical repair of these fixtures should be carried out by the Public Works Department and charged to the repair estimate of the building. All petty repairs of fixtures and replacement of broken glass in doors and windows required in the intervals between the periodical repairs should be carried out by the officer in occupation of the building (see Rule 71 in the Manual of Contingent Expenditure) and charged to his contingent accounts. The Executive Engineer will not supply nor repair

furniture, screens, purdaha, or ratties, nor will he perform any of the duties specified above as devolving on the departmental Officer in charge. Furniture for new offices may, however, be supplied by the Executive Engineer, provided the cost of such furniture is included in the estimates of the offices concerned.

(Financial Rule 263 under Resolution Rule 37 (g))

299. When no suitable Government building is available, private buildings may be hired for public purposes, the rent and Municipal and Cantonment Taxes being paid as laid down in rules 112 (a), 112(b) and 113(d) I in the Manual of Contingent Expenditure when the building is entirely used for office accommodation. In case it is occupied partly as a residence and partly as an office for which no separate rent is paid the share of the rent payable by an officer residing therein will be determined in accordance with the rates in Chapter XVII of the Bombay Civil Services Rules Manual, Volume I.

(G. M., No. 5704-F, dated 31st August 1930)

300. Before a private building is rented, the approval to that effect of the Committee appointed by Government, if any, for the purpose must be obtained.

(G. R., P. W. D., No. 564/27 of 8th May 1936)

301. The Director has the following powers delegated to him in respect of sanctioning rent :—

(1) power to sanction house rent for ordinary office accommodation, within the following limits, —

(a) when the accommodation is provided in a separate building  
Rs. 100 per mensem;

(a) when the accommodation is provided in a building partly used as a private residence —one-half of the total rent subject to a maximum of Rs. 45 per mensem ;

(2) power to sanction rent for land leased for educational purposes up to the limit of Rs. 12 per mensem ;

(3) power to sanction rent for buildings used for educational institutions, i. e., schools, hostels, etc., up to the limit of Rs. 60 per mensem.

The delegation of the powers specified above is subject in all cases to the condition that the extra charge can be met from the budget provision or by reappropriation of funds within the same primary unit "Contingencies".

(G. R., E. D., No. 2625 of 26th May 1931.)

### Loan of Government School and College Buildings.

302. A Government School or College building in the charge of the Educational Department, or any part of such a building, may at the discretion of the Department be lent temporarily to any responsible person or body provided that the purpose for which it is required is entirely non-political and is otherwise free from objection, and the person or body to whom the building is lent undertakes—

(a) that no additions or alterations will be made to the building;

(b) that the furniture or equipment, if removed from any of the rooms, will be replaced in its proper place;

(c) that no damage will be done to the floor, walls, etc.;

(d) that all damage done to the building or equipment will be made good; and

(e) that no inflammable or dangerous substance will be brought in or kept on the premises.

The power of lending in the case of College buildings is vested in the Principals and in the case of other buildings in the Educational Inspectors. The approval of the Director should be obtained in all doubtful cases.

303. Before giving permission the officer concerned should satisfy himself that the work of the institution affected will not be interfered with.

The premises of Government Educational Institutions should not be permitted to be used for communal organisations or objects.

(L.R., L.D., No 3517 of 24th April 1935 and G.O., E & D, No 3457 of 2nd August 1948)

304. No local or private body should be allowed to occupy Government buildings or portions thereof without prior intimation to, and receipt of consent from, the Executive Engineer in charge of the building concerned in order that the responsibility for the assessment and recovery of rent may be determinable.

(Govt. Co., P.W.D., Memo., No. 911727 of 23rd November 1939.)

### Safe custody of Trophies

305. Trophies, etc., should be kept safely in wall cupboards or other suitable cupboards available in the school and suitable steps taken for their safe custody.

(D. P. L's No. 115/1874 dated March 1941.)

### Supervision of Furniture and other belongings in Government Institutions

306. Each head of office should submit annually the necessary stock verification certificate after a personal examination of the dead stock, valuable ordinances and other stores.

(D. P. I., No. P. 39-A of 23rd July 1928)

### Occupation of Government bungalows, etc.

307. The rules relating to the occupation of Government bungalows and other residences are given in Chapter XVII of the Bombay Civil Services Rules Manual.

### Fire-extinguishing arrangement.

308. The Public Works Department is responsible for providing fire appliances for the buildings borne on the reversion of that Department. In the case of other buildings the cost should be met from the contingent grant of the office concerned.

(G. R. & P. W. D., No. A-1290 of 30th April 1908)

309. Iron buckets painted red should be provided in all factories and record rooms and should be kept filled with water for use in cases of emergency. Some buildings have been fitted with fire apparatus and arrangements should be made for men belonging to the local fire brigade, where such exists, to give the necessary training to all the peons and harnals serving in these buildings. The men who remain in charge at night should also receive special instructions regarding the steps to be taken in the case of an outbreak of fire at night.

(G. R. & P. W. D., No. A-2835 of 29th November 1907)

310. Officers of the Public Works Department are responsible for seeing that whenever chemical fire-extinguishers are provided they are discharged, fitted with new washers, if necessary, and refilled once a year regularly, or more frequently if any leakage of the contents is noticed, which latter often occurs owing to perishing of rubber washers. They should, in consultation with the tenant or Department occupying the building, arrange for the annual discharging of all the extinguishers provided at each building for group of buildings. To this end, they should all be called on to attend the demonstration, a fire of rubbish waste paper, old boxes, etc., should be arranged for, and the staff should be instructed in the use and effect of the extinguishers.

(G. R. & P. W. D., No. 1557-27 of 24th April 1930)

### Sale proceeds of grass, etc., in the Compound of Government Educational institutions and hostels.

311. The proceeds of the sale of all trees, fruit, grass, etc., in the compound of Government buildings used as offices, etc., should be credited to Public Works Department Revenue, the disposal of the timber being in the hands of the Executive Engineer and that of other products in those of the head of the establishment occupying the premises.

(G. R. & P. W. D., No. 130-A-186 of 6th April 1937 and  
G. R. & P. W. D., No. 549 of 29th May 1930)

§12. All mosques, temples, or tombs existing in the compounds of Government buildings should be retained, and complete lists thereof should be prepared and maintained by the Executive Engineers concerned. Extracts from the lists should be communicated by the Executive Engineers to all the heads of offices and officers concerned in their Divisions so that the Department in charge of, or the officer living in, a Government building may see that no unauthorized erection or extension of such mosques, temples or tombs takes place in the compound of that building.

(G. R., P. W. D., No. 5112/27 of 20th January 1932)

### B—GENERAL

§13. The following instructions as to the Sanitary and Hygienic requirements to be observed in the Designing, Construction and Equipment of School Buildings have been issued. Where these standard requirements cannot be fully complied with, the authorities submitting the plans of school buildings should explain clearly the deviations from them which special local circumstances or conditions under necessary or desirable.

(G. R., E. D., No. 2354 of 11th August 1915)

#### Selection of Sites

§14. In the selection of a site the following points should be weighed against considerations of economy, convenience, proximity to houses of parents, etc. The last named consideration is of more importance in the case of girls than of boys:—

(i) A site should not be selected if its natural position is in a hollow or in the neighbourhood of high trees or houses which prevent the free circulation of air and the access of sunlight to the school buildings. Shady trees are, however, of value in the playground, provided that they do not unduly reduce the space available for play and are not planted so close to the school buildings as to obstruct the entry of the light into the class rooms, or, in course of time, to cause damage to the structure.

(ii) Made soils should be avoided, and, as far as possible, all soils which are especially retentive of moisture.

(iii) Sufficiency of space is important, and in this connection the possibility of future extension and the necessity of giving subsequent classes rooms the proper orientation should be borne in mind.

(iv) Nullahs and tanks in the vicinity are disadvantageous.

(v) The presence of rank vegetation, more especially pricklypear, is objectionable.

(vi) The neighbourhood of dusty and noisy roads and of shops or factories should, as far as possible, be avoided. All site plans should show the nature of surroundings, the height neighbouring buildings, the north point, and the direction of prevailing wind.

(G. R., E. D., No. 2354 of 11th August 1915 and  
G. R., E. D., No. 3212 of 12th August 1926)

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*Secondary Schools.***Floor Space.**

315. The room in which a class is held shall provide requisite accommodation for all the pupils actually admitted at the rate of not less than 10 square feet per pupil on the roll.

(G. R., E. D., No. 2414 of 6th December 1929)

316. As a temporary measure the floor area has been reduced from 10 to 8 square feet per pupil.

(D. P., E. No. 3, 67 (c) 77-Genl-C of 12th June 1945)

**Height of Walls.**

317. The minimum height of the walls should be 12 feet from floor to underside of the beam. The height of the room must depend on the floor space and when the latter exceeds 600 square feet the height must be at least 14 feet.

(G. R., E. D., No. 2354 of 11th August 1915.)

**Size of Class Room.**

318. It is important that no class room should be more than 24 feet in width unless there are special means for cross lighting. The length of a room must depend on the number of classes to be held in it. In the case of a school divided into a number of class rooms, the dimensions of any room should not exceed 24 feet x 25 feet that is, an approximate square. As it is recognised that a square is the best area for teaching purposes the length of a class room in a one-roomed school should be approximately some multiple of the width.

In the case of class rooms for 60 or more pupils a length of 30 feet along the axis of illumination is allowable.

(G. O., E. D., No. 3901 of 15th July 1928)

**Lighting.**

319. A class room must derive light mainly from the North. The window area in the North wall should not be less than one-eighth of the floor area, and in the North and South walls together not less than one-fifth of the floor area.

The light from North windows should not be masked by sun blinds, or by verandahs except in localities where the sun glare is very great.

The windows on the South aspect are subsidiary and are chiefly for ventilation.

**Walls.**

320. The walls need not be plastered, but must be whitewashed.

**Ventilation.**

321. If the windows remain open up to the roof, no ventilators need be provided in the walls. Tile ventilators with wire netting should be provided in the roof.

**Floors.**

322. It is desirable that the floors should be made of a material which will admit of their being washed with water. Stone flagging or something better must be aimed at in rooms where desks or benches are provided.

**Doors.**

323. At least one door should be provided, 6 feet 6 inches high, preferably at the East end of the South wall, i.e., at the teacher's end of the class room.

**Sanitary arrangements.**

324. Hand-served latrines should be used only when sweepers are available and there is some one on the school staff with sufficient interest in health of the children to supervise the condition of the latrines.

When need, these latrines should not be placed nearer than 30 feet to any school building. They should be so situated that the prevailing wind will not blow from them in the direction of the school.

**Latrines and Urinals.**

G. R., E. D., No. 2354 of 11th August 1913 and  
G. R., E. D., No. 3512 of 12th August 1916.

325. An adequate number of latrines and urinals should be provided.

*Note.*—

(a) The number of latrines should be on the following scale:—

				Cirls.	Boys.
Under 30 children	..	..	..	3	1
Under 50 children	..	..	..	3	2
Under 70 children	..	..	..	4	2
Under 100 children	..	..	..	5	3
Under 150 children	..	..	..	6	3
Under 200 children	..	..	..	8	4
Under 300 children	..	—	..	12	5
Under 500 children	..	..	—	20	9



(b) For boys urinals at the rate of 4 per cent, are necessary in addition.

(c) Separate provision for teachers is necessary.

Each closet must be at least 2 feet 6 inches and need not be more than 3 feet in width. In depth 4 feet should be the minimum. More room should be allowed to older children and teachers.

326. The floor of the latrine must be of some impervious material which can be washed down and is not disintegrated by urine, etc. The walls of the closets must be of a smooth non-absorbent substance which must extend to at least 3 feet above the seats or squatting places.

Unglazed bricks should not be used for latrines; they are absorbent and may become highly offensive.

Corrugated iron is frequently employed and is not objectionable if properly attended to. The usual practice is to give it an annual coating of tar; in such cases the surface is usually not cleaned between the application of the coats, and the result is very insanitary. Tared corrugated iron must be regularly cleaned.

All latrines require very careful attention; five minutes supervision daily will result in a perfectly good latrine, but unless the pans are oiled daily and the walls about once a week, the latrines will be fly reservoirs and extremely offensive.

The doors of latrines should be three-fourths doors only—short of both floor and roof. As a screen for latrines a fenestrated brick wall or a sheet of corrugated iron is generally used.

Urinals must be of impervious material.

### Hostels.

(G. R., E. D., No. 211 of 11th August 1915 and  
G. R., E. D., No. 212 of 12th August 1926)

327. *Sleeping Rooms.*—In the case of single rooms or cubicles the minimum floor space should be 60 square feet. Each room or cubicle should be ventilated and lit independently.

328. Rooms for the accommodation of three or four should provide 60 square feet of floor space per head, and those for five or more pupils a minimum of 60 square feet per head. Sleeping rooms, each measuring  $16\frac{1}{2}$  feet  $\times$  18 feet, and intended for the accommodation of four pupils, have proved very convenient and economical in design.

329. *Bathing arrangements.*—Special arrangements are necessary for privacy and for protection from the sun, wind and rain.

330. The existence of cook-houses, bath-rooms, etc., necessitates careful attention to surface drainage and provision for the removal or disposal of sewage water.

331. *Latrines and Urinals.*—The scale of latrine accommodation should be double that prescribed for day schools. Urinals should be in the same proportion as for day schools. Special portable urinals for night use are necessary, one for every 25 boarders. They must be placed in convenient places for night use and removed for cleaning during the day.

332. *Sick-room accommodation.*—For small rooms intended for less than four patients the floor space should be at the rate of 100-120 square feet per head. For larger wards designed for ten or more the floor space may be reduced to 60 square feet per head, provided that a window or door is placed between each pair of beds.

333. The general design of the rooms depends on the object in view, that is to say, whether it is intended to take in only ordinary cases or whether infectious cases also are to be treated. In the latter case, small rooms or one or two patients with separate bath-rooms are necessary.

334. The amount of sick-room accommodation must depend on local circumstances, i. e. whether or not there is a civil hospital or an infectious diseases hospital in the vicinity. From 3 to 5 per cent. of the total number of scholars is the usual provision.

### Open air schools.

335. An open air school for ordinary purposes is hygienically as far short of a properly built school as it is in advance of many of the buildings used to-day for schools in villages. An open air school should be considered therefore as a step towards a permanent school and the following points should be borne in mind:—

(a) The site must be large, dry and well drained. The vicinity of dusty roads is very objectionable.

(b) The long axis of the building must run East and West, and shutters for closing in the South aspect are necessary.

(c) The floor must be of impermeable material.

(d) The roof must be heat-proof as far as possible.

(e) Walls or shutters on the East and West aspect are necessary, so that scholars and teachers need not face the light.

### Playgrounds.

336. Every Secondary school should be provided with a playground.

Each Secondary School or Gymnasium should provide one acre of land, within about 10 minutes walking distance, as the minimum play space for every 250 pupils as far as practicable.

(D. P. I., No. 17011-C of 6th May 1944.)

337. *Blackboard*.—A blackboard should be provided in or on the East wall of the class-room.

338. *Wall cupboard*.—It is desirable to provide a wall cupboard, preferably in one of the side walls of the class-room.

#### Equipment in Secondary Schools.

339. The necessary equipment of a Secondary School is—

- (a) Seats and writing desks.
- (b) A chair and a table for each teacher.
- (c) Maps and blackboard for each class-room.
- (d) A lending library for pupils, pictures, facilities for nature study, and a magic lantern.
- (e) A reference library for teachers. A museum is also desirable.

340. The general principle which should govern the construction of desks are set forth in Appendix 24. Where single or dual desks are used, the desks may be arranged most suitably (in relation to the proportion of the room).

341. Forms without backs and without desks are objectionable. Rows of seats in tiers should not as a rule be adopted except for the science lecture room.

342. In a school where the science course is taught a laboratory, in which pupils can do practical work, is necessary.

## CHAPTER VIII.

## FINANCE.

## A.—Fees.

343. The rates of fees payable by students in Government institutions shall be as laid down by Government from time to time. For present rates see Appendix 25.

344. The minimum rate of fees for Secondary (English) schools will be fixed by the Director upon a report from the Educational Inspector concerned and after due consideration of the circumstances of each locality.

(Grant-in-aid, Col. E's 4—Contnole.)

**Free-studentships in Government institutions.**

345. Free-studentships are awarded to poor and deserving pupils and are conditional upon regular attendance, satisfactory progress and good conduct being maintained by the pupils concerned.

346. Subject to the provisions governing the allotment of free-studentships, children of parents who are too poor to pay full fees may be admitted at half rates conditionally on the total number of free-studentships admissible not being exceeded.

Note.—Free-studentships admissible in Government Colleges and Secondary schools and conditions of their award are set forth in Appendix 26.

**Free-studentships in non-Government recognised Secondary schools**

347. All non-Government Secondary schools are expected to reserve a certain number of free places for poor and deserving pupils; but except with the special sanction of the Educational Inspector, the total number of free-studentships in Secondary schools shall not exceed 15 per cent. of the total number on the rolls, exclusive of free-studentships granted by Government to backward class pupils. If the financial position of a school is sound, the Educational Inspectors should not object ordinarily to exceeding the limit of 15 per cent. In calculating the percentage of free-studentships the reduction in fees made, if any, shall be taken into account.

348. It is open to the managements to allow fee concessions with a view to ensuring an equitable distribution of such concessions, provided care is taken to see that the help given to an individual pupil amounts in no case to less than half the tuition fees.

(G. R., E. and I. D., No. 2831 of 13th May 1948.)

349. Applications for the registration of educational institutions for grants-in-aid must be made (in the form prescribed) to the Director in the case of colleges and to the Educational Inspector, the Inspectress of Girls' Schools or the Director of Technical Education, as the case may be, in the case of schools at least 6 months before the commencement (April 1st) of the official year in which the institution is to receive the grant. Those institutions, however, of which the permanent character is recognised, may be registered once for all. While only recognised institutions will be eligible

for grant the following circumstances will be taken into consideration in disposing of the applications for grant :—

- (i) Whether the institution supplies a want in the locality ;
- (ii) Whether the teaching staff is competent and adequate and whether it enjoys reasonable security of tenure and adequate retirement provision ;
- (iii) How far the institution's own resources, exclusive of fees, are adequate to meet its necessary expenditure ;
- (iv) Whether the fees charged and the percentage of free-studentships are reasonable ; and
- (v) Whether the money at the disposal of the Department can meet the application.

(Grant-in-aid Code Rule 38)

350. The minimum tuition fee rates prescribed by Government for non-Government Secondary schools are as follows :—

Area	Rate for the lowest class.	Rate for the highest class.
	Rs.	Rs.
(1) Bombay City and Suburbs	5	8
(2) Ahmedabad, Poona, Surat, Sholapur and Hubli	4	7
(3) Other areas	3	6

*Note.*—Schools should not charge extra fees for drawing, physical education, supply of water, library, etc. which are normal items of school expenditure. It is open to schools, however, to charge for two terms in a year a consolidated term fee up to an amount equal to the monthly tuition fee charged in the lowest class in the school for expenses on incidental and extra items such as medical inspection, visual instruction, school magazine, examination expenses, travelling expenses of teachers accompanying school children on excursions, contribution to educational or athletic associations, and attendance at educational conferences, school functions and festivals, and inter-class or inter-school tournaments, etc.

(G. O. E. D. No. 6503 of 15th May 1948)

#### Exemption from Tuition Fees.

351. Exemptions from payment of fees in Primary and Secondary schools are allowed—

- (a) on account of parent's war service,

(G. O. E. D. No. 22-W of 4th January 1919 and G. O. E. D. No. 937-77 of 14th May 1919)

- (b) to children of Indian and European female teachers whose income inclusive of that of their husbands, does not exceed Rs. 100 per month.

(G. O. E. D. No. 3312 of 22nd December 1917 and G. M. E. D. No. 4224 of 14th November 1933)

- (c) to the sons of women teachers in Primary schools whose monthly pay is Rs. 100 or less.

- (d) to all Backward class pupils—both boys and girls—in Government and non-Government Secondary schools.

- (e) children of Primary and Secondary Teachers whose monthly income from all the sources does not exceed Rs. 100 (in Primary Schools only) (P. E. Act Rule 127 (4) (d))

(G. R. E. and I. D. No. 1413 of 19th September 1947)

\* N.B.—The concession is extended to step-children of female teachers drawing Rs. 100 per month or less, attending schools up to 12th Primary School, in such cases only where the teacher is a widow and the step-children are wholly dependent on her.

(G. R. E. D. No. 4954 of 26th May 1932)

352. Exemptions from payment of fee in Primary and Secondary schools are granted on account of war service in the first World War (1914-1918) to :—

(i) children of soldiers and of "followers" who are in possession of certificates from the Collectors of the Districts entitling them to such concessions under certain conditions (for details see Appendices 27 and 28.)

(G. O., E. D., No. 23-W of 4th January 1919)

(G. O., E. D., No. 987-W of 14th March 1919)

(ii) children of the Konkani Maratha community in the Kanara, Ratnagiri and Kolaba Districts, under certain conditions, provided they are certified to be poor (for details see Appendix 29.)

(G. O., E. D., No. 1553-W of 27th May 1918)

353. Certain educational concessions are admissible to children and dependents of soldiers who being domiciled in the State of Bombay, were—

(a) on the active list during the or continuance of the second World War (1939-45) ;

(b) while on the active list died or were permanently incapacitated for active service.

Rules regulating such concessions are shown in Appendix 63. Rule 2 of these rules lays down the cases in which a concession once admitted during the war shall be continued thereafter. New claims should only be considered if they are made by the children of soldiers. New claims for concessions from dependents of soldiers should not be considered. New claims should be granted only if the child was of the age at which he might be expected to start on any educational course (viz. 5+). Children of soldiers who died or were permanently incapacitated during the second World War and who submit new claims for the concessions should get the concessions till they complete their education. Children of other soldiers who submit new claims should get the concessions till they complete their primary education course. Children of soldiers who are not demobilized but continue in service beyond 1st April 1946 either for a temporary period or permanently should not be treated more liberally than those who were demobilized, but on a par.

Note.—"New claims" are those that are made by children or dependents who joined school after 1st April 1946.

[G. R., E. D., No. 7574 of 27th May 1944, G. R., H. D. (Pol.) War No. S. D. 19/470 of 4th May 1944, G. R., E. D., No. 7574 of 25th September 1944, of 20th July 1944, 25th September 1944, 25th August 1944, 25th December 1944, 23rd October 1945, 11th December 1945, 24th July 1945 and No. 7803 of 7th December 1945, 9th January 1947, 21st January 1947, 23rd March 1947, 5th November 1947 and 23rd April 1947]

#### Rates of Admission Fees in Government schools.

354. The admission and term fee will be equal to the monthly tuition fee charged for the standard. The consolidated term fee will be equal to the monthly tuition fee charged for the lowest Secondary standard viz. V will be payable twice in the Academic year.

(G. R., E. D., No. 1443 of 23rd November 1949.)

#### Exemption from Admission Fees in Government schools.

355. Pupils who are granted free-studentships or exemption from fees at the time of admission are exempted from payment of admission fees.

Note.—Half free pupils will pay half the admission fee.

355. Pupils attending a Government Secondary school whose parents or guardians are transferred on public grounds from one place to another and pupils who pass from one Government Secondary school to another on account of epidemics are exempted from the payment of an admission fee provided they have paid in full the monthly fees due in the last school attended by them. For example, if a pupil leaves the first school in April after paying fees for April and May and joins the second school in June, no admission fee is to be charged. A pupil who left in April without paying fee for May should, however, if admitted to the second school in June, be charged an admission fee.

(D.P.I.'s No. 14017 of 24th December 1915; D.P.I.'s No. S-45 C of 27th February 1924)

#### Other fees in Government Colleges.

357. In addition to tuition fees charged in Government Arts and Professional Colleges as shown in Appendix 25, the following fees etc., may be charged :-

- \*1. The Library fee.
2. The Gymkhana fee.
3. The Magazine fee.
4. The Boat club fee.
5. The Examination Answer Books charges.
6. Water charges.

The following additional charges are payable by resident students:—

- \*1. Room rent.
2. Dorms Fund or Hostel charges.
3. Medical Attendance.
- \*4. Water and Conservancy charges.
5. Electric energy charges.

358. Apart from the usual games fees and other standing subscriptions, no other subscription should be levied on either pupils or staff in Government educational institutions except with the previous consent of the Director.

(D.P.I.'s Circular No. 6031 of 27th August 1918)

#### Collection of Fees in Government Colleges.

359. College fees for one term are payable in advance at the beginning of the terms before dates to be fixed by the Principal. The names of students who do not pay their fees within one month from the beginning of the term will be struck off the roll.

Note - In exceptional cases Principals may use their discretion in extending this period.

360. The Principals of Government colleges are authorised to collect tuition fees in instalments in special cases where the students cannot pay the fees in one lump sum provided that the fees due are paid within two months from the commencement of the term. In cases in which the Principals are convinced after due enquiries of the inability of some students to pay the fees within the prescribed time, the Principals may extend the period at their discretion, but should see that all the fees due are paid by such students before the close of each term. Such cases should, however, be reported to the Director.

(G. S. & E. D. No. 370 of 15th February 1901, G. R. & E. D. No. 1854 of 25th December 1918 and G. R. & E. D. No. 128 of 23rd May 1930.)

\* Credited to Government.

### Collection of Fees in Government Secondary Schools

381. In a Government Secondary school tuition fees are payable monthly in advance as long as a pupil's name is on the school roll. Fees for vacation are also payable in advance.

(D.P.I.'s letter No. 9181 of 21st September 1914, and No. 5-45-C of 7th October 1925.)

382. Before a pupil is sent up for the Secondary School Certificate Examination he must pay in advance the tuition fees up to the end of the month in which the examination is held.

383. Tuition fees will be collected by Class-Masters and paid into the school office each month on certain dates which will be fixed by the Head Master. The name of a boy who has not paid his fee before the date prescribed and has no reasonable excuse will be struck off the register and in no case are arrears to be allowed except by special sanction of the Head Master.

384. Pupils joining one Government Secondary school from another of the same class, either because their parents or guardians are transferred from one district to another on public grounds or because of the prevalence of an epidemic, shall not be charged tuition fees twice for the month in which they join.

(D. P. I.'s No. 9254 of 25th September 1915.)

385. The Director has power to sanction refund of fees subject to the following limits :—

(i) In the case of Colleges—

(a) No limit in the case of refund of fees on account of award of free-studentships.

(ii) Up to Rs. 300 per term in the case of each college so far as refund of fees for other reasons is concerned.

(G.N., E.D. No. 5883-F, dated 23rd January 1939 and G.E., P. D., No. 1104/32/1955-A of 15th February 1939)

(b) In the case of Secondary schools—

Up to Rs. 150 per term in the case of each institution.

(Serial No. 5 in the accompanying G. O., E.D., No. 2021 of 15th July 1927.)

(c) In the case of Special schools—

Up to Rs. 150 per term in the case of each institution.

(G.R., E.D., No. 2926 of 19th April 1937.)



### B—Grants-in-aid.

366. Moneys annually granted from public funds for aiding secular education in the State of Bombay are administered under the control of the Director of Education (or the Director of Industries so far as vocational schools as defined in Rule 62 (i), (ii) and (iii) are concerned) in accordance with the conditions set forth in the rules in the Grant-in-aid Code.

(Grant-in-aid Code Rule 37.)

367. All institutions, receiving grant-in-aid from Government, whether they are on-official or semi-official, shall submit audited statements of the accounts of the previous year before grants-in-aid are paid to them in order to enable the sanctioning authority to see that the grant-in-aid in each case was justified by the financial position of the institution and also to ensure that the grant was spent for the purpose for which it was intended. In the case of small institutions receiving a grant-in-aid not exceeding Rs. 500 per annum which cannot afford to obtain the services of a registered accountant or other recognised body of auditors, the administrative Departments concerned may exercise their discretion in exempting such institutions from having their accounts audited in this manner.

(G.R.F.D., No. 355/33 of 12th July 1939.)

368. All institutions the accounts of which are audited by the Examiner, Local Fund Accounts, are exempted from the submission of audited statements of accounts required under Government Resolution, Finance Department, No. 3585/33 of 12th July 1939.

(G.R.F.D., No. 3225/33 of 27th August 1940.)

Note.—The power of exempting educational institutions in receipt of grants-in-aid not exceeding Rs. 500 per annum from the requirement of having their accounts audited by a registered accountant has been delegated to the Director.

(G.M. R.D., No. 7143/3954-F of 29th July 1946.)

369. Applications for the registration of educational institutions for grants-in-aid must be made (in the form prescribed) to the Director in the case of colleges and to the Educational Inspector, the Inspectress of Girls' Schools or the Director of Technical Education, as the case may be, in the case of schools at least 6 months before the commencement (April 1st) of the official year in which the institution is to receive the grant. Those institutions, however, of which the permanent character is recognised, may be registered once for all. While only recognised institutions will be eligible for grant the following circumstances will be taken into consideration in disposing of the applications for grant :—

- (i) Whether the institution supplies a want in the locality ;
- (ii) Whether the teaching staff is competent and adequate and whether it enjoys reasonable security of tenure and adequate retirement provision ;
- (iii) How far the institution's own resources, exclusive of fees, are adequate to meet its necessary expenditure ;
- (iv) Whether the fees charged and the percentage of free-studentships are reasonable ;
- (v) Whether the money at the disposal of the Department can meet the application ; and
- (vi) Whether the institution is open to pupils of all communities.

(Grant-in-aid Code Rule 38.)

(Grant-in-aid Code Rule 44 and G.R., E. & I.D., No. 4303 of 15th May, 1943)

370. All recognised institutions and hostels maintained or controlled by them directly or indirectly shall be open to inspection by the officers of the Department at all times; and the managers or head teachers shall punctually supply the Department with such returns and information as may be from time to time required.

371. No salary in excess of what is considered to be adequate by the Director or what is actually received by a teacher or manager, whichever is less and no part of salary which is refunded either directly or indirectly to the funds of a school, shall, without the previous sanction of the Director, be allowed to be included in the admissible expenditure on which the grant is claimed.

372. The basic scales of pay at present approved by Government for teachers in non-Government Secondary schools are shown in Appendix 28.

373. (A) No recognition will be given to any school or college maintained by a particular religious community which—

(a) being the only school or college of its class in the locality;

(b) admitting pupils of other religious communities, makes attendance at instruction in its own religion a condition of the admission of such pupils.

(B) Religious instruction in schools or colleges is allowed under the following conditions :—

(a) Private school and college premises may be used for religious teaching or simple prayers, without detriment to ordinary school or college work provided that no ceremonial observances are included. A slightly greater latitude may be allowed in the case of hostels in regard to this proviso.

(b) Schools and colleges managed by Government as well as public bodies, such as District or Municipal School Boards may be used for religious teaching or simple prayers as above, if well-constituted outside bodies offer to make provision for such teaching or prayers provided the teachers appointed are acceptable to Government or the Boards concerned.

(c) The services of a teacher in the service of Government or a Local Body should not, however, be utilised for imparting religious instruction.

(d) The time spent by any school pupil or college student on religious teaching or observance should not be deducted from the prescribed period of the curriculum which should be fixed on educational considerations alone.

374. Grants will be assessed in accordance with the instructions issued from time to time by Government or by the Director as regards the admissibility of certain items of receipts and expenditure (For present instructions see Appendix 30.)

(Grant-in-aid Code Rule 42.)

375. The rates of maximum grants admissible to different classes of institutions are those laid down in the Grant-in-aid Code. The maximum grant thus admissible will be paid to those institutions only which satisfy in all respects the conditions enumerated in the rules laid down in the Grant-in-aid Code. Failure to satisfy the Department in regard to any of these conditions will entail proportionate reduction of the maximum grant. The Director's decision as to whether the conditions are fulfilled in any case is final.

(Grant-in-aid Code Rule 41.)

376. If the receipts from all sources exceed the total expenditure, the saving shall be fully expended in the following year, or played in a Reserve Fund; otherwise the grant will be liable to be reduced.

*Note.*—The excess of income from fees and grants over approved expenditure in any year should not ordinarily be more than 10 per cent. of the total approved expenditure of the school for the year concerned. Any surplus over and above this limit will be treated as unauthorised and an equivalent amount deducted from the maintenance grants due to the school for the next year, provided that, in special cases, the Director may allow the management to have a surplus in excess of the limit without being liable to a reduction in the grant. Such surplus shall be transferred to a Reserve Fund to be utilised for recurring as well as non-recurring expenditure on the school. In no case shall such surplus be allowed to accumulate to an amount exceeding six months' approved expenditure for the preceding year. Where such surplus exceed six months' expenditure, no grant-in-aid shall be paid to the school for the year.

This shall not, however, apply to a Reserve Fund or part of a Reserve Fund built out of donations, subscriptions, etc.

(Grant-in-Aid Code Rule 43 and G. R., E. and I. D. No. 8903 of 15th May 1948).

377. No salary in excess of what is considered to be adequate by the Director or what is actually received by a teacher or manager whichever is less and no part of salary which is refunded either directly or indirectly to the funds of a school, shall, without the previous sanction of the Director, be allowed to be included in the admissible expenditure on which the grant is claimed.

378. The basic scales of pay at present approved by Government for teachers in non-Government Secondary schools are shown in Appendix 63.

(Grant-in-aid Code Rule 44 and G. R., E. and I. D. No. 8335 of 15th May 1948).

379. The grant may also be reduced if the average grant per pupil would otherwise exceed an amount to be fixed from time to time by Government for educational institutions of each class.

(Grant-in-aid Code Rule 45.)

380. The payment of state grants to aided institutions shall be subject to the proviso that the requisite budget grants are sanctioned by the State Legislature. Notice of the probable reduction in any year will be given as soon as possible after the budget grants are passed and such reduction will continue in force until the notice is modified or cancelled.

(Grant-in-aid Code Rule 40.)

381. Normally the grant paid in any year is the grant for that year, and is calculated upon the receipts and expenditure of the preceding year. But if a school has been established to meet an urgent demand or under peculiar difficulties, temporary grants may be awarded and assessed upon the expenditure of the current year. Such grants shall not exceed one-half of the actual cost of the teaching staff, and shall be payable monthly, quarterly, or half-yearly, as may be required. As soon as the permanent character of the school is established to the satisfaction of the Educational Inspector it shall be made subject to the ordinary rules.

(Grant-in-aid Code Rule 41.)

382. The grant assessed will ordinarily be continued to a school from year to year, provided that the aforesaid conditions are maintained. (Re-assessment of the grant is admissible on the application of the managers, provided that the Director recognizes that the existing grant is inadequate, and has funds available to meet the application. Applications for re-assessment must reach the Inspector/Inspectress not later than September 1st in the year previous to that in which re-assessment is sought). Similarly the grant will be reduced by the Director after due warning given to the managers, if it is found that the provisions of the rules laid down in the Grant-in-aid Code are not duly maintained, and that the school has deteriorated in general efficiency.

(Grant-in-aid Code Rule 42.)

383. If it can be proved that the attendance or efficiency of any school has through misadventure, for which the managers are not to blame, fallen greatly below the average of previous years, a sum not exceeding the grant earned in the preceding year, or the average grant of the three last preceding years, whichever is less, may, with the sanction of the Director, be paid to the managers.

(Grant-in-aid Code Rule 43.)

384. The manager of every recognised educational institution is required to enforce the principles of discipline laid down by the State Government from time to time embodied elsewhere in this Manual.

(Grant-in-aid Code Rule 44.)

355. The managers of all recognised institutions are responsible for seeing that the rules of discipline are observed by all members of their staffs and establishments. They themselves should not allow their views on current political questions to affect their educational administration. If these conditions are not observed, or if evidence is forthcoming that the students have been inspired with feelings of disloyalty or disaffection by their teachers, or that the standard of discipline or efficiency of the institution have been impaired, the grants-in-aid are liable to be reduced or withdrawn.

(G. R., E. D., No. 4723 of 29th June 1904.)

356. Aided schools will be inspected periodically and if necessary every year. The Inspecting Officer will satisfy himself that the condition of the school is satisfactory in respect of the points enumerated in the rules laid down in the Grant-in-aid Code. The Educational Inspector will then intimate to the Manager the amount of grant sanctioned and the Manager will forward to the Inspector a bill for that amount. Grants will be liable to lapse if not claimed within one month of the date of the Inspector's intimation and before 31st of March of the year for which the grant is sanctioned.

(Grant-in-aid Code Rule 10.)

357. An advance grant equal to one-half of the previous year's grant may be given by the Educational Inspector or the Inspectress concerned as soon as possible after the end of June each year to permanently registered schools of which the standard of efficiency is not in doubt. As a safeguard against an institution closing after it has received the first instalment of grant, the Management should be required to sign an agreement to refund the amount if the school is closed before the end of the year.

358. The Director may, however, at his discretion, pay advance instalments of the grant to aided schools about whose stability he is satisfied.

(Grant-in-aid Code Rule 31 and G. R. E., & I. D., No. 6893 of 14th May 1945.)

### Grants-in-aid of Colleges.

#### *Rules regarding payment of grants to non-Government Arts and Science, Commerce and Secondary Training Colleges*

359. Colleges affiliated to a statutory University in the State of Bombay will be held eligible for annual grants subject to funds at the disposal of Government in accordance with the following rules :—

(i) Subject to the limits laid down in rule (2), the Arts and Science, Commerce and Secondary Training Colleges will be eligible for grants at the following rates :—

(a) *Maintenance grant* :—

For purposes of maintenance grants, colleges will be divided into three categories, mainly according to their standing and location and

considered for grants equal to 10 per cent, 15 per cent or 20 per cent of their approved expenditure during the previous year.

*Note*—The items of expenditure detailed in Appendix 'A' will be held admissible for purposes of maintenance grant, provided that if no dearness allowance grant is due because dearness allowance was not paid at Government rates, the expenditure incurred on it will be held admissible for purposes of maintenance grant at the above rates. The Director of Education will decide in his discretion whether an item of expenditure actually incurred by a college is admissible or not and his decision will be final.

(b) *Dearness Allowance Grant*—

Grants towards expenditure on dearness allowance if paid at Government rates will be admissible at 33½ per cent of the expenditure on it during the previous year.

(c) *Building Grants*—

Subject to funds being available after payment of maintenance and dearness allowance grants, special grants on construction of buildings or on repayment of loans for construction of buildings will be paid at 25 per cent of the expenditure, if necessary, in suitable instalments.

If building grants are not available, loans may be sanctioned for the construction of buildings.

(i) (a) No grant of any kind will be paid to an Arts and Science, Commerce or Secondary Training College with a surplus or balance on fund (including that of the previous years) of Rs. 1 lakh and over.

For purposes of this rule, a surplus or balance means the excess of direct receipts over approved expenditure set off by an amount equal to 25 per cent of the actual expenditure during the previous year on the construction of buildings or on repayment of loans for the construction of buildings;

(b) No grant either maintenance or on dearness allowance will be paid to colleges whose savings exceed 10 per cent of the approved expenditure;

(c) The total of the maintenance and dearness allowance grants to colleges whose savings do not exceed 10 per cent of the approved expenditure will be limited to the difference between 10 per cent of the approved expenditure and the net savings;

(d) The total of the maintenance and dearness allowance grants to colleges with a deficit will be limited to the total of the net deficit plus 10 per cent of the approved expenditure.

*Note*—Net savings will be calculated by deducting the approved expenditure (including dearness allowance) from the direct receipts.

(iii) Dearness allowance grants will be calculated first and the maintenance grants on the remaining approved expenditure afterwards.

390. (A) Each college should submit to the Director of Education by the end of June an audited statement of accounts for the previous year ending 31st March. The statement should clearly show separately :—

(a) the balance on hand and the previous year's savings, if any, or contribution made from the savings to the Society conducting the College.

(b) the amount actually spent during the previous year.

(i) on construction of buildings and

(ii) on repayment of loans taken for construction of buildings.

(B) In place of the grants at the above rates, Government may pay smaller grants according to the funds at its disposal.

(C) The payment of grants will be made at the discretion of Government.

(G. E., E. D., No. NGC 1232 U. of 4th March 1933.)

(For items of expenditure held admissible for the purposes of grants-in-aid to college see Appendix 30.)

(Grant-in-aid Code Rule 74.)

391. Colleges charging less than the basic rates of fees given below with effect from the academic year 1934-35 will not be eligible for a grant-in-aid :—

(a) Rs. 70 per term in Bombay.

(b) Rs. 60 per term in the mofussil.

(G. E., E. D., No. 2304 of 2nd December 1933.)

392. In deciding the question of general efficiency, the Director of Education or the Director of Technical Education (in the case of Engineering Colleges) will take into consideration the composition of the staff, the nature of the accommodation for the classes and for resident students and the success of the students in the University Examinations.

(Grant-in-aid Code Rule 75 and D. P. I.'s Circular No. 131/215-A of 14th August 1942.)

#### Grants-in-aid of Secondary schools

393. The ordinary Government grant shall in no case exceed one-half of the local assets or one-third of the total admitted expenditure of the institution during the previous official year.

394. Maintenance grants to non-Government Secondary Schools are admissible on the following basis :—

(i) All Schools (boys' schools; girls' schools, technical institutions, etc.), whether old or new, and whether under private or local bodies, recognised prior to the commencement of the academic year in the preceding official year should be paid grants at the following percentage on the total admitted expenditure of the schools in the preceding year :—

(a) Schools in rural (or non-Municipal) areas	..	33½ per cent.
(b) Other schools	.. .. .	30 per cent.

(Grant-in-aid Code Rule 64 and G. R., E. and I. D., No. 6903 of 15th May 1943.)

Physical Education Grants are admissible at 33½ per cent. of both recurring and non-recurring admissible expenditure to non-Government Secondary Schools for a period of ten years, in the first instance, from the financial year 1943-49.

(G. R., E. & I. D., No. 7143 of 15th May 1943.)

395. No grant will be paid to any Secondary school standard with less than an average daily attendance of 15 pupils, except in cases in which, in the opinion of the Director, a school is necessary.

(Grant-in-Aid Code Rule 53.)

#### **Grant-in-aid of Training Institutions for Primary teachers.**

396. No grant-in-aid will be paid to a Training Institution unless the manager satisfies the inspecting officer that a reasonable proportion of the students who passed in the final course of the previous years are actually engaged in the profession of teaching.

(Rule 65 of the Grant-in-aid Code.)

397. A Training Institution will be admitted to aid at the discretion of the Director after due consideration of the educational wants of the locality in which it is established.

(Grant-in-aid Code Rule 33.)

398. No Training Institution will be registered for a grant unless it contains at least 20 students regularly studying a fixed course which has been approved by the Director, and which must include the subjects of teaching and school management. In special cases the condition as to the minimum attendance may be relaxed by the Director.

(Grant-in-aid Code Rule 67.)



399. The annual grant to a Training Institution will be calculated at the rate of one-half of the recurring admissible expenditure in the previous year in the case of institutions for men and at the rate of 60 percent, in the case of institutions for women, subject to a maximum of Rs. 120 per pupil in average attendance during that year.

400. Grant-in-aid over and above the maximum grant-in-aid due as above will also be payable at the rate of one-half of the expenditure incurred by the Training Institutions during the previous year on the payment of deafness allowance to their staff provided the rates at which the deafness allowance is paid to the staff do not exceed those laid down by Government for similar classes of their servants.

#### Grants-in-aid of Special Institutions.

401. Applications for grant-in aid will be received from Special schools, and each case will be treated on its own merits, due regard being had to the funds available and to the general rules laid down in the Grant-in aid Code so far as these may be applicable.

(Grant-in-aid Code Rule 63.)

#### Grant-in-aid to Language schools.

402. Language schools which give purely religious instruction are not eligible for grant of any kind.

403. Maktabe and Pathshalas which teach a classical Oriental language (Sanskrit, Arabic, Persian) and which cater for adults and adolescents not attending other schools will be eligible for grant if registered as Language schools.

(D. P. L's No. 5-67 (4) 837-P of 2nd June 1933.)

#### Grants-in-aid to Vocational Schools

##### *Vocational schools eligible for grant.*

404. Applications for grants to Vocational schools for boys and girls will be entertained from—

- (i) Technical schools proper, i. e., those which give combined instruction in theory and practice without any instruction in purely literary subjects, and whose prime object is to fit their pupils to take a place in some industry or trade.
- (ii) Schools which give practical instructions with little or no theory of the trade, industry or profession they teach, and which do not include any literary subjects in the course of instruction, and whose prime object is to fit their pupils to take a place in some industry or trade.

- (iii) Schools and classes which combine literary education as an adjunct or complement of the manual or practical instruction in trade or industry taught.
- (iv) Schools and classes which add manual training as a complement to the literary education imparted.
- (v) Schools and classes which give combined instruction in theory and practice in tailoring and allied courses approved by the Board of Technical and Industrial Training.
- (vi) Girls' schools other than those under (v) above which teach an industry or industries approved by the Department of Technical Education.

Note.—The schools grouped under the above categories should apply for recognition and grants-in-aid to the Department of Technical Education.

(G. A. Code Rule 62.)

#### *Rate of grant to Vocational Schools.*

404-A. The Director of Technical Education may allow a grant not exceeding one-half of the admitted expenditure actually incurred during the previous official year on the salaries of the teaching staff employed for the teaching of vocational subjects and for the supervision of classes or schools in which such subjects are taught.

(G. A. Code Rule 62.)

405. In addition to any general grants due under the preceding Chapters or if the school is a Primary school, under the Primary Education Act and rules thereunder, the managers of a vocational school registered under this Chapter may claim a grant not exceeding Rs. 20 for each boy or girl above the age of ten years certified to have been in regular attendance for nine months since the previous annual inspection and to have received instruction in the workshop for not less than two hours a day. But no grant shall be paid on account of any boy or girl with whose general progress the inspecting officer is not satisfied.

406. In place of the above grant, on the recommendation of the Board of Technical and Industrial Training or of the Educational Inspector, Inspectress of Girls' Schools, as the case may be, the Director of Technical Education or the Director of Education respectively may allow a grant not exceeding one-half of the fixed salaries actually paid during the previous official year for the teaching of vocational subjects and for the supervision of the classes in which such subjects are taught.

(G. A. Code Rule 63.)

### Grants-in-aid to Schools for Defectives.

407. "The grant paid to those schools may not exceed two-thirds of the actual audited expenditure per child including expenditure on hostels, if attached, provided also that the grant shall not exceed the amount arrived at on the basis of Rs. 30 per month per pupil".

[G. R., E. D., No. EDB. 1150 of 26th November 1931,  
G. R., E. D., No. EDB. 1152 of 26th April 1932 and  
G. R., E. D., No. EDB. 1152 of 9th December 1932]

408. Except with the sanction of Government no grant shall be given to schools for defectives with an average attendance of less than 15 pupils.

[Grant-in-aid Code Rule 79 and paragraph 2 of G. R., E. D., No. 4151 of 8th March 1942.]

### Grants-in-aid to Gymnasias.

459. (1) A gymnasium which has been recognised may be paid, with due regard to funds being available, a maintenance grant not exceeding 1/3rd of the expenditure actually incurred on the salaries of the staff of instructors, equipment and furniture, medical examination, repairs to furniture and equipment, books, magazines and physical charts (expenditure on books for prizes should not be included), electric charges, red earth, sweet oil and other items which can reasonably be included under "Equipment", and on account of taxes on buildings and playgrounds, if owned. It may also be paid, in addition, a grant not exceeding 1/4th of the interest calculated at 4 per cent. per annum on the capital investment on building and play grounds. In case a gymnasium is in a hired building and is using a hired play-ground a grant not exceeding 25 per cent. of the actual rent paid may be sanctioned.

Note.—Such expenditure only as is considered reasonable by the authority competent to sanction the grant will be admitted for purposes of grant.

(2) The payment of grant to a gymnasium will be subject to the following conditions :—

(i) that it is managed by a competent and reliable body of men, none of whom shall take part in such activities as are calculated to promote communal discord ;

(ii) that it is open to all communities on terms of equality without discrimination in any respect ;

(iii) that it maintains an adequate staff of well qualified instructors;

Note.—After due provision is made by Government for training instructors or instituting an instructor's qualifying examination, at least one instructor in every gymnasium must be either duly trained or must have passed a qualifying examination. No instructor shall take part in such activities as are calculated to promote communal discord.

(iv) that it follows the course of Physical training prescribed by Government or a well graded course approved by Government on the recommendation of the Board of Physical Education;

*Note.*—Condition (iv) does not exclude other healthful activities, which a gymnasium may want to promote.

(v) that its buildings and premises are in a healthy locality, and well lighted and ventilated, are kept clean, and the equipment is adequate;

(vi) that it provides for proper medical examination of every new entrant and of all its members at least once a year, preferably every six months, the physical measurements being taken once in three months;

*Note.*—The gymnasium will be expected to correct whatever remediable defects are found or pointed out by proper follow-up work.

(vii) that it has a minimum average daily attendance of 20 members;

(viii) that it maintains—

(a) a systematic record of admissions and withdrawals and attendance of pupils,

(b) proper accounts of income and expenditure,

(G. R., E. D., No. 6177 of 16th January 1942 and 2nd February 1940, C. M., E. D., No. 6772-B of 12th February 1942 and C. L. E. and L. D. No. 6757/26981-H of 25th May 1943.)

The grant to a Primary school, which is maintained as part of a training institution aided by Government, shall be paid by Government.

(D. P. L. No. 8-67 141-924-D of 26th December 1940 and 21st January 1941.)

409-A Grants are also paid to Physical Culture Organisations conducting tournaments and competitions in Bombay State (Vide Appendix 77.)

(G. R., E. D., No. PHE 1053 of 23-12-1953)

### Grants-in-aid of English Classes attached to Primary schools.

410. English Classes attached to primary schools shall be treated as "Secondary" for purposes of grant-in-aid, and the expenditure on them should be shown separately by the Boards in their accounts.

(G. R., E. D., No. 805 of 1st August 1923.)

411. Grant to those English classes attached to Primary schools which were formerly maintained by Government, and which have been handed over to Local Boards shall be equal to the net expenditure incurred by Government on these classes in the year immediately preceding the year of the transfer of control or one-third of the admitted expenditure in the year previous to that in which grant is paid, whichever is greater, provided (1) that an adequate and competent staff is maintained, (2) that the range and quality of instruction are satisfactory, and (3) that if a grant equal to the net expenditure in the year prescribed in each case is claimed the Local Board derives no pecuniary advantage therefrom.

(Grant-in-aid Code Rule 58.)

412. Grants to English classes opened by Local Boards or private bodies will be paid at the rate of one-half of local assets or one-third of the admitted expenditure for the previous year as in the case of Secondary schools regard being had to funds being available. No grant should, however, be given unless the teacher engaged is qualified, has a knowledge of teaching English, and is satisfactorily reported upon by the Inspecting Officer.

(Grant-in-aid Code Rule 80.)

413. No grant shall be paid towards the expenditure incurred on account of an English class attached to a Primary school, whether opened before or after the transfer of primary education to the local Board concerned, if the class is self-supporting or its total receipts exceed its expenditure.

(Grant-in-Aid Code Rule 81.)

### Special grants.

414. Besides grants on recurring admissible expenditure on building grant admissible under the Grant-in-aid Code applications for special non-recurring grants on account of expenditure incurred on educational furniture and appliances, libraries, scientific and other apparatus for laboratories, workshops, or gymnasia will be dealt with on their merits and according to the funds at the disposal of the Department. Such grants will in no case exceed—

(i) one-fourth of the admitted expenditure in the case of colleges;

(ii) one-third of the admitted expenditure in the case of Secondary schools; and shall be given subject to such conditions as the Department may impose. The Educational Inspectors and the Inspector of Anglo-Indian Schools have power to sanction grants under this rule up to a maximum of Rs. 1,000 according to the means at their disposal.

(Grant-in-aid Code Rule 82.)

415. Special grants for Drawing will be given according to the rules printed in Schedule I of the Grant-in-Aid Code (vide Appendix 31).

### Building and site grants to Secondary Schools.

416. In addition to the annual grant for aiding schools a building grant may be given to managers of schools in aid of erecting, purchasing, enlarging, or rebuilding school buildings.

(Grant-in-aid Code Rule 76.)

417. Applications for building grants must be made in the prescribed form to the Director who will dispose of them in accordance with the provisions of the Grant-in-aid Code and the means at his disposal. (For form of application see Appendix 32.)

(C) N-2-13

418. A grant of money may be made not exceeding one-fourth of the total expenditure in the case of Secondary schools, or one-half of the total expenditure in the case of technical schools (including hostels and workshops in connection with them.) It is not to be assumed that maximum grants will always be given. Each case will be reviewed on merits in the light of the circumstances existing in the case.

(Grant-in-aid Code Rule 79).

419. In calculating the total expenditure, building materials, or labour may be taken into calculation at such a valuation as Government may be pleased to fix.

(Grant-in-aid Code Rule 79.)

420. The following maximum limits of cost per pupil intended to be accommodated and likely to be secured have been fixed for the purposes of building grants to Secondary schools :-

	Maximum limit of cost per pupil, Rs.
(a) For each pupil in Standard V to Standard IX of Secondary schools including Secondary (English) schools .. .. .	200
(b) For each pupil in the two upper Standards of schools teaching the full Secondary course .. .. .	300

N. B.—It should be noted that the above limits refer to the cost of building only and do not cover the cost of land.

(G. R., E. and L. D., No. 6100 of 21st February 1948.)

421. Before a building grant is sanctioned Government must be satisfied—

(i) that the means relied upon have actually been raised and are available, a declaration to this effect being appended to the application ;

(ii) that the building is intended for, and will be devoted to, educational purposes, and in part to secular education, and that it is suited as to site and character for the requirements of the locality where it is designed to build it ;

(iii) that the plans, estimates, and specifications are satisfactory for which purpose a certified copy of them must be forwarded with the application, to be submitted thereafter for the report of the Public Works Department, in which Department it will be finally recorded ;

(iv) that the title of the managers to the site on which the building is to be erected is good and in order ; and

(v) that the building will be constructed within a fixed time if the grant is given.

(Grant-in-aid Code Rule 81.)

422. In order to show the title of the managers, the following documents and information should, as far as possible, be furnished :—

(i) Documents of title under which the managers acquired the property.

(ii) Document of title and other evidence showing the undisturbed possession of the vendor or donor or other person from whom the managers acquired the property, or of the predecessors in title, for a period of at least 12 years prior to the date of the acquisition of the property by the managers.

(iii) duly certified copies of all registered documents which cannot for sufficient reason be produced.

(iv) Evidence that those who, on the documents produced, dealt with the property were adult and competent to confer a title, e. g., as a sole owner, or as a manager of a Hindu joint family, or as a Hindu widow alienating for a specific purpose allowed by law.

(v) Evidence that there are no encumbrances on the property, and a statement that the village record-of-rights and the indices of the Village Registrars', Sub-Registrars' and District Registrars' records relative to the property in question have been examined for 12 years prior to the acquisition by the Manager.

(vi) A certified copy of any relevant entries in the Cantonment, Municipal, or village records, or in the village record-of-rights or Register of Mutations, relating to the land.

(vii) Original receipts for any assessments or taxes paid in respect of the property.

(viii) A correct description of the property, its survey numbers and boundaries, and a map showing it and the adjoining properties and the position of any buildings on it.

If a manager professes to be acting for an association, corporation, society or other body of persons, the following will also be required :—

(ix) A copy of the memorandum and articles of association or rules and regulations of the body on whose behalf he professes to be acting, so far as they relate to holding and dealing with immovable property, the receipt of grants-in-aid and the execution of deeds, or any other documents authorising him to acquire the property on its behalf.

(x) His authority (if any) to receive the grant and execute the trust deed on its behalf.

(xi) Information whether the association, etc., is registered, and, if so, when, where, and under what Act.

(xii) The title-deed vesting the property in the association, etc. In any complicated case, or where there may be a doubt as to the validity of the title of the managers, the latter are recommended to avail themselves of adequate legal assistance in placing their title properly before the Law Officers of Government and, if necessary, rectifying their title.

Note.—All documents of title which the grant is estimated, be retained by Government who shall be entitled to the possession thereof.

(Grant-in-aid Code Rule 21.)

423. A building for which an application for a grant is to be made, is not to be commenced until the plans (including site plan) and estimates have been approved in writing by the Educational, Sanitary and Public Works Department authorities.

(Grant-in-aid Code Rule 22.)

424. The construction of buildings by private agency shall be permitted up to any amount subject to the following conditions :—

(1) That the plans and estimates are approved by the Public Works Department, Educational and Sanitary authorities ;

Note.—The permission of the Executive Engineer concerned should be obtained if the cost does not exceed Rs. 10,000 and that of the Chief or Superintending Engineer concerned if the cost exceeds Rs. 10,000 but does not exceed the limit of his powers. In all other cases the sanction of Government is necessary.

(2) That no deviations in the sanctioned plans are made without the previous permission, in writing, of the Executive Engineer ; and

(3) That the Public Works Department authorities who approve the plans are satisfied as to the competency of the private agency by which the work is to be carried out.

Note.—As regards buildings in which reinforced concrete is used, they shall not be entrusted to private agency except in places where there are constructional specialists in this kind of work.

(Grant-in-aid Code Rule 24.)

425. A grant shall not be paid unless the Executive Engineer certifies that the work for which it is claimed is in accordance with the approved plans, is in good condition and is, to the best of his knowledge and belief of a certain value, the amount of grant actually to be given depending on the value of the building as estimated by him.

(Grant-in-aid Code Rule 25.)

426. A grant of money may be made for the purchase of a site in the same proportions as for building grants provided that subject to such additions and alterations as the Educational Department may direct, the conditions specified for building grants shall apply *mutatis mutandis* to grants for the purchase of sites. If a site required for building belongs to Government it may be granted free or else its estimated value may be recovered from the grantee, less the amount of a money grant calculated as above.

(G.R., E.D., No. 244 of 25th May 1933.)

(Grant-in-aid Code Rule 26.)



427. No portion of a building grant shall be paid to the managers of a school, unless and until they execute or agree to execute a trust deed or an agreement as the case may be, in accordance with the requirements of the next following rule. If, however, the building is erected on a site already covered by a trust deed, a receipt may be sufficient.

(Government Code Rule 87.)

428. If the total amount of the building grant does not exceed Rs. 1,000, and the building is in the opinion of the Director of such a description that it is not worth while requiring the executing of a trust deed, the Director may accept from the managers a written agreement engaging :—

- (a) to maintain the building in proper repair ;
- (b) to manage the school in accordance with the rules and regulations of the Educational Department ;
- (c) to subject the school to inspection by that Department ;
- (d) to use the building as a school to be devoted wholly to education, and in part to secular education ;
- (e) to keep the building insured in the names of the managers and the Governor of Bombay jointly, subject to the provisions of Rule 431 ; and
- (f) in the event of default being made by the managers in any of the preceding conditions to repay on demand by the Director the aggregate amount of all building grants made by Government in respect of the school.

In every other case the managers shall execute a trust deed in such form as shall from time to time be approved by Government, either generally or specially in this behalf embodying conditions regarding :—

- (g) the construction and maintenance of the building ;
- (h) the insurance of the building, subject to the provisions of rule 431 ;
- (i) the times at which and the instalments in which the building grant shall be paid ;
- (j) the management and inspection of the school ; and
- (k) such other matter as Government think necessary.

Provisions shall also be made in every such trust deed that in the event of default being made by the managers in the performance of any of the conditions thereof ;

- (l) the building grant, or so much of the same as shall not yet have been paid, shall lapse ;
- (m) the aggregate amount of the building grant or grants from time to time advanced by Government for the school shall be repayable to Government, and

(except in cases where the site is granted by a private person on condition that it should revert to him in the event of the site ceasing to be used for a school or on any other condition which precludes a transfer to the Governor of Bombay);

(w) for the purpose of recovering any moneys so due, Government may enter upon, and take possession of, and sell the building; and

(x) the building-site, if granted by Government, may be resumed by them; and the building, if any, standing thereon may be entered upon, and taken possession of, by Government and may be used or disposed of by Government at their discretion, for educational purposes, or, if it shall appear expedient to Government, for any other purpose.

Every such trust deed shall be prepared at the charge of the managers by the Law Officer of Government.

(For standard forms of deeds and receipts see Appendix 33.)

*Note*—With reference to (f) and (m) above, if Government are satisfied that the school was closed through no default of the managers, account may be taken of any depreciation in the value of the building after expert valuation which will take account of the state in which the building has been maintained by the managers and a proportionate reduction may be made in the amount to be claimed from the managers. If the Government grant extends to the acquisition of a site account may be taken after expert valuation, or any enhancement in the value of the site, and the proportionate share in such enhancement may operate as a credit, either total or partial, against the reduction to be made in the reduced due in respect of the grant for buildings.

(Grant-in-aid Code Rule 85.)

429. If the management of an educational institution for the building of which a Government building grant has been received find that there is accommodation surplus to their needs and therefore wish to let it, Government shall have the first refusal as regards the letting thereof.

(G. R., E. D., No. 3547 of 11th December 1944.)

### Safe custody of trust deeds.

430. All trust deeds for building grants should be kept in the custody of Government (G. R., E. D., No. 3852 of 4th May 1926).

### Insurance of buildings.

431. Buildings in respect of which a building grant has been given must be insured, irrespective of their value for a sum representing the value of all work above plinth level including flooring, in the names of the school managers and the Governor of Bombay jointly, provided that it shall not be necessary to insure a school building if the Executive Engineer has issued a certificate that in his opinion the risk of fire is not sufficiently great as to render insurance desirable and so long as such certificate has not been cancelled by the Executive Engineer in writing.

(Grant-in-aid Code Rule 83.)

### Other building grants

433. In addition to the building grants as aforesaid, Government will consider applications for grants-in-aid of building colleges, boarding-houses, laboratories, libraries, observatories, school workshops, or gymnasia, or of providing playgrounds, provided that funds are available and subject to such of the foregoing conditions as may be declared applicable by the Department, or to any others that may be imposed. Grants made under this rule are exceptional, and Government are not pledged to give any fixed proportion, but will deal with each case on its merits and subject to financial considerations.

(Grant-in-aid Code Rule 20.)

### Security bonds.

433. Clerks in Government educational institutions and officers who are entrusted with the handling of money in the course of their official duties shall furnish securities to the extent of the amounts laid down by Government from time to time in the forms prescribed for the purpose.

(G. R., E. D. Nos. 4082 of 2nd May 1927, 2nd May 1930, 16th October 1931, and G. R., E. D., No. 8937 of 28th January 1935.)

### Account registers to be maintained.

434. The Heads of all Government educational institutions and offices shall maintain such account registers as are prescribed by Government or the Director from time to time.

435. A list of more important registers is given in *Appendix 35*.

## C—Budget.

### (a) Preparation of Budget Estimates.

436. The budgets estimates will be prepared in the following parts:—

(a) Estimates of revenue.

(b) Expenditure, Part I, relating to fixed charges, that is to say, charges, which though they may vary from year to year, are nevertheless not dependent upon the volition of the Head of the Department, e. g. fixed charges on account of pay and allowances of permanent gazetted and personal salaried officers and establishment, contract contingencies, rents, rates and taxes, etc.

This part consists of two sections—Section A will contain estimates for fixed pay and allowances for gazetted and personal salaried officers and Section B estimates for other fixed charges, viz., pay and allowances of establishment, contract contingencies, etc.

(c) Expenditure, Part II, Section A, relating to charges which, though not connected with new objects of expenditure, are liable to fluctuate materially from year to year.

(d) Expenditure, Part II, Section B, relating to entirely new objects of expenditure which have been administratively approved by Government.

(e) Expenditure Part II, Section C, relating to entirely new objects of expenditure which have not been administratively approved by Government at the time of submitting estimates under Section B.

(Paragraph 3 of G. R., F. D., No. 379 of 1st September 1930.)

457. The Head of each Government educational institution or office subordinate to the Director shall prepare his budget estimates for the ensuing year in the forms prescribed by Government and submit them with the requisite number of copies so as to reach the Director before the date or dates fixed. The Principals of Government Arts and Professional Colleges, the Educational Inspectors and Inspectresses, the Inspector of Anglo-Indian Schools, the Inspector of Drawing and Craftwork, the Inspector for Visual Education and the State Inspector for Physical Education should submit their estimates direct to the Director, while other subordinate officers should submit them through the Educational Inspector of the District concerned with an extra copy for the office of the Educational Inspector.

(i) Estimates of revenue should be prepared by those officers only who collect annually revenue in the form of (1) tuition fees, (2) examination fees, and (3) other receipts such as sale proceeds etc. and should be submitted (in triplicate) so as to reach the Director not later than 15th. of September each year. The Director will consolidate them in the form prescribed by Government and send them on in duplicate to the Administrative Department not later than the 10th of October.

(ii) Estimates of expenditure, Part I-A, will be prepared by the Director. To enable him to do so, those Heads of offices or institutions who are themselves gazetted or personal salaried officers and who have such officers on their establishment should furnish him with such details as are required by him not later than the 1st of September.

(iii) Estimates of expenditure, Part I-B, will be prepared by the Departmental officers who will submit them, in triplicate, so as to reach the Director not later than 1st of September. The Director will consolidate them in the prescribed form.

(iv) The Director will send not later than 1st of October one copy of Part I-A estimates and one copy of the consolidated Part I-B estimates, together with Part I-B estimates received from the Departmental officers, to the Administrative Department concerned and one similar set of estimates to the Finance Department through the Accountant General and the Administrative Department.

(Paragraph 3 of G. R., F. D., No. 379 of 1st September 1930.)

(v) Estimates of expenditure Part II-A relating to fluctuating charges, if any, will be prepared on the prescribed forms by the Heads of offices or institutions who will submit one copy of it to the Director not later than 1st of September. The Director will consolidate them in the prescribed forms showing the figures admitted by him for each disbursing officer separately and forward the consolidated statement in triplicate to the Administrative Department concerned not later than 1st of October. The individual estimates of Departmental officers from which the consolidated statement is prepared by the Director need not be submitted to the Administrative Department concerned. Actuals of past three years should be furnished and detailed explanations of all increased provisions and of important variations given.

(Paragraph 7 of G. R., F. D., No. 270 of 1st September 1930.)

(vi) Proposals for new items of expenditure to be included in the estimates of expenditure, Part II-B and C, should be submitted individually to the Director as soon as the necessity for such expenditure is felt and in any case not later than the 1st of August with full reasons and details of the average annual and the recurring and non-recurring costs involved. The Director will scrutinise these proposals and if he is satisfied with their necessity and urgency will submit them individually before the 1st of September to the Administrative Department concerned for approval and provision of funds. He will also submit not later than the 1st of October consolidated statements, Part II, sections B and C, in the prescribed forms showing all new items of expenditure, for which it is proposed to provide. The items of new expenditure included in these statements should not be included in either Part I or Part II-A estimates.

(D. P. F. No. D. 503 of 24th April 1923.)

(G. R., F. D., No. 727-R of 24th July 1925.)

Paragraph 8 of G. R., F. D., No. 270 of 1st September 1930.)

438. The Director will also furnish the Administrative Department concerned by the 1st of September every year at the latest with information in the prescribed form regarding officers who are likely to be on leave or deputation out of India during the ensuing financial year and to draw their leave or deputation salary in England. To enable the Director to furnish this information to Government, the heads of offices and institutions concerned should communicate to the Director not later than 1st of August the names of all officers who intend to go on leave or deputation out of India, the nature and duration of leave, the rate of leave salary, the date from which they intend to take leave and the date after which they intend to draw their leave salary in England.

(Paragraph 27 of G. R., F. D., No. 270 of 1st September 1930.)

439. The following general instructions for the preparation of budget estimates are laid down for the guidance of all Departmental officers :—

(1) The estimates should be framed with due forethought and all charges should be anticipated so as to reduce the need for reappropriation to a minimum. Provisions should be made carefully for all items separately and in detail under the several detailed heads of revenue and expenditure for which the estimating officer is responsible.

(2) Reasons should invariably be given in the column for explanation for increase or decrease, if any, in the revised estimates for the current year and in the Budget Estimates for next year, as compared with the actuals for previous year and the sanctioned estimates for the current year.

(3) Only charges sanctioned by competent authority are to be shown in the estimates. It should be noted, however, that all sanctioned charges are not to be provided for in full, but only such portion of them as may be required during the ensuing year should be entered. Sanctioned items which it is intended to keep in abeyance should be shown in the column for explanation.

(4) Estimates of receipts from tuition fees, etc., should be made in full without deducting anything for free-studentships or other remissions.

(G. R., E. D., No. 2621 of 8th May 1930)

(5) Estimates of receipts on account of room rent of hostels attached to educational institutions and located in Government buildings should not be shown in the budget estimates "under XXVI-Education" as they are credited to the Public Works Department.

(6) Provision for pay and allowances in the case of officers who intend proceeding on leave or deputation out of India should be made in the budget estimates, Part I-A, for that period only for which they are likely to draw their pay and allowances in India.

(7) Details showing how the provision for contract contingencies has been arrived at should be given in the column for explanation or on a separate sheet which should be attached to Part I-B estimates.

(8) As the time available for examination and consolidation of the estimates is very limited and delay in the submission of a single estimate dislocates the work seriously, punctuality in the submission of the estimates should be carefully observed by all the Departmental officers concerned.

## (b) Preparation and submission of revised estimates.

440. The Director is required to submit to Government in the Finance Department revised estimates of the current financial year as shown below :—

(a) *By 1st November at the latest.*—Report regarding probable alterations on the basis of the latest actuals and other information available by minor heads in the budgeted figures of revenue and expenditure of the financial year current, giving explanations of all important variations as compared with the sanctioned estimates.

(b) *By the 4th January at the latest.*—(1) Report regarding probable alterations by primary units under each minor and sub-head, together with the reasons therefor, in the sanctioned estimates of expenditure of the current year; (2) Report regarding probable alterations by minor heads in the budgeted figures under receipt heads with explanations of all important variations for the current year.

(c) *By 3rd February at the latest.*—(1) Report regarding probable alterations by primary units under each minor and sub-head, together with the reasons therefor, in the sanctioned estimates of expenditure for the current year; (2) Report regarding probable alterations by minor heads in the budgeted figures under receipt heads with explanations of all important variations for the current year.

(G. O., P. D., No. 210-G. of 2nd September 1930 and of 23rd July 1922.)

He will also submit a copy of these reports to the Administrative Departments concerned.

(G. O., P. D., No. P. 30/7515-E of 27th December 1930.)

(G. O., P. D., No. 210-G of 23rd July 1922.)

## (c) Distribution of budget grants.

441. After the grants have been voted by the Legislature, a grant or portion of a grant allotted to each major head of account should be communicated by the Finance Department to the department concerned in the shape of lump sums known as primary units of appropriation. The department concerned has then to make arrangements for distributing and communicating the sanctioned funds among the controlling and disbursing officers. The Director will then communicate the distribution of grants by detailed heads under each primary unit placed at the disposal of the head of each office or institution under him. The primary units of appropriation with which this Department is mainly concerned are—

- (1) Pay of officers.
- (2) Pay of establishment.
- (3) Allowances, honoraria, etc.
- (4) Contingencies.
- (5) Grant-in-aid, contributions.
- (6) Scholarships.

(G. O., P. D., No. 720 of 1st March 1926, G. O., P. D., No. 4113 of 16th May 1922.)

**(d) Control of expenditure.**

442. The Director is the controlling officer responsible for watching the progress of expenditure under the following heads of account :—

(i) 37-Education (excepting the provision for the Sir J. J. School of Art, Bombay).

(ii) 47-Miscellaneous Departments. (1) Preservation and Translation of ancient manuscripts.

(iii) XXVI-Education : Deduct, Refunds.

He will be responsible for—

(a) keeping a record of—

(1) current expenditure,

(2) accruing liabilities for the rest of the year,

(3) appropriation to date,

(b) reconciling as far as is necessary items (a) (1) and (a) (3) with the figures maintained by the Accountant General,

(c) initiating reappropriation proposals, surrender proposals, and proposals for supplementary grants; and,

(d) appearing, if called, before the Public Accounts Committee in order to offer explanations in regards to the appropriation accounts.

(G. R., F. D., No. 883 of 4th August, 1931)

443. To enable the Director to keep a record of current expenditure each subordinate disbursing officer shall, in the form prescribed by Government, submit to him after the close of every month a statement of the expenditure for the month and of the total expenditure up to date under all the detailed heads subordinate to the primary units excepting those of Pay of Officers and Establishment and of scholarships (including Fellowships).

(Para 8 of G. R., F. D., No. 2613 of 27th March 1925;

Para 1 of G. R., F. D., No. 2813 of 1st October 1927;

G. R., F. D., Nos. 2013 of 17th July 1929 and 6th/13th January 1930).

444. For the purposes of reconciliation of figures maintained by the Accountant General, the Director will depute clerks from his office to the office of the Accountant General every month.

(G. R., F. D., Nos. 2513 of 16th September 1929 and of 13th December 1930 and Rule 191 of the Bombay Budget Manual.)



445. Each disbursing officer will also submit to the Director after the end of each quarter a statement in the prescribed form showing the progressive totals of receipts and expenditure under all the detailed heads subordinate to each primary unit.

(G. R., E. D., No. 1361 of 27th April 1931.)

446. The figures of receipts and expenditure furnished by subordinate officers in their quarterly statements for the quarter ending 30th September and 31st December will be taken into consideration by the Director in framing the revised estimates due to be submitted to Government by the 1st of November and 3rd of February.

(D. P. I.'s No. S-46 (c)-P of 26th September 1930 and P-55/72-P of 13th November 1931.)

447. In order to enable the Director to prepare revised estimates required by Government by the 4th of January, all the subordinate officers shall submit by the 6th of December at the latest, in the form of quarterly statements, figures of actual receipts and expenditure up to the end of November, and also those of estimated receipts and expenditure for the remaining part of the year. The latter figures should be worked out very carefully on the basis of the actual state of affairs known at the time.

(D. P. I.'s No. S-46 (c)-P of 26th September 1930 and P-55/72-P of 13th November 1931.)

#### (c) Reappropriation of funds.

448. 'Expenditure' for which no provision has been made in the budget estimate of the current year should rarely, if ever, be incurred. If, on account of exceptional reasons, expenditure which is either not provided for in the budget estimate of current year or is in excess of the budget provision has to be incurred, the officer concerned should apply to the Director for the necessary reappropriation of funds pointing out, if possible, a definite source from which the extra amount required should be met.

449. In making reappropriation of funds the following procedure should be observed by the Director :—

(Preamble to G. R., F. D., No. 2613 of 4th June 1935;

G. C. M., F. D., No. 6288-G of 6th September 1930.)

(a) He will in the first instance examine the allotments of other disbursing officers against the same detailed head and transfer to the disbursing officer who requires an additional allotment such sums as he considers that other disbursing officers can spare. The proceeds amounts to nothing more than redistribution of the amounts placed at the disposal of the controlling officer and the same can be done by him without reference to any higher authority.

(b) If he finds that redistribution is impossible, he should examine the allotments against other items under the same unit of appropriation with the object of discovering probable savings and effecting a transfer. In

doing so he will not only confine his attention to the accounts of the disbursing officer who desires an additional allotment, but will examine the accounts of all other disbursing officers. If he finds this transfer feasible, he will carry out the transfer himself.

(c) If he finds transfer of funds within a primary unit impossible, he will next consider whether reappropriation from other primary units can be effected. The procedure will be the same as that prescribed for (b) above.

(d) If he finds that reappropriation from the allotments placed at his disposal is impossible, he will apply to Government for additional funds by reappropriation from some other source. This course should, however, be taken only when all the other expedients are exhausted.

(e) When a reappropriation is to be made it should not be merely for the particular expenditure which has at that time to be met but it should be based also upon the estimate of expenditure under that head for the rest of the year.

450. The Director has been given under Devolution Rule 38 the power to sanction reappropriation within the same minor head provided no recurring liability is involved. The exercise of this power is further subject to the following reservations :—

(i) that no reappropriation is made from the primary units "Pay of officers" and "pay of establishment" to any other unit; but reappropriations may be made between the primary units "Pay of officers" and "Pay of establishment" under the same sub-head or between such primary units under different sub-heads provided they are made in accordance with the conditions (1), (2) and (4) to (6) laid down in the succeeding rule.

and

(ii) that savings in other grants shall not be reappropriated to supplement contract grants.

(G. R., B. D. No. 2110 of 19th August 1933 and Para. 2 of G. R., B. D., No. 2150 of 1st December 1934)

451. The powers of reappropriation so far delegated to the various officers are subject to the following conditions in addition to the conditions specified in Financial Rule 313 :—

(1) an authority may not meet by reappropriation expenditure which it is not empowered to meet by appropriation ;

(2) no reappropriation may be made to meet any expenditure which is likely to involve further outlay in a future financial year ;

(3) no reappropriation may be made from the primary units " pay of officers," and "pay of establishment" to any other unit; but reappropriations may be made between the primary units "pay of officers" and "pay of establishment" under the same sub-head or between such primary units under different sub-heads, provided they are made in accordance with the other conditions laid down in this Rule ;

(4) no reappropriation may be made from the savings in other grants to supplement a contract grant ;

(5) No reappropriation from a grant for non-recurring expenditure is permissible in order to provide for additional recurring expenditure ;

(6) Immediate intimation of all reappropriations of funds shall be conveyed to the Accountant General direct.

(G. O., F. D., No. 67 of 14th March 1932.)

(G. O., F. D., No. 67 of 17th June 1933.)

#### (f) Surrender of Savings.

452. The Director as the controlling officer will be responsible for the prompt surrender of lapses or savings as soon as such lapses or savings can be foreseen. Such surrenders should be made to the Administrative Department concerned not earlier than 15th of July and not later than the 15th of February each year. After that date only substantial sums may be offered for surrender. No sums will be accepted in any circumstances after the 15th of March.

(G. O., F. D., No. 6239 of 27th January 1927 ;

G. O., F. D., No. 5239 of 18th December 1928.)

#### (g) Supplementary demands for grants.

453. Proposals for supplementary demands for expenditure, which are absolutely necessary and are likely to require the sanction of the Legislature shall be submitted to Government in the Administrative Department concerned by 10th January at the latest.

(S. O., F. D., No. 4265 of 23rd September 1927 and

G. M., E. D., No. P-6-E of 21st November 1927.)

#### D—Account.

454. The Heads of all Government Educational Institutions and officers are responsible for keeping a proper account of all receipts and expenditure of Government and non-Government funds with which they are concerned in accordance with the provisions of the Financial Rules under Devolution Rule 37 (c), the Civil Account Code, the Treasury Orders (Financial Publication No. II), and such other orders or circulars as may be issued by Government or by the Director from time to time.

#### Inspection of Accounts.

455. The Educational Inspectors shall inspect the accounts of all Government institutions and offices subordinate to them every year and report to the Director those irregularities which they consider it desirable to bring to his notice.

456. The accounts of Government Arts and Professional Colleges and of the offices of the Educational Inspectors and other officers will be inspected from time to time by an officer from the office of the Director deputed by him.

457. Instructions for the inspection of accounts for the guidance of inspecting officers are set forth in Appendix 34.

#### Measures for the prevention of embezzlements and frauds.

458. General principles to regulate the enforcement of responsibility for losses sustained by Government through fraud or negligence of individuals are laid down in the Annexure to Government Resolution, Finance Department, No. 3191 of 24th May 1930, as supplemented by Government Resolution, Finance Department, No. 3191 of 20th September 1934 and Government Memorandum, Finance Department, No. 3191/33-A of 1st August 1939 (vide Appendix 69).

## CHAPTER IX

## CURRICULA AND TEXT BOOKS.

## (A) CURRICULA.

**Secondary Schools.**

459. All recognised schools shall adopt the standards laid down, which will, with the addition of the heads for optional subjects and of needlework in Girls' schools, remain as a guide to Managers, but Managers will be allowed to adopt variations of the curriculum provided that such modifications are previously brought to the notice of the Educational Inspector and are duly approved.

(Grant-in-aid Code Rule 13.)

460. It is expected that Managers of Secondary Schools, will make due provision for suitable instruction in such subjects as Nature Study, Drill and Gymnastics, Class Singing, Drawing, Manual Training, Elementary Science, Commercial Instruction, Music and Domestic Economy. It is not intended that a school shall teach all these subjects, but it is expected that every Secondary school will make provision for the teaching of at least one optional subject in the middle stage and two optional subjects in the high stage. Managements will be given the greatest freedom possible in planning and carrying out courses of instruction comprising these subjects.

(Grant-in-aid Code Rule 13.)

**Special Schools.**

461. The curricula to be followed in special schools, should be approved by the Department.

**Religious instruction in Government and Aided Institutions.**

462. Religious instruction in schools or colleges is allowed under the following conditions :—

(a) Private school or college premises may be used for religious teaching or simple prayers, without detriment to ordinary school or college work, provided that no ceremonial observances are included. A slightly greater latitude may be allowed in the case of hostels in regard to this provision.

(b) Premises of schools and colleges managed by Government as well as public bodies such as Local Authorities, may be used for religious teaching or simple prayers as above, if well-constituted outside bodies offer to make provision for such teaching or prayers provided the teachers appointed are acceptable to Government or to the Local Authorities concerned.

(c) The services of a teacher in the service of Government or a Local Body should not, however, be utilised for imparting religious instruction.

(d) The time spent by any school pupil or college student on religious teaching or observance should not be deducted from the prescribed period of the curriculum which should be fixed on educational considerations alone.

(Grant-in-aid Code Rule 14.)

#### (B) TEXT BOOKS.

463. No class books (i. e., Text books and Supplementary Readers) other than those sanctioned by the Department or the Secondary School Certificate Examination Board, Poona, shall be used in any Government aided or recognised schools.

(G. R., E. D., No. 7013 of 26th June 1944.)

464. A list of English, Hindi, etc., class books (i. e., Text books and Supplementary Readers) sanctioned from time to time will be published in the *Sunday Government Gazette* by the Director. Similar lists of class books in regional languages will be published in Training College magazines by the Educational Inspectors concerned.

#### Secondary Schools.

465. Text books in Government Secondary schools are prescribed by the Educational Inspector or the Inspectress of Girls' Schools concerned.

466. Government do not favour too frequent changes of text-books in secondary schools, since this practice entails unnecessary expense to parents. The heads of Secondary schools are, therefore, advised to avoid, as far as possible, changing text-books within three years.

(D. P. L.'s Circular No. 150/11-C of 17 May 1946.)

467. The use of "Keys" and "Notes" which contain questions and answers on text-books, reprints of University questions with model answers, and other cramming methods should be discouraged.

## CHAPTER X

## EDUCATIONAL ENDOWMENT FUNDS.

468. The Charitable Endowments Act (Act VI of 1890) provides for the vesting and administration of property held in trust for charitable purposes. ..

469. No endowment fund is accepted by Government unless—

(a) the endowment is offered on terms of investment, management, and dispensation\* at the discretion of Government,

(b) troublesome conditions, especially of caste, which may give rise to litigation or dispute, are not attached to the donations,

(G. R., E. D., No. 711 of 10th April 1931),

(c) the terms are educationally sound,

(G. R., E. D., No. 4335 of 25th January 1930),

(d) the donors agree that the trust shall operate in favour of any other institution or institutions by which the institution or institutions may, with the approval of Government, be replaced and for such other purposes of a like nature or in the furtherance of the intents specified as shall at any time seem proper to Government,

(e) for Government institutions prizes or scholarships earmarked for a particular caste or community other than the broad categories of "Advanced, Intermediate or Backward" will not be accepted by Government.

(Govt. Letter, E. and I. D., No. S-49 (2) 3565-E of 12th April 1945).

470. The general principles in regard to the administration by the officers of the Department of trust funds attached to educational institutions and accepted by Government are as under—

(a) Funds intended for one institution. The Head of the institution.

(b) Funds intended for more than one Collegiate institution in the State. The Director.

(c) Funds intended for more than one\* High School or Primary Training Institution in the District. The Educational Inspector of the District.

(d) Funds intended for schools or Training Institutions in more than one District. The Director.

(e) Funds belonging to Primary schools of District school Boards and authorised Municipalities. The respective District School Boards and authorised Municipalities.

471. There should be no minimum limits for the acceptance of donations for the creation of educational endowment funds.

(G. R., E. D., No. CEF 1053 of 17-12-1933)

\*N. B.—The power reserved to Government is in regard to the utilisation of the income of the endowment and not of the corpus of the donation (G. R., E. D., No. 4670-E of 19th/21st November 1932)

472. Endowment funds of the value of Rs. 10,000 and upwards accepted by Government should be vested in the Treasurer of Charitable Endowments, while those below that amount should also be vested in him if they cannot be transferred to Local Bodies or private trustees.

(G. R., E. D., No. 182 of 9th January 1909.)

473. No endowment funds can be transferred to Local Bodies without the previous sanction of Government and when such a transfer is made suitable law in the form prescribed by Government should be granted.

(G. R., E. D., No. 841 of 4th May 1904.)

474. Rules governing the holding of securities by Government officers in their official capacities are given in Chapter VIII of "Government Securities Manual" published by the Government of India.

No officer of the Department is allowed to hold in his personal name the securities of any trust funds administered by him in his official capacity nor to keep the securities in his custody.

475. The procedure to be followed when a person wishes to institute an Endowment Fund is as under :—

(a) A person wishing to offer an endowment for educational purposes should apply to the Director stating the amount of the donation offered, the purpose for which the income of the donation is to be utilised, and the conditions on which the donation is proposed to be made.

(b) The offer of the donation is submitted to Government and the donation is accepted provided that the conditions attached to it are free from objection.

(G. R., E. D., No. 1910 of 26th November 1914.)

(c) When the donation is accepted, the approval of Government is conveyed to the donor.

(d) After the donation is accepted a regular scheme is drawn up in consultation with the donor stating (1) the name of the Endowment Fund, (2) the person or persons who are to administer the income of the Fund, (3) the manner in which the income is to be utilised, (4) the manner in which the balance of the income which is not utilised is to be disposed of, and (5) containing the following provisions—(i) that the trust shall operate in favour of any other institution by which the institution to which it is proposed that the fund be attached may, with the approval of Government, be replaced, or be used for such other purposes of a like nature, or in furtherance of the intent specified as shall at any time seem proper to Government and (ii) that the investment, management, and dispensation of the fund shall be at the discretion of Government.

(e) Drafts of application from the donor or donors for vesting the securities in the Treasurer of Charitable Endowments and of the vesting order with the scheme and the particulars of the securities of the fund embodied in the schedules to it are then submitted to the Remembrancer of Legal Affairs (or the Solicitor to Government in the case of donations in Bombay City) for scrutiny. (For model drafts of application and vesting order see Appendix 56).

(f) After they are so scrutinized fair copies are made and submitted to Government with the application duly signed by the donor or donors.

(g) If the application, the securities offered, and the terms attached to the donation satisfy the requirements of the Charitable Endowments Act, orders are issued under sections 4 and 5 of that Act vesting the securities in the Treasurer of Charitable Endowments and giving Government sanction to the scheme embodied in the schedule attached to the vesting order, and a notification regarding this vesting is published in the *Bombay Government Gazette*.

(h) On the issue of the vesting order, person or persons making the application for vesting order, will forward, as soon as practicable, the securities in connection with the order, the particulars of which have been mentioned in the vesting order to the Treasurer of Charitable Endowments, Bombay, duly endorsed in his favour. The Treasurer, after recording receipt of the said securities in his register, will take steps, as soon as practicable, to have them converted into stock and keep the stock certificate in his custody.

(i) Any subsequent modification of the vesting order due to any change in the scheme or vesting of additional securities requires the sanction of Government which is given after a fresh application to that effect is made by the administrator or administrators of the fund.

(G. R., G. D., No. 428 of 25 January 1934 and of 2nd April 1933.)

476. The Treasurer of Charitable Endowments shall send the interest on the various funds to the administrators concerned. The interest thus received should be credited by the administrator to the account of the fund which, with the permission of the Accountant General or Government, should be opened with a local Bank. The amount required for payment on account of a prize or scholarship in accordance with the scheme of the fund should be drawn by the administrator from the account as and when required.

477. Officers of the Department who are administrators of any trust funds should maintain separately a regular account of each fund in their charge in the prescribed form of register.

(G. R., E. D., No. 347 of 16th June 1925.)

478. The officer in charge of the administration of an endowment fund should take care to see (i) that the income from the fund is utilized in the manner specified in the scheme of the fund and (ii) that savings accruing from the income of the fund are not allowed to accumulate without adequate reasons.

479. The Director has been authorised by Government to invest the savings accruing from the income of the endowment funds already accepted by Government in the purchase of additional securities on the understanding that he will take care to see that savings are not allowed to accumulate without adequate reasons and that he will send the necessary applications and drafts of vesting order and scheme in each case to Government.

(G. R., E. D., No. 1272 of 11th April 1931.)



480. When securities vested in the Treasurer of Charitable Endowments under section 4 (1) of the Charitable Endowments Act, 1890, are surrendered on maturity and new securities are purchased out of the proceeds, or when securities so vested are sold and new securities are purchased out of the proceeds under direction of Government given under section 10 (2) of the Act, no fresh vesting order is necessary. The Treasurer of Charitable Endowments can hold the new securities on the same trusts under the original vesting order.

(G. R., G. D., No. 9571 of 17th October 1923.)

481. The Educational Inspectors should audit annually the accounts of such trust funds as are in charge of officers subordinate to them in their districts and submit every year to the Director a certificate regarding each of the trust funds in their charge. Principals of Government colleges are similarly required to audit the accounts of any trust funds in their charge and to submit the certificate every year to the Director.

(Director's Circular No. Conf S-52/34-A of 16th March 1927.)

482. The officers of the Department who are administrators of trust funds should keep a second register showing the particulars of the securities of each fund administered by them and whenever there is a change in the securities on account of additions of new securities or substitution of old securities which have matured by now uses they should note the change in this register.

483. The Treasurer of Charitable Endowments publishes every year in the *Bombay Government Gazette* a list of all endowment funds together with the particulars of all securities which are vested in him and asks the administrators concerned to verify them every year. The correctness of these particulars should be verified by the administrators concerned from the particulars entered in the register maintained by them.

## CHAPTER XI.

## FELLOWSHIPS AND SCHOLARSHIPS.

**A.—Fellowships**

484. *Fellowships* are stipends awarded to selected graduate students in certain Government and non-Government colleges irrespective of caste.

They are open to students of either sex.

The Fellowships paid from the Dakshina Fund are called "Dakshina Fellowships" while others paid from State funds are called Government Fellowships.

484 A. Government Research Fellowships are stipends awarded for research for the Ph. D. or D. Sc. degree of a recognised university in the State of Bombay. They are awarded irrespective of caste, creed or sex. (For present rules see Appendix 39-A.)

485. The award of Fellowships shall be subject to the rules prescribed by Government from time to time. (For present rules see Appendix 39.)

486. In the College of Engineering, Ponna, Senior Studentships, which are in the nature of Fellowships, are awarded by the Principal of the College in accordance with the rules prescribed by Government. (For present rules see Appendix 40.)

**B.—Scholarships**

487. Scholarships are divided into two classes :—

(a) Government scholarships which are paid from State revenues.

(b) Endowment scholarships paid from the income of endowments set apart for the purpose and vested in the Treasurer of Charitable Endowments or in local bodies or private trustees.

488. Endowment fund scholarships are awarded in accordance with the scheme pertaining to the fund concerned.

489. Government scholarships are divided into two classes :—

(i) Open scholarships which are open to candidates belonging to any caste or community.

(ii) Special scholarships which are reserved for Backward Classes.

(For lists of communities classified as "Backward" see Appendix 41.)

*Government Open Scholarships.*

490. *In Colleges.*—There are two types of open scholarships :—

(i) Scholarships which are attached to particular Government Colleges and which are awarded by the Principals of the Colleges in consultation with the Common Room, subject to the Rules particular to such scholarships in each college.

(ii) Scholarships which are awarded by the Director to poor and deserving students in any colleges (Government as well as non-Government) irrespective of caste or community subject to the Rules sanctioned by Government from time to time.

(G.R., E. and L.D., No. 1383 of 15th May 1948.)

491. The Principals of all Government Colleges have power to fix the number, and value of the open scholarships attached to their colleges in consultation with the Common Room provided that the total expenditure during the year does not exceed the allotment placed at their disposal for the purpose.

(G.R., E.D., No. 433 of 29th July 1939.)

492. *In Secondary schools.*—These are High and Middle School Scholarships tenable in Government and recognised Secondary schools and are awarded by the Educational Inspectors of the Districts concerned every year and are subject to the rules prescribed by Government from time to time. (For present rules see Appendix 42.)

*Government Special Scholarships*

493. *In Arts and Science Colleges.*—These are tenable in the Colleges concerned affiliated to a statutory University situated in the Bombay State and approved by the Director for the purpose. Such scholarships are awarded by the Director every year to eligible candidates belonging to the Backward classes, subject to the rules prescribed by Government from time to time for the purpose. (For present rules see Appendix 43.)

494. *In Professional Colleges.*—These are tenable in the Colleges concerned affiliated to a statutory University in the Bombay State and approved by the Director for the purpose. Such scholarships in Law and Commerce Colleges are awarded by the Director of Education and in Engineering Colleges and the V. J. Technical Institute, Bombay, by the Director of Technical Education every year to eligible candidates belonging to the Backward classes, subject to the rules prescribed by Government from time to time for the purpose. (For present rules see Appendix 43.)

495. *In Secondary Schools.*—These are tenable in Government and recognised Secondary schools and are awarded by the Educational Inspector of the District and are subject to the rules prescribed by Government from time to time. (For present rules see Appendix 44.)

*Government Vocational Scholarships.*

495. *In Government Agricultural High Schools.*—These are tenable in Government Agricultural High Schools and are awarded by the Educational Inspector of the District and are subject to rules prescribed by Government from time to time. (For present rules see Appendix 64.)

497. *In Government Technical High Schools.*—These are only tenable in Government Technical High Schools and are awarded by the Educational Inspectors and are subject to rules prescribed by Government from time to time. (For present rules see Appendix 64.)

(G.R., E.D., No. 7113 of 23rd May 1940 and 6th February 1943)

498. Provision has been made for 25 sets of scholarships at Rs. 7 p.m. tenable for 4 years for award to Backward Class pupils studying in Vocational High Schools. In addition 17 new sets of scholarships tenable for 4 years for Backward class pupils in Vocational High Schools have been provided under the Post-War Reconstruction Schemes.

(G.R., E.D., No. 4985/33 of 6th July 1943 and G.R., E. and L. D.,  
No. 7719 of 17th November 1947)

*Government Scholarships to Backward class students reading in the Training Classes for the S. T. C. Examination*

499. *In Training Classes for the S. T. C. Examination.*—These are tenable in the Training Classes recognised by the Educational Department for the S. T. C. Examination and are awarded by the Director on the recommendations of the Educational Inspector of the District concerned and are subject to the rules prescribed by Government from time to time (See Appendix 75.)

(G.R., E.D., No. 7128, dated 20th November 1937)

**C.—Stipends for practical in Mechanical and Electrical Engineering.**

500. Stipends to graduates in Mechanical Engineering are awarded by the Principal, College of Engineering, Poona, in accordance with the rules laid down by Government from time to time. (For present rules see Appendix 45.)

(G.R., E.D., No. 433 of 23rd September 1931.)

501. Stipends to students of the Diploma classes attached to the College of Engineering, Poona, are awarded by the Principal of the College to enable them to receive practical training in accordance with the rules laid down by Government from time to time. (For present rules see Appendix 46.)

(G. R., E. D., No 455 of 3rd January 1932)

502. Scholarships to Backward Class students in the Diploma classes of the College of Engineering, Poona, are awarded by the Principal of the College to

enable eligible Backward class students to receive training in accordance with the rules laid down by Government from time to time.

(G.O. P., H. D., No. 6354 of 16th April 1943 and 15th of December 1943)

### D.—Other Scholarships.

503. State scholarship for study abroad are awarded by Government in accordance with the rules of such scholarships subject to funds being available. (For present rules see Appendix 47.)

504. Scholarships to Backward Class students reading in the Tata Institute of Social Sciences, Bombay, are awarded by the Director in accordance with the Rules laid down for the purpose.

(G. R., G. D., No. 8-61 of 28th February 1947)

505. Government scholarships tenable at the (a) Shri Shivaji Preparatory Military School, Poona, and (b) Blansata Military School, Nashik, are awarded in accordance with the rules framed by Government. (For Rules see Appendix 49.)

(G. R., E. D., No. 6975 of 5th January 1942 and 6th February 1942)

### General.

506. The agreement or security bond required to be executed by or on behalf of the holder of a scholarship or stipend awarded by the Government of Bombay is exempt from stamp duty.

(Copy 47 of the Government of India's Notification, E. D., (Central Revenue), No. 6-Stamp, dated 22nd September 1931 accompanying G.R., E.D. No. 4337/28 of 4th November 1931, further modified by Government of India's Notification No. 2—Stamp of 21st November 1931.)

507. Two scholarships of Rs. 120 each to be awarded every year to sons of soldiers and ex-soldiers domiciled in the Bombay State studying at the King George Indian Military schools have been provided. (For rules regarding the award of the scholarships see Appendix 65.)

(G.R., E.D., No. 2574 of 28th September 1941 and 6th February 1945.)

508. A Scheme for the grant of scholarships of High School girls taking up Nursery as a career after they complete their High School training has been sanctioned for a period of 5 years in the first instance. (For the present rules relating to the Scheme see Appendix 66.) The Scheme has been discontinued by Government with effect from 1952-53.

(G.R., Health and Local Self-Government, No. 5310/29 of 14th July 1947)

509. Three scholarships at the Training Ship "Dufferin", Bombay, are awarded by Government in accordance with the rules laid down for these

scholarships. (For present rules see Appendix 48.) Out of the five scholarships sanctioned for the pre-sea training three are to be granted to the cadets of the Executive course and the remaining two to those of the Engineering course.

(G.R., E.D., No. 6973 of 24th October 1949.)

510. Three scholarships for Naval Training are awarded by the Government of Bombay in accordance with the rules laid down for these scholarships. (For present Rules see Appendix 67.

(G. R., E. D. No. SCH. 6550 (1) of 18th July 1951.)

## CHAPTER XL

### EXAMINATIONS

511. The Department is concerned with the following examinations:—

- (1) The Lokshala Examination.
- (2) The Primary School Certificate Examination for Boys and Girls.
- (3) The Primary Teachers' Certificate Examination.
- (4) The Middle School Scholarship Examination.
- (5) The High School Scholarship Examination.
- (6) The Annual Examination in Government Secondary Schools.
- (7) The Drawing Grade Examinations.
- (8) The First Year Examination in Government Colleges.
- (9) The Government Commercial Diploma and Certificate Examinations.
- (10) The Secondary Teachers' Certificate Examination.
- (11) The Examination for the award of the Diploma in Civil Engineering of the College of Engineering, Poona.
- (12) The Examination for the award of the Diploma in Mechanical and Electrical Engineering of the College of Engineering, Poona.
- (13) The Examination for the award of the Diploma in Basic Education.
- (14) The Examination for the award of the Diploma in Physical Education.
- (15) The Pre-primary Teachers' Diploma Examination.
- (16) The Hindi Shikshak Sanad Examination.

### **The Primary School Certificate Examination for Boys and Girls**

512. The Primary School Certificate Examination for boys and girls will be held by the Department every year in each District ordinarily in the month of January at one or more convenient centres on dates (which will be the same for all the Districts in the State) to be fixed and notified by the Educational Inspectors. The medium of examination will be the selected regional language (viz., Marathi, Gujarati, Kannad) or Hindi or Sindhi or Urdu except in the language subject, of Heads VI and VII when the medium will be the language offered for the examination.

513. The Examination will be held in accordance with the rules prescribed by Government from time to time (See Appendix 50.)

514. The passing of this examination is a qualification for admission to the lower grades of the Public Service and to Primary Training Institutions.

(Bombay Civil Services Recruitment and Classification Rule 90, Section V of Financial Publication No. VI.)

### **The Primary Teachers' Certificate Examination.**

515. The examination for the award of a certificate of training to Primary School teachers in Training Institutions is held in accordance with the rules for Primary Training Institutions for Men and Women.

### **The Middle School Scholarship Examination.**

516. A competitive examination for the award of open and special scholarships in the Middle school standards of Secondary schools will be held annually in January or February on dates and at places to be notified by the Educational Inspectors. The Examination will be subject to the rules prescribed by Government from time to time. (For Rules see Appendices 42 and 44.)

### **The High School Scholarship Examination.**

517. A competitive examination for the award of open and special scholarships in the High School standards of Secondary schools will be held annually in January or February on dates and at places to be notified by the Educational Inspectors. The Examination will be subject to the rules prescribed by Government from time to time. (For Rules see Appendices 42 and 44.)

### **Annual Examination in Government Secondary Schools.**

518. The annual examination at the end of the third term will be held for all standards except Standard XI and should begin in February on a date which will allow for a short break of about 10 days to two weeks immediately after the examination to the end of February.

(D. P. S. No. 156/172-II-C of 6/3 March 1948.)

519. The percentage of marks required for passing in the various subjects in school examinations should be the same as that laid down for the Secondary School Certificate Examination.

520. The Secondary School Certificate Examination is held every year in accordance with the rules framed by the Secondary School Certificate Examination Board and sanctioned by Government. Detailed information about the examination is contained in the pamphlet entitled "Secondary School Certificate Examination Rules and Syllabus" issued by the Board.

521. Holders of the Secondary School Certificate will be eligible for entrance into Government service and under certain conditions for admission into colleges affiliated by the Universities in the State.

### **The Drawing Grade Examinations.**

522. Examinations in Elementary and Intermediate grades in Drawing for the purpose of awarding certificates, prizes, and grants will be held annually in October or November on dates and at centres to be fixed by the Examination Committee for the conduct and Supervision of the Drawing Grade and Higher Art Examination.

523. The examinations will be conducted by the Examination Committee Government Drawing Grade and Higher Art Examinations consisting of the Director of the School of Art as Chairman, the Inspector of Drawing and Craftwork as ex-officio member and Secretary and such other members as are appointed by Government from time to time.

524. The Examinations will be held in accordance with the rules prescribed by Government from time to time. (See Appendix 52.)

### **First Year Examination in Government Colleges.**

525. An examination known as the First Year Arts or Science or Commerce Examination will be held annually by the Principals of Colleges for the purpose of certifying that students have satisfactorily carried out the work appointed by the University as the course in Arts or Science or Commerce to be pursued during the first two terms.

526. The examination will be subject to the requirements laid down by the University from time to time. (See University Hand-book.)

527. In Government Colleges no fee other than the fee which will be collected and forwarded to the Registrar of the University under the University requirements will be levied from any student for this examination, except in the case of those who have already appeared for the College examination and failed in it. In their case the additional fee prescribed by the University should be levied and credited to Government.



### **The Government Commercial Diploma and Certificate Examinations**

528. The Government Commercial Diploma and Certificate Examinations will be held annually in April and the Government Commercial Certificate Examination in October on dates and at centres to be fixed by the Director.

529. The examinations will be organized by the Chief Inspector of Commercial Schools in accordance with the rules prescribed by Government from time to time. (For present Rules see Appendix 53.)

530. The passing of the Government Commercial Diploma Examination is a qualification for admission to the Public Service.

### **The Secondary Teachers' Certificate Examination.**

531. In order to encourage teachers in Secondary schools to improve their professional qualifications, the Department holds every year in April an examination for the award of Secondary Teachers' Certificates.

532. The examination in Part I will be held at Bombay, Poona, Nasik, Dharwar, Ahmedabad, Baroda and any other centre approved by the Director of Education. The centres for Part I shall be announced at the latest in the month of January. The examination will be held according to the Rules prescribed by Government in that behalf. (For Rules see Appendix 54.)

(G. R., E. D., No. 810 of 21st May 1953.)

### **Diploma in Civil Engineering and in Mechanical and Electrical Engineering.**

533. Examinations for the award of a Diploma in Civil Engineering and of a combined Diploma in Mechanical and Electrical Engineering are held annually at the College of Engineering, Poona, in accordance with the rules prescribed for these examinations. (For Rules see Appendix 55.)

534. Examinations for the award of (i) the Sydenham College Diploma in Accountancy and (ii) the Sydenham College Diploma in Secretarial practice are held at the Sydenham College of Commerce and Economics, Bombay, at the end of the completion of a period of two years prescribed for each of the two courses. (For Rules see Appendix 73.)

(G. R., E. D., No. 6372 of 3rd April 1939.)

535. The Examination for the Diploma in Basic Education is held every year by the Department and is restricted to trained graduates (i. e., persons holding the B.A. and B.T. degrees) with at least 2 years' experience in the teaching line who are ordinarily not above 35 years of age. Holders of this Diploma are regarded as specially qualified to work in Primary Training Institutions or in the Inspecting Branch.

(G. R., E. and L. D., No. 5295 of 10th May 1948.)

536. The Examination for the award of the Diploma in Physical Education is held annually at the Training Institute for Physical Education, Kandivli, in the

month of May and is open to graduates who have completed the course of training at the Institute. Holders of the Diploma are eligible for an advance increment of Rs. 5 per mensem and also for a special pay Rs. 10 per mensem on recruitment to Government service. This concession has been sanctioned only for a period of 5 years.

(G. R., E. D., No. 6984 of 12th October 1944 G. R., E and I. D., No. 7143 of 11th June 1947 and 26th July 1947.)

537. The Pre-Primary Teachers' Diploma Examination will be held annually in April on dates and at centres to be fixed by the Inspectress of Girls' Schools, Bombay, who will be responsible for the proper organisation of the Examination. (For Rules and Syllabus see Appendix 78.)

538. The passing of this Examination is a qualification for appointment as a teacher in Primary as well as Pre-Primary Schools.

(G. R., E. and I. D., No. 7957 of 5th July 1946.)

539. The Hindi Shikshak Samal Examination will be held annually on dates and at centres to be fixed by the E. I., Bombay on the approval of the Director of Education. The E. I., Bombay shall be responsible for the proper organisation of the Examination.

(G. R., E. D., No. 7232 of 8th March 1950.)

540. The passing of this Examination is a qualification for appointment as a Hindi Teacher.

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## APPENDICES

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## APPENDIX 1.

## A—DUTIES OF THE EDUCATIONAL INSPECTOR.

- (1) To inspect Government Secondary Schools for Boys, Government and non-Government Vocational High Schools, Lokashalas, Secondary Schools teaching up to Standard X or XI, Secondary (English) Schools teaching up to Standard X or XI, important special institutions such as Schools for Deaf-mutes, Agricultural Schools, etc. and to submit reports to the Director upon their efficiency. The Educational Inspector may entrust the inspection of some of these Schools and institutions to the Deputy Educational Inspectors.
- (2) To visit other Secondary Schools, including Secondary (English) Schools and such special institutions as are under the control of the Educational Department.
- (3) To inspect all Primary Training Institutions for Men, including practising schools attached to them, and Basic Training Centres with their practising schools, and submit reports to the Director upon their efficiency, with recommendations for the award of grants in respect of non-Government Training Institutions and attached practising schools.
- (4) To recognize non-Government Secondary Schools teaching up to Standard IX and in the case of Secondary (English) Schools teaching up to Standard X, to sanction grants to non-Government recognized Secondary Schools and special institutions (other than Primary Training Institutions) and to make recommendations to the Director regarding the withholding or withdrawal of aid or the cancellation of recognition in the case of such institutions.
- (5) To make such recommendations as will assist the Director in sanctioning building grants to recognised institutions in his District.
- (6) To exercise the disciplinary, controlling, and administrative powers delegated to him in such a way as to maintain the efficiency of the institutions under his control.
- (7) To make such recommendations as will assist the Director in dealing with applications from the Heads of Institutions for changes in the curricula.
- (8) To hold conferences with his subordinate staff for the discussion of educational subjects (to which Heads of Institutions may also be invited).
- (9) To receive applications and fees for the Secondary Teachers' Certificate Examination and to conduct Part II (Practical) of the examination and to hold it at such centres and in such schools as the Educational Inspector may decide. To control scholarship examinations, the common P. S. C. Examination for Boys and Girls, the Primary Teachers' Certificate Examination for Men (and also for Women in those Districts where there are no Inspectresses of Girls' Schools), including the examination for the Basic Training Centres and the annual Examinations in Government Secondary Schools, and ensure that these examinations are conducted according to the rules and regulations laid down.

(a) To conduct the Hindi Shikshak Sanad Examination (so far as the Educational Inspector, Greater Bombay, is concerned).

(G. R., E. D., No. 7252 of 6th November 1941.)

(10) To submit an Annual Report to the Director with statistical returns.

(11) To submit such other returns as are required by the Director (*vide* Appendix 22).

(12) To exercise general supervision over the social Education work in the District.

## B—POWERS OF THE EDUCATIONAL INSPECTOR

### 1. \**Appointments.*

(1) The District Educational Inspectors are competent to appoint, grant leave other than special disability leave to, and impose the penalties prescribed by the Rules on, Assistant Masters and Asst. Mistresses and the other non-gazetted teachers in Government boys' and girls' secondary schools and Government training institutions for men and women and Assistant Deputy Educational Inspectors/Assistant Deputy Educational Inspectresses according to the exigencies of the service and subject to the provisions of the relevant rules and instructions. All appointments shall be made subject to the orders issued in this behalf by the Director of Education from time to time.

(2) The power to transfer and promote Assistant Masters and Assistant Mistresses in Government Secondary Schools and Training Institutions and Assistant Deputy Educational Inspectors/Assistant Deputy Educational Inspectresses shall be reserved to the Director of Education, subject to the provision that the District Educational Inspector shall be competent to make transfers within his own District.

(3) The Inspector of Drawing and Craftwork, Bombay, should invariably send in to the Educational Inspector of the District concerned three names of candidates for posts of Drawing teachers in order of preference and the District Educational Inspector should normally accept the order of preference indicated by the Inspector of Drawing and Craftwork. If, however, the District Educational Inspector for any reason is unwilling to appoint them in the order of preference indicated by the Inspector of Drawing and Craftwork he should submit the case to the Director for final decision stating the reasons for not accepting the order of preference indicated by the Inspector of Drawing and Craftwork.

(4) The District Educational Inspector shall have the power to appoint, and impose the penalties prescribed by the rules on, clerks in his own office and in those subordinate to him in his District. The appointment of clerks in Government colleges shall be made by the District Educational Inspector in consultation with the Principals of the Colleges concerned. If there is any difference of opinion between him and the Principal, the point shall be referred to the Director of Education whose decision will be final. The power of imposing penalties on the clerks in Government Colleges shall be reserved to the Director of Education.

\* For other powers of appointment, etc., see Chapter III.

† Note 5—The imposition of the major penalties of dismissal, removal and reduction is subject to the approval of the Director of Education.

(5) The power to transfer and promote clerks in all Government educational offices and institutions shall be reserved to the Director of Education, subject to the proviso that the District Educational Inspector shall have the power to make transfers within his own district.

(6) The District Educational Inspector shall have the power to fill vacancies in the practising schools attached to the Government Primary Training Institutions in his district.

(7) The District Educational Inspector shall have the power to appoint, transfer, promote or in any way \*punish Class IV servants serving in his District other than those serving in Government colleges in the District.

(8) The District Educational Inspector shall have the power to grant leave (other than special disability leave), to the extent admissible under the rules to all clerks and Class IV servants in his own office and in those offices which are subordinate to him in the District.

(9) The District Educational Inspector shall have the power to grant pensions to non-gazetted Government servants in his District, excepting those serving in Government Arts and Professional Colleges and in the office of the Director of Education, even though he has no power of appointing them substantively, subject to the condition that, if the pension certified by the Accountant General, Bombay, is to be reduced under rule 188 of the B. C. S. Rules, the case should be referred to Government.

(10) The District Educational Inspector shall have the power to recognise non-Government secondary schools, including secondary (English) schools teaching upto Standard IX in his District and to sanction grants to non-Government recognised secondary schools and special institutions other than primary, pre-primary and Hindi training institutions in his District, within the allotment placed at his disposal by the Director of Education, and subject to the rules of the grant-in-aid code and the instructions issued from time to time. He shall, however, refer to the Director all cases involving disciplinary action and the imposition of penalties such as the reduction or withholding of the grant-in-aid, withdrawal of recognition etc.

(11) The District Educational Inspector shall control the entire inspecting staff including the D. E. I. and shall be responsible for the inspection of primary schools in the District. He shall be the officer designated by the Director of Education to work on the Staff Selection Committees in his District and he shall also be a Member of the Appellate Tribunals in his District under the provisions of the Bombay Primary Education Act, 1947. He shall also preside over the Selection Grade Selection Committees in his District.

(12) The District Educational Inspector shall perform such of the duties and exercise such of the powers in the Education Manual as are not inconsistent with, and not already provided for in these rules.

\* *Note* :—The imposition of the major penalties of dismissal, removal and reduction is subject to the approval of the Director of Education.

## 4. Finance.

(4) To countersign Travelling Allowance bills in the case of Officers and Establishments subordinate to the Educational Inspector and of all Head Masters of Government High Schools including Government Vocational High Schools and Lokashalas and training institutions and their establishments subject to the provision of separate allotments in the budget for each such officer or establishment.

[Serial No. 14 in the statement to G. R., E. D., No. 2268 of 6th November 1912, and G. R., E. D., No. 5324 of 30th August 1919. Serial No. 71 (4).]

Note.—The signature of the Deputy Educational Inspector should be regarded as the signature of the controlling officer for this purpose.

(Notes 1 and 2 under B. C. S. R. 60L.)

(b) To countersign bills for contingent charges (that is to say bills for fixed contingent charges outside the contract contingent grants)

[Serial No. 15 in the statement to G. R., E. D., No. 2268 of 6th November 1912, G. R., E. D., No. 5324 of 30th August 1919, Serial No. 74 (4).]

(c) To write off irrecoverable value of stores, losses of public money, etc. subject to the condition that the irrecoverable value of stores or losses of public money do not exceed Rs. 50 in each case and subject to the following conditions:—

(i) that the exercise of powers does disclose a defect of system, the amendment of which requires the orders of Government;

(ii) that there has not been any serious negligence on the part of some individual officer or officers which might possibly call for disciplinary action,

(iii) that the loss is not due to theft or embezzlement or fraud,

and

(iv) that the write off is within the powers of the Government of Bombay.

[Financial Rule 329 under Devolution Rule 37 (4).]

(d) To countersign grants-in-aid bills of secondary Schools, including Secondary (English) Schools, Special Schools, Primary Training Institutions and the procuring Schools attached to them.

[Serial No. 9 in the Statement accompanying G. R., E. D., No. 940 of 23rd May 1910.]

(e) To dispose of unserviceable articles of deadstock and books in his own office and in offices and institutions subordinate to him.

[Serial No. 17 in the Statement accompanying G. R., E. D., No. 2568 of 6th November 1912 and G. R., E. D., No. 444 of 14th February 1913.]

(f) To sanction equipment grants for secondary Schools including Secondary (English) Schools up to a maximum of Rs. 1,000 according to the means of the School.

(Serial No. 6 in the Statement accompanying G. R., E. D., No. 1410 of 5th May 1915 and G. A., Code Rule 52.)

(g) To purchase from his contract grant books, newspapers and other publications to the extent of the allotment sanctioned by the Director for the purpose.

[G. R., E. D., No. 443 of 7th July 1909.]

(h) To sanction and countersign bills for grants on account of free education given to—

(i) Children of School mistresses.

[G. O., E. D., No. 3312 of 22nd December 1917.]

(ii) Konkani Matasha pupils.

[G. O., E. D., No. 1355 W of 27th May 1918 and Director of Public Instruction's No. B, 67 (up) + Genl. C of 16th November 1931.]

(iii) War concessions to children of Indian soldiers and followers who died or were incapacitated while on active service in World War I in accordance with the rules prescribed for the purpose.

[G. O., E. D., No. 22-W of 1st January 1919.]

(iv) War concessions to children and dependents of soldiers who were on the active list during the continuance of the II World War (1939-45) in accordance with the rules laid down for the purpose.

[G. R., E. D., No. 7574 of 27th May 1944.]

(v) Children of Bhandari and other communities whose parents were thrown out of employment owing to prohibition in Bombay City and the Bombay Suburban District in accordance with the rules laid down for the purpose. (In the case of the E. I., Greater Bombay only.)

[G. M., E. D., No. 7530-X of 30th August 1933.]

(vi) Children of the Koli Community reading in Primary and Secondary schools in the Thana and Ratnagiri Districts who have lost their parents or guardians in the cyclone of 1940. (In the case of the E. I., Thana and Ratnagiri Districts only.)

[G. R., E. D., No. 7403 of 6th September 1941.]

(vii) Refugee pupils from Sahara, Belgium etc. Districts who were reading in Secondary Schools.

[G. R., E. and L. D., No. 7902 of 22nd June 1946.]



(vi) Free studentships to Backward class pupils reading in Secondary Schools.

(G. R., E. and I. D., No. 5413 of 19th September 1947.)

(ix) Financial Assistance to Displaced pupils from Pakistan who are reading in Secondary Schools.

(G. R., E. D., No. DPZ 1351 of 14th December 1951.)  
DPE 1353 of 31st December 1953,  
1054 of 16th March 1954.)

(x) Room-rent concession to B. C. pupils residing in hostels attached to Secondary Schools.

(G. R., E. D., No. EDC 1350 of 4th June 1951.)

(i) To sanction, continue and countersign bills on account of the following scholarships:—

(a) Government open Merit Scholarships in High and Middle Schools.

(G. R., E. D., No. 5712 of 23rd January 1941.)

(b) Government Special Scholarships for Backward Classes in vocational High Schools.

(G. R., E. D., No. 4965/33 of 6th July 1943, G. R., E. D., No. 7719 of 17th November 1947.)

(c) Scholarships to High School girls intending to take up nursing as their career.

(G. R., H. and L. Dept., No. 5-346/33 of 14th July 1947.)

(d) Scholarships to Government Vocational Schools.

(G. R., E. D., No. 7113 of 23rd May 1942.)

## 5. P. S. C. Examination.

(a) To fix and notify the dates of the P. S. C. Examination.

(b) To publish results of the P. S. C. Examination in the *Bombay Government Gazette*.

(c) To grant certificates to candidates who pass the Examination.

(G. R., E. and I. D., No. 624 of 23rd March 1948.)

## 6. General.

(a) To allow D. E. Is. and their Assistants to remain absent from their Head quarters during the non-touring season.

(Serial No. 2 to the Statement accompanying G. R., E. D., No. 2553 of 6th November 1912.)

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(b) To fix the headquarters of Assistant D. E. Is., which should be located at a suitable place in their beat, except in the case of A. D. E. Is. for Urdu Schools, for Girls' Schools, and for Physical Education or for any such Inspecting Officer with jurisdiction over the District whose headquarters should be the District place.

(Serial No. 2 in the Statement accompanying G. R., E. D., No. 2368 of 6th November 1912 and G. R., E. and I. D., No. 3187 of 21st June 1918.)

(c) To grant permission to Government teachers for private tuition subject to the rules prescribed for the purpose.

(G. R., E. D., No. 2621 of 23rd December 1910 and G. R., E. D., No. 2622 of 16th January 1914.)

## APPENDIX 2.

## DUTIES AND POWERS OF DEPUTY EDUCATIONAL INSPECTORS.

## (A) Duties.

## (1) General.

The Deputy Educational Inspector is the Government Inspecting Officer of the District. He should keep in close touch with the working of primary schools maintained or approved by School Boards and also with Voluntary Schools, Social Education Classes and Village Libraries in his District. He should report upon the housing, equipment, staff, efficiency of instruction, etc., of such of the schools as he inspects, so that the Department may be in a position to determine whether the School Board is conducting its schools satisfactorily. His report should contain observations upon the range and quality of the work in schools and include concrete suggestions for the improvement of teaching methods. His criticisms should be of a constructive and helpful nature and as far as possible should take the form of suggestions. He should maintain close contact with the Assistant Deputy Educational Inspectors/Inspectresses under him and also with the Administrative Officer or Administrative Officers in his District and with the supervising and attendance staff under them and should settle, in good time, the plan of the inspection of schools for the year in consultation with the Administrative Officer. All aided schools in the District should be inspected only by the Deputy Educational Inspector or the Government inspecting staff. He should also assist the Educational Inspector in the inspection of Secondary schools and report on any specific points about the Secondary schools in his District whenever he is required to do so by the Educational Inspector.

## (2) Particulars.

The following are the specific Duties of the Deputy Educational Inspector :—

1. The Deputy Educational Inspector and Inspecting Officers should tour during a year for the number of days fixed by the Director from time to time.

The following minimum number of days have been fixed for touring in a year for Government inspecting officers :—

- |  |           |  |
|--|-----------|--|
| *1. Educational Inspectors...                              | 140 days  | (100 for the Educational Inspector, Greater Bombay).         |
| *2. Inspectresses of Girls' Schools.                       | 120 days  | (100 for the Inspectress of Girls' Schools, Greater Bombay). |
| *3. Deputy Educational Inspectors.                         | 210 days. |  |
| 14. Administrative Officers of the District School Boards. | 140 days. |  |
| 15. Deputy Educational—Administrative Officers.            | 140 days. |  |
| 6. Assistant Deputy Educational Inspectors.                | 250 days. |  |
| 7. Assistant Deputy Educational Inspectresses.             | 200 days. |  |

\* (Govt. Circular E.D. No. 531) of 15th May 1939)

† (D. P. P. No. S-101/53-F of 14th January 1940)

‡ (Govt. L. E. D. No. SAT. 4250-U of 10th January 1939.)

§ (D. P. P. No. S. 102/41-F of 14th January 1940.)

2. The Deputy Educational Inspector as the Inspecting Officer in the District, shall—

(a) be responsible for the inspection of all approved schools in the district;

(b) supervise and co-ordinate the work done by and control the Assistant Deputy Educational Inspectors under him;

(c) tour in the district for such minimum number of days as may be fixed by the Director for the inspection of approved schools and inspect at least 50 approved schools in a year and shall arrange for interviews with Municipal and village school committees during such tour ;

(d) frequently visit areas backward in education and make his suggestions to the School Board concerned for the educational advancement of such areas,

(e) submit to the School Board concerned his recommendations regarding the recognition of a private school which applies for such recognition or regarding the withdrawal of such recognition ;

(f) check the grants assessed by the Assistant Deputy Educational Inspectors under him for approved private schools in the district ; and recommend grants-in-aid to be paid by the School Boards concerned to such schools ;

(g) forward to the Administrative Officer concerned the inspection reports submitted by the Assistant Deputy Educational Inspectors under him on approved schools in the district together with the confidential reports on individual teachers of the schools under the School Board and make such remarks or suggestions as he considers necessary for the proper administration, management, and control of such schools or for the improvement in the efficiency or standard of work of such teachers ;

(h) hold conferences of primary school teachers in different areas of the district for improving the quality of work in primary schools or explaining the new ideology or methodology in primary education and give model lessons himself to demonstrate the approved methods of teaching ;

(i) if so required, assist the Administrative Officer concerned in the organisation of the annual examination of primary schools maintained by a District School Board or Authorised Municipalities as the case may be, by requesting the Assistant Deputy Educational Inspectors under him to take part in such examination ;

(j) do such work connected with the primary school certificate, training college certificate and other Departmental examinations or with the organisation of refresher or short term courses of special training for primary school teachers as may be assigned to him by the Director or Educational Inspector ;

(k) be responsible for collecting the annual statistical and other information about approved private schools.

- (i) write annual reports on the progress of primary education in the district;
  - (ii) award scholarships, stipends and other educational concessions sanctioned by Government for children in primary schools in accordance with the rules made or instructions given to him by the Director;
  - (iii) do such other work concerned with primary education as may from time to time be assigned to him by the Director or the Educational Inspector.
3. The Deputy Educational Inspector should also arrange for the inspection of Voluntary Schools and village libraries within one month of the receipt of the application for registration and also for the grant of a certificate of registration.
  4. The Deputy Educational Inspector should sanction grants-in-aid and countersign all bills of grants-in-aid to Voluntary Schools, Social Education Classes and village libraries in his district and return them to the managements of the institutions concerned for encashment.
  5. In the case of Social Education Classes the Deputy Educational Inspector should sanction only such grants as are recommended by the Official Secretary of the Regional Social Education Committee concerned.
  6. He should closely follow the minutes of the School Board meetings and report all cases of irregularities etc. to the Educational Inspector.
  7. He should see that Craft Schools, Basic Schools, etc. are properly maintained and conducted and that schemes for compulsory elementary education etc. are being duly implemented.
  8. He should inspect the practising schools attached to primary training institutions and recommend grants if any.
  9. He should inspect every year such recognised Secondary Schools teaching up to Standard IX, in the District as are assigned by the Educational Inspector, and send Inspection Reports thereon through the Educational Inspector to the Director with recommendations for grants-in-aid to schools in receipt of aid or which apply for Government aid.
  10. He should inspect every year all recognised Special schools and classes in the District such as Music schools, Language schools etc. and send Inspection Reports to the Educational Inspector with recommendations for grants-in-aid to such schools.
  11. He should submit to the officers concerned all monthly and periodical Returns, and maintain all prescribed registers and records pertaining to his office.
  12. He should assist the Educational Inspector, the Educational Inspectress, of Girls' Schools as the case may be in the inspection of Government, aided, and recognised secondary schools, training institutions, and special schools in the district.

13. He should popularise visual instruction by giving not less than 20 magic lantern lectures every year, and should help the Inspector for Visual Education during his visits of the district.

14. He should annually inspect the office and records of his Assistants.

15. He should forward to the Administrative Officers after careful scrutiny the recommendations for the transfer of primary teachers received from Assistant Deputy Educational Inspector/Inspectress with his own remarks and observations, if any.

16. He should forward to the Administrative Officers a copy of the tour programme of the Inspecting Officers.

### (3) Other duties.

The Deputy Educational Inspector should perform such other duties (as do not come under the various categories mentioned above) as are required of him by the Educational Inspector or the Director.

### (B) Powers.

The Deputy Educational Inspector has no independent executive or financial powers other than the following, viz.—

(i) He has power to purchase books, newspapers and the necessary equipment for his own use and for the inspecting staff under him from the amounts of contract contingent grants placed at his disposal.

(ii) He has power to recognise Voluntary or private schools started in the District by Associations or individuals and to sanction and pay grants to the managers of these schools if he is satisfied that the money is properly utilised for the purpose for which it is meant.

(iii) He has the power to pass the following bills :—

(a) Contract Contingency bills of Assistant Deputy Educational Inspectors.

(b) Grant-in-aid bills to Voluntary Primary Schools, Village Libraries and Social Education Classes.

(c) Bills in respect of educational concessions to the children of soldiers, sailors, etc.

(d) Bills in respect of Backward Class Scholarships.

(e) Pay Bills of the subordinate staff.

(iv) He has power to make suggestions regarding transfers of teachers to the Administrative Officers concerned in the interest of the schools in consultation with the Assistant Deputy Educational Inspectors.

(v) He has power to issue certificates about reasonableness of rent for primary school buildings.

## APPENDIX 3.

## DUTIES OF THE INSPECTOR FOR VISUAL EDUCATION, BOMBAY STATE.

(1) The Inspector for Visual Education is in charge of the branch for the encouragement of the use of Visual Aids, still film projectors, 16mm. silent and sound projectors etc., for imparting education to pupils in schools and to adult population in rural areas.

(2) He is responsible for the organisation and development of the work of the Visual Education Branch.

(3) He will look to the repairs and replacement of all the visual aids and accessories in charge of the Departmental officers with a view to keeping them all in working condition.

(4) He will arrange to utilise, in consultation with the Director of Education, all the allocations placed at his disposal, for the purchase of new necessary visual aids for the furtherance of Visual Education in the State.

(5) He will consider the needs of all officers of the Department in the matter of Visual Education and will try to meet them as far as possible.

(6) He will tour the State, as far as possible, with a view to inspecting all the Visual Aids in charge of Government Educational Institutions and inspecting officers in the Bombay State, to maintaining a personal touch with these officers and to advising them from time to time, regarding improvement in the methods of imparting Visual Education with the visual aids in their charge. He will submit an outline programme of tours early in April every year for the approval of the Director.

(7) While touring the State he will give as many lectures as possible, with the Visual Aids at his disposal both at Government Institutions and public places with a view to guiding teachers in Government and private schools and inspecting officers in the use of Visual aids for imparting education both to pupils in schools and to the adult population in rural areas.

(8) He will keep an up-to-date list of all the property connected with Visual Education in his charge.

(9) He will be responsible for the periodical circulation of slides and films among Government Institutions and inspecting officers in the Bombay State under a system of circulation by rotation and will keep a register of the issue and return of such equipment.

(10) He will conduct a one term teacher-training Course in Visual Education for the benefit of the teachers under training at the S. T. College, Bombay.

(11) His services may be lent to other Government Departments, if possible, with the permission of the Director.

(12) He will submit an Annual Report on the work of the Branch of Visual Education and such other returns as are required by the Director.

(13) He is expected to give on loan films to non-Government Secondary Schools and Training Institutions or to arrange for the exhibition of films.

## APPENDIX 4.

## DUTIES AND POWERS OF THE INSPECTORS OF ANGLO-INDIAN SCHOOLS.

*A—Duties*

(1) To inspect (a) all Anglo-Indian Schools in the State, (b) all Training and special Institutions and Hostels for Anglo-Indian pupils in the State, (c) and to report to the Director and the Schools upon their efficiency.

(2) For this purpose he will tour in the State and will submit his tour programme early in the month of April for the approval of the Director.

(3) To make recommendations to the Director in connection with the withdrawal of recognition or the withdrawal or withholding of grant-in-aid of Anglo-Indian or Special Institutions under his jurisdiction.

(4) To conduct the following Examinations at the various Centres in accordance with the rules governing them :—

(i) The Bombay Kindergarten and Junior School Teachers' Certificate Examination.

(G. R., E. D., No. 3238 of 22nd November 1919.) Old Syllabus.

(G. R., E. D., No. 7866 of 12th July 1943.) Revised Syllabus.

(ii) The Bombay Anglo-Indian Schools Teachers' Diploma Examination.

(G. R., E. D., No. 2246-Poll, of 3th October 1931.)

(iii) The Secondary Teachers' Certificate Examination.

(G. R., E. D., No. 556 of 5th March 1922, and 1st July 1943.)

*Note.*—He is also allowed to conduct the Cambridge Local Examinations :—

(a) Junior School Certificate Examination.

(b) School Certificate Examination.

(c) Higher School Certificate Examination.

(5) To make all arrangements in connection with the examinations mentioned under (i) and (ii) such as appointing examiners, fixing dates, announcing the results, publishing the examination report and awarding the Bombay Kindergarten and Junior School Teachers certificates to successful candidates etc. To hold the practical examination of candidates for the examination mentioned under (ii) and (iii).

(6) To award Junior and Senior Scholarships in accordance with the rules prescribed for the purpose.

(Chapter IX of the Code of Regulations for Non-Public Schools in the Bombay State.)  
Rev. 1943/44.



**(7) To award stipends to students in Training Institutions.**

(Chapter X—Section 11 of the Code of Regulations for the European Schools in the Bombay State.) *Now under revision.*

(8) To sanction the admission of Indian pupils in Anglo-Indian Schools in excess of the sanctioned limit up to a fixed higher percentage laid down by Government.

(9) To make suggestions to the Director for the improvement of Anglo-Indian Schools and to advise him generally in regard to problems and matters affecting the education of Anglo-Indians.

(10) To prepare and submit to the Director budget estimates for Anglo-Indian Education.

(11) To submit to the Director an annual report on the Anglo-Indian Schools together with the necessary statistical returns and the Government of India Tables.

(12) To serve as the Secretary of the Bombay State Board for Anglo-Indian Education.

(G. R., E. D., No. 1272-Poll of 25th August 1934.)

**B—Powers****I. Appointments**

To appoint, promote, or punish persons serving in his office.

(G. R., E. D., No. 444 of 14th February 1916.)

**II. Pension**

To grant pensions to non-Casual Government servants under his control, even though he has no power of appointing them substantively, subject to the condition that, if the pension certified by the Accountant General is to be reduced under Rule 188 of the Bombay Civil Services Rules, the case should be referred to Government.

(G. R., E. D., No. 4769 of 1st September 1931 and 13th November 1931.)

**III. Finance**

(1) To countersign the Travelling Allowance bills of his office establishment.

(G. R., E. D., No. 3334 of 24th July 1930.)

(2) To sanction the following grants to the extent of the funds allotted for the purpose and countersign bills on their account :—

(a) Grants for orphans and Destitute children under Articles 40 to 42 of the Code of Regulations for Anglo-Indian Schools.

(G. R., E. D., No. 2694 of 6th November 1905.)

(b) Cadet grants under Article 43 of the Code of Regulations for Anglo-Indian Schools.

[G. R., E. D., No. 234 of 21st April 1909.]

(c) Stipends to women students under training at the Training Institutions in this State.

(d) War grants to pupils attending European Schools who are the children of :—

(1) European and Anglo-Indian soldiers and

(2) Soldiers other than Europeans and Anglo-Indians such as Goans, East Indians, and others who have died or been incapacitated while on war service (1914-18)

[G. O., E. D., No. 287-W of 14th March 1918.]

(e) Equipment grants for furniture, apparatus, etc., for Anglo-Indian Schools up to the limit of Rs. 1,000 per claim and subject to the allotment placed at his disposal by the Director for the purpose.

[Serial No. 8 of the accompaniment to G. R., E. D., No. 1410 of 6th May 1915.]

(f) Fee grants on account of free education to children of school mistresses.

[G. O., E. D., No. 2212 of 22nd December 1917.]

(g) Grants for apprentices living in the Homes of the Young Men's Christian Association and Young Women's Christian Association, subject to the fulfilment of the conditions prescribed.

[Serial No. 10 of the accompaniment to G. R., E. D., No. 1410 of 6th May 1915.]

[G. R., E. D., No. 793-Polk. of 12th March 1925, G. R., E. D., No. 1937-Polk. of 28th July 1921.]

(h) Educational concessions to children and dependents of soldiers who were on the active list etc. during the continuance of the 2nd World War (1939-45) in accordance with the rules laid down for the purpose.

[G. R., E. D., No. 1574 of 27th May 1944 and G. R., E. D., No. 1593 of 24th January 1947.]

(3) To countersign the following bills :—

(a) Maintenance grants to Anglo-Indian Schools and Training and Special Institutions under his jurisdiction.

[Serial No. 9 in the statement accompanying G. R., E. D., No. 040 of 20th May 1910.]

(b) Passage grants for teachers to Anglo-Indian Schools recruited in England after the grants have been sanctioned by the Director.

[G. R., E. D., No. 2621 of 11th April 1924.]

(c) Scholarship and other bills.

(4) To dispose of unserviceable articles of dead stock and books in his own office.

[G. O., E. D., No. 444 of 14th February 1916.]

(5) To purchase from his contract grant books, newspapers, and other publications to the extent of the allotment sanctioned by the Director for the purpose.

[G. R., E. D., No. 453 of 17th July 1925.]

## APPENDIX 5.

## DUTIES AND POWERS OF THE INSPECTOR OF DRAWING AND CRAFTWORK.

(a) *Duties*

1. The Inspector of Drawing is responsible for the inspection of the teaching of drawing in Schools.

■ [Para 4 of Government of Bombay's Letter No. 1081 of 24th April 1913, issued as accompaniment to G. R., E. D., No. 3161 of 6th November 1913 and G. R., E. D., No. 3915 of 3rd May 1920.]

2. For this purpose he will tour in the State from time to time and will submit an outline programme of tours and other work early in April every year for the approval of the Director.

3. The Inspector of Drawing shall organise Drawing Grade Examinations under the supervision of the Examination Committee, Government Drawing Grade and Higher Arts Examinations appointed by Government for these and the Higher Arts Examinations and of which he is an ex-officio member and Secretary.

(G. R., E. D., Nos. 3915 of 3rd May 1920 and 815 of 4th November 1941.)

4. He shall prepare a detailed report on these Examinations and send it, in duplicate, to the Director, who will forward it to the Director, Sir J. J. School of Art, for inclusion in his Report on these and the Higher Arts Examinations.

5. The Inspector of Drawing is responsible for seeing that the regulations laid down are observed and that the Drawing grants are paid to schools in accordance with the rules laid down in Schedule 1 (*vide* Appendix 31.)

6. He shall submit to the Director an Annual Report on the teaching of Drawing in Schools generally and such other information or returns as is required by the Director (*vide* Appendix 22.)

(b) *Powers*

(1) The Inspector of Drawing and Craftwork is competent to grant leave to clerks in his office and appoint substitutes in the last grade on the understanding that the rules regarding recruitment are observed.

(G. L., E. & I. D., No. 622/12450-U of 12th August 1948.)

(2) To countersign travelling allowances bills of his establishment.

(G. M., F., D. No. 21303 JJC of 24th June 1937.)

(3) To appoint, promote and punish persons in his office.

(4) To dispose of unserviceable articles of dead stock or books in his office.

(5) To sanction pension to non-Gazetted Government servants under his control.

(G. R., E. D., No. 2216 of 5th January 1940.)

## APPENDIX B.

## DUTIES OF THE CHIEF INSPECTOR OF COMMERCIAL SCHOOLS

1. To grant recognition to commercial institutions for preparing candidates for the London Chamber of Commerce and Government Commercial Diploma and Certificate Examinations and to communicate it to the Director.

(G. R., E. D., No. 1311 of 27th July 1903.)

2. To inspect each commercial institution recognised for the London Chamber of Commerce and Government Commercial Diploma and Certificate Examinations at least once in three years and not more than once in 2 years and to submit to the Director an inspection report on its efficiency. For this purpose he will tour in the State.

(G. R., E. D., No. 1564 of 17th August 1911.)

Note.—He should inspect commercial schools in Goa with a view to recognising them for the above examinations only after consulting the Government concerned and after the Government has agreed to bear the cost of such inspection.

(G. R., E. D. No. 1564 of 22nd December 1911)

3. To inspect Commercial High Schools every year jointly with the Educational Inspectors in whose jurisdiction they lie.

4. To supervise generally the work of the Commercial classes attached to Government High Schools and to make recommendations to the Director regarding the appointment of instructors in commercial subjects in the Commercial classes attached to Government High Schools.

(G. R., E. D., No. 1564 of 4th May 1915.)

5. To make all arrangements for holding the Government Commercial Diploma and Certificate Examinations according to the rules prescribed for the purpose.

(G. R., E. D., No. 1564 of 4th May 1915.)

6. To make suggestions to the Director for the improvement of Secondary Commercial Education.

7. To submit to the Director an Annual Report on Secondary Commercial education in the State and such other returns as are required by the Director.

## APPENDIX 7.

## (A) DUTIES OF INSPECTRESSES OF GIRLS' SCHOOLS

## I—Duties

## General

(1) The Inspectress should try to establish close touch with the people with a view to overcoming their reluctance and apathy in the matter of sending girls to schools and should use her influence to secure the spread of Women's education by the establishment of Women's Associations, Home Classes, Women's gatherings and conferences and by similar means.

(D. P. L's No. 14537 of 2nd March 1918 and No. 55-1361 D of 1st September 1923)

## Particular.

(2) To inspect Government Secondary Schools for Girls, Lokashalas for girls, non-Government Secondary Schools for Girls, special schools for girls and women in the Districts concerned and to submit reports to the Director upon their efficiency.

(3) To visit and submit reports on such Girls Secondary Schools, etc., as are not inspected in a particular year.

(4) To inspect Government and non-Government Primary Training Institutions for Women, including pre-primary and Kindergarten Training Institutions and the practising schools attached to them, and to submit reports to the Director upon their efficiency, with recommendations for the award of grants in respect of non-Government Training Institutions and the attached practising schools.

(5) To recognise non Government Secondary Schools for Girls teaching upto Standard IX and in the case of Secondary (English) Schools, teaching upto Standard X, to sanction grants to non-Government recognised Girls' Secondary Schools and special institutions (other than Primary Training Institutions) and to make recommendations to the Director regarding the withholding or withdrawal of aid or the cancellation of recognition in the case of such institutions.

(6) To make such recommendations as will assist the Director in sanctioning building grants to recognised institutions in her Districts.

(7) To exercise the disciplinary, controlling and administrative powers delegated to her in such a way as to maintain the efficiency of the institutions under her control.

(8) To make such recommendations as will assist the Director in dealing with applications from the heads of institutions for changes in the curricula.

(9) The Inspectress should submit direct to the Director (and supply a copy to the Educational Inspector) an annual report giving an account of her work during the year and containing remarks on the main features of such work and her impressions of the institutions of all grades with illustrative references and statistics where necessary. A monthly diary in the same form as that submitted by the Educational Inspector should also be sent to the Director by the Inspectress, who will correspond direct with the Director on all matters. She should also perform such other duties as are required by the Director.

(10) To submit such other returns as may be required by the Director (*Vide Appendix 21*).

## APPENDIX 8

## INSTRUCTIONS FOR THE GUIDANCE OF ALL GOVERNMENT INSPECTING OFFICERS

(1) Each recognised school should be inspected in detail once a year except Secondary Schools placed in Grade A and there should be a reasonable interval of time between successive inspections.

(2) All hurry or haste in the inspection of a school is incompatible with the proper discharge of an Inspecting Officer's main duty, viz., that of ascertaining, verifying, and reporting the facts on which the work of the school is to be judged. An early attendance at the school which is to be inspected is, therefore, absolutely indispensable, not only on account of the greater length of time available for work, but in the interests of the pupils, who are far more capable of sustained exertion in the early part of the day than at any other time. The inspection of a day school should in no case be prolonged beyond 5 p. m. As a rule the youngest children should be inspected first; and they should on no account be detained beyond the ordinary hour for dismissal.

(3) Inspecting Officers should aim at making their inspections models of method, orderliness, and skill to the teachers who are looking on. The Inspecting Officer should avoid embarrassing children by want of clearness in diction or in asking questions; and in the inspection of the lower classes especially, the greatest patience and kindness of manner should be observed.

(4) On the occasion of his inspection the Inspecting Officer can do much to improve the standard of teaching in a school. He should indicate to the teacher the weak points in his methods.

(5) All important school records, e.g., the General Register and the Attendance Registers and school accounts must be examined by the Inspecting Officer at the time of his annual inspection. The attendance Register should be scrutinised with special care and all irregularities in admissions etc. duly noted in the Inspection Report or separately reported.

(6) The Inspection Report should be submitted through the proper channel immediately after the inspection is over and not later than a fortnight from the date of inspection, and in the case of aided schools not later than the 31st of January in any case.

(G. P. I.'s No. 420 of 1915 April 1917 and No. 5, 67 (a)-C of 1916 February 1925.)

(7) Visitors' books are meant to be what the name implies and the Government Inspecting Officer when officially inspecting a school is not a visitor but an Inspector. Nor can he, even if he pays a chance visit to a school, divest himself of his official capacity. All that he will and would do, as regards the visitors' book, is to record the present state of the school, the building, the apparatus, conduct and efficiency of the pupils, in short terms, and his remarks should never include comments on individual teachers. It is not always necessary for him to make even these remarks, but there is a great objection to them especially if the visit is a chance one. On official visits for the annual inspection it should usually

be sufficient for the Inspecting Officer to sign the book as to show that he had inspected it and noted the remarks of visitors.

(D. P. I.'s No. 10145 of 25th January 1966.)

(6) When the inspection of a school is over and the children have been dismissed, the Inspecting Officer should take the opportunity of conferring with the Headmaster and his assistants. The results of inspection; the scrutiny of school records; the state of the school building, furniture and apparatus, and the improvements or additions needed; the work of the teachers during the past year and their methods of teaching; their relations with the management and with the inhabitants of the place generally; their difficulties both in the school and with the parents of the pupils, the qualifications and performances of the younger assistants and their selection for training; the efforts made and to be made to increase the attendance; the financial condition of the school; these and other kindred subjects will afford much important matter for discussion and for the Inspecting Officer's counsel. In any case in which it is necessary to point out to a teacher his defects, the Inspecting Officer should be careful not to do it in the presence of his pupils, nor should the Headmaster of a school be told of his defects in the presence of his assistants.

(9) Recommendations regarding the recognition or registration of a school or the grant to be paid should not be made in the body of the Inspection Report. They should be embodied in a separate memorandum.

(D. P. I.'s No. S. 427-C of 23rd December 1937.)

(10) Inspecting officers shall submit such periodical returns and other information as may be required by the Educational Inspector or the Director. A list of important periodical returns or reports is given in Appendix 22.

## APPENDIX 9

## SCALES OF PAY FOR THE VARIOUS SERVICES.

*Bombay Educational Service Class I.*

	Rs.
Director of Education ...	1800—100—2000.
Bombay Educational Service Class I ...	350—50—E.B.—45—1100
	Probationers, Rs. 300 for 2 years.

*Bombay Educational Service Class II:*

	Rs.
	220—15—400—P.R.—20—500—E.R.—25—650.

*General State Service.*

	Rs.
Professor of Law, Government Law College, Bombay.	530—30—650—45—785.
Director of Kannad Research, Institute, Dharwar	265—45—400—20—500.
Junior Superintendents, Director of Education's office	220—15—385.

(G. R., F. D., No. 5567/33-I of 6th July 1946)

*Bombay Educational Service Class III,  
Colleges.*

	Rs.
Assistant Lecturers ...	160—10—200—E.B.—10—250, Selection Grade Rs. 250—10—350 (for 15 per cent. of the whole cadre of Assistant Lecturers).
Demonstrators ...	100—8—180.
Laboratory Assistants ...	46—3—85—E.B.—4—125—5—130. <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">Starting pay—</div> <div style="display: inline-block; vertical-align: middle;">Non-qualified ...</div> <div style="display: inline-block; vertical-align: middle;">Matriculates ...</div> </div> <div style="display: inline-block; vertical-align: middle;"> <div style="display: inline-block; vertical-align: middle;">Rs.</div> <div style="display: inline-block; vertical-align: middle;">46</div> <div style="display: inline-block; vertical-align: middle;">55</div> </div>
Field Collectors ...	46—3—85.
Mechanic ...	52—3—85—E.B.—4—125—5—130.
Mechanic, Institute of Science ...	60—4—120—E.B.—5—170.
Librarians ...	60—4—120—E.B.—5—170.
Store-keeper, Institute of Science ...	60—4—120—E.B.—5—170.
Photo Artist, Institute of Science ...	60—4—100—E.B.—4—120—5—150.
Physical Instructors ...	70—5—130—E.B.—6—160—8—200.
Registrar, Law College, Bombay ...	170—10—270.
Superintendent and Librarian, Elphinstone College, Bombay.	60—4—120—E.B.—5—170.

(G. R., F. D., No. 5567/33-I of 15th January 1945)



*Secondary Schools and Training Institutions for Primary Teachers*

	Rs.
Graduate Assistant Masters ...	70-5-130-E.B.-6-160-8-200.
	<i>Starting pay</i>
	Graduates or III CL M.As with B.T. ... Rs. 75
	II Class Honours graduates or II Class M.As with B.T. ... Rs. 80.
	Ist Class Honours graduates or Ist Class M.As with B.T. ... Rs. 85.
	Assistant teachers in Primary Training Colleges with 3 years' service after B. T. to start on Rs. 100 p. m.
	[Selection Grade for 3 per cent of the cadre of Bombay Educational Service Class III. (teaching and inspeeting branches).]
	Rs.
Under-graduate Assistant Masters ...	61-3-85-E.B.-4-125-5-140.
Language teachers ...	60-4-120-E.B.-5-170.
Drawing teachers ...	60-4-120-E.B.-5-170.
Drawing Masters (5 prize pools) ...	150-10-200.

*Special Teachers.*

	Rs.
Gymnasts ...	52-3-85-E.B.-4-125-5-130.
Music teachers ...	52-3-85-E.B.-4-125-5-130.
Matron ...	60-4-120-E.B.-5-170.
Sewing and Needle work teacher ...	52-3-85-E.B.-4-125-5-130.
Instructors in shorthand and Typing ...	60-4-120-E.B.-5-170.

(G. R., P. D., No. 656735-I of 15th January 1945)

*Training Institute for Physical Education, Kandivli*

	Rs.
Assistant Lecturers in Physical Education.	160-10-200-E.B.-10-250.

(G. R., P. &amp; I. D., No. 7143 of 22nd July 1945)

*Inspeeting Branch.*  
*Assistant Deputy Educational Inspectors.*  
*Trained Graduates.*

	Rs.
Ordinary scale ...	70-5-130-E.B.-6-160-8-200 (Start Rs. 100).
Selection grade ...	210-10-300 (Selection Grade for 3 per cent of the cadre).

*Untrained Graduates.*

Rs.

Ordinary scale ... 70—5—130—E.R.—6—160—8—200.

*Trained (Primary) Assistant Deputy Educational Inspectors (Metric) and Trained (Primary) Assistant Deputy Educational Inspectors (Non-Metric).*

Rs.

Ordinary scale ... 70—5—120—E.R.—5—140.

(S. R., E. &amp; J. 12, No. 5 of 31st August 1942)

*Clerks.**Mofussil.*

- |  |     |
|--|-----|
| (1) Rs. 46—3—85 E. R.—4—125—5—130.       | Rs. |
| Starting pay—Non-qualified persons ...   | 46  |
| Matriculates ...                         | 55  |
| Graduates ...                            | 64  |
| Honours Graduates (1st or 2nd class) ... | 70  |
| (2) Rs. 100—8—140.                       |     |
| (3) Rs. 100—8—140—10—150.                |     |
| (4) Rs. 150—10—200.                      |     |
| (5) Rs. 180—10—230.                      |     |

*Leave Restricts in the Director of Education's Office.*

- (1) Rs. 55 for matriculates.
- (2) Rs. 64 or 70 for Graduates.

*Bombay City.*

- |                               |     |
|-------------------------------|-----|
| (1) Rs. 75—5—140—E.R.—6—200.  | Rs. |
| Starting pay—Matriculates ... | 75  |
| Graduates ...                 | 85  |
| Honours Graduates ...         | 95  |
| (2) Rs. 160—10—240.           |     |

*Stenographers.**Mofussil.*

- (1) Rs. 100—5—125—6—185—8—225 (efficiency bar at Rs. 155)

## Class IV Servants.

## Mofussil.

					Ra.
(1) Peons and boy peons ..	...	...	...	...	25
(2) Peons and Laboratory helpers ...	...	...	...	...	30— $\frac{1}{2}$ —35
(3) Nak	...	...	...	...	35—1—45
(4) Daktari	...	...	...	...	35—1—50
(5) Havildar	...	*	...	...	45—1—50

## Bombay City

(1) Nak	...	...	...	...	40—1—50
(2) Peons	...	...	...	...	35— $\frac{1}{2}$ —40

[G. R., P. D., No. 5567/33-1 of 19-1-48]

## APPENDIX 10

FORM OF AGREEMENT TO BE EXECUTED BY BOMBAY EDUCATIONAL  
SERVICE CLASS I OFFICERS.

(G.O. No. 811, No. 8461 of 17th January, 1943, and of 18th July, 1932)

AN AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 thousand nine hundred and fifty \_\_\_\_\_ between  
 \_\_\_\_\_ (hereinafter  
 referred to as "the Covenantor") of the one part and the Governor  
 of Bombay of the other part.

Whereas the Government of Bombay (hereinafter referred to as "the  
 Government") has engaged the covenantor to serve His Majesty in India  
 as:

an officer of the Bombay \_\_\_\_\_ Service, Class I,  
 under the Government on the pay and subject to the conditions, hereinafter  
 contained. Now it is hereby agreed by and between the parties hereto  
 as follows:—

- (1) The covenantor shall be on probation for.....
- (2) The covenantor shall at all times during the period of his service  
 employ himself wholly, faithfully and diligently under the orders  
 and instructions of the Government and of the Officers who may be  
 placed over him.
- (3) If the covenantor leaves the service of His Majesty before he  
 completes \_\_\_\_\_ years of service, he shall on demand forfeit to the  
 Government the sum of rupees five hundred (Rs. 500).
- (4) The covenantor shall in all respects faithfully obey, observe and  
 comply with the rules for the time being applicable to persons serving  
 in connection with the affairs of the State of Bombay. He shall conform  
 to and obey all the departmental rules and regulations and such  
 orders and directions as he may from time to time receive from Govern-  
 ment or from such officers and authorities as may be placed over him.  
 He shall proceed to any place or places to which he may be ordered from  
 time to time to proceed for the performance of his duties.
- (5) The covenantor shall devote his whole time and attention to the  
 duties of his office and shall not engage directly or indirectly in any  
 trade, business or occupation on his own account and shall not, except  
 in case of accident or sickness certified by competent medical authority,  
 absent himself from his duties without having first obtained permission  
 from the Government or its authorized officers.
- (6) The covenantor shall pass such examination or examinations  
 or undergo such post-graduate course or courses and within such time

as may be prescribed by Government for the service to which he belongs, and on his failure to do so, his services may be dispensed with.

(7) The covenantor shall be entitled to pay on the time-scale of the service to which he belongs and he shall/shall not be entitled to overseas pay.

(8) The covenantor will count his service for leave and pension according to the rules for the time being in force applicable to the service to which he belongs.

(9) The covenantor shall not resign his appointment without obtaining previous written sanction of the Government or its authorised officers.

\*(10) The Government may at any time during the period the covenantor is on probation dispense with the services of the covenantor without notice in the event of his failure to acquire prescribed special qualifications or to pass any prescribed tests or examinations.

(11) If the Government is satisfied on the report of a duly constituted advisory Medical Board that the covenantor is unfit and is likely to continue unfit for a considerable period by reason of ill-health for the discharge of his duties, it may at any time determine his service. The decision of the Government shall be final and binding on the covenantor.

(12) The covenantor shall at all times well, truly and faithfully account for and pay over or deliver to the proper person all moneys, goods, materials, documents and reports which shall at any time come to his hands or be under his charge on account of the Government.

(13) Subject to the above conditions the Government shall continue the covenantor in His Majesty's Service. But he shall not be entitled to any notice of termination of his services except such as may be provided by the rules for the time being in force applicable to the service to which he belongs.

IN WITNESS WHEREOF Shri

bath set his hand and  
\* the Secretary to the Government of Bombay in the  
Department hath set his hand and the seal of his  
office on behalf of the Governor of Bombay the day and year first  
above written.

Signed by the abovesigned Shri

---

\*Clause (10) should not be inserted in the agreement to be executed by promoted Class I officers,

In the presence of—

(1) .....

(2) .....

Signed by

Secretary to the Government of Bombay,

Department.

in the presence of—

(1) .....

(2) .....

---

## APPENDIX II

LIST OF COMMUNAL COMMITTEES RECOGNISED BY GOVERNMENT FOR  
THE PURPOSE OF RECRUITING CANDIDATES.

Serial No.	Name of Committee or body.	Address.	G. R.
1	The Muhammadan Education Society.	157, Chokla Street, Bombay.	G. R., F. D., No. 4457 of 13th November 1925.
2	The Maratha Education Conference.	Larnington Road, No. 4.	Bombay G. R., F. D., No. 4457 of 25th January 1926.
3	The Dena Jagat Conference.	1st Victoria Cross Lane, Bombay No. 16.	G. R., F. D., No. 4457 of 12th October 1926 and 21st February 1929.
4	The Maratha Akyaashu Sabha.	Keshavnagar Dadar, Bombay.	G. R., F. D., No. 4457 of 5th July 1929.
5	The Rajaji Educational and Social League.	Dharwar	G. R., F. D., No. 4633 of 8th July 1933.
6	The Committee of the Sangli Southern Maratha Jan Association.		G. R., F. D., No. 4457 of 25th November 1928.
7	Karnatak Kshatriya Sangh	Gadag	G. R., F. D., No. 4633 of 3rd February 1933.

## APPENDIX 12

FORM OF CONFIDENTIAL REPORT ON ASSISTANT <sup>MASTERS,</sup>  
TEACHERS.

Name of office or institution ..

Name of Government Servant (in full) ..

Designation (whether permanent, Probationary  
or officiating).Length of service in the <sup>office</sup>  
institution on 1st April..

Pay and date of next increment ..

I have formed the following opinion on <sup>his</sup>  
<sup>her</sup> work, character and conduct:

I. Class work— ..

(a) Knowledge of English

(b) Power of exposition, questioning, etc. ..

(c) Ability to interest his/her pupils and to  
rouse them to willing efforts.

(d) Ability to control his/her class ..

(e) General influence on his/her pupils ..

II. School activities—

(a) Interest in Physical Education and  
Games

(b) Assistance in external duties—

(i) School organisation and management..

(ii) School societies, etc. ..

III. Personal— ..

(a) Private character ..

(b) Interest, willingness, loyalty, etc. ..

(c) General culture ..

(d) Personal appearance, dress, manners ..



*Additional remarks as per G. B., P. & S. D. (Conf.), No. 2263/34 of 3rd November 1947.*

- (i) Promptitude in the disposal of work ..
- (ii) Fidelity in carrying out orders ..
- (iii) Attitude towards and influence over subordinates.
- (iv) Relation with non-officials and <sup>the</sup> general public reputation.

I give <sup>the</sup> <sub>per</sub> the general mark—Excellent, Good, Fair, Poor. \*

Dated 193 Head Master School

Remarks of the Educational Inspector  
Inspector of Girls' Schools (District or other superior Officer).

(To be filled in when, under the general orders of the Government, a report is required to be made by Educational Inspectors or Inspectresses).

(A space of about 3 inches should be left blank for the remarks.)

Signature

Designation.

\*Excellent—Work much above the average. This is likely to be a very small class. (This mark should not be given unless it is thoroughly deserved).

Good—Quite satisfactory.

Fair—Fairly satisfactory. (This will probably be a large class).

Poor—Unsatisfactory.

N.B.—This report should be submitted by Head Masters to the Director of Education on the 1st week of April each year and by the Educational Inspectors along with the Inspection Reports on Schools.

(1) Reporting officers should always give brief reasons for an "Excellent" or a "Fair" or "Poor" report.

(2) The report should mention the manner in which the Government servant has carried out his various duties during the year and should give an estimate of his capacity and ability.

## APPENDIX 12-A

ASSISTANT LECTURERS, DEMONSTRATORS, ETC.

ASSISTANT DEPUTY EDUCATIONAL INSPECTORS,  
INSPECTRESSSES

CLERKS,

Name of office or institution ..

Name of Government servant (in full) ..

Designation (whether permanent, probationary or  
efficiency).Length of service in the office  
institution -- on 1st April ..

Pay and date of next increment ..

Quality of work (Excellent, Good, Fair, Poor)\* ..

(1) Promptitude in the disposal of work ..

(2) Fidelity in carrying out orders ..

(3) Attitude towards and influence over subordinates.

(4) Relation with non-officials and his general public  
reputation.*General Remarks :—*Dated 195 Signature and designation of the  
reporting officer.Remarks of the .. Educational Inspector, District, or other  
superior officer. Inspectress of Girls' Schools,(To be filled in when, under the general orders of the Government, a  
report is required to be made by Educational Inspectors or Inspectressses.)

Signature

Designation

\*Excellent—Work much above the average. (This is likely to be a very small class. This  
remark should not be made unless very thoroughly deserved).

Good—Quite satisfactory.

Fair—Fairly satisfactory. (This will probably be a large class).

Poor—Unsatisfactory.

N. B.—Reporting Officers should always give brief reasons for an "Excellent" or a "Fair,"  
or "Poor" report.(2) The report should comment on the manner in which the Government servant has  
carried out his various duties during the year and should give an estimate of his character  
and ability.

# APPENDIX 13

## FORM OF APPLICATION FOR RECOGNITION OF SCHOOLS OR FOR THEIR REGISTRATION FOR GRANT (See Chapter I, rule 3 and Chapter III, rule 25)

1	2	3	4	5	6	7	8	9	10	11	12	13
Locality and description of School.	Class of School.	Name of proprietor, society or other controlling body.	Date of establishment.	Names, ages and places of education of the Headmaster and Assistant masters, with University standing (if any) and Departmental Certificate and pay.	Other employment (if any) of Headmaster.	Ratio or ratio of ratios.	Amount of fees received during the 12 months preceding the application.	Average annual income from all sources exclusive of fees.	Average annual expenditure.	Number of pupils in each standard during the year for which a grant is requested.	Name and residence of person to whom references may be made.	Name and address of Secretary or other responsible person who will be responsible for correspondence with the Department.

## APPENDIX 14

Dated

## APPENDIX 15

FORM OF APPLICATION FOR ADMISSION TO GOVERNMENT  
SECONDARY SCHOOLS.

[G. S. E. D. No. 1525 of 11th February 1912]

From \_\_\_\_\_ Dated \_\_\_\_\_ 1912

To  
The Head Master,  
Government <sup>High</sup>~~Middle~~ School,

Sir,

I request that \_\_\_\_\_ may be  
admitted to your school.

2. The required particulars are as under :—

- (1) Name of pupil in full
- (2) Date of birth
- (3) Caste and religion
- (4) Permanent address of the pupil
- (5) School last attended.
- (6) Standard passed
- (7) Whether a scholar—Government or Endowment
- (8) Whether a Leaving Certificate is attached\*
- (9) Whether the boy is a local student or comes from the mofussil
- (10) Standard to which admission is sought
- (11) Whether he intends to stay in the Hostel
- (12) Name of parent or guardian and his relationship with the boy
- (13) Occupation of the guardian
- (14) Permanent address of parent or guardian

3. I have read the rules of discipline to be observed and agree to abide  
by them.

Yours faithfully,

Signature of parent or guardian.

[Form No. Ed. 1. 229 e.]

\* The Leaving Certificate from the Head Master of the school last attended by the boy must  
be sent with the application.

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APPENDIX 16

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## APPENDIX 17

TABLE SHOWING PERCENTAGES OF PLACES RESERVED IN GOVERNMENT SECONDARY SCHOOLS FOR BOYS\* FOR PUPILS BELONGING TO ADVANCED, INTERMEDIATE (INCLUDING MUSLIMS) AND BACKWARD CLASSES.

Class or community.	Percentage of seats reserved.	Authority sanctioning the percentage.	Remarks.
	Per cent.		
Intermediate (including Muslims).	50	{ G. R., E. D., No. 3454 of 21st September 1937 and G. R., E. & I. D., No. 14195 of 17th May 1946.	
Backward	20		
By open competition for all communities	30		

*N.B.*—Places remaining vacant among those reserved for the Backward classes for want of pupils should be filled by pupils from the Intermediate classes.

	Percentage of places reserved for Muslim pupils from among those reserved for the community	Authority for sanctioning the percentage.	Remarks.
Secondary schools for boys	50 per cent.	G. R., E. D., No. 3454 of 14th June 1937.	

\* No definite percentages to regulate admissions to Government Secondary schools for girls have been laid down (G. R., E. D., No. 8404 of 14th June 1937).



(N. B.--No change, in any entry in the certificate shall be made except by the authority issuing it. Any infringement of this requirement is liable to be dealt with by rustication or by other suitable punishment.)

## APPENDIX 18.

## LEAVING CERTIFICATE (see rule 17 in Chapter 10)

Register No. of the Pupil

Name of School—

[illegible]

Certified that the above information is in accordance with the School Register.

Dated 195 .

**Class Master.**

Head Master.



## APPENDIX 29

[G. R., E. D., No. 1339 of 4th August 1908, G. R., E. D., No. 717 of 81st January 1923, G. R., E. D., No. 2491 of 14th August 1923 G. R., E. D., No. 3496 of 25th April 1926, G. R., E. D., No. 1235 of 15th January 1933 and G. R., E. D., No. 4285 of 25th March 1939.]

**General Rules of Discipline for Government Schools**

[N.B.—A copy of these rules is to be given to the parent or guardian of each pupil on his first admission to the school.]

1. Parents or guardians who send their children to Government schools must understand that by so doing they agree to delegate to the Head Master and the Educational authorities the control which they are entitled to exercise over such children in all matters connected with such schools and that in all questions of school discipline both inside and outside the schools the decision of these authorities is final.

2. Every application for admission or withdrawal should be made to the Head Master by the parent or guardian of a pupil in person or by letter. Applications for admission must be accompanied by a leaving certificate from the school last attended.

3. The school fee must be paid monthly in advance on the day fixed for that purpose. If a pupil wishes to leave the school the parent or guardian must give notice of such intention before the end of the month; else the fee for the following month will have to be paid.

4. The Head Master will exercise his discretion in admitting or retaining a pupil in the school. For breach of the school rules a pupil may be punished at the discretion of the Head Master.

5. Pupils are required to be regular and punctual in attendance. Leave of absence should be applied for either in person or by a note signed by the parent or guardian and it will lie with the Head Master to grant or refuse such leave. If a pupil is absent without leave a note will be required from the parent or guardian explaining such absence, but it will be for the Head Master to decide whether the reason assigned is sufficient.

6. Parents or guardians will be held responsible for any damage done by pupils to any part of the school property.

7. Pupils are required to be clean and tidy, orderly, and respectful, both in class and in public. Rude, disorderly or other objectionable conduct out of school will be punished.

8. (a) Persons at study who are over sixteen (16) are free to attend all public meetings. Persons at study who are under that age may with the consent of their guardians be prevented by the heads of their schools or colleges from attending any particular meeting which the heads of the schools or colleges consider objectionable.

(b) Persons at study who are over eighteen (18) are free to become members of organisations other than those whose policy or programme involves the dissemination of ideas of violence or the use of violence.

(c) Persons at study may take part in the activities of all educational, social and religious associations.

(d) Such persons may not, however, become members of the executive or managing committees of any political or religious organisation or organisations likely to result in communal antagonism nor take an active part in furthering their activities.

(e) The head of the institution will be the final judge whether a particular meeting, organisation or activity falls under any of the aforesaid heads. The final approval of Government will be necessary only as regards the character or types of public meetings or organisations with which persons at study desire to associate themselves.

9. No child suffering from a contagious or infectious disease shall be permitted to attend any recognised school.

## APPENDIX 21

FORM OF ATTENDANCE REGISTER [see Chapter I, rule 2 (ii)]

School or Institution

Attendance Roll of Class      Standard      for the  
month of      195

Master/Shri

Certificate by the Head or Manager of the School

I hereby certify that this Attendance Roll has been made up daily by the master in charge of the Class; that every pupil has received not less than a full day's instruction, as prescribed by the rule, on each day on which he has been marked present; and that the average attendance\* of the class for the month is

\*To find the average attendance of a Class for the month:—Add together the daily totals of Boys marked present and divide the sum by the number of times the School has met during the month; the quotient is the average number in attendance.

N.B.—No erasures of any kind are permissible in this column; corrections should be made in red ink and initialed.

No.	Name of pupil.	Attendance for the month.				Number of attendance.
		1	2	3	4	
1						
2						
3						
etc.						

N.B.—Boys present to be marked P; boys absent without leave A; boys absent from sickness S, and boys absent with leave L.

## APPENDIX 22

## LIST OF SOME IMPORTANT RETURNS AND REPORTS TO BE SUBMITTED BY THE HEADS OF GOVERNMENT EDUCATIONAL INSTITUTIONS AND OFFICES.

Serial No.	Submitting Office	Name of Document	To whom to be sent	When due.
1	2	3	4	5
Monthly				
1	Educational Inspectors	Consolidated Absentee Statements on account of Assistant Deputy Educational Inspectors (except the holders of the 24-plus grade of Rs. 210—10—200) (Gen. 10-c).	Accountant General.	On the 15th of each month.
2	Do.	Consolidated Absentee Statements on account of Assistant Masters (except the holders of the education grade of Rs. 210—10—200) and Special Teachers (except Drawing Masters holding the prize post of Rs. 150—10—200) (Gen. 10-c).	Do.	Do.
3	Do.	Consolidated Absentee Statements on account of Assistant Deputy Educational Inspectors and Assistant Masters holding the education grade of Rs. 210—10—200 and the Drawing Masters holding the Prize posts of Rs. 150—10—200.	Director	On the 10th of each month.
4	Principals of Arts Colleges.	Consolidated Absentee Statements on account of students (Gen. 10-e).	Director	On the 5th of each month.
5	Heads of all Offices and Institutions.	Statements of Receipts and Expenditure (Gen. 173).	Do.	Do.
6	Educational Inspectors, Inspectresses, Inspector of Drawing and Craft work, and Inspector for Visual Education.	Employment Returns (Regl. 1).	Director	By the 10th of each month.
7	All Officers subordinate to Educational Inspector.	Employment Returns	Educational Inspector.	Do.
8	Educational Institutions and Principals of Colleges.	Return of expenditure on minor works.	Director	Last working day of each month.

Serial No.	Submitting Officer	Name of Document.	To whom to be sent.	When due.
1	2	3	4	5

*Monthly—contd.*

9	Deputy Educational Inspector.	Absence Statement of Assistant Deputy Educational Inspectors.	Educational Inspector.	On the 1st of every month.
10	Do.	Statement of expenditure on scholarships.	Do.	On the 5th of every month.
11	Educational Inspectors.	Statement of references from the D.P. pending with them.	Director.	By the 5th of every month.

*Quarterly.*

1	Heads of all Offices and Institutions.	Statement of Receipts and Expenditure.	Director.	10th of July, October, January and April.
2	Educational Inspector.	Statement of pending cases of trust deeds agreements, viz. for Primary Schools.	Do.	By the 15th of January, April, July, and October of each year.
3	Educational Inspectors.	Statement of pending petitions received either from Government or from Subordinate officers.	Do.	30th April, 30th July, 30th October, 30th January of each year.
4	Deputy Educational Inspectors and Administrative Officers of all Districts and Municipal School Boards.	Do.	Educational Inspector.	5th April, 5th July, 5th October, 5th January of each year.

(D. P. L's No. 8-46 (C) B of 8th May 1960.)

*Half Yearly.*

1	Heads of Government Secondary Schools and Training Institutions for Boys and Girls.	Half-Yearly Return	Director.	15th of October and 15th of April each year.
2	Educational Inspectors.	Report regarding control over sanctioned schemes of compulsory elementary education.	Do.	31st November and 31st May each year.
3	Principals of Colleges.	Return showing number of students, fees, staff etc.	Do.	5th of August.
4	Do.	Return of fees	Do.	5th of January.

Serial No.	Submitting Officer.	Name of Document.	To whom to be sent.	When due.
1	2	3	4	5

*Half yearly—contd.*

- |   |   |  |                          |                                    |
|---|---|--|--------------------------|------------------------------------|
| 5 | Officers subordinate to the Educational Inspectors. | Report regarding employ- ment of B. Edward Clerks in the clerical Cadre. | Educational Ins- pector. | 1st of April and 1st of October.   |
| 6 | Officers directly sub- ordinate to the Director.    | Do.  | Director                 | 10th of April and 10th of October. |

*Annual*

- |   |  |   |   |  |
|---|--|---|---|--|
| 1 | All Officers subordinate to the Director.              | Certificate regarding Donat- ion articles.  | Director                                    | 1st of June each year.   |
| 2 | All Officers subordinate to the Educational Inspector. | Do.   | Educational Ins- pector.                    | June each year.  |
| 3 | Principals of Colleges and Educational Inspectors.     | Certificate regarding Grant Funds.  | Director                                    | June each year.  |
| 4 | Principals of Colleges.                                | Distribution of contract grants.  | Do.   | Soon after the budget grant statements are supplied to sub- ordinate offi- cers. |
| 5 | Educational Inspectors and Principals of Colleges.     | Confidential Reports on Government Officers.  | Do.   | April each year.   |
| 6 | Heads of Secondary Schools.                            | Confidential Reports on Assistant Masters, on Pay above Rs. 150 per mensem and Assistant Masters on pay above Rs. 135 per mensem. | Director through the Educational Inspector. | March each year.   |
| 7 | Educational Inspectors and Principals of Colleges.     | Confidential Reports on B. E. S. class III Officers.  | Director                                    | March each year.   |
| 8 | All Officers subordi- nate to Educational Inspectors.  | Confidential Reports on B. E. S. class III Officers and Clerks.   | Educational Ins- pector.                    | Do.  |



Serial No.	Submitting Officer.	Name of Document.	To whom to be sub.	When due.
1	2	3	4	5
<i>Annual—contd.</i>				
9	Educational Inspectors and Principals of Colleges.	Consolidated Establishment Returns on account of Assistant Deputy Educational Inspectors, Assistant Masters (except the holders of the Selection Grade of Rs. 250—10—300), Special Teachers (except the holders of the prize posts of Rs. 150—10—200), Assistant Lecturers and Demonstrators.	Consolidated Accountant General.	On the 15th of May each year.
10	Educational Inspectors	Consolidated Establishment Returns on account of Assistant Deputy, Educational Inspectors, Assistant Masters holding the Selection Grade of Rs. 210—10—300 and also Drawing Masters holding the prize posts of Rs. 150—50—200.	Director	On 25th of April each year.
11	All Officers subordinate to the Educational Inspectors.	Consolidated Establishment Returns on account of all Assistant Deputy Educational Inspectors, Assistant Masters and Special Teachers in various grades.	Educational Inspectors.	1st of April of each year.
12	Educational Inspectors, Principals of Colleges, Inspector of Anglo-Indian Schools, Inspectress of Girls' Schools, Inspector of Drawing and Craft-work, and Inspector for Visual Education.	Information for the High Commissioner's Budget.	Director	1st of August each year.
13	Educational Inspectors, Principals of Colleges, and Heads of Secondary and Training Institutions.	Vacation Reports	Do.	January each year.
14	Educational Inspectors, Principals of Colleges, and Heads of Secondary and Training Institutions.	Holidays	Do.	Beginning of each academic year.

Serial No.	Submitting Officer.	Name of Document.	To whom to be sent.	When due.
1	2	3	4	5
Annual—contd.				
15	Educational Inspectors, Principals of Colleges, Inspectors of Anglo-Indian Schools, Inspector of Drawing and Craft-work and Inspectresses of Girls' Schools.	Information regarding preferential treatment to Indian ex-soldiers regarding Employment.	Director	January each year.
16	Educational Inspectors	Annual Statement regarding standards of Primary teachers.	Do.	Not later than 15th July each year.
17	Do.	Report regarding action taken on the recommendations made by the Royal Commission on Agriculture	Do.	On or before 1st December each year.
18	Do.	Annual returns in connection with Annual Reports. (1) List of and secondary special Schools (2) General Statement	Do.	15th April each year 15th May each year
19	Do.	Annual Report	Do.	15th June each year.
20	Inspectresses of Girls' Schools.	Do.	Do.	15th July each year.
	Inspector of Drawing and Craft-work	Do.	Do.	Do.
	Inspector for Visual Education	Do.	Do.	Do.
	State Inspector for Phy. Education	Do.	Do.	Do.
	Inspector of Commercial Schools	Do.	Do.	Do.
21	Principals of Colleges.	Annual Report	Do.	1st of May each year.
22	Heads of Secondary Schools.	Annual Report	Director	31st of May each year.
23	Principals of Colleges.	Annual Statement Returns.	Director	15th April each year.
24	Heads of all Offices and Institutions.	Budget estimates of Receipts and expenditure in special Budget forms	Do.	1st of September.
25	The Educational Inspectors and Principals	Recommendations regarding award of scholarships from the Imperial Indian Relief Fund	Do.	15th August.

Serial No.	Submitting Officer.	Name of Agency,	To whom to be sent.	When due.
1	2	3	4	5
Answered—contd.				
26	The Educational Inspectors	Copies of certificates regarding award of Open and Special Scholarships	Director ..	15th July.
27	The Educational Inspectors and Inspector of Anglo-Indian Schools	Statement regarding building grant claims from Anglo-Vernacular and English-medium school for provision of funds.	Do. ..	Do
28	Do. ..	A revised list of Recognised Secondary Schools as on 31st March	Do. ..	15th April.
29	The Educational Inspectors, and Principals of Colleges.	A list of new Major works for provision in the Budget.	Do. ..	1st August.
30	The Educational Inspectors.	Statement showing the probable amount required for (1) Scholarship, (2) Remission on account of free studentships and (3) Remuneration to Kammiers at the Scholarship Examinations for provision of funds in the Budget.	Do. ..	15th August.
31	The Principal, Secondary Training College.	Statement showing the probable amount required for remuneration to the Kammiers for the Secondary Training College Examination.	Do. ..	Do.
32	The Educational Inspectors and Inspector of Anglo-Indian Schools.	Statement of claims for apparatus and equipment grants from Secondary schools.	Do. ..	1st October (and if necessary 1st December).
33	Principals of Colls.	List of periodicals and News papers taken on for the College library.	Do. ..	15th October.
34	Assistant Deputy Educational Inspector.	General Report on District Board and Local Authority Municipal Schools.	Educational Inspector.	April each year.
35	Do. ..	General Report on Visual Instruction work.	Inspector for Visual Education and copy to Educational Inspector.	Do.
36	Do. ..	Annual statement of training and inspection work done.	Educational Inspector.	April.

Serial No.	Submitting Officer.	Name of Document.	To whom to be sent.	When due.
1	2	3	4	5
Annual—contd.				
37	Educational Inspectors, Inspectors-in-charge, Inspector of Anglo-Indian Schools, Inspector of Drawing and Craft-work, Assistant Inspector of Schools and Inspector for Visual Education.	Annual statement of touring and inspection work done.	Director	.. April
38	Do.	Tour programmes	Do.	.. Do.
39	Heads of all Offices and Institutions.	Statement of Revised Estimates of Receipts and Expenditure based on the actuals for the eight months ending November.	Do.	.. 5th of December
40	Educational Inspectors and Inspector of Anglo-Indian Schools.	Statement showing whether the conditions of trust deeds etc., for building grants to schools have been observed.	Do.	.. 15th May.
41	Heads of offices in Bombay City.	Report regarding the est. Government in the control value of waste paper likely to be applied to the Salvatara Army during each financial year.	By the 28th of February, through the Director.	
42	All Officers	Indent for annual requirements in respect of— (i) Electric equipment, engineering plant, spares, furniture and office equipment. (ii) Oil, kerosene, Hardware, Tools and Allied Stores, etc., chemicals, scientific instruments, apparatus and allied stores. (iii) Stationery and printed and clerical material etc. (iv) Leather goods, services out-of-office, and other important stores not covered by the items above. (With the exception that indents in respect of the items supplied by the Superintendent, Government Printing & Stationery Bombay should be placed on this office.)	The Central Purchasing officer.	(i) 1st September of the previous financial year.  (ii) 1st October of the previous financial year.  (iii) 1st November of the previous financial year. (iv) 1st December (Note: The dates are fixed provisionally and are subject to adjustment by the U. P. O. in consultation with the indenting officers.)

Seriat No.	Submitting Officer.	Name of Document.	To whom to be sent.	When due.
1	2	3	4	5
<i>Triennial.</i>				
1	All Officers	.. Index for special forms.	Director	.. 1st of September
2	Educational Inspectors, Principals of Colleges, Inspector of Drawing and Craft-work and Inspectresses of Girls' Schools.	Consolidated Lodged Property Returns on account of Lodged Officers.	Director	.. April.
3	All Officers subordinate to Educational Inspector.	Lodged Property returns.	Educational Inspector.	1st of April.

## APPENDIX 23

RATES OF RENT PAYABLE IN HOSTELS ATTACHED TO GOVERNMENT  
SECONDARY SCHOOLS.

Rupee 1 per mensem per pupil or the economic rent, whichever is less.

(G. R., P. W. D., No. 1842/30 of 15th November 1937.)

N. D.—Backward Class pupils are exempted from the payment of room rent if they are certified to be poor by the Head of the School.

(G. R., E. D., No. 5697 of 26th September 1933.)

## APPENDIX 24

## PRINCIPLES GOVERNING THE CONSTRUCTION OF DESKS.

(G. B., E. D., No. 2354 of 11th August 1913.)

1. The seat should not be so high as to prevent the child resting its feet upon the floor or on a footboard and, if the latter, the knees should not be elevated.

2. Assuming a child to be sitting upright in his seat and the arms to be hanging freely down, the edge of the desk next the body should be about an inch higher than the level of the elbows in the case of boys, and from  $1\frac{1}{2}$  to  $1\frac{3}{4}$  inches in the case of girls.

(If the desk be higher than this, there is a tendency for the boy to be twisted and for one shoulder to be raised above the other, with the consequent risk of lateral curvature of the spine.)

3. A bar dropped from the edge of the desk ought to strike the edge of the seat or a point an inch or two within it.

(This arrangement obliges the child to assume an upright position which is best for the eyes and the spine.)

4. No seat should be without a back, and the top of this should be one inch lower than the edge of the desk in the case of boys, and one inch higher than the edge of the desk in the case of girls.

(In schools which are graded, great inequalities will be found in the size of the scholars in each room, to meet which it is desirable to provide three sizes of desks. In schools of mixed ages there should be a large number of sizes.)

5. The desk must not be flat. It should slightly incline towards the child.

6. The seat should not be flat, but saddle-shaped. Change of position will be desirable.

7. The desks must be easy of access, yet compactly arranged. The angle of vision for the teacher should be not more than  $45^{\circ}$ .

*Height and Dimensions.*

(1) The sloping part of the top should be not less than 12 inches in width.

(2) The inclination should be about 2 inches, and the slope should be about 1 in 10.

---

(3) The flat portion of the desk with the groove should be from 3 to 3½ inches in width.

(4) The proper height allows the forearm of the seated child to rest horizontally upon the desk without discomfort;—

- |                           |   |
|---------------------------|---|
| (a) Youngest children     | .. 20" to 25" to the middle of the slope. |
| (b) Intermediate children | .. 22" to 26" to the middle of the slope. |
| (c) Oldest scholars       | .. 30" to 36" to the middle of the slope. |

The seat should be 18½ inches high.

(5) The back rail should be not more than 7 inches for younger children, and not more than 10 inches for the older ones.

(6) The minimum space for each child should be 20 inches; 22 inches would be better.

(7) The width of the gangway should be 18 inches at least.

(8) The seats should be 8 inches wide.

# APPENDIX 25

Statement showing the rates of fees charged in Government Arts and Science Colleges.

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ROMAN EDUCATION MANUAL

Serial No.	Institution.	Tuition fees per term.		Library fee per term, if any.	Rates elsewhere fees per term (including Gymnasium fee).	Remarks.
		Under-graduate classes.	Post-graduate classes (M. A., M. Sc., Ph. D. etc.)			
1	2	3	4	5	6	7
1	Institute of Science Bombay	Rs. 140-0-0*	Rs. 100-0-0*	Rs. 1-0-0	Rs. 7-0-0 for post-graduate students. 2-0-0 for under-graduate students.	*Without discriminating between students of this State or other States and between different subjects.
2	Riparian College, Bombay	(i) 210-0-0 for Arts classes (ii) 140-0-0 for Science classes	80-0-0 for Arts (M. A. and Ph. D.)	1-0-0	1-0-0 for post-graduate students. 2-0-0 for under-graduate students.	
3	Latif Yusuf College, Bombay	(i) 110-0-0 for Arts classes (ii) 140-0-0 for Science classes	40-0-0 for Arts classes	1-0-0	2-0-0 for all students except Ph. D. students	
4	Gujarat College, Ahmedabad	(i) 90-0-0 for Arts classes (ii) 90-0-0 for Science classes and Laboratory fee of Rs. 25 per term for first year Science and Mathematics students and Rs. 30 per term for B. Sc.	80-0-0 for Arts classes 75-0-0 for Science classes	1-0-0 for all students	8-8-0 for all students (Rs. 1-0-0 Gymnasium fee Rs. 1-0-0 Magazine fee Rs. 0-8-0 Water)	
5	Karnatak College, Dharwad	(i) 90-0-0 for Arts classes (ii) 90-0-0 for Science classes  (Laboratory fees same as above).	50-0-0 for Arts classes 75-0-0 for Science classes	1-0-0 for all students	6-0-0 for all students	



Serial No.	Institution.	Tuition fees per term.		Library fee per term, if any.	Extra charges for per term/including Gymkhana fee.	Remarks.
		Under-graduate classes.	Post-graduate classes. (M. A., M. Ed., Ph. D., etc.)			
1	2	3	4	5	6	
6	Rajwade College, Kolhapur	Rs. (i) 100-0-0 for Arts classes (ii) 115-0-0 for First year Science Intermediate Science classes (iii) 120-0-0 for L. Sc. class	Rs. 100-0-0 for M. A., M. Ed., (Maths.) classes 160-0-0 for M. Ed. with other university classes.	Rs. ..	Rs. ..	
7	M. N. College, Varanasi	(i) 100-0-0 for Arts classes (ii) 100-0-0 for Science classes (Rs. 20 as Laboratory fee for all science classes)	50-0-0 for Arts classes 75-0-0 for Science classes	..	10-0-0 termed as "Univ. Fee".	
8	Secondary Training College, Bombay	120-0-0	100-0-0	1-0-0	8-0-0 Gymkhana	
9	Secondary Training College, Bangalore	120-0-0	..	1-0-0	..	
10	H. M. T. College, Kottiquet	120-0-0	100-0-0	..	..	
11	Government Law College, Bombay	100-0-0	40-0-0	1-0-0	7-0-0 Gymkhana fee.	
12	Sydenham College of Commerce and Economics, Bombay	100-0-0	100-0-0	1-0-0	5-0-0 Gymkhana 1-0-0 Magazine	

## APPENDIX 24

## RULES REGARDING THE AWARD OF FREE-STUDENTSHIPS.

*A—Government Colleges.*

[G. R., E. D., No. 2521 dated 23rd May 1941, and G. R., E. D., No. 1954 of 22nd October 1941.]

(1) Full or partial remissions of fees etc. will be granted by the Principal of the College in consultation with the Common Room to poor and deserving students after investigating each case.

(2) All Backward class (including Scheduled class) students, who are otherwise eligible, and the Fellows are also granted full free student-ships.

(3) Free-studentships will be awarded for one year only, but may be renewed from year to year, subject to regular attendance, good conduct, and satisfactory progress.

(4) The total loss in fees during the year on account of free-student-ships granted in any college must not exceed the amount placed at the disposal of the College by the Director during that year.

(5) The number of open merit free-studentships should be fixed at 15 per cent of the number of students on the roll on the last date of admission of every year, belonging to classes other than backward and in suitable cases the Principals should be authorised to split them up into half free-studentships to provide relief to a larger number of students subject to the condition that the Principals should not reduce the free-studentships further and that the practice sanctioning remission of fees even to the extent of 25 per cent should be discontinued. The students whose parents' or guardians' annual income does not exceed Rs. 3,000 should be held eligible for the award of these free-studentships. In Greater Bombay the maximum limit of the parents' or guardians' income is Rs. 3,600 per annum subject to the condition that in computing such income the salaries and allowances received shall be taken into account.

[Vide G. R., E. & T. D., No. 5712 of 15th June 1949.]

[Vide G. R., E. D., No. 5712 of 17th April 1950.]

*B—Government Secondary Schools for Boys.*

(1) The following percentages have been laid down for free-student-ships for the different sections of the community :—

Advanced	..	..	..	10 per cent.
Intermediate (including Muslims)	..	..	..	20 per cent.
Backward classes	..	..	..	100 per cent.

(2) The number of free-student-ships for the different sections of community in each school will be fixed in accordance with the above principles laid down by Government.

(3) If the annual income of the parent or guardian of a pupil is Rs. 1,200 or more he should not be given a free-studentship.

(G. R., E. D., No. 1413 of 2nd July 1940, and G. R., E. & I. D., No. 1413 of 27th April 1943.)

(4) If the free-student-ships held in any school by any class are in excess of the number of free-student-ships fixed as indicated above, they should be continued and no new free-student ships should be awarded until their number falls below the number fixed.

(G. R., E. D., No. 1413 of 14th January 1933.)

(5) No pupil should be given a free studentship who, on the first day of the month in which the school year commences, has completed the number of years shown in the following statement :—

Standard.	Years.	Backward Classes, Years.
V	..	..
VI	..	17
VII	..	18
VIII	..	20
IX	..	21
X	..	22
XI	..	24

(G. R., E. & I. D., No. 7530 of 13th July 1949.)

N. B.—The Educational Inspector may relax these age limits in the case of Backward Class pupils.

(G. R., E. D., No. 1413 of 8th November 1921.)

(7) The continuance of a free-studentship will be subject to both conduct and progress being satisfactory. Inspecting Officers should see that these conditions are carefully observed and include a report on this matter in their Inspection Reports.

(G. R., E. D., No. 1413 of 21st January 1924.)

*C—Government Secondary Schools for Girls.*

(1) The percentage of free-studentships is as under:—

Advanced classes	7½ per cent of the total number of pupils of these classes.
Intermediate classes (including Musafirs).	30 per cent of the total number of pupils of these classes.

Pupils belonging to Backward classes are admitted free provided they can show that they are unable to pay the fees.

The number of free-studentships should be fixed with reference to the actual number of pupils on a date fixed by Government.

(2) The number of free-studentships determined as above should be fixed for a term of three years and no modification of the total number of free studentships and no transfer of free studentships from one class to another should be permitted without the special sanction of the Director.

(3) The continuance of a free-studentship will be subject to both conduct and progress being satisfactory. Inspecting officers should see that these conditions are carefully observed and include a report on this matter in their Inspection Reports.

(G. R., E. D., No. 1443 of 29th January 1932 and G. R., E. & I. D., No. 1413 of 27th April 1918.)

*D.—Rules for grant of free-studentships to Backward class pupils in Secondary Schools.*

(a) A student who fails in the annual examination should not, unless the failure was due to circumstances beyond his control, be eligible for the award of free studentship. It should be restored when the student passes the examination. A student who fails for two or more times during the secondary education course should be permanently debarred from this concession.

*Explanation:*—Non-appearance at an examination, except for reasons beyond the control of the pupil should be taken as failure for the purpose of the award of the free-studentship.

(b) The present maximum age limit for the award of free-studentships to Backward Class pupils in Secondary Schools should be lowered by 2 years uniformly at all stages of the secondary course.

(c) The Backward Class student whose parents' or guardian's annual income exceeds Rs. 3,000 in the cities of Bombay, Poona, Sholapur, Ahmedabad, Hubli, Kolhapur, Surat, Boroda and Salsette Island (including Thana Town) and Rs. 2,400 in other places should not be considered eligible for the award of free-studentship.

(d) No free student ship will be granted to Backward Class pupils in standard V of Secondary school during the year 1954-55 and in standards V and VI of secondary schools in subsequent years.

(e) Conduct and progress should be satisfactory.

(G. R., E. D., No. 3223 1934 of 4th August 1933 and 22nd March 54)

## APPENDIX 27

[Government Press Note No. 529-W of 14th March 1919.]

The following rules, which have been approved by Government, in connection with the scheme for the education of the children of soldiers other than Europeans and Anglo-Indians, such as Gouans, East-Indians and others (whose children are eligible for admission into an English-teaching school), who have died or been incapacitated while on active service, are published for general information :—

1. These rules apply to the children (boys and girls) of all men of whatever rank whether combatants or non-combatants, who have since 4th August 1914 died while on the active list duty or become permanently incapacitated owing to wounds or disease contracted while on the active list.

2. A list of all such persons in the form below showing their place of residence will be sent by the Officers Commanding Depots and Units to the Collectors of each District for disposal. A similar list for Native States will be sent to the Secretary, Political Department, for such action as that Department may determine. Supplementary lists will be forwarded at the beginning of each calendar year.

3. The Collector on receipt of the list will ascertain and record the names and ages of all children under 16 years of age of the men mentioned in the list and will furnish their guardians with a certificate for each child stating that he or she is entitled to the benefit of these rules, provided that the child has attended a school before attaining the age of 10.

N. B.—The above proviso should not be too rigorously enforced in cases where hardship might ensue and the provision should always be waived in cases where adequate private arrangements have been made for the elementary education of the children.

4. Any child producing such a certificate before the head of a recognised English teaching school will be entitled in the first place to a free education grant up to the close of the Middle stage. Should the child's conduct and progress be such as to merit promotion to the High School standards, this concession will be extended to the end of the High School course. Application for such an extension should be submitted to the Inspector of Anglo-Indian Schools by the head of the school at least three months before the end of the school year.

5. Applications for these grants should be made to the Inspector of Anglo-Indian Schools through the head of the school the child is attending. The grants sanctioned by the Inspector will be drawn every quarter in arrears on a special form superscribed "War Grants—English-teaching Schools"; they will cover all ordinary school fees of every kind and include the cost of books, stationery, etc., subject to a maximum of 5, 8 and 12 rupees per annum respectively, in the Primary, Middle and High School stages. Grants are liable to be reduced or withdrawn in case of unsatisfactory conduct or progress.

6. The above grants will ordinarily be paid for education in a day-school in the locality in which the children live. But in cases where a child is already living at a boarding school or where, for reasons of health or other valid reasons, residence at a boarding school is considered necessary or desirable, the above grants will be increased so as to cover the cost of boarding and tuition, on the conditions laid down in rule 4, subject to a maximum of Rs. 35 per mensem and to the willingness of the Managers to admit such children as boarders.

7. Applications for boarding grants must be submitted to the Inspector of Anglo-Indian Schools through the Principal of the school concerned alongwith a special recommendation from some responsible authority such as the Collector of the District or the Officer Commanding the unit to which the father of the child belonged, or the Chaplain or priest of the parish.

8. In addition to the concessions above enumerated, the Director of Education may sanction collegiate scholarships each year provided the candidate obtains not less than 40 per cent of the total marks in the School Leaving Certificate Examination Secondary School Certificate Examination. These scholarships will be drawn in arrears every quarter by the Principal of the college, on a form similar to that of Anglo-Indian High School Scholarships. They will cover all College expenses, subject to a maximum of Rs. 25 and will be tenable for four years subject to satisfactory conduct and progress.

Grants to cover hostel charges will also be awarded subject to a maximum of Rs. 25, provided that residence in a hostel is considered necessary by the College authorities and the hostel chosen is recognised. Applications for hostel charges should be made to the Director of Education through the head of the College.

9. Concessions or scholarships will not be open to children who up to the age of 10 have not attended any school. (For cases in which this rule may be relaxed, see the note to rule 3.)

*Form (referred to in rule 2 above).*

1. Name and father's name and caste.
2. Unit and rank and number.
3. Division in India to which attached.
4. Whether (a) died or (b) permanently incapacitated owing to wounds or diseases while on the active list, since August 4, 1914.
5. Residence, Village, Taluka, and District.

## APPENDIX 28

[C.M., E.D., No. 23-W, dated 4-1-15, duly amended as per G.N., E.D., No. 1081-W, dated 20th March 1919]

The following rules which have been approved by Government in connection with the scheme for the education of the children of Indian soldiers and followers who have died or been incapacitated while on active service are published for general information:—

1. These rules apply to the children (boys and girls) of all men of whatever rank, whether combatants or non-combatants, who have since 4th August, 1914, died while on the active list duty or become permanently incapacitated owing to wound or disease contracted while on the active list.

2. A list of all such persons in the form below showing their place of residence, will be sent by the Officers Commanding Depots and Units to the Collector of each District in British territory for disposal. A similar list for Native States will be sent to the Secretary, Political Department, for such action as that Department may determine. Supplementary lists will be forwarded at the beginning of each calendar year.

3. The Collector on receipt of the list will ascertain and record the names and ages of all children under 16 years of age of the men mentioned in the list (due respect being had in the case of girls to the customary feelings of the people as regards the recording of such names) and will furnish their guardians with a certificate for each child stating that he or she is entitled to the benefit of these rules, provided that the child has attended a school before attaining the age of 10.

*NOTE*—The above provision should not be rigorously enforced in cases where hardship might ensue and the restriction should always be waived in cases where adequate private arrangements have been made for the elementary education of the children.

4. Any child producing such a certificate before the head of a recognised educational institution will be entitled under these rules:—

(a) to free primary education *plus* an annual allowance according to requirements, but not exceeding Rs. 6, to cover incidental expenses such as slates, books, etc;

(b) on passing primary boys' standard IV or girls' standard III to scholarship of Rs. 3 per mensem in standard I, II or III of a recognised Anglo-vernacular school *plus* (in the case of an aided or recognised school) the cost of fees levied in those standards and of such games and extra fees as may ordinarily be charged. In Government schools a free-studentship will be granted in addition to the scholarship and no games fees will be levied;

The scholarship will ordinarily be tenable for the three years, but when the education of the child has been retarded by sickness or any other unavoidable cause, the period may be extended to four years at the discretion of the Inspector of Schools concerned;

(c) to a scholarship of Rs. 5 per mensem in an industrial or technical institution recognised by Government on completion of the Primary course or Anglo-vernacular standard III. The scholarships will be tenable for the period necessary to complete the course in the institution. These scholarships will not usually be granted to children who are under 12 or over 17 years of age at the date of their admission to the technical institution concerned;

*NOTE*—Applications for concessions under (a) should be made to the Deputy Educational Inspector of the District and for scholarships under (b) and (c) to the District Inspector through the head of the school the child is attending.

(d) to scholarships in High schools and Colleges reserved for the benefit of persons possessing the Collector's certificate referred to above without prejudice to the right to compete for all open scholarships. The reserved scholarships in High schools will be awarded on the results of the examination for the award of scholarships in High and Special schools in each district, will be of the same value as the open scholarship, and awarded on the same conditions to the candidates eligible for reserved scholarships who secure not less than 40 per cent of the total number of marks for the examination. To those who qualify for the School Leaving Certificate Examination and wish to join a College or higher technical institution, scholarships of Rs. 10-15 will be awarded, provided that the candidates secure not less than 50 per cent marks in the School Leaving Certificate Examination or such other qualifying examination.

5. When education of the type required is not available in the town or village in which the pupil resides, or when the conditions of home life or the poverty of the guardian is such that residence in a hostel is considered necessary by the Inspector of Schools concerned (or in the case of College students by the Director of Education) for the efficient training and education of the pupil, an addition will be made to the school or College scholarship to cover hostel charges, on receipt of an application from the guardian, provided that the hostel chosen is approved by the Educational Authorities. Applications should be made to the Educational Inspector of the District, or, in the case of College students, to the Director of Education.

6. Any concession or scholarship granted under these rules may be withdrawn if, in the opinion of the Inspector or the Head of the College which the scholar attends, the progress of the pupil is inadequate or his conduct unsatisfactory.

7. No scholarship will be given to a pupil who has not passed such test as may be prescribed for entry into the class of school for which the scholarship is given.

8. Concessions or scholarships will not be open to children who, up to the age of 10, have not attended any school. (For cases in which this rule may be relaxed, see the note to rule 3.)

*Form (referred to in rule 2 above).*

- (1) Name and father's name and caste.
- (2) Unit and rank and number.
- (3) Division in India to which attached.
- (4) Whether (a) died or (b) permanently incapacitated owing to wounds or disease while on the active list, since August 1st, 1914.
- (5) Residence, village, taluka and district.

*N.B.*—These concessions have been discontinued from May 1932 students already in receipt of the concessions should however, continue to receive them till they complete their course provided they are otherwise eligible for the same (G. R., E. D., No. WAC 1132-B of 23rd August 1932).



## APPENDIX 29

**RULES GOVERNING EXEMPTIONS FROM PAYMENT OF FEES GRANTED ON  
ACCOUNT OF WAR SERVICE TO CHILDREN OF THE KONKANI MARATHA  
COMMUNITY IN THE KANARA, RATNAGIRI AND KOLABA DISTRICTS.**

(G. O., E. D., No. 1365-W of 27th May 1918.)

Government directed in their Order, E. D., No. 1365-W of 27th May 1918, that (a) as a special reward for the War services of the Konkani Maratha Community, free studentships should be granted to pupils of this community attending the Primary and Secondary schools in the Kanara, Ratnagiri, and Kolaba Districts, provided that they are certified to be poor and their attendance and progress at school are satisfactory and (b) the loss entailed on the Managers of private schools by this concession should be made good by means of special grants to the schools concerned.

2. The concession of Konkani Maratha fee grants is extended to all types of Secondary schools and classes managed by private and local bodies in the districts of Kolaba, Ratnagiri and Kanara.

(G. O., K. D., No. 3233 of 31st January 1943.)

3. In supersession of all the previous instructions, the following consolidated instructions are issued to regulate the grant of free studentships to the Konkani Maratha pupils attending Secondary schools and the payment of fee grants on that account:—

(G. P. L's No. 8, 67 (a) 44-Gmt. C of 16th November 1931.)

*Eligibility of Pupils.*

(1) The concession is intended for only purely Konkani Marathas and is not admissible to Kulwadis or the Maratha occupational castes such as Bhandari, Kumbhars, etc. (*vide* G. R., E. D., No. 237 of 4th March 1927).

(2) Konkani Maratha pupils of either sex are eligible for this concession.

(3) A pupil should be considered as poor and eligible for a free studentship only when the annual income of the family from any source does not exceed Rs. 720 or the family pays an assessment not exceeding Rs. 50 per annum (*vide* G. R., E. D., No. 237 of 10th May 1927).

*Note.*—The limit of Rs. 720 has been raised to Rs. 1,500.

(G. R., E. D., No. 7262 of 23rd July 1943.)

(4) For the purpose of determining the eligibility of a pupil of a Konkani Maratha Community for a free studentship, a certificate of poverty signed by a Police Patil or a Talati and countersigned by the Mamlatdar of the Taluka in which the pupil is residing should be produced in duplicate. The annual income of the family and the name and caste of the pupils should be specified in the certificate.

(5) One copy of the Certificate should be sent to the Educational Inspector of the District, and the other should be kept on the school record.

(6) When the pupil leaves the school, the copy of the certificate on the school record should be attached to the leaving certificate and a remark to that effect should be made on the leaving certificate.

(7) The following age limits laid down in Government Resolution, Educational Department, No. 1413 of 21st January 1924, are also applicable in the case of these free-studentships :—

Standard					Years
V	—	—	...	...	14
VI	—	...	...	...	15
VII	—	...	...	...	16
VIII	...	...	...	—	18
IX	...	...	...	—	19
X	—	—	...	—	20
XI	..	...	..	..	22

#### *Award of Free-studentships*

(8) The award of these free-studentships in Government Secondary schools should be made by the head Masters of the schools and in non-Government schools by the Educational Inspector of the District. The Head Masters of Government Secondary schools should note that these free-studentships are over and above the ordinary free-studentships admissible under Government Resolution, Educational Department, No. 1413 of 21st January 1924.

(9) All new claims for free-studentships should be supported by the requisite certificate and should be submitted to the officer concerned for sanction. The Head Master of a Government Secondary school or the Educational Inspector will scrutinise the claims and sanction them with effect from 1st of July or from a subsequent date from which the pupil may have joined the school.

#### *Continuation of the free-studentships.*

(10) The continuance of the free-studentship will be dependant upon regular attendance and satisfactory progress of the pupil concerned. Wilful and continual absence from school or unsatisfactory progress due to idleness on the part of the pupil will entail forfeiture of the free-studentship; but absence from school on account of illness and other causes beyond the pupil's control should not in itself deprive him or her from continuing to hold the free-studentship. The free-studentship granted to a pupil who has been detained in the same standard will not be continued except with the special permission of the Educational Inspector.

(11) The continuance of this concession will also depend upon the production, every year in April, of a fresh certificate of poverty etc. referred to in instruction No. (3) above, in duplicate.

*Record of Free-studentships awarded.*

(12) Heads of schools should keep a Register showing the name, caste, birth-date of each pupil who has been granted this concession, the standard in which he or she is studying and the loss of fees per month entailed.

(13) The Educational Inspector should maintain a Register in the form of scholarship register (Edol. 153-e) to show the details of free-studentships granted and the amount of fee grants paid to each school.

(14) Before the end of every quarter (i.e. before 30th June, 30th September, 31st December and 31st March) the Heads of Government Secondary schools should draw in the usual scholarship bill form, a bill for the amount representing the total loss of fees during the quarter. The bill should be made payable by a transfer credit to "XXI-Education", the head of revenue to which fees are taken.

(15) In the first week of April, July, October and January every year, the Managers of the non-Government schools concerned should prefix to the Educational Inspector on the scholarship bill forms, claims for "fee grants" on account of free-studentships to Konkani Maratha pupils in their schools for previous quarter ending 31st March, 30th June, 30th September and 31st December respectively, together with a statement, in duplicate, in the accompanying form. The names of pupils who have been granted this concession by the Educational Inspector during the quarter should be shown separately in this statement.

(16) The Educational Inspector should scrutinise these bills with reference to the entries in the Register in his office and return them countersigned to the Managers concerned for encashment.

(17) The bills should be superscribed "Fee grants".

(18) At the time of the annual inspection, the Government Inspecting Officer should scrutinise the bills paid since the date of the last inspection with reference to the Register maintained in the school and the duplicate copies of the certificates of poverty, etc.

(19) Early in January the Educational Inspector should report to the Director of Education the total actual expenditure incurred on "Fee grants" during the year and after this report is made no more expenditure on these "Fee grants" should be incurred during the remaining part of the year (i.e. in February or March).

4. The Educational Inspectors are requested to communicate these instructions to the Heads of recognised Secondary schools and the Presidents of Local Authorities concerned and should see that they are strictly followed.

*N. E. 1.*—The educational concessions regarding grant of free-studentships sanctioned under Government Order, Educational Department, No. 1113-W, dated the 27th May 1918, to the Konkani Maratha students attending primary and secondary schools of the Kanara, Ratnagiri and Kolaba Districts should be extended to the Konkani Maratha students studying in the Primary and Secondary schools of the Sawantwadi area, the Janjira State and the Sultanate of Idar State, which have now merged in the State.

[G. R., E. & I. D., No. 7802 of 12th August 1949.]

*N. E. 2.*—The special concessions of free-studentships to the children belonging to the Konkani Maratha community studying in Primary and Secondary Schools in the Kanara, Ratnagiri and Kolaba Districts, sanctioned under Government Order, Educational Department, No. 1113-W, dated the 27th May 1918 and Government Resolution, Education and Industries Department, No. 7802, dated the 12th August 1949 should not be allowed hereafter, but those children belonging to this community who are already in receipt of a free studentship in pursuance of these orders should be allowed to enjoy the special concessions in accordance with the existing rules.

[G. R., E. D., No. 7802 of 23rd October 1949.]

*N. E. 3.*—These concessions are not allowed hereafter but those children who are already in receipt of free-studentships in pursuance of the above orders should be allowed to enjoy the special concessions in accordance with the above rules (G. R., E. D., No. 7802 of 23rd October 1949).



## APPENDIX 30

## A—INSPECTION OF ACCOUNTS OF NON-GOVERNMENT SECONDARY SCHOOLS.

The question of simplifying and rationalising, as far as possible, the procedure in regard to the inspection of the accounts of non-Government Secondary Schools has been under consideration for some time. As the grants-in-aid paid to non-Government Secondary Schools are subject to periodic audit by the Government Audit Department, it is essential that the expenditure incurred by schools, on which claims for grants-in-aid are based, should be carefully scrutinised to ensure that Government resources are utilised on the provision of education on proper lines and full value is received for the allotments made for the purpose. Detailed instructions have, therefore, been laid down by the Department for the guidance of Inspecting Officers as to the nature of school expenditure which should be held admissible for the Government grant. These instructions have now been reviewed in the light of the orders of Government on the recommendations of the Secondary Schools Committee—*vide* G. R., E. & I. D., No. 6802 of 15th May 1943.

2. There appears, however, to be a tendency to inspect school accounts on a mechanical basis—a process which is hardly calculated to encourage private experimenting in the educational field and to stimulate educational development freely. It is also possible that the summary disallowing of bona fide school expenditure affords grounds occasionally for misunderstanding and discontent. It is highly desirable that the relation between the Department and management of schools should be cordial and this objective can only be achieved by eliminating, as far as possible, occasions for misunderstanding in regard to the items of school expenditure which have to be disallowed for the Government grant in the light of the principles already laid down.

The revised list has therefore been compiled with a view to covering as far as possible all items of expenditure of an educational value. However, it is humanly impossible to prepare an exhaustive list of such items and therefore there is a likelihood of coming across items of expenditure of a definite educational value not included in the list. In such cases it would be advisable to make a reference for instructions as to the admissibility of the expenditure concerned.

3. The total direct expenditure on a Secondary School is chiefly made up of—

- (a) Teachers' Salaries.
- (b) Rent of school buildings, play-grounds, etc.
- (c) Books, apparatus, equipment, etc.
- (d) Administration (clerical staff, etc.).
- (e) Special services such as medical inspection, physical education, etc.

It appears from a review of the school expenditure incurred by a few typical schools in important places like Bombay, Poona, Ahmednagar, Sholapur, etc., that the bill for teachers' salaries, so far as Bombay is concerned,

approximately represents 70 per cent of the total gross direct school expenditure, while in Poona it is slightly higher. In the other places, the bill for teachers' salaries ranges between 70 to 80 per cent of the total gross direct cost of a school. As the scales of pay have now been upgraded and standardized in view of the recommendations of the Secondary Schools Committee accepted by Government, the salary bill is not likely to be less than 80 per cent of the total approved expenditure.

The report on the Post-War Educational Development in India by the Central Advisory Board of Education published in 1944 has also estimated the bill for teachers' salaries to be about 70 per cent of the gross total cost of High Schools.

4. Besides the expenditure on staff salaries, an important item of school expenditure is the rent paid for school buildings, particularly in cities and towns. The rest of the expenditure should not ordinarily exceed a small proportion, say, about 20 to 30 per cent of the total expenditure according to the locality in which the school is situated, its size and other factors. A meticulous examination of such expenditure are of an educational value and the expenditure is actually incurred. It is desirable that Inspecting Officers should use discretion and sympathetic understanding while scrutinising such items and avoid as far as possible treating items inadmissible if they are of an educational character and if the total expenditure on such items is not disproportionate.

5. The Educational Inspectors  
Inspectors of Girls' Schools should take steps to obtain early in June every year an audited statement of the accounts of each school for the preceding year along with the Memo. of Receipts and Expenditure in the prescribed form and should arrange for a senior clerk to inspect the accounts, etc., of the schools in the light of the audited statements, and the school records, including vouchers, receipts, acquittance rolls, etc. This accounts inspection should as far as possible precede the educational inspection of the school by the Educational Inspector  
Inspector of Girls' Schools. It should start immediately Assistant Educational Inspector, etc. and be finished by December at the latest.

At the time of the school inspection, after the Inspecting Officer's clerk has inspected the accounts in the light of the instructions which have been laid down, it is desirable for the Inspecting Officer generally to review, on the spot, the accounts and the inspection note presented to him. He should first satisfy himself as to the proportion of the bill for teachers' salaries to the total direct expenditure of the school and whether it represents a reasonable percentage (say, not exceeding 80). He should then examine the salary scales which should not be lower than the prescribed minimum scales. While conducting this review, he should discuss matters with the managements and heads of schools, as far as possible, and should see if any teachers are paid salaries or scales higher than would be warranted by their qualifications or length of service. If a teacher or Head Master is paid a disproportionate higher pay the excess amount should be disallowed for purposes of grant.

6. As regards the other items of expenditure, there is likely to be no difficulty, in regard to rent for school buildings for which managements have to produce proper vouchers, and in cases where a nominal rent is charged, a certificate has to be produced from the Executive Engineer concerned and the expenditure is to be restricted to the limit laid down in the instructions already issued. Even in the case of vouchers produced it should be seen that the rent is reasonable and a certificate from the Executive Engineer regarding reasonableness of rent should be obtained. Expenditure on hooks, repairs, equipment, etc., is subject to the percentage limits which have been fixed. In short, expenditure on items other than staff pay scales should present no serious difficulty or lead to any controversial issues and should not take up much of the Inspecting Officer's time.

It should be seen that the fees charged are in no case less than the minimum rates laid down in G. R., E. & I. D., No. 6803 of 15th May 1943.

7. Within the broad limits indicated above, and subject to the instructions issued from time to time, Inspecting Officers, after a general review of the school accounts, should admit, within their discretion, expenditure on such items incurred by a school as are of a direct educational value. It is also desirable to impress upon school managements that the department is not only not opposed to admitting expenditure on sound educational activities, but is prepared to provide aid, as far as practicable, within the resources at its disposal. If a school has, for instance, undertaken an educational activity, which the Inspecting Officer considers to be in the best interests of the school, he should make a separate self-contained proposal for the payment of a grant. The Inspecting Officers should supply the management with a copy of the items held inadmissible in the prescribed form (vide Annexure B) within a fortnight after the inspection. Representations, if any, received from the management about the admissibility of any items of school expenditure should be taken into consideration before the final grant is fixed by the Educational Inspector or the Inspectress of Girls' Schools concerned.

8. The enclosed Appendix to this Circular embodies revised instructions in regard to inadmissible items of expenditure, etc. Annexure A to this Appendix includes important instructions regarding some of the items connected with Physical Education for which a separate grant is paid at present. It is desirable that in the practical application of these instructions, Inspecting Officers should observe the spirit underlying them and should take as broad a view as possible, so that bona fide school expenditure on items of a direct educational value is not disallowed as far as practicable.



## APPENDIX 30

The following instructions are issued in connection with the items mentioned in the Memo. of Receipts and Expenditure accompanying the Inspection Reports on recognised schools and English classes.

*Receipts**Balance—*

1. The balance shown on 1st April should tally with that shown on 31st of March of the preceding year.

*Fees—*

2. Fees will ordinarily comprise—

(a) Tuition fees and

(b) A consolidated term fee.

*Note*—A separate account of the receipts and expenditure of the consolidated term fee should be maintained and the surplus, if any, should be carried over to the next year.

The fee grants in the cost of all schools and orphan grants to European day scholars should be added to the fees in local assets (*vide* the Director of Public Instruction's No. S. 45/42-C of 26th May 1928).

*Other sources—*

3. Details of the amount shown against "other sources" (Item No. 8) should invariably be given.

*Endowment or Reserve Fund—*

4. The amount drawn from the Endowment or the Reserve Fund to meet the recurring expenditure of the school should be shown against Endowment (Item No. 9).

*Note*—The excess of income from fees and grants over approved expenditure in any year should not ordinarily be more than 10 per cent of the total expenditure of the school for the year concerned. Any surplus over and above this limit will be treated as unauthorised and an equivalent amount deducted from the maintenance grant due to the school for the next year, provided that, in special cases, the Director may allow the management to have a surplus in excess of this limit without being liable to a reduction in the grant. Such surpluses shall be transferred to a Reserve Fund to be utilised for recurring as well as non-recurring expenditure on the school. In no case shall such surpluses be allowed to accumulate to an amount exceeding six months' total expenditure for the preceding year. Where such surpluses exceed six months' total expenditure, no gratification shall be paid in the school for the year.

This shall not, however, apply to a Reserve Fund or part of a Reserve Fund built out of donations, subscriptions, etc.

(Governing Body Code Rule 43 and G. R., E. & I. D., No. 6501 of 15th May 1948)

### *Expenditure*

#### *1. Staff—*

(a) *Supervision charges.*—Supervision charges on account of persons who do no teaching work are not admitted for the purposes of grant-in-aid except in cases where the special sanction of the Director has been obtained.

#### *(b) Staff salaries—*

(i) The actual expenditure on salaries according to approved pay scales as laid down by Government on the number of teachers considered necessary by the Inspecting Officer according to the size and number of the classes in the school and the optional subjects taught therein and on the salaries of the clerical and inferior staff considered necessary, is admissible for grant-in-aid (vide Grant-in-aid Code Rule 44 and Government orders on Recommendation No. 56 of the Secondary Schools Committee in Government Resolution, Education and Industries Department, No. 6803 of 15th May 1948).

(ii) In the case of schools with more than 10 classes one or more but not exceeding 4 supervisory posts below the Head Master with allowances ranging from Rs. 30 to Rs. 50 per month may be allowed with the previous approval of the Director. All supervisors must do a fair amount of teaching work and should be duly qualified to discharge the supervisory duties.

(G. R., E. & I. D., No. 6803 of 15th May 1948)

#### *(c) Leave allowances—*

(1) The expenditure incurred by the managements of Aided Schools on account of leave allowances paid to teachers serving under them is admissible for the purposes of grant-in-aid, provided the leave granted is within the limits of the leave rules laid down for Government servants in the Vacation Department in the Bombay Civil Services Rules. The expenditure on the leave allowances of the clerical and inferior staff should also be admitted for the Government grant, provided the leave granted is within the limits of the leave rules for Government servants in the non-Vacation Departments in the Bombay Civil Services Rules.

(2) The expenditure on leave allowances should be shown separately in the Memo. of expenditure under the head "Actual pay including leave salary of Head Master, teachers, and clerks" (vide the Director of Public Instruction's No. S. 67 (c)-13 Gen. C. of 3rd April 1930).

(d) *Nominal Salaries—*

Nominal salaries are not admissible for grant-in-aid (*vide* G. R., E. & L. D., No. 6803 of 15th May 1948). The expenditure on salaries actually paid to the teachers (i. e. the actual salaries paid for which vouchers are produced) provided the salaries are considered reasonable should be admitted for the purposes of the Government grant. The expenditure on board and lodging in respect of which acquittance rolls signed by teachers are produced will be considered as part of the salary.

(e) *Training of Teachers—*

The expenditure incurred on deputation allowances of teachers deputed for training is admissible for the maintenance grant (*vide* the Director of Public Instruction's No. S. 45 C of 15th January 1926, and Government Resolution, Education and Industries Department, No. 6803 of 15th May 1948).

(f) *Provident Fund—*

(1) The contributions paid by managements of schools to the Bombay Secondary Schools Teachers' Provident Fund established under Government Resolution, Education Department, No. 933 of 16th September 1939, are not admissible for grant-in-aid.

(2) The expenditure incurred by schools on the contribution paid towards their own Provident Fund Schemes which have been allowed to be retained in preference to the scheme in the foregoing clause is not admissible for the Government grant (*vide* Government Resolution, Education Department, No. 933 of 16th February 1944, and Director of Public Instruction's No. S. 60 (b) 2-Genl. C of 12th April, 1944).

(g) *Life Insurance Premium—*

Contributions made to Life Insurance Companies by Managers of schools on behalf of teachers are not admitted for the purpose of grant-in-aid unless the rules under which policies are subscribed for by the schools are approved by the Department (*vide* the Director of Public Instruction's No. S. 67 (c) 13-C of 20th April 1926).

(h) *Pension or Gratuity—*

(1) Charges on account of the contributions made by the school to a pension fund or a gratuity scheme or on account of the pension or gratuity paid to former teachers should not be admitted for the purposes of grant-in-aid (Director of Public Instruction's No. S. 67 (c)-13 Genl. C dated 6th February 1931).

*Note*—The expenditure incurred by managements of certain schools in contributing to pension funds or gratuity schemes introduced before 1st June 1939, is admissible specially for a special grant-in-aid, subject to certain conditions stated in Government Resolution (Educational Department), No. 5584 of 21st July 1942, and the Director of Public Instruction's No. S. 6 (4) 65 Genl. C of 24th August 1942.

(2) Charges on account of pensions to widows of deceased teachers are not admissible for grant-in-aid (vide Government Resolution, Education Department, No. 2328 of 22nd May 1924, and Director of Public Instruction's No. S. 67 (c)-C of 16th July 1925).

#### (1) *Bonus to Teachers—*

Charges on this account are admissible for grant-in-aid provided the scheme laid down for this purpose is approved by the Department.

*Note.*—There is no need ordinarily to pay a bonus or special allowance, except in the case of drawing teachers (vide instruction No. 7 (a)). A suitably qualified teacher should be appointed on a part-time or full-time basis for any extra work (vide the Director of Public Instruction's No. S. 67 (c)-13 Genl. C of 16th April 1925).

### (2) RENT, TAXES AND INSURANCE—

#### Rent

(a) Reasonable rent for the school building is admissible for grant-in-aid provided the rent is actually paid and a certificate regarding reasonableness is obtained from the Executive Engineer.

(b) The rent charged for a school building for which a building grant was paid by Government is not admissible for grant-in-aid (vide Director of Public Instruction's No. S. 67 (c) C of 1st December 1924).

(c) Charges on account of rent for any part or parts of the building or buildings used for residential purposes and for hostels are not admissible for grant-in-aid (vide Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924).

(d) In the case of a building owned by a school a reasonable nominal rent to the extent of  $7\frac{1}{2}$  per cent of the cost of the building is admissible provided the Executive Engineer of the Division certifies that the amount of rent charged is reasonable (vide the Director of Public Instruction's No. S. 67 (c)-13 Genl. C of 2nd May 1930).

#### Taxes

(e) Charges on account of taxes on school buildings are admissible for grant-in-aid provided these are actually paid by the managers.

#### Insurance of Buildings

(f) Insurance charges on account of school buildings owned by the school and even built partly from Government funds are admissible for the purposes of grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c)-C of 16th July 1925).

(g) Charges on account of the Executive Engineer's Certificate for the valuation of school buildings for insurance purposes being of a non-recurring nature are not admissible for grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c)-13 Genl. C of 16th October 1932).

### 3. OFFICE CONTINGENCY (i.e., STATIONERY, STAMPS, ETC.)—

(a) Reasonable charges on this account are admissible for grant-in-aid.

(b) The expenditure on printing of letter heads, circulars, rules, regulations, prospectuses, etc., and other reasonable printing charges are admissible for grant-in-aid up to a reasonable limit, each case being considered on its merits (vide the Director of Public Instruction's No. S. 67 (c)-13-Gen. C, dated 18th December 1946).

(c) *Conveyance*.—Reasonable expenditure on conveyance for school purposes from the school contingency should be admitted for grant-in-aid (Director of Public Instruction's No. S. 67 (c)-13-Gen. C, dated 18th December 1946).

### 4. BOOKS AND PRIZES—

(a) *Books for which a special grant has not been claimed*.—Charges on this account not exceeding 5 per cent. of the total direct expenditure of the school are admitted provided the expenditure is incurred on the purchase of books for the school library from the school funds and not from the income of donations made for the purpose.

(b) *Prizes*.—Charges connected with the prize distribution, etc., except the actual cost of prizes (if these are paid for from school funds) are not admitted for the assessment of grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c) C of 1st December 1924).

### 5. FURNITURE AND EQUIPMENT FOR WHICH A SPECIAL GRANT HAS NOT BEEN CLAIMED—

Charges on this account in excess of 5 per cent. of the total direct expenditure are not admitted (vide the Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924).

### 6. CURRENT REPAIRS—

(a) Charges on account of ordinary repairs to school building which are not rented are admitted for the purposes of grant-in-aid to the extent of 5 per cent. (including the expenditure on account of item (b) below) of the total direct expenditure of the school or 15 per cent. of the cost of the building calculated under G. R., E. D., No. 2321 of 1st September 1923, as modified by U. M., E. & L.D., No. 6526-6104-P of 31st October 1947 (vide the D. P. I.'s No. S. 67 (c)-C of 1st December 1924 and S. 65/181-C of 26th November 1947) whichever is less.

No expenditure on repairs of buildings, for which rent is claimed, is allowed for grant as such repairs are to be done by the landlords.

(b) *Repairs to furniture and equipment.*—Charges on account of repairs to furniture and equipment in excess of 5 per cent (including the expenditure on account of item (a) above) of the total direct expenditure are not admitted for grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924).

## 7. MISCELLANEOUS—

(a) *School Garden.*—Reasonable expenditure on the maintenance of a school garden will be admitted for purposes of grant.

(b) *Physical Education.*—The expenditure incurred by schools on physical education should not be admitted for the ordinary maintenance grant for the school, as a separate grant is paid for physical education. Detailed instructions in respect of some of the items covered by the special Physical Education grant are given in Annexure A.

(c) *Scouting.*—Charges on account of Scouting, subscriptions to the Scouting Magazine, etc., are not admissible for the maintenance grant of a school. Reasonable expenditure on this account should be admitted for the special Physical Education grant.

(d) *Legal expenses.*—Legal expenses are not admissible for grant-in-aid as they are non-recurring charges. Exceptional cases should, however, be referred to the Director with pertinent details for orders regarding the admissibility of the expenditure (vide Director of Public Instruction's Nos. S. 67 (c)-C of 1st December 1924 and S. 67 (c)-13-Genl. C of 19th April 1945).

(e) *Printing charges.*—(i) Printing charges on account of advertisements for the recruitment of teachers are admissible for grant.

(ii) Printing charges of forms, registers, etc., ordinarily required for secondary schools are admissible for grant-in-aid purpose (vide the Director of Public Instruction's No. S. 67 (c)-C of 3rd February 1926).

(f) *Subscriptions to newspapers.*—The subscription to any objectionable paper or papers in which the publication of Government advertisements is prohibited is not admissible for grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924).

(g) *Collection of Subscriptions.* Expenses of school employees or officers or members of an Association for collecting subscriptions, etc., are not admissible for grant (vide the Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924).

(h) *Co-operative Stores.*—Expenditure on account of an allowance to a teacher managing the boys' co-operative stores is admissible for grant if the allowance is actually paid to the teacher from the school fund and not either directly or indirectly from out of the funds of the co-operative stores.

But if the co-operative stores are being worked at a profit the allowance of the teacher should be debited to it and no grant should be allowed on it (vide the Director of Public Instruction's No. S. 67 (c)-C of 13th November 1925).

(c) *Religious Instruction*.—The expenditure incurred on religious instruction in secondary schools is not admissible for grant (vide the Director of Public Instruction's No. S. 67 (c)-15-C of 7th September 1926 and G. M., E. D., No. 2640/4112/P of 19th August 1926).

(j) *Repayment of loans, etc.*—Repayment of loans or the amount transferred to the Reserve Fund is not an expenditure admissible for the purpose of grant-in-aid.

(k) *University Registration fees*.—The expenditure on account of fees paid by a school to the University for its registration is admissible for grant (vide para 2 of Director of Public Instruction's No. S. 67 (c)-13-Genl. C, dated 3rd April 1939).

(l) *Maintenance of Tiffin Rooms*.—Reasonable expenditure actually incurred by secondary schools on the maintenance of tiffin rooms is admissible for grant-in-aid. The expenditure incurred, however, on the actual food supplied is not admissible for the Government grant (vide G. M., E. D., No. 7612-B of 17th January 1945).

*Note*.—"Tiffin Room" does not include a restaurant or a canteen etc. run by the school management on a commercial basis.

(m) *Drawing Grant*.—The expenditure equal to the amount of the drawing grant paid to a school should be disallowed from the total direct expenditure of the school admissible for the grant-in-aid. The actual expenditure incurred by a school on account of the grant of a bonus or extra remuneration to a drawing teacher should be admitted for grant-in-aid subject to the following limits :—

(i) Up to Rs. 40 if the number of candidates prepared by the Drawing Teacher for the Drawing Grade Examinations is not less than 15 and not more than 40. No bonus should be admitted if the number is less than 15.

(ii) A proportionately higher bonus may be admitted for grant if the number exceeds 40.

(n) *Arrears Expenditure*.—Except with the approval of the Director the expenditure for any previous period incurred during and included in the expenditure of the year on which the grant is based is inadmissible for grant-in-aid.

(o) *Electric charges*.—Reasonable expenditure incurred on the supply of electric energy for school purposes only is admissible for grant-in-aid (vide the Director of Public Instruction's No. S. 67 (c)-13-Genl. C of 2nd April 1940).

(p) *Telephone charges*.—The expenditure incurred on telephone connection will be admitted for grant-in-aid [vide the Director of Public Instruction's No. S. 67 (c)-13-Genl. C of 9th May 1940.]

(q) *Expenditure in connection with Conferences*.—Reasonable expenditure on contributions or subscriptions to not more than three Conferences in a year should be admitted for grant. Also conveyance or travelling allowance of one representative of the school for not more than three such Conferences in a year should be admitted for grant.

(r) *Subscriptions to educational associations, etc.*—Reasonable expenditure on the subscriptions actually paid to not more than three educational and professional Associations in a year should be admitted for grant.

(s) *Medical charges*.—Reasonable expenditure on common medicines such as Iodine, Boric Powder etc. should be admitted for grant-in-aid [vide the Director of Public Instruction's letter No. S. 67 (c)-13-Genl. C dated 19th April 1943].

(t) The following are mainly the items of expenditure which should be debited to the income from the consolidated term fee.

Government have allowed managements of schools to charge this term fee up to (not equal to) the amount equal to the monthly tuition fee charged in the lowest class of the school. It should be seen that schools do not charge more than they ordinarily spend. As there were two terms in force when the recommendation was made the term fee should be charged only twice during the year. Expenditure on the following items debited to the consolidated term fee is admissible for Government grant :—

1. Visual Education.
2. School magazine.
3. Examination expenses.
4. Travelling expenses of teachers etc. accompanying school children on excursions.
5. School functions and festivals.
6. Inter-class or inter-school tournaments.

#### A. SCHOLARSHIPS—

Expenditure on account of scholarships paid from State Funds, Endowments, or from the amount of donations received for the purpose is not admissible for the purposes of grant-in-aid [vide the Director of Public Instruction's No. S. 67 (c)-C of 1st December 1924].



## 9. BUILDINGS—

Charges on account of the construction of, and extension to, a school building and special repairs for which a separate grant can be applied for are to be disallowed in recommending grant-in-aid [vide the Director of Public Instruction's No. S. 67 (c)—C of 1st December 1914].

10. Items of expenditure disallowed for the purposes of grant-in-aid should be communicated to school managements in the prescribed form (appended to this Memo. as Annexure B) along with the Inspection Report on each school within a fortnight after the inspection.

## ANNEXURE A.

*Instructions in connection with certain items of expenditure on Physical Education*

1. *Physical Education Fee.*—There should be no separate fee for physical education. The consolidated term fee is inclusive of such items—vide G. R., E. and P. D., No. 6803 of 15th May 1942.

2. *Expenditure on Tennis, cricket etc.*—Expenditure on costly games such as tennis, cricket, etc. should not be admitted for grant. There is however no objection to admitting reasonable expenditure on football, hockey, chest expanders, parallel bars, etc. for grant [vide D. P. L.'s No. S. 67 (c) 56 Genl. C. of 28th May 1942].

3. *Expenditure on scouting, camping and physical apparatus.*—Expenditure on scouting, camping and physical apparatus, should be admissible for grant.

4. *Expenditure on refreshments, etc.*—Expenditure on tiffin, refreshment, etc. on account of tournament matches, should not be admitted for grant [Director of Public Instruction's No. S. 67 (c)-56-Genl. C. of 13th September 1939].

5. *Minimum limit for Physical Education grant.*—No grant on physical education amounting to less than Rs. 25 should be paid and the amount so withheld should be utilised to meet the claims of other schools. All amounts should be multiples of five [Director of Public Instruction's No. S. 67 (c)-58-Genl. C. of 6th October 1941].

6. *Expenditure on allowances paid to teachers holding certificates of physical training classes under Dr. Noehren and Mr. Weber.*—The allowance paid to teachers in secondary schools holding certificates of Dr. Noehren's Course or those of Mr. Weber's Physical Training Class should be held admissible for the Physical Education grant with due regard to their services to the school as physical instructors—[Director of Public Instruction's No. S. 67 (c) 56 Genl. C. of 16th January 1943].

7. *Expenditure on "Physical Education Day".*—The expenditure incurred by secondary schools on account of "Physical Education Day, if reasonable, should be admitted for the Physical Education grant. A detailed statement of receipts and expenditure, on this account, should be obtained in each case and carefully scrutinised before any grant is paid. (Director of Public Instruction's No. 170/28 C of 3rd January 1944).

8. The expenditure on the following items should be admitted for the purpose of the maintenance grant for Physical Education :—

(a) *Boots on Physical Education.*—Charges not exceeding 5 per cent of the total direct expenditure on Physical Education.

(b) *Physical Education Equipment.*—Charges not exceeding 5 per cent of the total direct expenditure on Physical Education.

(c) *Prizes.*—Reasonable expenditure on prizes given for proficiency for pupils in Physical Education.

[*Vide* Director of Public Instruction's Letter No. S. 57 (c)-55-Ganl.-r dated 1st October 1944].

8. *Rate of physical Education grant.*—Physical Education grants are admissible at 33½ per cent of both recurring and non-recurring admissible expenditure to non-Government Secondary schools for a period of ten years in the first instance from the financial year 1948-49. (G. R., 35 & I. D., No. 7143 of 24th May 1946).

#### ANNEXURE B.

Memo. showing the expenditure of the \_\_\_\_\_  
\_\_\_\_\_ for the year \_\_\_\_\_ and the items  
disallowed for grant.

Rs.

Total recurring expenditure returned ...

Expenditure disallowed for grant (*vide* details  
given below).

Not admitted expenditure —

S. No.	Item.	Amount disallowed.	Reasons for disallowing the expenditure.
1	2	3	4
Rs.			
Total ..			

District.  
Educational Inspector, .....  
Inspector of Girls' Schools,  
..... District.

## APPENDIX 30-B

## ADMISSIBLE ITEMS OF EXPENDITURE FOR PURPOSES OF GRANT.

- (1) Actual salary of the teaching, clerical and class IV staff including dearness allowances.
- (2) Premium on life policies up to a value of Rs. 5,000.
- (3) Contribution to Provident fund and gratuity provided the rules are approved by Government.
- (4) Contribution to Pension Fund in lieu of Provident Fund provided the rules are approved by Government.
- (5) Allowances of a special nature, such as house rent allowance, conveyance allowance, and expenditure on study leave, provided the rules regulating the grant of these allowances have been previously approved by Government.
- (6) Rent on College buildings (actual or nominal considered reasonable on building owned by the Society running the College) or depreciation and expenditure on repairs limited to the rent certified to be reasonable by the Executive Engineer, with the exception of those for which building grants have been paid, as also rates and Municipal taxes.
- (7) Rent charged on account of residential quarters of the Principal as well as class IV servants.
- (8) Library books and journals subscribed for from the College funds.
- (9) Current laboratory expenses.
- (10) Current repairs to the furniture and roads.
- (11) Miscellaneous current expenditure on the College garden, Botanical Garden, telephone, electric light, printing, stationery, postage, etc. excluding that on College Gymkhana and Reading Room for which separate fees are charged. The contribution made by the College to the Gymkhana will however be admitted.
- (12) Expenditure on merit scholarships paid from the College funds.
- (13) Expenditure incurred on the National Cadet Corps.
- (14) Expenditure incurred by the College on necessary educational tours and conferences.
- (15) The pay and house allowance of hostel Superintendents.
- (16) Extra-curricular activities.
- (17) Miscellaneous expenditure of an essential type.
- (18) Cost of replacement of existing equipment or purchase of new equipment.

## APPENDIX 21

## RULES FOR THE ENCOURAGEMENT OF DRAWING IN SCHOOLS.

## Schedule I (Section 1) of the G. A. Code.

*Grants.*

Schools permanently recognised and in receipt of a maintenance grant can earn grants under two heads; (a) by a special grant for teaching and equipment and (b) by a grant on results of the Elementary and Intermediate Grade Examinations held annually by the Government of Bombay.

N. B.—Schools which are not permanently recognised may be considered for a grant on the results of the Elementary and Intermediate Grade Examinations held annually by the Government of Bombay.

*A—Special Grants.*

Every school, whether secondary, special or training, having thirty pupils learning drawing will be eligible for receiving a special grant up to the amount of Rs. 150 towards the cost of its drawing teacher and equipment.

In order to draw special grants the classes must be equipped and the subject taught to the satisfaction of the Government Inspector of Drawing and Craftwork.

*B—Grants obtainable on the Results of Examinations.*

	Rs.
For every pupil who passes the Elementary Grade Examination ..	4
For every pupil on the results of the Intermediate Examination ..	8

These payments will only be made on account of pupils attending institutions mentioned in Rules 3 and 4 above and in the case of the Elementary Grade Examination the pupils must be under 17 years of age, and in the case of Intermediate Drawing Grade Examination under 18 years of age, at the time of appearing for the examination. In order to draw these grants a certificate must be forwarded signed by the responsible authority of the school, to the effect that all the successful candidates have studied for at least 100 days in the school in the 12 months immediately preceding the examination.

*Prizes and Certificates.*

At the Elementary Grade Examination a prize of Rs. 4 and at the Intermediate Grade Examination a prize of Rs. 8 will be given to every candidate who reaches the highest standard in any subject of the examination, provided that he has passed the whole examination, and provided also that in the case of the Elementary Grade he is under 17 years of age and in the case of Intermediate Grade Examination under 18 years of age.

A certificate will be given to every candidate who passes either examination.

## APPENDIX 32

## FORM OF APPLICATION FOR BUILDING GRANT.

- (1) Locality ..
- (2) Name of the Institution ..
- (3) Class of the Institution under the Grant-in-aid Code (Chapter I, Rule 2).
- (4) The purpose for which the grant is claimed.
- (5) Amount of grant ..
- (6) The total cost and the proportion which the grant bears to it.
- (7) Whether the Institution has received a building grant before, if so, how much and under what orders.
- (8) If a deed has been executed, the last Government Resolution in the matter.
- (9) Whether the site has been granted by Government; if so, under what orders and terms.
- (10) Whether the title of the managers to the site is good.
- (11) Whether the plans and estimates have been approved, and, if so, by whom.
- (12) The agency by which the work is to be carried out.
- (13) Whether the managers are willing to execute a trust deed or agreement in case the grant is given.

Dated 19 .

(Signature).

## APPENDIX 32

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN the Municipality of \_\_\_\_\_ constituted under the Bombay District Municipal Act, 1901 (hereinafter referred to as "the Municipality") of the one part and the GOVERNOR OF BOMBAY (hereinafter referred to as "Governor" which expression shall include his successors in office and assigns unless such interpretation shall be excluded by or be repugnant to the context) of the other part WHEREAS the Municipality is possessed of and absolutely entitled in perpetuity free from encumbrances to the piece of land described in the schedule hereto and intended to be hereby assured AND WHEREAS the Municipality applied to the Government for a Building Grant-in-Aid of Rupees \_\_\_\_\_ for a school-house to be known as the \_\_\_\_\_ and has satisfied the Director of Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education that the plans, estimates and specifications are satisfactory that the title of the Municipality to the piece of land described in the schedule hereto is good and in order and that the building \_\_\_\_\_ constructed

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a Building Grant shall be paid to the managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government has through the Government of Bombay sanctioned a Building Grant of Rupees \_\_\_\_\_, which sum has been duly paid and payment of which the Municipality hereby acknowledges in consideration of the Municipality executing to the Government such conveyance or assurance as is hereinafter contained which the Municipality has agreed to do AND WHEREAS the Commissioner, \_\_\_\_\_ Division, has sanctioned the transfer hereby made and such sanction is recorded in his Memorandum No. \_\_\_\_\_, dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_, NOW THIS INDENTURE WITNESSETH that in consideration

of the premises and of the sum of Rupees \_\_\_\_\_ paid as aforesaid by the Government to the Municipality by the Municipality doth hereby grant convey and assign unto the Government ALL THAT piece or parcel of land described in the schedule hereto TOGETHER with all and singular the building and erections now being or which may hereafter be thereon expressly including the said building to be erected as aforesaid and all rights easements and appurtenances whatsoever usually held or occupied therewith or reputed to belong or be appurtenant thereto and also all



premiums which shall become payable in respect of such insurance and whenever hereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the Municipality has forfeited its right or claim to such policy or policies of insurance as hereinafter provided, apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged :

PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the Municipality in the performance of any of the conditions hereinbefore mentioned the Building Grant or so much of the same as shall not then have been made shall lapse and the aggregate amount of the said Building Grant and all future Building Grants from time to time advanced by Government for the school shall be repayable to Government AND for the purposes of recovering any moneys so due to Government it shall be lawful for the Government to enter upon and take possession of the said premises and all buildings fixtures and fittings therein and to sell and absolutely dispose of the same free from incumbrances and discharged from the trusts hereof in such manner as he or they in his or their absolute discretion shall see fit and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards the repaying or reimbursing to the Government the moneys which may as aforesaid have become repayable or due to Government and pay the surplus if any to the Municipality or to such body or to person whom the Government may consider lawfully entitled thereto and in any such event the Municipality shall forfeit to the Government all its right or claim to, over or in respect of such policy or policies of insurance relating to the said buildings and the amount of premiums paid by it in respect of such insurance and the same shall then become absolutely the property of the Government. The managers hereby expressly agree and declare that if they find that there is accommodation surplus to their needs in the building or buildings already erected or which may hereafter be erected on the said premises, and therefore wish to let it, Government shall have the first refusal as regards the renting thereof. IN WITNESS WHEREOF.

the President of the Municipality

and

and two other Councillors of the Municipality have hereunto set their hands and the common seal of the Municipality hath been hereunto affixed and

Esquire, Director of Education, Bombay State, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.



## THE SCHEDULE ABOVE REFERRED TO.

Description and boundaries of property :—

The piece or parcel of land measures in superficial area

squares

be the same a little

more or less, situated in the <sup>town</sup> of

and bearing

another

in the taluque of

in the district of

and in the

Registration Sub-district of  
and measures from North to South  
from East to West

in the said district

feet and

feet, be the same a little more or

less, and is bounded as follows :—

on the North by

on the South by

on the East by

and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed  
by the executing parties aforesaid.

Signed by

President,

and

and

two Councillors of the Municipality of

and sealed with the common seal  
of the Municipality of  
in the presence of

President.

} Councillors

Common  
SealSigned sealed and delivered by }  
in the presence of , Esquire, }Official  
Seal

Edcl. 131-A e.

Form 1-4.

This form to be executed by a Local Board under the Grant-in-aid Code.

[Building not granted by Government.]

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN the District Local Board of \_\_\_\_\_ established under the Bombay Local Boards Act, 1884 (hereinafter referred to as "the Local Board") of the one part and the Governor of Bombay (hereinafter referred to as "the Governor" which expression shall include his successors in office and assigns unless such interpretation shall be excluded by or be repugnant to the context) of the other part WHEREAS the Local Board is possessed of and absolutely entitled in perpetuity free from incumbrances to the piece of land described in the schedule hereto and intended to be hereby assured AND WHEREAS the Local Board applied to the Government for a Building Grant-in-aid of Rupees \_\_\_\_\_ for a school-house to be known as the \_\_\_\_\_

\_\_\_\_\_ school and has satisfied the Director of Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education that the plans estimates and specifications are satisfactory that the title of the Local Board to the piece of land described in the schedule hereto good and in order and that the building \_\_\_\_\_

constructed

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a Building Grant shall be paid to the Managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government of Bombay has sanctioned a Building Grant of Rupees \_\_\_\_\_ which sum has been duly paid and payment of which the Local Board hereby acknowledges in consideration of the Local Board executing to the Government such conveyance or assurance as is hereinafter contained which the Local Board has agreed to do AND WHEREAS the Commissioner, \_\_\_\_\_ Division, has sanctioned the transfer hereby made and such sanction is recorded in his memorandum No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

NOW THIS INDENTURE WITNESSETH that in consideration of the premises and of the sum of Rupees \_\_\_\_\_ paid as aforesaid by the Government to the Local Board the Local Board doth hereby grant convey and assign unto the Government ALL THAT piece or parcel of land described in the schedule hereto TOGETHER with all and singular the building and erections now being or which may hereafter be thereon expressly including the said building to be erected as aforesaid and all rights, easements and appurtenances whatsoever usually held or



cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the Local Board has forfeited its right or claim to such policy or policies of insurance as hereinafter provided, apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

PROVIDED ALWAYS and it is hereby declared and agreed that, in the event of default being made by the Local Board in the performance of any of the conditions hereinbefore mentioned the Building Grant or so much of the same as shall not then have been made shall lapse and the aggregate amount of the said Building Grant and all future Building Grants from time to time advanced by Government for the school shall be repayable to Government AND for the purposes of recovering any moneys so due to Government it shall be lawful for the Government to enter upon and take possession of the said premises and all buildings fixtures and fittings thereon and to sell and absolutely dispose of the same free from incumbrances and discharged from the trusts thereof in such manner as he or they in his or their absolute discretion shall see fit and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards the recouping or reimbursing to the Government the moneys which may as aforesaid have become repayable or due to Government and pay the surplus if any to the Local Board or to such body or person whom the Government may consider lawfully entitled thereto and in any such event the Local Board shall forfeit to the Government all its right or claim to, over or in respect of such policy or policies of insurance relating to the said buildings and the amount of premiums paid by it in respect of such insurance and the same shall then become absolutely the property of the Government. IN WITNESS WHEREOF

the President of the Local Board and  
and

two other Members of the Local Board have hereunto set their hands and the common seal of the Local Board hath been hereunto affixed and

Esquire, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULE ABOVE REFERRED TO.

Description and boundaries of property :—

The piece or parcel of land measures in superficial area  
square  
be the same a little more or  
less situated in the <sup>town</sup> village of  
and bearing  
number  
in the tahsil of  
in the District of  
and in  
the Registration Sub-district of  
in the said district

and measures from North to South  
feet and from East to West  
feet be the same a little more or less and is bounded as follows:—

on the North by  
on the South by  
on the East by  
and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed by the executing parties aforesaid.

Signed by \_\_\_\_\_ President  
and \_\_\_\_\_  
and \_\_\_\_\_  
two members of the Local Board of \_\_\_\_\_  
and sealed with the common seal  
of the Local Board of \_\_\_\_\_  
in the presence \_\_\_\_\_

President.

Members.



Signed, Sealed and Delivered by \_\_\_\_\_  
in the presence of \_\_\_\_\_, Esquire, \_\_\_\_\_



Edcl. 115-e.

<p>FORM I-B</p> <p>Trust Deed to be executed by private Person or Body.</p> <p>[Holding Sites and granted by Government.]</p>
---

THIS INDENTURE made the  
thousand nine hundred and \_\_\_\_\_

day of \_\_\_\_\_ one  
BETWEEN  
hereinafter referred to

as "the <sup>Manager</sup> ~~Manager~~" of the one part and the GOVERNOR OF BOMBAY  
(hereinafter referred to as "Governor" which expression shall include his  
successors in office and assigns unless such interpretation shall be excluded  
by or be repugnant to the context) of the other part WHEREAS the

Manager is Managers are possessed of and absolutely entitled in perpetuity free from incumbrances to the piece of land described in the schedule hereto and intended to be hereby assured AND WHEREAS the Manager Managers applied to the Government for a Building Grant-in-aid of Rupees for a school

to be known as and but by satisfied the Director of Education, Poona; that the building is intended for and will be devoted to educational purposes and in part to secular education that the plans, estimates and specifications are satisfactory that the title of the Manager Managers to the piece of land described in the schedule hereto is good and in order and that the building constructed

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (inter alia) as follows:—No portion of a Building Grant shall be paid to the Manager of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the government has through the Government of Bombay sanctioned a Building Grant of Rupees in consideration of the Manager Managers executing to the Government such conveyance and assurance as is hereinafter contained

which by has by has agreed to do and which grant has been duly paid and payment of which the Manager Managers hereby acknowledge.

NOW THIS ENDENTURE WITNESSETH that in consideration of the promises and of the sum of Rupees paid as aforesaid by the Government to the Manager Managers by the Manager Managers each hereby grant convey and assign unto the Secretary of State ALL THAT piece or parcel of land described in the schedule hereto TOGETHER with all and singular the building and erections now being or which may hereafter be thereon expressly including the said Building to be erected as aforesaid and all rights, easements and appurtenances whatsoever usually held or occupied therewith or reputed to belong or be appurtenant thereto and also all fittings and fixtures being in and belonging to or used or to be used for the said school AND ALL the estate, right, title, interest, claim and demand of the Manager Managers in to and upon the said premises TO

HOLD the said piece of land chattels and effects and all other premises expressed to be hereby assured unto and to the use of Government according to the nature and tenure thereof, respectively, AND the Manager Managers each hereby for himself and themselves he and they

heirs, executors and administrators covenant that he shall they have power to grant all the said premises to the Government in manner aforesaid free from incumbrances and that he and they and every other person claiming through or in trust for him or them will at all times at his or their costs execute and do all such assurances and things for the further or better assuring the said premises to the Government as aforesaid as shall be reasonably required AND IT IS HEREBY

DECLARED AND AGREED that the Government shall hold the said premises upon the trust and to and for the intents and purposes following that is to say UPON TRUST to permit the <sup>Manager</sup>~~Manageress~~ to enter upon the said premises for the purposes and on the conditions following namely that <sup>he</sup>~~she~~ or other the <sup>Manager</sup>~~Manageress~~ for the time being shall—

(1) construct within \_\_\_\_\_ months from the date hereof buildings thereon according to the plans and specifications approved of or as may be approved of by the Director of Education Poona, for and on behalf of the Governor of Bombay ;

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being or which may hereafter be on the said piece of land to the end that the same may be always efficient for use for the purposes of a school ;

(3) pay all rates, charges, assessments and expenses leviable or chargeable in respect of the premises and buildings ;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education ;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay ;

(6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department ; and

(7) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the Executive Engineer of \_\_\_\_\_ certifies that in his opinion the risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the <sup>Manager</sup>~~Manageress~~ and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the <sup>Manager has</sup>~~Manageress has~~ forfeited <sup>his</sup>~~her~~ right or claim to such policy or policies of insurance as hereinafter provided, apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the <sup>Manager</sup>~~Managers~~ or other the <sup>Manager</sup>~~Managers~~ or the time being of the said school in the performance of any of the conditions hereinbefore mentioned the building grant or so much of the same as shall not then have been made shall lapse and the aggregate amount of the building grant and all future building grants from time to time advanced by Government for the school shall be repayable to Government AND for the purposes of recovering any moneys so due to Government it shall be lawful for the Government to enter upon and take possession of the said premises and all buildings fittings and fixtures thereon and to sell and absolutely dispose of the same free from incumbrances and discharged from the trusts hereof in such manner as he in his absolute discretion shall see fit and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards the recouping or reimbursing to the Government the moneys which may as aforesaid have become repayable or due to Government and pay the surplus if any to the <sup>Manager</sup>~~Managers~~ or other the <sup>Manager</sup>~~Managers~~ for the time being of the said school or his or their representatives or assigns or to such other persons whom the Government may consider lawfully entitled thereto. And in any such event the <sup>Manager</sup>~~Managers~~ shall forfeit to the Government all <sup>his</sup>~~their~~ right or claim to, over or in respect of such policy or policies of insurance relating to the said buildings and the amount of premiums paid by <sup>him</sup>~~them~~ in respect of such insurance and the same shall then become absolutely the property of the Government. The managers hereby expressly agree and declare that if they find that there is a accommodation surplus to their needs in the building or buildings already erected or which may hereafter be erected on the said premises, and therefore wish to let it, Government shall have the first refusal as regards the renting thereof. IN WITNESS WHEREOF the said <sup>both</sup>~~have~~ hereunto set <sup>his hand and seal</sup>~~their hands and seals~~ and <sup>Esquire</sup>~~Esquire~~ hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULE ABOVE REFERRED TO.

Description and boundaries of property :—

The piece or parcel of land measures in superficial area square  
 be the same a little more or less situated in the <sup>town</sup>~~village~~ of  
 and bearing number in the taluka  
 of in the district of and in the Registration  
 Sub-district of in the said district and measures from  
 North to South feet and from East  
 to West  
 first be the same a little more or less and is bounded as follows :—

on the North by  
 on the South by  
 on the East by  
 on the West by



and is for greater clearness delineated on the plan hereto attached and signed by the executing parties aforesaid,

Signed, Sealed and Delivered by  
the abovesigned

in the presence of

Signed, Sealed and Delivered by

. Esquire,

in the presence of

(H.S. Co.,  
Seal.)

Edict. 132-c.

Form D

Trust Deed to be executed by  
Municipality under the Grant-in-aid Code.

[Building Site granted by  
Government.]

THIS INDENTURE made the \_\_\_\_\_ day of, \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ BETWEEN the Municipality of \_\_\_\_\_ constituted under the Bombay District Municipal Act, 1901 (hereinafter referred to as "the Municipality") of the one part and the Governor of Bombay (hereinafter referred to as "the Governor" which expression shall include his successors in office and assigns unless such interpretation shall be excluded by or be repugnant in the context) of the other part WHEREAS the Municipality has applied to Government for a Building Site for a school at \_\_\_\_\_ and for a Building Grant-in-aid of such school and has satisfied the Director of Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education

that the plans estimates and specifications are satisfactory and that the building <sup>constructed</sup> AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a Building Grant shall be paid to the managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government has agreed to allot the piece or parcel of land valued at Rupees <sup>described in the schedule hereto and to hold the same for the</sup> purposes of the said school in manner hereinafter appearing and has through the Government of Bombay sanctioned a Building Grant of Rupees

<sup>paid to the Municipality and</sup> the Municipality has agreed to execute these presents NOW IT IS HEREBY DECLARED AND AGREED by and between the parties hereto that the Government shall hold and stand possessed of the piece of land described in the schedule hereto and all buildings which now are erected or may for the time being be erected thereon and also all fittings and fixtures which now are or may for the time being be on the premises upon the trusts and to and for the intents and purposes following that is to say UPON TRUST to permit the Municipality to enter upon the said premises for the purposes and on the conditions following, namely, that the Municipality and its successors shall—

(1) construct within <sup>months from the date</sup> hereof buildings thereon according to the plans and specifications approved of, or as may be approved of, by the Director of Education, Poona, for and on behalf of the Governor;

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being, or which may hereafter be, on the said piece of land to the end that the same may be always efficient for use for the purposes of a school;

(3) pay all rates, charges, assessments and expenses leviable or chargeable in respect of the premises and buildings;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay;

(6) keep the said School at all time open to inspection of the Inspecting Officers of the Bombay Education Department; and

(7) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the Executive Engineer of <sup>certifies that in his opinion the</sup> risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the Municipality and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance

office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the Municipality has forfeited its right or claim to such policy or policies of insurance as hereinafter provided apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the Municipality in the performance of any of the covenants hereinbefore mentioned the said building grant and any future building grants from time to time made by Government in respect of the said school or so much of the same as shall not then have been made shall lapse and it shall be lawful for the Government at any time thereafter to enter upon and take possession of the said premises and all buildings fittings and fixtures for the time being on the said premises and the same shall be and become absolutely the property of the Government free from incumbrances and discharged from the trusts hereof and from all claims (including the right or claim to, over or in respect of the policy or policies of insurance relating to the said buildings and the amount of premiums paid in respect of such insurance) of the Municipality or its successors, representatives and assigns and all other persons whomsoever IN WITNESS WHEREOF the President of the Municipality and two other Councillors of the Municipality have hereto set their hands and the common seal of the Municipality hath been herunto affixed and Esquire, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

THE SCHEDULE ABOVE REFERRED TO.

Description and bearings of property :—

The piece or parcel of land measures in superficial area \_\_\_\_\_ square  
feet \_\_\_\_\_ be the same a little more or less situated in the \_\_\_\_\_ village  
of \_\_\_\_\_ and bearing \_\_\_\_\_ number \_\_\_\_\_  
in the taluka of \_\_\_\_\_ in the district of \_\_\_\_\_  
and in the Registration Sub-district of \_\_\_\_\_ in the said  
district and measures from North to South \_\_\_\_\_ feet  
and from East to West \_\_\_\_\_ feet be the same a little  
more or less and is bounded as follows :—

on the North by  
on the South by  
on the East by  
and on the West by

and is for greater clearness delineated on the plan hereto attached and signed by the executing officers aforesaid.

Signed by	}	President	}	President	
and					
and					
two Councillors of the Municipality of					Councillors.
and sealed with the common seal of the Municipality of	}		}		
in the presence of					

Signed, Sealed and Delivered by

Esquire, in

the presence of

Common  
Seal

Common  
Seal

Form 132A

FORM 132A

Trust Deed to be executed by a  
Local Board under the Grant-in-aid Code  
[Building Site granted by Government]

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_

one thousand nine hundred and \_\_\_\_\_

BETWEEN the District Local Board of \_\_\_\_\_ established

under the Bombay Local Boards Act, 1924 (hereinafter referred to as "the

Local Board") of the one part and the Governor of Bombay (hereinafter

referred to as "the Governor" which expression shall include his successors

in office and assigns unless such interpretation shall be excluded by or

be repugnant to the context) of the other part WHEREAS the Local

Board has applied to Government for a Building Site for a school

at \_\_\_\_\_ and for a Building

Grant-in-aid of such school and has satisfied the Director of

Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education that the plans, estimates and specifications are satisfactory and that the building constructed

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a Building Grant shall be paid to the managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government has agreed to allot the piece or parcel of land valued at Rupees described in the schedule hereto and to hold same for the purposes of the said school in manner hereinafter appearing and has through the Government of Bombay sanctioned a Building Grant of Rupees paid to the Local Board and the Local Board has agreed to execute these presents NOW IT IS HEREBY DECLARED AND AGREED by and between the parties hereto that the Government shall hold and stand possessed of the piece of land described in the schedule hereto and all buildings which now are erected or may for the time being be erected thereon and also all fittings and fixtures which now are or may for the time being be on the premises upon trusts and to and for the intents and purposes following that is to say UPON TRUST to permit the Local Board to enter upon the said premises for the purposes and on the conditions following, namely, that the Local Board and its successors shall—

(1) construct within months from the date hereof buildings thereon according to the plans and specifications approved of, or as may be approved of, by the Director of Education, Poona, for and on behalf of the Governor;

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being, or which may hereafter be on the said piece of land to the end that the same may be always efficient for use for the purposes of a school;

(3) pay all rates charges, assessments, and expenses leviable or chargeable in respect of the premises and buildings;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Educational Department in Bombay;

(6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department; and

(7) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the

Executive Engineer of \_\_\_\_\_ certifies that in his opinion the risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the Local Board and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the Local Board has forfeited its right or claim to such policy or policies of insurance as hereinafter provided apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the Local Board in the performance of any of the conditions hereinbefore mentioned the said building, grant and any future building grants from time to time made by Government in respect of the said school or so much of the same as shall not then have been made shall lapse and it shall be lawful for the Government at any time thereafter to enter upon and take possession of the said premises and all buildings, fittings and fixtures for the time being on the said premises and the same shall be and become absolutely the property of the Government free from encumbrances and discharged from the trust hereof and from all claims (including the right or claim to, over or in respect of the policy or policies of insurance relating to the said buildings and the amount of premiums paid in respect of such insurance) of the Local Board, or its successors, representatives and assigns and all other persons whomsoever IN WITNESS WHEREOF

the President of the Local Board and \_\_\_\_\_ and \_\_\_\_\_ two other members of the Local Board have hereunto set their hands and the common seal of the Local Board hath been hereunto affixed and Esquiro, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULE ABOVE REFERRED TO.

##### Description and Boundaries of property :—

The piece or parcel of land measures in superficial area \_\_\_\_\_ square \_\_\_\_\_ be the same a little more or less situated in the \_\_\_\_\_ of \_\_\_\_\_ and bearing \_\_\_\_\_ number \_\_\_\_\_ in the taluka of \_\_\_\_\_ in the district of \_\_\_\_\_ and in the Registration Sub-district of \_\_\_\_\_ in the said district and measures from North to South \_\_\_\_\_ feet and from East to West \_\_\_\_\_ feet be the same a little more

or less and is bounded as follows :

on the North by

on the South by

on the East by

and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed by the executing parties aforesaid.

Signed by

President

and

and

Two Members of the Local Board of  
and sealed with the common  
seal of the Local Board of  
in the presence of

President,

Members,

Common  
seal

Signed, Sealed and Delivered by

, Esquire, in

the presence of

Official  
seal

Edol. 118 a.

FORM 11-B

Trust Deed to be executed by a private  
Person or Body under the Grant-in-Aid Code  
[Building Site granted by Government.]

THIS INDENTURE made the                      day of  
one thousand nine hundred                      BETWEEN                      (hereinafter  
referred to as "the <sup>Manager</sup> ~~Manager~~ ") of the one part and the Government  
(hereinafter referred to as "the Governor" which expression shall include  
his successors in office and assigns unless such interpretation shall be

excluded or be repugnant to the context) of the other part WHEREAS the <sup>Manager has</sup> ~~Manager has~~ applied to Government for a Building Site for a school at

and for a Building Grant in aid of such school and <sup>has</sup> ~~have~~ satisfied the Director of Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education that the plans, estimates and specifications are satisfactory and that the building <sup>constructed</sup>

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (inter alia) that no portion of a Building Grant shall be paid to the Managers of a school unless and until they execute or agree to execute a Trust Deed as in the said rules provided AND WHEREAS the Government has agreed to allot the piece or parcel of land valued at Rupees <sup>described in the schedule hereto</sup> and to hold the same for the purposes of the said school in manner hereinafter appearing and has through the Government of Bombay sanctioned a Building Grant of Rupees <sup>to be</sup>

paid as follows:—

and the <sup>Manager has</sup> ~~Managers have~~

agreed to execute these presents NOW IT IS HEREBY DECLARED AND AGREED by and between the parties hereto that the Government shall hold and stand possessed of the piece of land described in the schedule hereto and all Buildings which now are erected or may for the time being be erected thereon and also all fittings and fixtures which now are or may for the time being be on the premises upon the trusts and to and for the intents and purposes following that is to say UPON TRUST to permit the <sup>Manager</sup> ~~Managers~~ to enter upon the said premises for the purposes and on the conditions following, namely, that <sup>he</sup> ~~they~~ or other the <sup>Manager</sup> ~~Managers~~ for the time being shall—

(1) construct within <sup>months</sup> from the date hereof buildings thereon according to the plans and specifications approved of or as may be approved of by the Director of Education, Poona, for and on behalf of the Governor;

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being or which may hereafter be on the said piece of land to the end that the same may be always efficient for use for the purposes of a school;

(3) pay all rates, charges, assessments and expenses leviable or chargeable in respect of the premises and buildings;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay;



(6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department; and

(7) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the Executive Engineer of \_\_\_\_\_ certifies that in his opinion the risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the <sup>Manager, the</sup> ~~Managers~~ and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the <sup>Manager, the</sup> ~~Managers~~ have forfeited <sup>his</sup> ~~their~~ right or claim to such policy or policies of insurance as hereinafter provided apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the <sup>Manager, the</sup> ~~Managers~~ in the performance of any of the conditions hereinbefore mentioned the said building grant and any future building grants from time to time made by Government in respect of the said school or so much of the same as shall not then have been made shall lapse and it shall be lawful for the Government at any time thereafter to enter upon and take possession of the said premises and all buildings, fittings and fixtures for the time being on the said premises and the same shall be and become absolutely the property of the Government free from encumbrances and discharged from the trusts hereof and from all claims (including the right or claim to, over or in respect of the policy or policies of insurance relating to the said buildings and the amount of premiums paid in respect of such insurance) of the <sup>Manager, the</sup> ~~Managers~~ successors, representatives and assigns and all other persons whomsoever IN WITNESS WHEREOF

the said \_\_\_\_\_ <sup>has</sup> ~~have~~ hereunto set his hand and seal  
and \_\_\_\_\_, Esquire,  
has set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULE ABOVE REFERRED TO.

Description and boundaries of property:—

The piece or parcel of land measures in superficial area \_\_\_\_\_ square  
be the same a little more or less situated in the <sup>town</sup> ~~village~~  
of \_\_\_\_\_ and bearing \_\_\_\_\_ survey number \_\_\_\_\_ in the taluka of \_\_\_\_\_  
in the district of \_\_\_\_\_ and in the Registration Sub-district of \_\_\_\_\_  
of \_\_\_\_\_ in the said district and measures from North to South \_\_\_\_\_ feet  
and from East to West \_\_\_\_\_ feet be the same a little

more or less and is bounded as follows:—

on the North by

on the South by

on the East by

and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed by the executing parties aforesaid.

Signed, Sealed and Delivered by the  
above-named

in the presence of



Signed, Sealed and Delivered by the  
above-named, Esquire,  
in the presence of



Edcl. 133-c

FORM III.  
Trust Deed to be executed by a Municipality  
under the Greater-A.M. Code.  
*(Part of Building etc. granted by Govern-  
ment and part the property of a Munici-  
pality and transferred to the Government.)*

THIS INDENTURE made the  
one thousand nine hundred and  
Municipality of

day of

BETWEEN the  
constituted under the Bombay  
District Municipal Act, 1901 (hereinafter referred to as "the Municipality")  
of the one part and the GOVERNOR OF BOMBAY (hereinafter referred to  
as "the Governor" which expression shall include his successors in office and  
assigns unless such interpretation shall be excluded by or be inconsistent to the  
context) of the other part WHEREAS the Municipality is possessed of and

absolutely entitled in perpetuity free from encumbrances to a piece of land described in the first schedule hereunder written and has applied to Government for the adjoining piece of land described in the second schedule hereto so that the two pieces of land may be together used as a building site for a school at

and has also applied to Government for a building grant-in-aid of such school and has satisfied the Director of Education, Poona that the building is intended for and will be devoted to educational purposes and in part to secular education AND WHEREAS the plans, estimates, and specifications for the school have been approved of by the Director of Education AND WHEREAS by the rules in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a building grant shall be paid to the managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government has sanctioned a building grant of Rupees \_\_\_\_\_ in consideration of the Municipality executing this deed and conveying and assuring to the Government the piece of land described in the first schedule hereto and the Government has agreed to hold the whole of the two pieces of land described in the first and second schedules hereto (that described in the second schedule already belonging to the Government being valued at Rupees \_\_\_\_\_) for the purposes of the said school

in manner hereinafter appearing AND WHEREAS the Commissioner

Division has sanctioned the transfer hereby made and such sanction is recorded in his Memorandum No. \_\_\_\_\_

dated the \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

NOW THIS INDENTURE WITNESSETH that in consideration of the premises and of the sum of Rupees \_\_\_\_\_

\_\_\_\_\_ paid to the Municipality (receipt whereof is hereby acknowledged) and of the declarations hereinafter contained the Municipality doth hereby grant convey and assign unto the government ALL THAT piece of land described in the first schedule hereto TOGETHER with all and singular the buildings and erections now being or which may hereafter be thereon or on any part of the said land described in the schedules hereto or either of them and all rights easements and appurtenances usually held or occupied with the premises or reputed to belong or be appurtenant thereto and also all fittings and fixtures being in and belonging to or used or to be used in or in the said buildings and premises and all the estate, right, title, interest, claim and demand of the Municipality into and upon the said premises TO HOLD the same unto and to the use of the Government according to the nature or tenor thereof AND the Municipality doth hereby for itself and its successors covenant with the Government that it has power to grant the premises hereinbefore expressed to be hereby granted to the Government free from encumbrances AND that the Municipality and its successors and every person claiming any interest therein will at the cost of the Municipality execute and do all such acts and things for the further or better assuring the said premises to the Government his successors or assigns as shall be reasonably required AND IT IS HEREBY DECLARED AND AGREED that the Government shall hold and stand possessed of the pieces of land described in the schedules hereto and all buildings which are now



PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the Municipality in the performance of any of the conditions heretofore mentioned the said building grant and any future building grants from time to time made by Government in respect of the said school or so much of the same as shall not then have been made shall lapse and it shall be lawful for the Government at any time thereafter to enter upon and take possession of the said premises and all buildings fittings and fixtures for the time being on the said premises and the same shall be and become absolutely the property of the Government free from encumbrances and discharged from the trusts hereof and from all claims (including the right or claim to, over or in respect of the policy or policies of insurance relating to the said buildings and the amount of premiums paid in respect of such insurance) of the Municipality, its successors, representatives and assigns and all other persons whomsoever IN WITNESS WHEREOF

President and

and as two other Councillors of the Municipality have hereto set their hands and the common seal of the Municipality, hath been hereto affixed and Esquire, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULES ABOVE REFERRED TO.

##### *Schedule I.*

The piece or parcel of land measures in superficial area  
square feet be the same a little more or less situated in the <sup>town</sup> village of  
and bearing survey  
number in the taluka of  
in the district of and in the Registration Sub-district of  
in the said district and measures from North to South  
feet and from East to West  
feet be the same a little more or less and is bounded as follows:—

on the North by  
on the South by  
on the East by  
and on the West by

and is far greater clearness delineated on the plan hereto annexed marked A and signed by the executing parties aforesaid.

##### *Schedule II.*

The piece or parcel of land measures in superficial area  
square feet be the same a little more or less situated in the <sup>town</sup> village of  
and bearing survey number  
in the taluka of in the  
District of and in the Registration Sub-district of  
in the said district and measures from  
North to South feet and from East to West feet

be the same a little more or less and is bounded as follows :—

on the North by  
on the South by  
on the East by  
and on the West by

and is for greater clearness delineated on the plans hereto annexed marked B and signed by executing parties aforesaid.

Signed by the above-named

President

and

and two

other Councillors of the Municipality of

and sealed with the common seal  
of the Municipality of  
in the presence of

President.

} Councillors.

Common  
Seal

Signed, Sealed and Delivered by  
the above-named, Esquire,  
in the presence of

Official  
Seal

Edcl. 133A e

FORM III-A.

Form Deed to be executed by a Local  
Board under the Government Code.

[Part of Building Site granted by  
Government and part the property of a  
Local Board and transferred to the  
Government.]

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand  
nine hundred and \_\_\_\_\_ BETWEEN the District Local Board of  
established under the Bombay Local Boards Act, 1884 (herein-  
after referred to as "the Local Board" of the one part and the Governor of  
Bombay (hereinafter referred to as "the Governor" which expression shall  
include his successors in office and assigns unless such interpretation shall be  
excluded by or be repugnant to the context) of the other part WHEREAS

the Local Board is possessed of and absolutely entitled in perpetuity free from encumbrances to a piece of land described in the first schedule hereunder written and has applied to Government for the adjoining piece of land described in the second schedule hereto so that the two pieces of land may be together used as a Building Site for a school at \_\_\_\_\_ and has also applied to Government for a Building Grant-in-aid of such school and has satisfied the Director of Education, Poona, that the building is intended for and will be devoted to educational purposes and in part to secular education AND WHEREAS the plans estimates and specifications for the school have been approved of by the Director of Education AND WHEREAS by the rules in force in the State of Bombay for regulating the application of grants made by Government in aid of schools it is provided (*inter alia*) that no portion of a building grant shall be paid to the managers of a school unless and until they execute or agree to execute a trust deed as in the said rules provided AND WHEREAS the Government sanctioned a Building Grant of Rupees \_\_\_\_\_

in consideration of the Local Board executing this deed and conveying and assuring to the Government the piece of land described in the first schedule hereto and the Governor has agreed to hold the whole of the two pieces of land described in the first and second schedules hereto (that described in the second schedule already belonging to the Government being valued at Rupees \_\_\_\_\_)

) for the purposes of the said school in manner hereinafter appearing AND WHEREAS the Commissioner \_\_\_\_\_ Division has sanctioned the transfer hereby made and such sanction is recorded in his Memorandum No. \_\_\_\_\_ dated the \_\_\_\_\_ day of \_\_\_\_\_

19 \_\_\_\_\_ NOW THIS INDENTURE WITNESSETH that in consideration of the premises and of the sum of Rupees \_\_\_\_\_

paid to the Local Board (receipt whereof is hereby acknowledged) and of the declarations hereinafter contained the Local Board doth hereby grant convey and assign unto the Government ALL THAT piece of land described in the first schedule hereto TOGETHER with all and singular the buildings and erections now being or which may hereafter be thereon or on any part of the said land described in the schedules hereto or either of them and all rights easements and appurtenances usually held or occupied with the premises or reputed to belong or be appurtenant thereto and also all fittings and fixtures being in and belonging to or used or to be used in or in the said buildings and premises and all the estate right, title, interest, claim and demand of the Local Board into and upon the said premises TO HOLD the same unto and to the use of the Government according to the nature of tenure thereof AND the Local Board doth hereby for itself and its successors covenant with the Government that it has power to grant the premises hereinbefore expressed to be hereby granted to the Government free from encumbrances AND that the Local Board and its successors and every person claiming any interest therein with at the cost of the Local Board execute and do all such acts and things for the further or better assuring the said premises to the Government his successors or assigns as shall be reasonably required AND IT IS HEREBY DECLARED AND AGREED that the Government shall hold and stand possessed of the pieces of land described in the schedules hereto and all buildings which are now erected or may for the time being be erected thereon and also all the fittings and fixtures which now or may for

the time being be on the said premises upon the trust and to and for the intents and purposes following that is to say UPON TRUST to permit the Local Board to enter upon the said premises for the purposes and on the conditions following which conditions the Local Board for itself and its successors covenants to perform and abide by namely that the Local Board and its successors shall—

- (1) construct within \_\_\_\_\_ months from the date hereof buildings thereon according to the plans and specifications approved of or as may be approved of by the Director of Education, Poona, for and on behalf of the Governor;
- (2) maintain and keep at all times in good and substantial repair and condition all the buildings now being or which may hereafter be on the said pieces of land to the end that the same may be always efficient for use for the purposes of a school;
- (3) pay all rates charges assessments and expenses leviable or chargeable in respect of the premises and buildings;
- (4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;
- (5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay;
- (6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department; and
- (7) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the Executive Engineer of \_\_\_\_\_ certifies that in his opinion the risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the Local Board and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall, unless the Local Board has forfeited its right or claim to such policy or policies of insurance as hereinafter provided apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.



PROVIDED ALWAYS and it is hereby declared and agreed that in the event of default being made by the Local Board in the performance of any of the conditions hereinbefore mentioned the said building grant and any future building grants from time to time made by Government in respect of the said school or so much of the same as shall not then have been made shall lapse and it shall be lawful for the Government at any time thereafter to enter upon and take possession of the said premises and all buildings fittings and fixtures for the time being on the said premises and the same shall be and become absolutely the property of the Government free from encumbrances and discharged from the trusts hereof and from all claims (including the right or claim to, over or in respect of the policy or policies of insurance relating to the said buildings and the amount of premiums paid in respect of such insurance) of the Local Board, its successors, representatives and assigns and all other persons whomsoever IN WITNESS WHEREOF

President and  
and as two other Members  
of the Local Board have hereto set their hands and the common seal of the Local Board hath been hereunto affixed and  
Esquire, hath set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

#### THE SCHEDULE ABOVE REFERRED TO.

##### *Schedule I.*

The piece or parcel of land measures in superficial area  
square  
be the same a little more or less situated in the <sup>town</sup> village of  
and bearing  
in the taluka of  
district of  
and in the Registration Sub-district of  
in the said district and measures from North to  
South  
feet be the same a little more or less and is bounded as follows:—

on the North by  
on the South by  
on the East by  
and on the West by

##### *Schedule II.*

The piece or parcel of land measures in superficial area  
square  
be the same  
a little more or less situated in the <sup>town</sup> village of  
and  
bearing  
number  
in the taluka of  
in the district of  
Registration Sub-district of  
and in the  
in the said district

and measures from North to South  
feet and from East to West

feet by the same.

a little more or less, and is bounded as follows :—

on the North by

on the South by

on the East by

and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed by the executing parties aforesaid.

Signed by

President

and

and

two

other Members of the Local Board of

and sealed with the common seal of the  
Local Board of  
in the presence of

President:

Members.

Common  
Seal

Signed, Sealed and Delivered by  
, Esquire, in

the presence of

Official  
Seal

## FORM IV

Trust Deed to be executed by a Municipality  
under the Grant-in-aid Code.

*(Building Site acquired by a Municipality from  
a private person on condition that it should revert  
to him on the expiry of the site coming to be used  
for a school or any other condition which precludes  
a transfer to the Government).*

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_  
one thousand nine hundred and \_\_\_\_\_ BETWEEN the  
Municipality of \_\_\_\_\_ constituted under the Bombay  
District Municipal Act 1901 (hereinafter referred to as the Municipality)  
of the one part and the GOVERNOR OF BOMBAY (hereinafter referred  
to as "the Governor" which expression shall include his successors in  
office and assigns unless such interpretation shall be excluded by or be  
repugnant to the context) of the other part WHEREAS the Municipality  
is possessed of the piece of land described in the schedule hereto and has  
applied to the Government for a Building Grant-in-aid of \_\_\_\_\_ and  
have satisfied the Director of Education, Poona, that the Building  
is intended for and will be devoted to Educational purposes and in part to  
secular education that the plans estimates and specifications are satisfactory  
that the Municipality are possessed of the said piece of land and that the  
Building will be \_\_\_\_\_ within \_\_\_\_\_ months from \_\_\_\_\_  
AND WHEREAS by the rules now in force in the State of Bombay for  
regulating the application of grants made by Government in aid of schools  
it is provided (inter alia) that no portion of a Building Grant shall be paid  
to the Managers of a school unless and until they execute or agree to execute  
a deed or agreement as in the said rules provided AND WHEREAS the  
Government has through the Government of Bombay sanctioned a Building  
Grant of Rupees \_\_\_\_\_  
in consideration of the Municipality entering into the covenants hereinafter  
contained NOW THIS INDENTURE WITNESSETH that in consideration  
of the sum of Rupees \_\_\_\_\_ paid by the Government to the  
Municipality the Municipality doth hereby for itself and its successors  
covenant with the Government that the Municipality and its successors or  
other the managers for the time being of the school carried on in the build-  
ings erected or to be erected on the premises described in the schedule  
therein shall—

(1) construct within \_\_\_\_\_ months from the date hereof buildings  
thereon according to the plans and specifications approved or as may  
be approved by the Director of Education, Poona, for and on behalf of  
the said Government;

(2) maintain and keep at all times in good substantial repair and  
condition all the buildings now being or which may hereafter be on  
the said piece of land to the end that the same may be always sufficient  
for use for the purposes of a school;

(3) pay all the rates, charges, assessments and expenses leviable or chargeable in respect of the premises and buildings;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay; and.

(6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department;

AND in the event of default being made by the Municipality or its successors or by the Managers for the time being of the said school in the performance of any of the covenants or conditions numbered (1) to (6) hereinafore mentioned the Municipality or its successors will on demand by or on behalf of the Governor pay to the Government the amount of the said grant-in-aid of Rupees \_\_\_\_\_ together with the amount or amounts of all further building grants-in-aid (if any) made by the Government for or in respect of the said school but without interest prior to the date of such demand. The managers hereby expressly agree and declare that if they find that there is accommodation surplus to their needs in the building or buildings already erected or which may hereafter be erected on the said premises, and therefore wish, to let it, Government shall have the first refusal as regards the renting thereof.

IN WITNESS whereof

President and  
and

as two other Councillors of the Municipality have herewith set their hands and the common seal of the Municipality hath been herewith affixed.

#### THE SCHEDULE ABOVE REFERRED TO

##### *Description and boundaries of property.*

The piece or parcel of land measures in superficial area \_\_\_\_\_ square \_\_\_\_\_ be the same  
a little more or less, situated in the  $\frac{\text{town}}{\text{village}}$  \_\_\_\_\_ of \_\_\_\_\_  
and bearing \_\_\_\_\_ number \_\_\_\_\_ in the Taluka \_\_\_\_\_  
of \_\_\_\_\_ in the District of \_\_\_\_\_ and  
in the Registration Sub-district of \_\_\_\_\_  
in the said district and measures from North to South \_\_\_\_\_  
feet and from East to West \_\_\_\_\_ feet be the same a little  
more or less and is bounded as follows:—

on the North by  
on the South by  
on the East by  
and on the West by

Signed by  
and  
and  
two Councillors of the Municipality  
of  
and sealed with the common seal of  
the Municipality of  
in the presence of

President

President

Councillors

133d 134 A-c.

FORM IV-A

Trust Deed to be executed by a Local Board under the Grant-in-aid Code,

(Building Site acquired by a Local Board from a private person on condition that it should revert to him in the event of the site ceasing to be used for a school or any other condition which precludes transfer to the Government)

THIS INDENTURE made the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_

BETWEEN the District Local Board of \_\_\_\_\_ established under the Bombay Local Boards Act, 1923 (hereinafter referred to as "the Local Board") of the one part and the Governor of Bombay (hereinafter referred to as "the Governor" which expression shall include his successors in office and assigns unless such interpretation shall be excluded by or be repugnant to the context) of the other part WHEREAS the Local Board is possessed of the piece of land described in the schedule hereto has applied to the Government for a Building Grant-in-aid of

\_\_\_\_\_ and have satisfied the Director of Education, Poona, that the Building is intended for and will be devoted to educational purposes and in part to secular education that the plans, estimates and specifications are satisfactory that the Local Board are possessed of the said piece of land and that the building will be within \_\_\_\_\_ months from \_\_\_\_\_

AND WHEREAS by the rules now in force in the State of Bombay for regulating the application of grant made by Government in aid of schools it is provided (*inter alia*) that no portion of a Building Grant shall be paid to the Managers of a school unless and until they execute or agree to execute a deed or agreement as in the said rules provided AND WHEREAS the Government has sanctioned a Building Grant of Rupees \_\_\_\_\_

in consideration of the Local Board entering into the covenants hereinafter contained NOW THIS INDENTURE WITNESSETH that in consideration of the sum of Rupees \_\_\_\_\_ paid

by the Government to the Local Board the Local Board doth hereby for itself and its successors covenant with the Government that the Local Board and its successors or other the Managers for the time being of the school carried on in the buildings erected or to be erected on the premises described in the schedule hereto shall—

(1) Construct within \_\_\_\_\_ months from the date hereof buildings thereon according to the plans and specifications approved or as may be approved by the Director of Education, Poona, for and on behalf of the said Governor,

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being or which may hereafter be on the said piece of land to the end that the same may be always efficient for the use for the purposes of school ;

(3) pay all the rates, charges, assessments and expenses leviable or chargeable in respect of the premises and buildings ;

(4) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education ;

(5) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay ; and

(6) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department ;

AND in the event of default being made by the Local Board or its successors or by the Managers for the time being of the said school in the performance of any of the covenants or conditions numbered (1) to (6) hereinbefore mentioned the Local Board or its successors will on demand by or on behalf of the Governor pay to the Government the amount of the said Grant-in-aid of Rupees \_\_\_\_\_ together with the amount or amounts of all further building grants-in-aid (if any) made by the Government for or in respect of the said school but without interest prior to the date of such demand. The managers hereby expressly agree and declare that if they find that there is accommodation surplus to their needs in the building or buildings already erected or which may hereafter be erected on the said premises, and therefore wish to let it, Government shall have the first refusal as regards the renting thereof.

IN WITNESS whereof

President and

and \_\_\_\_\_ two other Members of the Local Board have hereunto set their hands and the common seal of the Local Board hath been hereunto affixed.

## THE SCHEDULE ABOVE REFERRED TO

*Description and boundaries of property.*

The piece or parcel of land measures in superficial area  
 square be the same a little more or less  
 situated in the <sup>town</sup> village of and bearing number  
 in the taluka of in the District  
 of and in the Registration sub-district of  
 in the said district and measures from North to  
 South feet and from East to West  
 feet be the same a little more or less and is bounded as follows:—

on the North by  
 on the South by  
 on the East by  
 and on the West by

and is for greater clearness delineated on the plan hereto annexed signed  
 by the aforesaid President and two Members.

Signed by

President

President.

and  
and

two members of the Local Board of  
 and sealed with the  
 common seal of the Local Board of  
 in the presence of

Members.

Common  
Seal

Edcl. 115-e,

## FORM V

Trust deed to be executed when the Managers  
 hold the land on a lease.

THIS INDENTURE made the day of

one thousand nine hundred and

BETWEEN

(hereinafter

referred to as "the <sup>Manager</sup> Managers") of the one part and the Governor of  
 Bombay hereinafter referred to as "the Government" which expression shall  
 include his successors in office and assigns unless such interpretation shall be

excluded by or be repugnant (to the context) of the other part WHEREAS  
 by virtue of an Indenture of lease dated the \_\_\_\_\_ day of \_\_\_\_\_  
 19\_\_\_\_ and made between \_\_\_\_\_  
 \_\_\_\_\_ of the one part  
 \_\_\_\_\_ of the other part

the <sup>Manager is</sup> ~~Manager are~~ possessed of and entitled free from incumbrances for the  
 term of \_\_\_\_\_ years at a yearly rent of Rs. \_\_\_\_\_ to the piece  
 of land described in the schedule hereto and intended to be hereby assigned  
 (hereinafter referred to as "the said leasehold land") AND WHEREAS the  
<sup>Manager</sup> ~~Managers~~ applied to the Government for a Building Grant-in-aid of Rupees  
 \_\_\_\_\_ for a school to be known as \_\_\_\_\_  
 and <sup>has</sup> ~~have~~ satisfied the Director of

Education, Poona, that the Building is intended for and will be devoted  
 to educational purposes and in part to secular education that the plans,  
 estimates and specifications are satisfactory that the title of the <sup>Manager</sup> ~~Managers~~  
 to the said leasehold land is good and in order and that the Building

constructed AND WHEREAS by the rules now in force  
 in the State of Bombay for regulating the application of grants made by  
 Government in aid of schools it is provided (inter alia) as follows :—No  
 portion of a Building Grant shall be paid to the Managers of a school  
 unless and until they execute or agree to execute a trust deed as in the  
 said rules provided AND WHEREAS the Government has sanctioned a  
 Building Grant of Rupees \_\_\_\_\_ in consideration

of the <sup>Manager</sup> ~~Managers~~ executing to the Government such assignment as is herein-  
 after contained which <sup>he has</sup> ~~they have~~ agreed to do and which grant has been duly  
 paid and payment of which the <sup>Manager</sup> ~~Managers~~ hereby acknowledge.

NOW THIS INDENTURE WITNESSETH that in consideration of the  
 premises and of the sum of Rupees \_\_\_\_\_

paid as aforesaid by the Government to the <sup>Manager he</sup> ~~Managers they~~ the  
<sup>Manager do</sup> ~~Managers do and each of them do~~ hereby assign into the Government ALL that the said  
 leasehold land TOGETHER with all and singular the building and erections  
 now being or which may hereafter be on the said land expressly including  
 the said Building to be erected as aforesaid and all rights, easements and  
 appurtenances whatsoever usually held or occupied therewith or reputed  
 to belong or be appurtenant thereto and also all fittings and fixtures being  
 in and belonging to or used or to be used for the said school and together  
 with the benefit of any covenant or agreement for the renewal of the said  
 lease TO HOLD the said land buildings chattels and effects and all other  
 premises expressed to be hereby assigned unto the Government for the  
 residue of the said term and any renewal thereof AND the

<sup>Manager do</sup> ~~Managers do and each of them do~~ hereby for himself and them selves and their heirs,  
 executors and administrators covenant that <sup>he has</sup> ~~they have~~ power to assign all the  
 said premises to the Government in manner aforesaid free from incumbrances.



and that he and they and every other person claiming through or in trust for him or them will at all times at his or their costs execute and do all such assurances and things for the further or better assigning the said premises to the Government as aforesaid as shall be reasonably required AND IT IS HEREBY DECLARED AND AGREED that the Government shall hold the said premises upon the trusts and in and for the intents and purposes following that is to say UPON TRUST to permit the <sup>Manager</sup>~~Managers~~ to enter upon the said premises for the residue of the said term and any renewal thereof for the purposes and on the conditions following namely that <sup>be</sup>~~they~~ or other the <sup>Manager</sup>~~Managers~~ for the time being shall—

(1) construct within \_\_\_\_\_ months from the date hereof buildings thereon according to the plans and specifications approved of or as may be approved of by the Director of Education, Poona, for and on behalf of the Governor;

(2) maintain and keep at all times in good and substantial repair and condition all the buildings now being or which may hereafter be on the said land to the end that the same may be always efficient for use for the purposes of a school;

(3) pay all rents, rates charges, assessments and expenses leviable or chargeable in respect of the premises and buildings (other than the charge declared to be payable by the lessor under the aforesaid indenture of lease);

(4) perform and observe all the covenants and conditions in the said lease and on the part of the lessee to be performed and observed;

(5) use all the premises and buildings as and for the purposes of a public school to be devoted wholly to education and in part to secular education;

(6) manage and conduct the said school in all respects in accordance with the rules and regulations for the time being in force of the Education Department in Bombay;

(7) keep the said school at all times open to the inspection of the Inspecting Officers of the Bombay Education Department; and

(8) keep at all times the building or buildings already erected or which may hereafter be erected on the said premises in respect of which a building grant has been given (except the building or buildings in respect of which the Executive Engineer of

certifies that in his opinion (the risk of fire is not sufficiently great as to render insurance desirable) insured in the joint names of the <sup>Manager</sup>~~Managers~~ and the Government against loss or damage by fire in a sum equal to the cost of such building or buildings including flooring but exclusive of foundation and plinth at the least in some respectable insurance office to be approved by the Government or its Agent for the

time being and regularly pay the premiums which shall become payable in respect of such insurance and whenever thereunto required so to do, produce to him the policy or policies of such insurance and the receipt for the premiums paid thereon in respect of the current year and shall apply all moneys which may be received by virtue of any such policy or policies in rebuilding or reinstating the premises destroyed or damaged.

AND the <sup>Manager doth</sup> ~~Manager do and each of them doth~~ hereby <sup>for himself</sup> ~~for himself and themselves and their~~ heirs, executors and administrators covenant with the Government that <sup>he</sup> ~~they~~ will at the expiration or sooner determination of the said term granted by the said lease or any renewal thereof on demand by or on behalf of the Governor repay to the Government the said building grant and all future building grants from time to time advanced by Government for the said school but without interest prior to the date of such demand AND in default of such payment it shall be lawful for the Government to sell the said fittings and fixtures and also to sell and remove the said buildings or the materials thereof (unless the same shall then belong to the lessor) and apply the proceeds of sale in the manner hereinafter mentioned.

PROVIDED ALWAYS and it is hereby further declared and agreed that in the event of default being made by the <sup>Manager</sup> ~~Manager~~ or other the <sup>Manager</sup> ~~Manager~~ for the time being of the said school in the performance of any of the conditions numbered (1) to (8) hereinbefore mentioned the building grant or so much of the same as shall not then have been made shall lapse and the aggregate amount of the building grant and all future building grants from time to time advanced by Government for the school shall be repayable to Government and for the purposes of recovering any moneys so due to Government it shall be lawful for the Government to enter upon and take possession of the said leasehold land and all buildings, fittings and fixtures thereon and to sell and assign the same for all the residue of the said term of years granted by the said indenture of lease and any extension or renewal thereof discharged from the trust hereof in such manner as he in his absolute discretion shall see fit, and apply the proceeds of such sale after payment thereof of all costs and expenses attending the same in or towards the recouping or reimbursing to the Government the money which may as aforesaid have become repayable or due to Government and pay the surplus if any to the <sup>Manager</sup> ~~Manager~~ or other the <sup>Manager</sup> ~~Manager~~ for the time being of the said school or his or their representatives or assigns or to such other persons whom the Government may consider lawfully entitled thereto IN WITNESS

WHEREOF the said <sup>both</sup> ~~both~~ hereto set <sup>his hand and seal</sup> ~~their hands and seals~~ and

Esquire, Director of Education for the  
Bombay State hath set his hand and the seal of his office for and on behalf  
of the Governor of Bombay

THE SCHEDULE ABOVE REFERRED TO.  
Description and boundaries of property.

The piece or parcel of land measures in superficial area  
square feet to the same a little more or less situated in  
the town of and bearing  
number in the district of  
taluka of and in the Registration Sub-district of  
South in the said district and measures from North to  
feet and from East to West  
feet to the same a little more or less and

is bounded as follows :--

on the North by

on the South by

on the East by

and on the West by

and is for greater clearness delineated on the plan hereto annexed and signed  
by the executing parties aforesaid.

Signed, Sealed and Delivered by  
the above-named

Seal

Seal

in the presence of

Signed, Sealed and Delivered by

Official  
Seal

in the presence of

## FORM OF RECEIPT

## FOR LOCAL BOARDS AND MUNICIPALITIES

We<sup>+</sup> and \_\_\_\_\_ and \_\_\_\_\_ two Members of the \_\_\_\_\_ hereby acknowledge that, on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, the sum of \_\_\_\_\_ (Rs. \_\_\_\_\_ only) was paid to us by Government as a further building grant on account of \_\_\_\_\_ to the \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_ taluka of the \_\_\_\_\_ district, and we hereby certify that the said amount of \_\_\_\_\_ (Rs. \_\_\_\_\_ only) has been received by us as a Grant-in-aid given subject to all the conditions mentioned in the indenture between the said \_\_\_\_\_ and the Governor of Bombay, dated the \_\_\_\_\_

One Anna  
Stamp.

Witnessed to signatures

Common  
Seal.

Dated

19\_\_\_\_

Here enter the name of the President. Here enter the names of two Members.

## FORM OF RECEIPT

## FOR AIDED SCHOOLS IN GENERAL

We<sup>+</sup> and \_\_\_\_\_ hereby acknowledge that, on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, the sum of \_\_\_\_\_ (Rs. \_\_\_\_\_ only) was paid to  $\frac{Rs.}{us}$  by Government as a further building grant on account of \_\_\_\_\_ to the \_\_\_\_\_ at \_\_\_\_\_ in the \_\_\_\_\_ taluka of the \_\_\_\_\_ district, and  $\frac{I}{us}$  hereby certify that the said amount of \_\_\_\_\_ (Rs. \_\_\_\_\_ only) has been received by  $\frac{us}{us}$  as

a Grant-in-aid given subject to all the conditions mentioned in the indenture between the said \_\_\_\_\_ and the Governor of Bombay, dated the \_\_\_\_\_

One Anna  
Stamp.

Witnesses to signatures

Common  
Seal.

Dated \_\_\_\_\_ 19 \_\_\_\_

# FORM OF BILL

His Majesty's Government of Bombay  
Government grant for building

- Dr.

sanctioned as per

Government Resolution, Educational Department, No. \_\_\_\_\_, dated \_\_\_\_\_  
Director of Education's No. \_\_\_\_\_, dated \_\_\_\_\_

Rs. (in words)

Rs. (in figures)

E. E. and contents received.

Signature.

Designation.

Date

Certified that the expenditure incurred on the building mentioned above  
less than  $\frac{\text{1000}}{\text{four times}}$  the amount claimed in this bill.

Signature.

Designation.

Date

(H. 1. No-2-12)

## APPENDIX 34

## INSTRUCTIONS REGARDING INSPECTION OF ACCOUNTS

(x) *Cash in hand*

This should be counted to see whether it tallies with the amount shown in the cash-book. If a difference is noticed, the reason for such difference should be closely inquired into. It should also be seen whether the cash in hand from day to day has been kept down as low as possible. In the case of the permanent advance, the cash in hand will generally be found to be less than the full amount of the permanent advance itself. It should be seen that the difference is properly supported by vouchers. Special attention should be paid to items of delayed credit and delayed payments. Attention of the officers concerned should be drawn to Article I of the Civil Account Code in regard to delayed credits and explanation should be called for delayed payments. It should also be seen whether the requirements of Government Circular, F. D., No. 7463 of 23rd December 1929, have been complied with.

(D. P. I.'s No. S. 45/35-A of 30th August 1930)

(5) *Cash-book*

(1) Two cash books should ordinarily be kept—one for Government money and the other for non-Government money i. e. *gromkhas* funds, hostel funds, poor funds, garden funds, drawing fee funds, co-operative society funds, etc. Each cash-book should be carefully checked and balanced for the entire period covered by the inspection. All over-writings and erasures should be scrutinized with extra care but particularly as to the case of the cash-book. It should be seen whether the cash-book is submitted, together with the relative receipts, vouchers etc., to the head of the institution for his scrutiny each day on which transactions occur, and whether the cash in hand is being periodically verified by him. The writer of the cash-book should also put his dated initials each day on which transactions occur. Cash notes should not be regarded as sub-vouchers for audit purposes, unless the cash memorandum contains an acknowledgment of the receipt of money from the person named in the memorandum with a stamp affixed when the amount exceeds Rs. 20.

The cash-book for Government funds in Secondary institutions should be maintained in Form No. 2 printed in F. P. No. 1. A similar form with separate headings should be used for non-Government funds.

(2) After establishing the arithmetical accuracy of the cash-book, each item of receipt and payment as entered in the cash-book should be compared with the supporting document. When this has been done, the work of proving the cash-book for the entire period covered by the inspection will have been completed.

(3) The various heads of account as shown in the cash-book may now be taken up one after the other. As, however, there are corresponding columns on both sides of the cash-book for each head of account, it will be found convenient, if the receipt and payment entries pertaining to one head of account are completely dealt with before passing on to the next head of account. The various heads of account are dealt with in the subsequent paragraphs.

It should be seen that inter-departmental advances from one head to another are not allowed.

Salaries and allowances etc. of gazetted officers are not shown in the cash book.

Gross salaries should not be shown in the cash-book as having been received from the treasury and disbursed to the staff.

The dates of receipts and disbursements as shown in the relative documents should always tally. Any discrepancy should be carefully enquired into.

#### (c) *Permanent Advance*

So far as the receipt side is concerned, it should be seen that the full sanctioned amount of the permanent advance is never exceeded. The appearance of an amount on the receipt side in excess of the sanctioned amount must be regarded as an indication that private funds have been used to supplement the amount of the permanent advance. This, of course, is irregular, and points to one of the two things, viz. either the permanent advance is too small or it is not recouped with due promptitude. This should be enquired into and rectified. As regards the disbursements from the permanent advance it must be seen that they are made purely for meeting petty and emergency expenditure, and that every item of payment, however small, is supported either by a receipt signed by the actual payee or by a payment order bearing the dated initials of the head of the Institution.

As the cash-book contains columns on the receipt and expenditure sides for transactions on account of permanent advance, no separate permanent advance register need be maintained.

Small loans are given to peons and menials either from the permanent advance or from the general balance in the cash-book in some schools. This practice is not only irregular, but it also amounts to temporary misappropriation of Government funds. Such a practice if it prevails in any District should be put a stop to at once.

[D. P. I.'s Circular No. S. 43-F of 23rd March 1926.]

#### (d) *Establishment bills*

As these are checked at the local treasury before they are cashed, and audited by the Accountant General, no detailed scrutiny of them is called for. It should, however, be seen that the full amount of each establishment pay bill that is cashed at the treasury is immediately and fully accounted for on the receipt side of the cash-book. While checking the payments made to the members of the establishment, the acquittance rolls should be closely inspected to see that they are properly stamped, signed, and dated and that the total of the payments made works up to the total

amounts cashed. In the case of the illiterate members of the establishment the payment should be vouched for by a responsible officer. Amounts remaining undischarged for 3 months are ordinarily required to be refunded into the Treasury. In this connection, it is advisable to see that the measures suggested in G. R., P. D., No. 2553 of 20th January 1930, to prevent frauds in the preparation of establishment bills are being carefully observed by heads of officers. The acquittance rolls should be filed with the relative establishment bills.

#### (e) *Fees*

Ordinarily, the fees received and accounted for on the receipt side of a Cash-book are checked direct from the fee instalment book. This book is not properly maintained in some schools. Schools should be advised to maintain the book in the prescribed form. The total amounts paid by each class master on each instalment day is further to be verified with the entries on the first page of the monthly class registers. As far as possible it should be ascertained that the class masters pay to the school office all the fees collected by them till the respective instalment day. Any short credits etc., should be thoroughly discouraged. As receipts are not passed by the class masters to the students for the monthly tuition fees paid by them it should be impressed upon class masters that it is absolutely necessary that the entries regarding fee receipts should be made in the class registers in the presence of the students concerned. The entries in the payment column of the cash-book must be compared with the treasury chalang and it should be particularly seen that each day's fee collections have been remitted to the treasury without undue delay. It should be seen whether the schools maintain a fee account abstract in the form "Edcl. 13-e—Return of fees and attendance for the month of—". The total fee receipts for the month should be verified with the figures shown in the office copies of the monthly returns of receipts submitted to this office. Any short credits should be closely looked into and if they are of a suspicious nature a full report should be made to the Director. Some directions are given on page 8 of the monthly registers and it should be specially seen that direction No. 3 is carefully observed. It is also necessary to see that fees are recovered at the rates sanctioned either by Government or by the Director. Any deviations should be brought to the notice of the Director for consideration and further orders. In some schools students who pay their fees after the last instalment day but before the end of the month are shown as in arrears for the month. This practice is incorrect and should be discontinued.

#### (f) *Hostel Room rent*

Receipts must be issued to the boarders for the room rent paid by them. In fact under Article 3 of the Civil Account Code receipts are to be issued for all sums received by Government officers on behalf of Government. Except in the case of tuition fees, therefore, receipts must be passed in future. Amounts credited in the cash-book on account of room rent



must be verified directly with the duplicate copies of the receipts passed. A rent, demand and collection register should be maintained by schools in the prescribed form. Again as in the case of fees, care should be taken to see that the amounts collected for room rent have been promptly remitted to the treasury.

#### (g) Government Scholarships

It should be seen that the amount of each bill cashed at the treasury has been fully accounted for on the receipt side of the cash-book. Care should be taken to see that payment of a scholarship is acknowledged by the dated signature of the scholar concerned. The acquittance rolls must be filed with the respective bills. It is also necessary to see that all students who have received scholarships are actually on the rolls of the school during the period for which scholarships have been paid.

In some schools, scholars who absent themselves from school without permission from 15-14 days are also given scholarships for such periods of absence. Such cases should be scrutinized and standing orders should be laid down for the guidance of Head Masters.

#### (h) Endowments

Particular care should be exercised while checking the Endowment Fund Accounts. To begin with, it should be seen that the Register of Endowment Fund Accounts is kept in the prescribed form. Next it should be seen that the authority under which each Endowment Fund was established is quoted in the appropriate column of the Register. It should also be seen whether the conditions specified by the Donor and embodied in the relevant scheme etc have been duly enforced. It should be seen that the interest due in the case of each Endowment Fund is received on the due date and promptly credited and that the expenditure from the fund is properly vouched for. In no case should the Government Promissory Notes etc., belonging to a Fund be allowed to lie with the Head of the Institution in his personal custody. All such Government Promissory Notes etc. should be with the Deputy Controller of the Currency as laid down in the Government Securities Manual. In the case of each Fund the balance as shown in the Register should be reconciled with that according to the Pass Book.

Large unutilised balances to the credit of the funds should immediately be invested in Government Securities. Where regular schemes have not been drawn up for the administration of the funds, steps should be taken to draw up such schemes and to get them sanctioned by Government.

*(i) Contingent Bills.*

As in the case of E-establishment pay bills, it should be seen that the amount of each contingent bill cashed at the Treasury is fully and promptly accounted for on the receipt side of the cash book. Each contingent bill should be carefully examined with reference to its supporting vouchers. All purchases of dead-stock, apparatus, books, stores, etc., should be traced into the appropriate stock registers while the contingent bills are being examined.

*(j) The Contingent Register*

This should be examined to see whether it has been kept in strict accordance with the provisions of Rules 10-26 of the Financial Publication No. 1 of the Government of Bombay. It should further be seen that all surplus amounts left at the end of the year have been duly and promptly surrendered.

*(k) Miscellaneous*

Under this head would come such transactions as sale-proceeds of unserviceable dead-stock etc. etc. Where the sales are made by public auction, the auction proceedings should be carefully gone through to see that they are in order. It should be seen that the sale proceeds in each case have been fully accounted for on the receipt side of the cash-book. So far as the payment side of the cash-book is concerned, it should be seen that the sale proceeds have been fully and promptly remitted to the Treasury.

*(l) Service books.*

These should be checked with reference to the latest pay bill to see that all the required service books and rolls and leave accounts are forthcoming and up to date. Full instructions regarding the correct maintenance of service books will be found in Chapter X of the Bombay Civil Service Rules Manual.

[D. P. L.'s Circular No. S. 45-H of 22nd March 1929.]

*(m) Security bonds.*

It should be seen whether the clerks concerned have furnished security as laid down by Government. Where sureties have been furnished it should be seen whether the necessary life and solvency certificates of the sureties have been regularly furnished each year as required in Director's No. S. 45/33-C of 17th April 1928.

[G. R., B. D., No. 4352 of 2nd May 1927, and No. 4082 of 2nd May 1930.]

*(n) Stock-registers.*

Each stock register should be examined to see whether all the purchases made during the period covered by the inspection have been taken to the register. All disposals of articles as condemned should be supported by the written orders of the competent authority. It should also be seen whether the articles, apparatus, etc. in stock are periodically verified by the Head of the institution concerned and whether the result of each such verification has been noted by the verifying officer over his dated initials in each register.

*(c) Stationery account.*

It should be seen whether this has been maintained in the form prescribed by Government and whether the articles shown as issued have been acknowledged by the dated initials of the persons to whom they were issued. The stock in hand should also be verified with the register. If a large stock of stationery is noticed, the officer should be called upon to explain why stock in excess of his requirements was indented for against the standing orders of Government.

*(d) Service postage account.*

There are two forms, A and B, in which this account has to be maintained. It should be seen whether both these forms are being correctly maintained. The correctness of the entries of receipts should be checked with the relevant bills. The orders contained in Director's No. S 43/64-A of 2nd August 1929, should also be borne in mind in examining the stamp account. As laid down by Government, the office copies of all telegrams should be scrutinised to see that they were sent solely for state purposes. The stock of stamps in hand should be verified by actual counting.

Bearing postage charges are debitable to the head "Service postage and telegrams" and not to contingencies. Loans of service stamps at the end of the year from one institution to another should not be allowed and where it is necessary to have more stamps on account of the insufficiency of the grant sanctioned in the budget, additional grants should be applied for.

*(e) Handing over charge*

When handing over charge, a statement containing a full and complete list of all moneys, stock, etc., and signed and dated by the officer or clerk or teachers giving over charge should be drawn up. This statement should also be signed and dated by the person taking over in token of the latter having examined the correctness of the money etc. specified in the statement.

*(f) Non-Government Cash.*

In practically every Government institution there are sure to be certain account transactions with which Government are not directly concerned. All such transactions should be accounted for in a separate non-Government cash-book. This cash-book should be maintained in exactly the same way as the Government cash-book. Any undischarged amount of non-Government cash should be deposited in a Bank in accordance with the requirements of Rule V of Appendix A of the Treasury Orders (Financial Publication of the Government of Bombay—No. II).

## APPENDIX 35.

LIST OF SOME IMPORTANT ACCOUNT REGISTERS TO BE MAINTAINED IN  
GOVERNMENT EDUCATIONAL INSTITUTIONS AND OFFICES.*I All Institutions and Offices.*

Daily Cash-book for Government Funds.  
 Daily Cash-book for non-Government Funds.  
 Bill register.  
 Contingent register.  
 Fines register.  
 Register of Advances.  
 Dead Stock registers for (a) furniture, (b) books, (c) maps, charts, etc.  
 Casual leave register.  
 Registers (A and B) of Service Postage Stamps accounts.  
 Library issue register.  
 Stationery Account.

*II Additional for arts and Professional Colleges.*

Daily fee collection register.  
 Caution money register.  
 Register of disbursement of Government and other private (and  
 Scholarships.  
 Hostel room rent register.  
 Endowments Fund accounts register.  
 General Register of admissions.  
 Register of Chemicals.  
 Register of Scholarships.  
 Register of Freestudents.  
 Dead-stock Register of apparatus.

*III Additional for Secondary schools.*

Monthly register of fees.  
 Fee instalment collection register.  
 Register of irrecoverable arrears and certificate fees.  
 Dead-stock register of apparatus.  
 Hostel room rent register.  
 Endowment Fund accounts register.  
 General Register of admissions.  
 Register of Scholarships.  
 Register of Freestudents.  
 Register of Drawing materials and appliances.

*Other registers for Secondary schools.*

Register of applications for admissions.  
 Abstract of daily attendance.

*N. B.*—A subsidiary register for each of the non-Government funds in Colleges and Schools shall also be maintained.

## APPENDIX 36—Deleted

## APPENDIX 37

## SYLLABUS FOR SECONDARY SCHOOLS

## Standards V-XI

## SYLLABUS FOR STANDARDS V TO VII

## I

## REGIONAL LANGUAGES (MOTHER TONGUE)

In teaching the Mother tongue, the teacher should keep the following main objectives before him:

- I. Reading with speed, and Recitation,
- II. Comprehension—To teach the child to comprehend what is said or read or written by others.
- III. Correct thinking—To inculcate habits of correct thinking.
- IV. Appreciation—To lead the child to appreciate clarity, force and beauty of thought and language.
- V. Expression—To teach the child to express his ideas clearly, logically and effectively, both orally and in writing, and to develop the capacity to speak lucidly before an audience.
- VI. Right use of books—To teach the child how to select and study and to use books as a means of getting knowledge as well as pleasure.

*Note.*—Suitable modifications may be made in the grammar course to suit the requirements of Marathi, Gujarati, Kannad or Urdu Grammar. *Detailed study:*

*Prose.*—Study of the following number of pages:—

Standard V	.. 100 pages out of a book of 170 pages.
Standard VI	.. 130 pages out of a book of 200 pages.
Standard VII	.. 150 pages out of a book of 220 pages.

*Poetry.*—Reading as many poems as possible from the prescribed text-books, with a minimum of the number of lines shown below. At least one third of the minimum indicated below should be learnt by heart:—

Standard V	.. About 400 lines.
Standard VI	.. About 450 lines.
Standard VII	.. About 500 lines.

*General Reading.*—(i) Reading in the class about two or three books per year from the class library under the guidance and supervision of the teacher. (ii) Reading at least two books a term at home. These books should be from the class library and should be selected with the help of the teacher. Most of the books should be of an entertaining nature, a few may be of informative character. At the end of this stage, pupils should be expected to have some acquaintance with the writings of great writers in their mother tongue.

## GRAMMAR

*Standard V*

The sentence as the unit of thought.

Parts of speech.—Nouns, pronouns, adjectives, verbs, indeclinables, and their functions.

The three main tenses.

*Standard VI*

Kinds of sentences, assertive, interrogative and exclamatory—affirmative and negative.

Kinds of nouns, pronouns and verbs.

Gender, Number and Person.

Cases.

Marks of punctuation :—Full stop, Interrogation and exclamation marks.

*Standard VII*

Letters of the Alphabet.—Vowels, consonants and semi-vowels. Long and short vowels.

Principal Svar Sandhis and Vyanjan Sandhis.

Voices—Active, Passive and Bhavo.

Kinds of adjectives and adverbs.

Use of the comma, semi-colon and inverted commas.

## WRITTEN WORK AND COMPOSITION

(i) Copy writing.

(ii) Dictation and Transcription. Main rules of spelling to be explained.

*Standard V*

(i) Letter-writing, informal.

(ii) Story building from given outlines.

(iii) Simple descriptions of people, places and scenes.

*Standard VI*

(i) Description of incidents and experiences from life around.

(ii) Formal letter-writing.

(iii) Dialogues.

*Standard VII*

(i) Letters and applications.

(ii) Simple essays.

(iii) Stories and dialogues.

(iv) Summarising.

(v) The use of idioms and phrases arising out of the passages read.

*Note.*—At least 16 exercises per term in each standard should be got done by each pupil.

## GENERAL SCIENCE

### *Objectives :*

1. To make children take a keen interest in the process of living.
2. To make them appreciate the process of living as something common to human beings, lower animals and plants.
3. To make them feel that the process of living is facilitated by physical contact with our environment through our senses.
4. To study how man has, by scientific invention, increased the effectiveness of the vital activities in his own life.
5. To inculcate in the children the habit of observing things around them.

### *Standard V*

*Air.*—Air necessary for life. How human beings, animals and plants breathe. The main components of air—oxygen, nitrogen and carbon-dioxide.

*Water.*—Sources of water, impurities and methods of purification. Water as a cleanser, washing of clothes, etc.

*Food.*—Food necessary for energy. Kinds of food (animal and vegetable). Different constituents of food : water, starch and sugar, fats, proteins and vitamins.

*Movement.*—Study of movement in plants; seed dispersal; creepers; study of movement in animals, insects, reptiles, birds and fish.

*Senses.*—The eye—its comparison with a simple camera,—images and lens. Care of the eyes.

*Study of the Sky.*—The Pole Star and other stars, planets and the Milky Way.

### *Standard VI*

*Air.*—Study of Oxygen, Nitrogen and Carbon dioxide from the points of their use for plant and animal life.

*Water.*—How rain is caused, Evaporation, Condensation, Clouds and rain.

*Food.*—Process of digestion of food. How assimilated food supplies the day-to-day deficiencies and helps the growth of the body. Blood; its constituents; the circulatory system. Maintenance of uniform temperature, Clinical thermometer. Proper and healthy methods of eating. Excretory system. Care of sanitary conveniences. Animal manure. Soil and its effect on food.

*Movement*.—Muscles and how they work. Balance and the centre of gravity. How the balance is maintained while climbing up or coming down steep hills. Inclined plane; mountain roads; levers in every day experience. Hands and feet as levers. Levers reduce exertion. Differences between carrying things on the head, the back and by pushing or pulling.

*Senses*.—Eyes. Why we see colour in things in light only. Effect of colours on surroundings. Protective colouration in animals. Pigment in skin. Values of sunlight. Vitamin D through the sun's rays. Harm done to the body by over-clothing. The structure of the ear. Sound—how produced. Echo.

*Study of the Sky*.—Planets and the planetary system. The Solar and Lunar eclipses.

### Standard VII

*Air*.—Methods of breathing; lungs and the respiratory system. Movements made in breathing. Cycle pump and syringe. Air pressure. Air compression. Difficulty in breathing at high altitudes. Impurities of air. Different methods of purification of air. Germs and bacteria. Airborne diseases and importance of breathing through the nose. Danger of spitting anywhere and of coughing or sneezing without covering the mouth.

*Water*.—Diseases borne by water. Method, prevention and cure. Civil authorities concerned. Inspection of food and water distribution in town and village. Sanitation.

*Food*.—Differences in food according to age, occupation and climate. Bacteria. Diseases due to insufficient or wrong food. Contamination of food. How food is contaminated by flies. Danger in using eatables from hawkers. Preservation of food. Heating, cooling, salting and drying.

*Movement*.—Use of wheels—increase or decrease of speed and reduction in exertion. Water wheel, Charkha wheel, Potter's wheel and wheel of the sewing machine, etc. Chain in a cycle, gearing. Friction and lubricants.

*Senses*.—Senses of touch, taste and smell. The brain. The nervous system. Health of the skin. Diseases by contagion; prevention and cure.

*Reproduction*.—How life is passed on in plants (Pollination, Grafting, Cutting, Budding and Layering) animals and human beings.

*Study of Sky*.—The Solar and Lunar systems of the Calendar, Intercalary month.

## LIST OF PRACTICAL DEMONSTRATION EXPERIMENTS

### Standard V

1. To show how plants branch.
2. To show the presence of  $\text{CO}_2$  in air by passing air through limewater.
3. Effect of alum on turbid water.
4. Purification of water Filtration.
5. Purification of water by Distillation.
6. To show how soap removes dirt and oil from clothes.
7. To show the nature of air borne through a lens.
8. To show how sight defect in eyes can be corrected by lenses (Spectacles).



*Standard VI*

1. To show the presence of  $\text{CO}_2$  in the air breathed out.
2. To show  $\text{CO}_2$  is formed when a candle burns.
3. To show how an inclined plane gives mechanical advantage.
4. To show how different types of levers reduce exertion of change of direction.
5. To show that light travels in straight lines and to show how the shadow is caused.

*Standard VII*

1. To show the working of a cycle pump or syringe.
2. To show that air exerts pressure.
3. To show how speed can be increased or decreased by the use of wheels.

## ARITHMETIC

In the teaching of Arithmetic, attempts should be made, as far as possible, to introduce various topics through concrete problems with which the children are familiar. Examples should be simple, well-graded and concrete. Illustrations should be drawn from the various activities of the children in the school. Money transactions should correspond to prevailing conditions.

*Standard V*

1. Revision of simple and compound rules. Revision of the tables of money, time, weights and measures.
2. Prime numbers, Factors, Divisibility of numbers by 2, 3, 5, D. G. C. M. and L. C. M.
3. Fractions The main idea. Reduction of fractions to the lowest terms; Comparison of fractions, Proper, Improper and Mixed fractions, Addition, Subtraction, Multiplication and Division of fractions, Simple problems involving fractions.
4. Finding averages.
5. Unitary and Fractional methods in proportion (Direct and Inverse).
6. Preparing bills and receipts. Simple examples on shopping.
7. To make children familiar with a Right angle, Rectangle and Square. Area of Rectangles and Squares. Cost of paving and white-washing rectangular floors and walls.
8. Drawing rectangular areas to scale. Rectangular fields; Idea of an Acre and a Hha.

*Standard VI*

1. Fractions.—(a) Compound fractions. Combined operations, not involving more than four terms. Complex fraction not involving more than three terms in the Numerator or Denominator.

(b) *Decimal fractions.* Simple problems on the four rules. Changing ordinary fractions to decimals. Metric System—Metre and Centimeter—Their relation with feet and inches.

2. *Percentage.*—Finding a given percentage of a number. Simple work on commission, discount and interest.

3. *Exchange.*—Rupee, Pound and Dollar.

4. *Simple problems in Profit and Loss.* Examples to be restricted to finding the Profit or Loss, the percentage and the selling price. Cash and Credit price of articles. Wholesale and retail price of articles.

5. *Angles and measurements of angles with a Protractor.* Kinds of Angles. Straight angles. Drawing a Circle. Drawing a Perpendicular to a given line. The shortest distance of a point from a line. Parallel lines and their properties. Triangle, kinds of Triangles. The construction of triangles with sides of given lengths. Practical demonstration of the fact that the sum of the three angles of a triangle is two right angles.

6. *Postal and telegraphic information.*

7. *Reading and construction of column graphs.*

### *Standard VII*

1. *Simple Interest.*—Finding the rate of interest and the period under given conditions.

2. *Compound Interest.*—Finding the amount for a period not exceeding three years. Calculation of Compound interest six monthly. Use of a table for finding Compound interest for a period of more than 3 years. Savings Bank Account.

3. *Ratio and Proportion Partnership.*

4. *Time. Transport and Speed. Work and Wages.*

5. *Maintenance of household Accounts and Family budget.* Preparation of Cash accounts of the School farm, Co-operative Stores (if any) or the School anniversary.

6. *Scale drawing and finding distances on a map.*

7. *Demonstration of the property of vertically opposite Angles, Congruent triangles (without formal proof).* Construction of Triangles, with one side and two angles and two sides and the included angle. Area of a triangle.

8. *Area of a Circle.*—Relation between the circumference and diameter. Surface area of cylindrical vessels.

9. *Cubic measure.*—Volume of rectangular solids. Volume of cylindrical vessels.

### GEOGRAPHY

#### *General aims*

1. To enable the pupils to understand the world in which we live and to appreciate the regional relationships.

2. To study the cause and effect, and to make the pupils realize how human activities are affected by geographical factors.

3. To stimulate the power of observation.

4. To encourage map-making and map-reading.
5. Stories of life in other lands with reference to climate, vegetation and economic conditions.
6. The study of a detailed Geography of the Bombay State and fairly detailed Geography of India, and
7. The study of the outlines of the Geography of the world with special reference to those countries which are commercially or culturally connected with India.

#### Standard V

1. General study of the lives and occupations of the people of the main climatic regions of India, with a detailed study of the lives and occupations of the people in the Bombay State.
2. The homes and occupations of people and the vegetation and the broad facts of climate in—
  - (a) The Tundra,
  - (b) Coniferous forests,
  - (c) Regions enjoying the Mediterranean climate,
  - (d) Grass lands,
  - (e) Deserts,
  - (f) Monsoon lands, and
  - (g) Equatorial forests.

#### *Practical and observational work:*

- (i) Observation of the shadow of a vertical rod at noon once a fortnight,
- (ii) Observation of the local changes in Nature in different seasons and to write down descriptive notes of such changes.
- (iii) Reading of simple relief maps of the locality, if available,
- (iv) Filling in important details in an outline map of the Bombay State,
- (v) Collection of pictures, different kinds of stones and other articles of geographical interest.

#### Standard VI

1. Detailed study of India, Political divisions, main languages, important towns, ports, rivers and mountains, means of transport and communications.
2. A broad study of Pakistan, Burma, Ceylon, Indonesia, Japan and China.
3. Shape and size of the Earth, Rotation, Phenomenon of day and night.
4. Monsoons as affecting South-eastern countries of Asia,
5. Rain-fall—evaporation and condensation.

#### *Practical and observational work:*

- (i) Use of Rain-gauge,
- (ii) Filling in important details studied in the map of India.

(iii) Reading and interpreting simple maps of India, viz. those giving relief, rainfall, Political divisions, etc.

(iv) Collection work to be continued.

### Standard VII

1. The study of India to be continued with special reference to the Bombay State, location, size, relief, climate, including rainfall, irrigation, vegetation, population and the coast line.

2. (a) India's wealth in—waterpower, forest produce, sea produce.

(b) Minerals, Agriculture and Industries in India.

3. Main imports and exports.

4. A broad study of Australia, Great Britain, U. S. A., U. S. S. R., South and East Africa.

5. Revolution of the Earth, Seasons, Climatic Zones, Latitude and Longitude; Local and Standard Time.

6. Major factors affecting the climate—altitude, latitude and nearness to the sea.

### Practical and observational work:

(i) Drawing an outline map of India and filling in important details.

(ii) Collection work to be continued with the object of putting up a small museum.

(iii) Recording of temperature.

## HISTORY

### General aims

1. To help pupils realize that they are heirs to a rich social heritage.
2. To give some idea of the origin and growth of civilisation and culture.
3. The treatment of the subject should be by selected topics and the method of teaching should, as far as possible, be through the lives of great people. The main object should be to show individual character and achievement and what can be done by people working together.
4. To create interest in the general reading of History.

## SYLLABUS

### Standard V

1. Indus Valley Civilization—Mohenjo, Daro and Harappa.
2. Advent of Aryans in India and the social life of the people from the earliest times of the Maurya period. Mahavir and Buddha.
3. Alexander the Great and Ptolemy.
4. Chandragupta Maurya. Megasthenes, his account of India.
5. Ashoka the Great.

6. Kanishka.
7. The Golden age of Hinduism. The Guptas. Fa Hian's description of India. Vishnu Bharat.
8. Harsha and Pulakeshin II.
9. Travels of Hiouen Tsang. His account of every-day life in Northern India and Dacca.

#### *Standard VI*

1. Political and Social conditions in India at the time of the advent of the Moslems in India; Rajputs, Rashtrakutas and Chaluhyas.
2. The advent of the Muslims.
3. The Vijayanagar and Bahmani Kingdoms.
4. Establishment of Mughal power—Babar, Humayun and Sher Shah.
5. Akbar the Great.
6. Jahangir, Shahjahan and Aurangzeb.
7. Rise of the Sikhs—Guru Govind.
8. Religious movements in India with special reference to Karnataka, Maharashtra and Gujarat.
9. Shivaji the Great and his achievements.
10. The first four Peshwas.
11. The Maratha Confederacy and its disintegration.

#### *Standard VII*

1. The rivalry between the European powers for supremacy in India. Robert Clive, Duplex, Warren Hastings.
2. The establishment and consolidation of British Rule in India. Warren Hastings, Wellesley Lord William Bentinck and Dalhousie. The reactions of the British Rule on the social and economic life in India.
3. The Indian War of Independence 1857.
4. Renaissance in India: (i) Raja Ram Mohan Roy, (ii) Dadabhai Naoroji, (iii) Dayanand, (iv) Ranade, (v) Vivekanand.
5. Growth of Nationalism in India.
6. Birth and development of the Indian National Congress.
7. Mahatma Gandhi's Satyagraha Movement in South Africa.
8. The World War I and its effects on India (Bare outlines).
9. Non-co-operation and Satyagraha movements under the leadership of Mahatmaji.
10. The first Congress Governments in the Provinces.
11. The World War II (Bare outlines). The 1942 struggle in India.
12. The Independence of India. The Division of India into Pakistan and Bharat.
13. How India is governed now—the main features of the Indian Constitution—The fundamental rights. The State Government and the Legislature. The Union Government and the Parliament.

## Standard V

## HINDI

One Text Book of about 50 pages, Crown Octavo, exclusive of illustrations, in clear type—14 points.

The book should contain simple stories about great men and simple lessons on objects of nature and common happenings in every day-life suited to the age of the students under training.

The number of *Prose* lessons should be about 25 to 30, at least 60 pages out of 80 must be done in the year in the class.

And

A few simple Narrative *Poems* containing not more than 30 verses or 60 lines.

## GRAMMAR

- |                  |    |   |
|------------------|----|---|
| 1. Nouns         | .. | Proper and common nouns, gender, number and cases;  |
| 2. Pronouns      | .. | Personal and demonstrative; distinction between <i>गु</i> and <i>म</i> and <i>त</i> and <i>तु</i> ; |
| 3. Adjectives    | .. | of quality and quantity;  |
| 4. Verbs         | .. | Present, Past and Future tenses;<br>Present imperfect and past imperfect;<br>Imperative mood;       |
| 5. Adverbs       | .. | of time;<br>of place;<br>of manner;   |
| 6. Prepositions  | .. | ..  |
| 7. Conjunctions  | .. | Cumulative, adversative and alternative.  |
| 8. Interjections | .. | ..  |

The portion of Grammar to be taught should be carefully integrated into the lessons of the Text-Books with due attention to gradation. Students should be able to recognise the different parts of speech and case-endings, etc. Special attention should be paid to the comparison especially of the similarities and differences in the construction of sentences, the idioms, and the words, of the *Regional Language* of the student and *Hindi* as arising out of the lessons to be taught. Care should be taken to avoid all grammatical subtleties and irregularities but Basic Grammar to be taught should be carefully fixed into the mind of the student.

## GENERAL

Attention should be paid to :—

1. Correctness of pronunciation and proper intonation;
2. Development of Conversation about concrete objects and matters of every-day interest;

3. Writing correctly to dictation 10 lines from the prescribed book;
4. Counting upto 100 and simple fractions;
5. Doing by heart at least 20 lines of Prose and 20 lines of Poetry.

#### Standard VI.

One Text-Book of about 100 pages, Crown Octavo, exclusive of illustrations, in clear type—14 points.

The book should contain lessons in Prose written in simple style on interesting topics of general interest suited to the age of the students, such as festivals, celebrations, travels and trips, the Post Office, the Bazaar, the Railway Station, sports, health, first-aid, hobbies, the seasons, etc. The book should also contain a few lessons written in conversational style.

The number of Prose lessons should be 30 to 35; at least 80 pages should be done in the year in the class.

#### AND

Simple interesting poems containing not more than 50 verses or 100 lines.

#### GRAMMAR

1. Nouns .. Abstract nouns, gender, number, cases (continued), changes in gender.
2. Pronouns .. Relative, indefinite,  
( जो, की, कोई )  
Declension of pronouns.
3. Adjectives .. of quality and quantity (continued).
4. Verbs .. Auxiliary verbs चुकना, खाना, करना, देना, वादना.  
Indicative and subjunctive moods,  
Use of मैं, हम, वह, तुम.

Indescribables and their uses.

Revision of the Grammar portion done in Standard V.

The portion of Grammar to be taught should be carefully integrated into the lessons of the Text-Books with due attention to gradation. Special attention should also be given to the comparison, especially of the similarities and differences in the construction of sentences, the idioms and the words, of the *Regional Language* of the student and Hindi as arising out of the lessons to be taught. Care should be taken to avoid all grammatical subtleties and irregularities but Basic Grammar to be taught should be carefully fixed into the mind of the student.

#### GENERAL

Attention should be paid to —

1. Correctness of pronunciation and proper intonation;
2. Simple conversation on subjects based on the lessons in the text book in addition to conversation on concrete objects;

3. Writing correctly to dictation 15 lines from the prescribed book;
4. Oral reproduction of a simple story;
5. Writing a short letter of not more than 10 lines in simple easy style;
6. Doing by heart 30 lines of Prose and 30 lines of Poetry.

### Standard VII

One Text Book of about 120 pages, Crown Octavo, exclusive of illustrations, in clear type—12 points.

The book should contain more advanced Prose than that for Standard VI and be suited to the age of the students. A few adaptations from reputed authors a few model (specimen) letters and a lesson or two in the form of an oration or speech may be included.

In addition to the topics suggested for Standards V and VI, the lessons should be devoted—

- (a) to the description of important places in the surrounding region,
- (b) to duties and responsibilities towards neighbours and mankind in general,
- (c) to the inculcation of such virtues and good habits as simplicity, fearlessness, self-sacrifice, truthfulness, cleanliness, etc.,
- (d) to the love of freedom and desire to work for and be prepared for, the cause of country,
- (e) to the need for communal unity and appreciation of the dignity of man and his brotherhood,
- (f) to the love of learning and travel and sports,
- (g) to the appreciation of natural beauty and scenes, and music,
- (h) to the arts and architecture and sculpture, particularly Indian,
- (i) to the progress of Science,
- (j) to the need of Swadeshi and National Economy,
- (k) to the development of co-operation and the sense of fellow feeling.

Number of Prose lessons should be about 34-40 covering in total 120 pages, 100 to be completed in the year in the class.

AND

The book should contain not more than 75 verses, or 150 lines of Poetry,

### GRAMMAR

- |             |  |
|-------------|--|
| 1. Nouns    | ... Material nouns   |
| 2. Pronouns | ... Reflective, जग (निश्चयवक),<br>Interrogative, Distributive, Special<br>uses of जो, कुछ;   |
| 3. Verbs    | ... Present and Past Perfect tense Compound verbs बग, बैठ-ग, पढ़ना,<br>Verbs taking- से कहना से पूछना,<br>Participles; present and past; e. g.<br>जाने जाते जात हुआ,<br>गुनदे ही.) |



- |                                 |   |
|---------------------------------|---|
| 4. Other Peculiar constructions | Uses of <i>न, यथा...</i>                                    |
| 5. Adverbs                      | ... of quality, number, manner, interrogative and Relative. |

Revision of grammar done in Standard VI.

The portions of grammar to be taught should be carefully integrated into the lessons of the Text Book with due attention to gradation. Care should be taken to avoid grammatical subtleties and irregularities but Basic Grammar to be taught should be carefully fixed into the mind of the student.

### GENERAL

Attention should be paid to :—

1. Correctness of pronunciation and proper intonation,
2. Conversation on subjects suggested by the reading of lessons and on current events of a suitable character,
3. Writing to dictation 20 lines,
4. Reproduction of a passage read,
5. Writing of a simple business letter,
6. Simple composition on subjects of every day occurrence,
7. Doing by heart at least 40 lines of *Prose* and 40 lines of *Poetry*.

### CRAFT-WORK

Objectives :—

- (1) To give necessary training in craft to every school-going child to be self-sufficient either individually or collectively in the matter of one of the three fundamental needs of human beings—food, clothing and shelter.
- (2) To give opportunities to children to learn the subjects of the curriculum incidentally through problems arising out of the life-crafts.
- (3) To foster in children the care and precision necessary in life.
- (4) To inculcate in children the virtues of self-help, service and co-operation and the habit of planning their work before actually undertaking it.

### (1) HAND SPINNING AND WEAVING

#### Standard V

Practical :—

- (1) Composite Spinning, i. e., picking cotton in the fields (where facilities are available) for spinning.
- (2) To make slivers through *tunal*.
- (3) To spin yarn of 16 to 20 counts with *Takali* and *Charkha*.
- (4) To make the *smaller Mal*.
- (5) To unwind, wind and join (*ghis*) as introduction to weaving.
- (6) To weave *tape*.....*Nadi* (tape).

*Standard of Attainment:—*

(i) To pick cotton in the fields (Every student should pick 15 lbs.)

(ii) Composite spinning—10 hanks in a year of 640 double twisted Tars or 30 hanks in a year if only readymade slivers are used.

Average speed per hour 60 Tars for composite spinning and 200 Tars from ready-made slivers with Charkha.

(iii) To weave 30 ft. Nadi in a year. Speed of weaving per hour  $\frac{1}{2}$  foot.

(iv) To keep accounts and graphical records of practical work.

*Theoretical Training:—*

(1) To find out the count and strength of the yarn spun.

(2) Calculation of Yarn from a given quantity of cotton.

(3) To determine the amount of yarn for weaving one yard of Fati.

(4) To know the different qualities of cotton, their good and bad points.

(5) To know the principle of friction.

(6) To know the principle of beltings and pulleys.

(7) To know the principle of levers.

(8) Clock-wise and anti-clock-wise motion.

(9) To know the fibres of thread and to see how they are arranged in carding and 'Tursi.

(10) To study the soil and climatic conditions suitable for the growth of cotton.

*Standard VI**Practical:—*

It is presumed that pupils have by now learnt to spin cotton of even yarn of good strength.

(1) To spin yarn of from 16 to 20 counts with Takli and Charzha; to do collective spinning for half an hour daily in the school.

Note:—To be self-sufficient for one's own clothing, pupils shall prepare 50 hanks outside the scheduled time of the school.

(2) To accomplish the following with reference to Weaving:—

(a) Joining ends of the warp (अधि)

(b) Unwinding yarn.

(c) Winding bobbins.

(d) Spreading warp (सर्ज)

(e) Sizing.

• (3) Weaving of:—

(a) Asanas and Carpets (Coarse yarn produced by beginners should be utilized for this purpose).

(b) Double thread Khaddar (खड्दर) of short width.

(4) Setting a loom for tape-weaving.

(5) Preparing small tools of Bamboo for spinning, carding and weaving (such as carding bow, slivering rod, ateran, weaving chips etc.).

*Standard of Attainment:—*

(1) Composite spinning of yarn of 10 to 20 counts. 8 Hanks of 640 double Tars or 15 hanks in a year if only ready-made slivers are used. Speed of spinning single thread in an hour, 80 Tars. Speed per hour of spinning from ready-made slivers, 240 Tars, with Charkha.

(2) Weaving of musas and carpets 4 ft. in a year.

(3) To weave Khaddar of double thread. To weave annually 10 ft. of 6 Vishis, width 30", in a year. Average speed of weaving per hour,  $\frac{1}{2}$  ft.

*Theoretical instruction:—*

- (1) Units of weaving—Vishi, Panjam and score (32) etc.
- (2) Names and uses of parts of a loom.
- (3) Texture of Khaddar, examination through a magnifying glass.
- (4) To measure Khaddar in square yards.
- (5) Need for sizing.
- (6) Need for keeping the yarn wet.
- (7) Method of preparing Kanji.
- (8) The effect of weather on ginning, carding by Tunai, spinning and weaving.
- (9) Quantity of cloth required annually for each individual, family, class and village.
- (10) The history of the improvements that have taken place in the spinning wheel.
- (11) India's place as a cotton producing country in the World.
- (12) The place of village industries in the life of a village.
- (13) The history of the decline of village industries during the last two centuries.

*Standard VII*

*Practical:—*(1) (a) To spin collectively for half an hour according to the standard laid down in the preceding pages.

(b) To spin 50 hanks (enough 10-12 yards) under the supervision of the school, for self-sufficiency in cloth.

(2) Weaving:—To weave Khaddar of double as well as single yarn. For weaving purposes, a hand loom or a fly shuttle-loom should be used.

The following process will be included in weaving:—

- (i) Examination of yarn and sorting out hanks for warp and weft.
- (ii) Soaking of yarn in water for warp and beating it.
- (iii) Spreading of the warp and cleaning the yarn (अत सूतें धुवें)
- (iv) Sizing.
- (i) Joining ends of the warp (पैलें मड़ें)
- (ii) Fixing warp on the loom.
- (iii) Weaving.
- (iv) Cleaning the web.
- (v) Working out the cost price and sale price of the cloth.
- (i) Washing and folding Khaddar.
- (5) Keeping accounts and graphs of the practical work.

*Standard of Attainment :—*

(1) Composite spinning (counts 20 to 24) 6 Hanks of 640 double Tars. Speed of spinning double twisted yarn per hour, 100 Tars. Speed of spinning from ready-made splicers per hour, 250 Tars.

(2) Weaving of Khaddar. 6 Visbis of double yarn  $\times 30''$ —4 yards. Speed of weaving per hour,  $\frac{1}{2}$  ft. Single thread khaddar—8 Visbis  $\times 36''$ —4 yards. Speed of weaving per hour,  $\frac{1}{2}$  ft.

*Theoretical Instruction :—*

(1) Determination of the quantity of yarn required from Visbi and the length.

(2) Determination of Visbi and the price of Khaddar from Texture.

(3) Knowledge of different kinds of textures.

(4) Knowledge of the methods of hanks sizing and bench sizing.

(5) Effect of sizing on cloth. Kanji of different materials and their effect.

(6) Parts of loom, their measurements and uses.

(7) Agents used to reduce friction.

(8) History of the old and modern tools of spinning, carding and weaving.

(9) Movement for the revival of Khadi.

(10) The problem of supply of cloth in the villages and in India in general.

**(2) AGRICULTURE***Standard V**Theoretical.*

Soil, soil formation. Part Played by wind, rain, heat, cold, vegetation, earthworms, etc.

Different kinds of soil. Relation between different kinds of soil and crops.

Plant life—Parts of a plant and their functions with reference to two or more crops, such as cotton plant, wheat plant, Tul plant, brinjals, chillies, etc.

Seed germination.

Methods and special contrivances of pollination.

*Practical.*

Pupils to grow successfully to maturity, under the direction of teacher, two main field crops (one Kharif and one Rabi) and two vegetable garden crops of the locality.

Pupils to prepare compost from cowdung, leaves, stalks, sweepings, etc., by the pit method.

Acquaintance with the chief garden and field crops of the locality preparation of soil, laying out of beds, etc. Selection and storage of seeds, time and methods of planting manuring, cultivation and watering. Study of the methods of drying, storing and preserving of vegetables.

*Standard VI**Theoretical.*

Soil and soil management, Organic matter in the soil, its origin and utility and its importance in improving sandy and clay soils.

Seed dispersal. Propagation by methods other than sowing—cutting, grafting, layering, flowering and non-flowering plants.

Study of the broad principles underlying the practices of rotation, mixed cropping, fallowing, proper spacing, use of selected seeds, pruning, thinning.

Tillage, its object; different methods of tillage according to soil, climatic conditions and crop requirements.

*Practical.*

Pupils to grow successfully to maturity two crops either in dry farming or by irrigation (omit those crops that are grown in Standard V and select one among crop). This may be done by pupils in groups of 4 or so.

Practice in Simple grafting and layering.

Compost making by a layer method (Indore method).

*Standard VII**Theoretical.*

Soil and soil management—Soil improvement by bonding, levelling, draining, and manuring; their importance in crop production.

Knowledge of weeds, their spread and control.

Plant diseases and their control.

Classification of crops—dry and irrigated, food and non-food.

Study of the sources and methods of irrigation in the District. Crop production in the District, Statistics. Improved implements for agriculture. Care of implements.

*Practical.*

Same as in Standard VI but to be done individually if possible.

Keeping simple farm accounts of income and expenditure.

Adjusting and handling implements used in farm-work.

## (3) TAILORING

The syllabus given below is based on the assumption that about ten periods a week will be spent by every pupil in the tailoring class, and more over that, during that time, each pupil will actually be working. With proper organization on the part of the teacher, this should not be at all difficult, but it means that the tailoring-work teacher must prepare her work even as the geography or other teacher is expected to do.

At each stage the pupils should be made to discuss why a particular stitch is being used.

They must be critical of finish and tidy work.

They must discuss the suitability of materials used, their cost as well as the amount needed for particular garments, taking into consideration the size of the garment and the width of the material.

Mending should receive first priority in all classes. Special attention must be paid to fixing of buttons and other fastenings.

After the first year all the work will be done by machine and hence many garments for the pupils, their families and even to sell may be made.

*Standard V*

*Stitches*.—All the plain stitches to be caught—tacking, button-holing, stitching buttons and fastenings.

*Garments and Articles to be made*—Karechiel.

Lungot.

Soft topi.

Choli's chuddi.

Choli's jankla or kurti.

Undercoat (single).

*Cutting out*.—Making patterns and cutting out the above garments.

*Machining*.—The pupils to have practice during the second half of the year in machining straight seams.

*Standard VI*

*Machining*.—Use of the machine and its care. From now on, apart from tacking and finishing off garments and button-holes, most of the work will be done on the machine.

*Cutting out and making Patterns and making the following garments to measure*

Sudra.

Shori.

Pyjamas.

Pohian.

Skirt (Parker).

*ending*.—Patching and simple darning.

## Standard VII

*Specifying.*—All the various adjustments of the machine to be understood. The machine to be used freely.

*Cutting out and pattern-making of the following garments to measure:*—

Shirt with and collar.

Collar.

Trousers.

Blouse.

Wash coat.

*Mending.*—All forms of patching and repairing of garments as well as shortening, lengthening or broadening of garments.

## Equipment

It is not necessary to have a large table. Cutting out is done on the floor in most women's classes. If a table is possible, so much the better, or even a large wooden board trestle may be used ( $5\frac{1}{2}' \times 3\frac{1}{2}'$ ).

Sewing machines	2,	though it should be possible with good management to work with only one even.
Iron	2,	these are quite necessary for good work.
Cutting out scissors	5,	of two different sizes.
Small sharp scissors	4.	
Needles	4.	packets of different sizes of good quality.
Measuring tape	}	one set.
Other measuring instruments.		

## (4) NEEDLEWORK AND EMBROIDERY

The syllabus given below is based on the assumption that about eight periods a week will be spent by every pupil in the needlework classes, and and moreover that during that time, each pupil will actually be working. With proper organization on the part of the teacher, this should not be at all difficult, but it means that the needlework teacher must prepare her work even as the geography or other teacher is expected to do.

At each stage pupils must be led to discuss why a particular stitch or process is being used.

They must be made critical of fitness of stitchery and finish.

They must also discuss the materials used, their suitability for particular garments as regards beauty, utility, comfort and durability and above all cost.

The amount of material required for each garment according to the size of the garment and the width of the material must be known, but always taking into consideration actual locally used materials and needs, at different financial levels.

Mending should receive first priority in all needlework classes.

In any school, on any day, there will be actual garments worn by children that can be taken and mended there and then.

Since machine work for long seams etc., is to be permitted, it should be possible for the pupils in the course of the year to make the garments specified not only for themselves but also for friends and relations and such few as are really good, could even earn a little extra if the teachers took a genuine interest in the work.

### Standard V

*Stitches.*—All plain stitches to be known and practised on garments specified (Running, tacking, back-stitch, over stitch, hemming, slip stitch).

*Garments.*—The following garments to be cut out and made to actual measurements. The cutting out of *b, c, d*, to be done by the teacher, of *a, e*, by the pupils.

- (a) Skirt (Parker).
- (b) Jacket of style ordinarily worn by the type of girls.
- (c) Frock (this is really a combination of parker and jacket).
- (d) Baby's knickers.
- (e) Baby's Jubbie.

*Embroidery.*—Practice in at least twelve different fancy stitches, which should be used in finishing the garments made, or on table-mats, bags, covers, curtains.

*Mending.*—Darning and patching. Pupils should be made to bring actual garments for mending.

*Knitting and Crochet.*—Simple garments such as Baby's vests, attention being paid to the elasticity of the knitting.

### Standard VI

*Stitches.*—All plain stitches to be known and used in garments. Particular attention to be paid to button holes, especially their placing and size.

*Machining.*—The pupils to be taught simple machining and to use the machine first only for long straight seams, on which time should not be spent with hand work once the pupils are proficient in hand-sewing.

*Cutting out.*—Patterns to be made by each pupil of—

- (a) Knickers
- (b) Karta.
- (c) Pyjamas.
- (d) Blouse.
- (e) Frock.

Practice to be given in making patterns of these in different sizes.

Pupils to be taught how to adapt a ready-made pattern to a given size.



*Garments.*—The following garments to be made and finished with tapes, buttons, etc., properly stitched :—

- (a) Knickers.
- (b) Petticoat or parka.
- (c) Blouses with sleeves inset in different designs according to the locality.
- (d) Pyjamas.
- (e) Boy's shirt or Petran.

*Embroidery.*—Fine embroidery using the same stitches and others. About twenty stitches to be known and used at appropriate places on garments or household goods.

*Mending and Darning.*—Mending and patching of all types on actual garments. Practice to be given all through the year.

*Knitting and crochet.*—Simple garments. Pupils to be able to follow written instructions and knit on four needles. All types of garments suitable for babies. Pull-overs and socks for boys or men.

#### Standard VII

*Stitches.*—By this standard pupils should be able to use all plain stitches appropriately.

*Machining.*—The pupils should be familiar with the use of the sewing machine and be able to oil and clean it. Most garments will now be made on the machine after being laced. No machining should be done without tacking.

*Cutting out.*—Patterns to be made of all children's and women's garments to measure.

- (a) Knickers,
- (b) Kurtaa,
- (c) Frocks,
- (d) Blouses,
- (e) Pyjamas,
- (f) Cholis (tight fitting under-bodices), and the following garments for men and boys :—

- (1) Shirts. (2) Waist-coats (Ruudi). (3) Shorts.

*Garments.*—The above garments to be made up.

*Embroidery.*—All types of embroidery. Ability to copy new forms from a picture or pattern to be encouraged.

*Mending and Darning.*—In addition to the mending and darning already taught, the making of new garments to fit smaller or bigger sizes to be taught.

*Knitting and Crochet.*—All types of garments and lace with more elaborate patterns.

*Equipment*

It is not necessary to have a large table. Cutting out is done on the floor in most women's classes. If a table is possible, so much the better. Size about 5'x3'.

- |                         |    |    |  |
|-------------------------|----|----|--|
| 1. Cutting out scissors | .. | 6  | of two different sizes. These must be of good quality. |
| 2. Small sharp scissors | .. | 3. |  |
| 3. Iron                 | .. | 1. |  |
| 4. Needles              | .. | 6  | packets of different sizes.                            |
| 5. Sewing machine       | .. | 1. |  |

**(3) WOOD-WORK***Note on Wood-work Syllabus*

The course is designed to give a general grounding and develop skill in all the fundamental processes of hand wood-work. The equipment should be kept as simple and indigenous as possible and it is not desirable, especially in primary schools, to have an elaborate and expensive equipment. It is, therefore, suggested that pupils should work on planks used by carpenters in villages. However, the use of work-benches may be resorted to wherever news try. Recourse should be had to simple tools used by village carpenters.

It is desirable to supply each boy with a set of tools which he has to use daily. If individual set, are given, pupils will take care of the tools and the task of checking will be easy. It will be necessary to give each of the pupils a locker large enough to keep tools and small projects or toys or other articles (small) in preparation. Where lockers are not supplied to each individual student, a set of tools may be kept by the school and used by the pupils in batches of 20 or 25 each. A list of the tools to be supplied is given at the end of the syllabus. Students may be given practice in the use of the universal tool (the ADZE) used by our village carpenters, wherever necessary.

It is strongly recommended that formal exercises in wood-work such as sawing, planing or making joints should, as far as possible, be avoided. The necessary practice should be given in making the articles and care should be taken to see that only those articles which need the use of the joints and exercises under study are given and that the articles are so graded as to entail the necessary practice. With the above qualification, it is desirable to give the pupil a choice in the matter of the articles he undertakes to prepare.

In the final year the policy should be to undertake orders of furniture and other woodwork so that pupils can get a reasonable sum for the work they turn out. However, child labour should not be exploited.

The syllabus is planned on the basis of 12 periods, i.e., about 8 to 9 hours a week, which may be distributed according to convenience and capacity of children. It may be taken as two consecutive periods every day or as three consecutive periods on alternate days and one period on

other days. Especially in standard VII and in the second term of Standard VI, three periods at a stretch will be necessary in some cases. The craft teacher may, however, use his own discretion and the timetable should, to that extent, remain elastic.

### Standard V

#### Theoretical

1. General study of tree-size, from different parts, study of cross section—heart wood, sap-wood, annual rings, bark, etc.

*Use.*—Preventing corrosion, effect of rainfall, use of roots and or leaves as medicine, leaves for thatching, fruits as food. Trunk as Timber and as fuel, bark for tanning, etc., Shape, protection from winds.

*Reforestation.*—Need, general methods, benefits, result of destroying natural forests.

2. *Tools.*—Description and identification of tools which the pupils use, their use and care.

Precautions for preventing damage to tools or injury to users.

3. Estimating the cost of material used in the articles prepared.

Calculations to be made on the basis of the price per sq. ft.

#### Practical

1. Collection and identification of the wood, leaves and fruits of the common trees of the locality.

A trip to the fields for the observation of trees.

2. Planting and care of several trees by pupils on the school grounds, public roads or at home.

3. Simple exercises in sawing planing, cleaning and finishing to size and form, chiselling, grooving and simple joining (to be carried out as far as possible in making simple articles embodying these operations).

4. *Joints.*—Halving joints, lap halving and cross halving. Housing joints and simple mortice and tenon joints.

5. *Articles to be prepared.*—Handle of khurpies, sickles, etc. Kalera, pointers, pegs (Square pegs in square holes). Paper weights, sign-boards, bearing rods for washing, simple axle and yoke pins, simple pots, Lapetas, Shivering boards, wooden hand-ginning boards, takli box, bracket shelves (small with housing joints), pot stand by cross halving, small plain box by nailing, book-shelf, wall-rack (by nailing) small stool.

## Theoretical

## Practical

6. Simple fret saw work such as cutting out animal forms and toys from deal wood (deodar) boxes or other soft woods. Also preparing pen racks, paper racks, simple screens, calendars and picture frames from deal-wood (deodar) or ply wood.

7. Practice in drawing. Scales and their sub-divisions, Instruments and their use. Use of drawing board, T square and set squares. Plain geometrical figures and designs to be drawn with the aid of instruments. Practice in dimensioning and lettering. Freehand and scale drawing. Free-hand sketches of simple solids in various positions. Groups of solids in positions. Isometric and pictorial projection of solids and simple joints or articles (both free-hand and to scale).

## Standard VI

## Theoretical

## Practical

1. Study of timber—hard wood and soft wood. The commercially important trees of India and nearby countries. Uses of different kinds of timber. Seasoning timber—need, purpose, methods.

*Pests.*—Insect enemies of timber; description and methods of preventing damage by them.

Forest areas of India and the World.

Export and import of timber.

2. Use and care of tools.

3. Types of joints practised, their description and use.

4. *Polishing.*—Preparing finished articles for polishing by sand papering and methods used for finishing the pores.

Different fillers. Ingredients used in French polish.

1. Exercises in cutting, sawing, planing etc., to continue.

2. Joints :—Making articles which embody the following joints :—

(i) Dovetail halving joint.

(ii) Mortice and tenon joint—

(a) Plain,

(b) Haunched.

(iii) Bridle and saddle joint.

3. *Articles.*—Bread board picture frame, lamp-stand, folding pegs, pencil box, stationery rack, draughts board, wooden tray, small book-shelf, simple wooden cot, desk chair, hand rake, yoke and such other simple things used by farmers. simple stool, folding stool, small sloping desk, Charakba disc, wooden base, spindle stands and such other articles as can be used in spinning.

Theoretical	Practical
Varieties of polish and preparation.	4. Gluing up, finishing, polishing etc. Applying lacquer and paints to articles prepared.
Ingredients used in the preparation of lacquer. Its preparation and colouring.	5. Wood turning.—Preparing rules, yoke pins, dumb bells, rolling-pins, electric lamp stand, Indian lamp stand, pegs, small toys, etc.
6. Estimating the cost of materials used in the articles.	8. Drawing to continue. Isometric and orthographic projections of joints and articles prepared.
	7. Care and maintenance of tools; sharpening of chisels and plane bits.

## Standard VII

Theoretical	Practical
1. Cost Accounting—	1. Exercises as in previous years.
(a) making list of timber sizes for various articles of furniture. Computing the quantity. Estimating the cost including labour;	2. Joints—making articles which embody the following joints—
(b) methods of computing quantity of timber in round logs;	Dovetail joints, different types.
(c) Hardware.	Dowelled joint.
Identification. Use and methods of applying nails, screws, hinges, bolts and other common accessories.	3. Articles—Molding and plain cuts, box, plough, bullock hoe, axle for carts, folding screen, tea tables, chairs, small tables, small cupboards with panelled doors, and similar other articles in local demand.
2. Care of tools—	4. Spinning wheel, wheels (spoked) for carts, Persian wheel and other water wheels, etc.
(a) Cleaning and oiling;	Wood turning to continue.
(b) grinding and honing of tools;	5. Advanced polishing and lacquering and polishing including use of colours.
(c) difference between cutoff and rip saws.	

Theoretical	Practical
3. Geometrical forms applied to wood work—	6. Saw fitting.—Jointing, setting, sharpening saws with file—both cut-off and rip saws.
(a) Triangle, Braces, Trusses, etc.	7. Drawing to scale of several articles produced—orthographically.
(b) Circle—arches.	8. Optional activities—
(c) Miscellaneous forms for decoration.	(a) Caning work.—Caning stools, chairs and preparing other simple articles.
(d) Furniture designing.	or
4. Plywood Methods of manufacture. Woods used.	(b) Wood carving.—Chip carving or other simple decorative carving.
Use of plywood.	
Polish, varnish and stains. Ingredients used in each and their preparation.	

*List of tools in Carpentry*

Individual tools (each boy).	General tools.
1. Adze.	1. Chisels 1½, ½ .. 3 sets.
2. Chisels 1", ½".	2. Saws—
3. Plane bit, 1, 1½ inch.	(a) Cut-off saws .. 4 (9 pt.)
4. Foot-rule.	(b) Rip saws .. 2 (5 pt.)
5. Try square 6".	3. Hammers .. 3
6. Small mallet.	4. Screw drivers—
	Large .. 2
	Small .. 2
<i>Other equipment</i>	5. Nailset, countersink—
1. Workbench, with vice. 1	Centre punch .. 1 each
2. Planks .. 20	6. Files .. 1
3. Tool lockers .. 20	7. Hand drill .. 1
4. Timber and hardware as required.	Set of assorted bits. 1
	8. Clamp (C. clamp). 1
	9. Compass .. 1
	10. Rebbit planes .. 2
	11. Fret saw sets .. 4
	12. Saw set .. 1 (tool for mending the teeth of the saw).

## General tools (contd.)

- |     |   |      |
|-----|---|------|
| 13. | Files,<br>Half round rasp<br>9" long                            | .. 1 |
| 14. | Grind stone flat<br>(water).<br>Grind stone flat<br>(oil stone) | .. 1 |
| 15. | Marking gauges  | .. 4 |

## MUSIC

*Aims*—The aim of Music should be—

- (a) to form good breathing habits; correct habits of articulation and sound production and to cultivate feeling for rhythm and harmony;
- (b) to create and cultivate taste for Music and to lay foundations which will enable the pupil to enjoy music in after life and thus provide him an "ennobling recreation";
- (c) to train the pupil to hear and appreciate good music;
- (d) to encourage those who reveal special aptitude for developing "executive skill"—vocal or instrumental—to develop it.
- (e) to provide opportunities for corporate activities based upon music; and
- (f) to create nobler sentiments of love, respect, piety and patriotism.

*Notes*—(a) Music, if properly handled, can help development of the entire personality of the pupil, his physical, intellectual, emotional, imaginative and creative powers. This activity has the advantage of being in accord with the basic instinct of the pupil which impels him to see order, shape, rhythm and harmony in all that he sees.

- (5) Tambora box and not harmonium should preferably be used.

*Standard V*

(a) Introductory knowledge of Ragas and definitions of elementary technical terms.

(b) Four geets to every Raga mentioned in (d), i.e., one Lakshan geet, one sargam and two geets.

(c) Devotional, folk, marching and national and other community geets; Swagat and Aabhar geet.

(d) *Five Ragas*—Bhupali, Durga, Sargam, Desh and Khamoj. Singing with Tal.

*Standard VI*

- (a) Continuation of previous course [mentioned in Standard V (a)].
- (b) Four geets in every Raga mentioned in (d) below i. e. one Lakshan geet, one Sargam and two geets.
- (c) Continuation of previous course mentioned in Standard V, Item (c).
- (d) Five Ragas : Kaañi, Bhimpalaa, Bageshri, Assavari and Dhañavi.

*Standard VII*

- (a) Continuation of previous course mentioned in (a) of Standard VI.
- (b) In every Raga mentioned in (d) below, one Sargam, one Lakshan geet and two geets. One Thapal.
- (c) Continuation of previous course mentioned in (c) of Standard VI.
- (d) Five Ragas—Kallian, Hamcar, Kedar, Bihag and Malkawna.

## DOMESTIC SCIENCE

(For Girls' Schools)

*Standard F*1. *Physiology*—

## The Human Body:—

- (1) Skeleton.
- (2) Muscles and joints. Their functions.
- (3) Circulation of blood.
- (4) Digestive system.

2. *Hygiene*—

## Rules of health :—

- (a) Cleanliness—Skin, teeth, hair, mouth, eyes, internal organs.
- (b) Fresh air—composition, purification.
- (c) Regular habits.
- (d) Food—nutritive value of various food stuffs ordinarily taken—balanced diet.
- (e) Water—required quantity, purity, means of protection.



3. *Common Diseases*—

Malaria—cure, prevention.

Itch.

Ringworm.

Infectious diseases

Measles	}	care and prevention.
Small pox		
Plague		
Cholera		

4. *Study of mosquito*—5. *Food*.—Value as food with comparative cost—meat, fish, eggs, cereals, vegetables,—green and root.6. *Milk*.—Types and food value and use at different stages of life.7. *Cooking*.—Preparing tea, coffee, extracting the juice of fruits, Boiling rice, Chappati, preparing of Kanji, curds, "Chas."8. *Cleaning*.—Simple dusting, sweeping and cleaning of pots and pans with knowledge of cleaning agents e. g., Lime, flour, tamarind, "Chas" etc.*Standard VI**Physiology*—

Excretory system.

Simple sex knowledge, especially sex hygiene of personal aspects.

Menstruation and special care at such time.

Function of the eye, ear, mouth, skin in greater detail and preservation of health of the same.

*Hygiene* :—

Care of surroundings—disposal of waste matter, refuse, sewage.

Placing and care of latrines, lavatories and proper drainage of bath rooms and wash rooms.

Ventilation and sanitation.

Study of household pests and means of their destruction—rats, bugs, lice, cockroaches, ants, etc.

Further study of malaria.

*Cooking*—

Changes wrought in food values by cookery.

Types of cooking and how they affect food values, boiling, steaming, frying, grilling, baking, etc.

Preparation of meal—2 varieties of vegetable dishes and rice, a sweet dish, Roti, Bhakhari or Chappaties of different varieties.

Study of Vitamins as influencing the food ordinarily eaten.

*Laundry and cleaning* :—

Study of cleaning agents—household and laundry, preparation of such, Washing of simple white and coloured garments.

*First aid*—

Simple household treatment of cuts, burns, bites, scalds, sprains.

Making and application of simple poultices, lotions, etc.

**Simple bandaging.**

Removal of foreign matter from eye, ear, etc.

*Standard VII***Physiology:—**

Revision, with filling in of gaps that might have been left, so that at this stage pupil has full simple knowledge of working of body.

Sex hygiene and Reproductive system.,

**Home Nursing:—**

The sick room—arrangement, ventilation, cleanliness, Duties of nurse.

Taking and reading of temperatures and other details of progress of patient.

Preparation of invalid diet, poultices etc.

**Mothercraft:—**

Care of pregnant woman and nursing mother.

Care of child—washing, clothing, feeding.

Need of fresh air and sunlight.

Sleep for mother and child.

Value of breast feeding—when to be discontinued, when avoided. Substitutes for mother's milk—value of different substitutes.

Knowledge of working of Welfare Centres.

Necessity for immediate attention to so-called minor ailments, e. g. infantile diarrhoea running cold, sore eyes.

Play for children—types and places.

Training in clean sanitary habits for small children.

**Cooking:—**

All practical food values to be known—methods of choosing food—balanced diet composed of proteins, carbohydrates, vitamins, etc.

At least four vegetable dishes, four savouries and four milk dishes.

All varieties of cooking rice.

Methods of preservation of food stuffs.

**Fuel:—**

Different kinds of fuel, wood, charcoal, kerosene, petrol, gas, electricity to be studied with their economic and sanitary values as well as effect on food.

Simple "Safety First" in the Home. Lamps, stoves.

**Laundry and cleaning:—**

Washing of cotton as well as silk garments

Ironing.

Simple dyeing.

Study as far as possible of local materials and cleansing agents available.

Removal of stains—ink, food, stuffs, tea, oil.

Polishing of metal and wood as well as leather.

*Syllabus in English*

The introduction to the study of English should be mainly through oral work. In view of the fact that the teaching of English will have to be concentrated within a period of four years, it is necessary that it should be entrusted only to those teachers who are specially trained in the methods of Foreign Language Teaching and have adequate command over the English Language. To enable pupils to do more extensive reading, the course in Grammar has been considerably simplified.

*Reading.*—In teaching Reading, the chief aim should be to train pupils in quick and accurate comprehension. For this purpose, there should be a course of intensive reading as well as extensive reading, and both should aim at developing the power of comprehension. The reading materials should be properly graded linguistically and based on a selected vocabulary reaching the standard of not more than 4,000 words in Std. XI. The mother-tongue may be used freely for the explanation of English forms and constructions at the earlier stages and translation from English into the mother-tongue of the matter already read by the pupils may be done as and when necessary.

Intensive reading of the prescribed text-books should be supplemented by the extensive reading of *Supplementary Readers*. The latter should contain interesting stories. Abridged and simplified editions of Standard works would also be useful in Stds. X and XI. These will give the pupils plenty of practice in reading and be an excellent means of developing confidence in tackling new reading material.

Besides this, there should be individual reading of easy library books both in the school and at home. Towards this end, it is necessary that every class should have a library of its own, consisting of at least as many different books as there are pupils. These books should be suited to the age-groups concerned as regards their language and subject matter.

*Composition.*—The teaching of composition will begin with the oral work done at the preliminary stage. Composition will naturally follow oral and written work on the matter read and should lead to reproduction of stories, with or without the help of guiding questions. Simple descriptions of familiar objects, scenes and people, narration of incidents and dramatic representation of stories should be expected from pupils of Stds. X and XI. The teaching of composition should be supplemented by frequent drill in the use of sentence-patterns, language, forms and usages as they occur in the Readers meant for intensive reading.

Transcription and dictation should be treated as an important stage in written work preliminary to free composition. Transcription and dictation exercises should be based on oral work and the matter read, and should, as a rule, consist of connected sentences. Handwriting should receive careful attention at all stages. It would be advisable in the initial stage to teach the Print Script, which may be followed by the cursive hand in Stds. X and XI.

Translation from the mother-tongue into English should not be attempted before Standard X. By the time the pupils reach Std. X, it is expected that they will have acquired sufficient command over English not to be confused by the difference in the forms and structures of the two languages and a systematic and graded course of translation of simple passages from the mother-tongue into English as well as from English into the mother-tongue, may prove to be useful in securing greater mastery over the language.

*Grammar.*—The functional aspect of grammar should be stressed throughout the course. Examples should be based, as far as possible, on the reading matter and the vocabulary already known. It would be helpful to bring to the notice of the pupils the distinctive forms and structure of English and compare them with those of the mother-tongue. In the early stage, Grammar should not be taught separately; but it should be correlated with the new reading lesson. By this incidental teaching of Grammar, pupils are expected to know, by the end of Standard IX, how to recognise different parts of speech and how to analyse simple sentences.

The main objective in the teaching of English in secondary schools should be to enable pupils to understand simple spoken and written English and to carry on simple conversations in English.

### STANDARD VIII

#### (A) *Oral work*

About Four to Six weeks in the beginning should be devoted to oral work and for incidental reading and writing arising out of the oral work. The phonic method should be used for reading.

The Sentence Patterns in Appendix I should be drilled in and should be worked into conversation based on the following topics—

The School or Class-room; Garden; Road; Body; Clothes; The Daily Routine; People; Self; Animals and Fruits.

#### (B) *Reading & Recitation*

Drill in language forms and usages as they occur in the Reader should precede the actual reading. The reading matter, though simple in language, will have to be suited to the interests and mental development of pupils of about 14 years of age. The Reader should contain at least six poems which should be learnt by heart by the pupils. Recitation of 50 lines of simple poems should be expected.

A vocabulary of about 750 words of ordinary daily usage should normally be acquired in the course of the year.

Fluent reading with understanding should be stressed.

To test rapid Comprehension, question-answer work may be done in the child's mother-tongue.

(G) *Translation & Grammar*

The use of the mother-tongue in testing comprehension has been indicated above.

Similarly, oral work should develop a knowledge of functional grammar so that children realise the correct structure of the sentences that they use.

The pupils should have a knowledge of the following :—

(1) Subject and Predicate.

(2) Agreement of subject and verb with reference to number and the form of personal pronoun in the present continuous and the simple present.

(3) The present continuous, simple present, simple past and future tenses.

(H) *Composition*

(i) *Oral*

Oral work arising out of the lessons in the Reader.

(ii) *Written*

(a) Answers to questions based on the Reader.

(b) New type exercises :—

(i) Substitution tables in (a) English Composition without Trouble—F. G. French, (b) Colloquial English—Palmer.

(ii) Transformation of sentences—e.g. Questions into answers. Positive statements into negative. Present into Past or Future. Singular into Plural, etc. Matching Parts of sentences. Re-arranging jumbled words to form sentences.

## STANDARD IX

(A) *Oral work*

(I) Drill in the use of sentence patterns, language forms and usages as they occur in the Reader. Pupils should have plenty of practice in question and answer, negative as well as affirmative. All the tenses should be practised.

(II) Simple conversation on every-day situations within the experience of the pupils, e. g., receiving visitors, answering inquiries, visiting a sick friend, shopping, posting a letter, buying a railway ticket, conversation on pictures, etc.

(III) Story-telling—The teacher should tell a story and ask questions on it; the pupils should be required to re-tell the story, step by step, with the help of the questions.

(IV) Oral work based on the reading.

(F) *Language Exercises*—(a) Substitution tables (continued), (b) Transformation of sentences, positive into negative (and vice-versa), (c) Synthesis of simple sentences with different conjunctions and relative pronouns such as *and*, *but*, *either/or*, based on the reading matter.

### (B) *Reading and Recitation*

(a) About 100 pages from a Reader suited to the age of the pupils and containing interesting stories and factual matter to be used for (1) oral reading, (2) silent reading, and (3) oral and written work. The Reader should be well-illustrated and contain suitable poems to be read for enjoyment. Discussion of the poems may be in the mother-tongue. Recitation of about 60 lines is expected.

The vocabulary should cover approximately 1,000 new words.

(b) One period a week should be set aside for silent reading of books from the class library.

### (C) *Translation and Grammar*

Systematic exercises should be used to develop knowledge of the following :—

(a) *The Sentence*—Putting together subject and predicate. Splitting a sentence into its subject and predicate.

(b) *Nouns* Kinds—Common, Proper, Collective and Abstract (Proper nouns begin with a capital letter. Omission of the article with Proper and Abstract nouns). Number and gender. Use of the apostrophe ('s and s').

(c) *Pronouns*—Kinds—Personal, Interrogative and Relative, Singular and Plural forms of pronouns for the three cases.

(d) *Adjectives*—Kinds—Quality, Number, Quantity and Demonstrative. Degrees of comparison, using suitable adjectives with given nouns. Supplying opposites of given adjectives.

(e) *Verbs*—Kinds—Transitive and Intransitive, Doing and Being. Revision of tenses already learnt in Std. VIII. Simple Present, Present Continuous, Simple Past, Simple Future and Present Perfect. Use of helping verbs, (including their contracted forms) for forming tenses, interrogations and negations. Agreement of the verb with the subject. Conversion of tenses from Present to Past or Future and vice versa.

(f) *Adverbs*—Kinds—Time, Place, Manner, Cause and Degree. Forming adverbs from adjectives.

(g) *Prepositions*.

### (D) *Written work*

(I) Dictation based on Reading. Transcription. Correct punctuation marks, such as the full stop, the question mark, the comma, the mark of exclamation and the apostrophe, and also the use of capital letters.

(II) Exercises based on the types done in oral work.

(III) Letter-writing—Simple letters of five or six sentences on every-day life to friends, relations or the teacher. Attention to be paid to the correctness of the epistolary forms. Addressing an Envelope. Neatness and orderly arrangement to be insisted on.

### STANDARD X

#### (A) Oral work

- (i) Reproduction of stories with or without the help of guiding questions.
- (ii) Simple descriptions of familiar objects, scenes and people.
- (iii) Oral work based on reading.
- (iv) Language Exercises such as transformation of sentences and synthesis as in the previous standard, and direct into indirect, particularly of questions, commands and requests. Greater use of the substitution tables.

#### (B) Reading

About 120 pages from a Reader suited to the age of the pupils and containing interesting stories, factual matter and simple essays to be used for (i) Oral reading with emphasis on correct pronunciation and intonation, (ii) silent reading, and (iii) Oral and written work. It should also include about 200 lines of poetry for comprehension and enjoyment. Approximately 1,000 new words should be introduced. Recitation of about 75 lines of simple poetry.

*Supplementary Reading.*—Some story books should be prescribed by the Head Masters for rapid reading. Such books should be much simpler in language than the class Reader.

#### (C) Grammar and Translation

- (a) Translation of easy passages from English into the regional language and vice versa.
- (b) Exercises in translation should be correlated with grammar.
- (c) Revision of grammar work done in the previous years.
- (d) All kinds of pronouns.
- (e) Past continuous and Past Perfect.
- (f) Sequence of tenses.
- (g) Active and Passive Voice, Synthesis, Direct and Indirect Narration—Transformation exercises.
- (h) Distinction between a phrase and a clause.
- (i) Analysis of simple sentences.

#### (D) Written work

- (i) Exercises based on the oral work done.
- (ii) Comprehension exercises based on suitable passages, seen, and

unseen. Questions testing comprehension may be answered either in English or in the mother-tongue.

(III) Letter-writing—Social and business letters of a simple type. Attention to be paid to neatness and orderly arrangement and also to the correctness of the epistolary forms.

(IV) Story-writing—Developing a story from an outline.

(V) Writing short descriptions of familiar scenes, events, people, etc.

### STANDARD XI

#### (A) *Oral work*

(I) Narration or reproduction of stories read and heard.

(II) Class Debates on simple topics of interest to students.

(III) Pupils should be able to converse freely on topics of everyday life.

#### (B) *Reading*

Intensive study of the texts prescribed by the S. S. C. Examination Board. The prescribed number of pages of prose, and the prescribed number of lines of poetry should be studied to develop the pupils' ability to read quickly and silently for comprehension. Oral reading with particular attention to proper phrasing and correct pronunciation and intonation should also be attended to. Poetry should be taught for enjoyment, using the mother-tongue wherever necessary. Approximately 1,250 new words should be introduced.

*Supplementary Reading*—Silent reading of books from the class library.

#### (C) *Grammar and Composition*

(a) Transformation of sentences.

(b) Synthesis i. e. joining three or four simple sentences.

(c) Classic analysis of sentences.

(d) Idioms and use of prepositions, arising out of the text studied.

(e) Changing passages, seen or unseen, from Direct to Indirect narration and vice versa.

(f) Exercises in continuous composition (of 200 words) such as description of scenes or people, or narration of incidents.

(g) Writing a letter, business or formal.

(h) Building up a story from a given outline.

(i) Translation of a simple narrative or descriptive passage from English into the regional language.

(j) Giving short answers in English to questions testing comprehension of a simple narrative or descriptive passage.

(k) Précis of a simple narrative or descriptive passage.



## INTRODUCTORY NOTE TO THE SYLLABUS IN THE MOTHER-TONGUE

(STANDARDS VIII, IX and X)

The syllabus in the Mother-tongue for these standards should be a continuation of the course studied in S.D. VII of the primary or secondary schools. At the end of the Secondary School course, the pupil will have ordinarily attained such standard of knowledge of the mother-tongue as will meet the normal needs of adult life.

The text books sanctioned for the three standards are expected to include a wider range of reading material, both in prose and poetry, than those of the preceding classes, did. Suitable passages of literary merit selected from the writings of standard authors of the past and present will form the main content of the text books. The selections must serve as an introduction to literature. The selections for different classes in prose should be graded according to the style and diction and should serve not only as models of correct and idiomatic prose but also as an introduction to the study of various literary forms.

## SYLLABUS IN PROSE, POETRY, GENERAL READING AND COMPOSITION

(STANDARDS VIII, IX and X)

*Prose.*—(a) Detailed study.—The pupils are expected to read about 150 pages of prose from a book of selections of prose and poetry of at least 250 pages. The selections should represent the different forms of literature suited to the age and linguistic ability of the pupils.

(b) Supplementary Reading.—One Rapid Reader of continuous narration or a selection of short stories or one Act plays by one author, of about 150 pages should be prescribed.

*Poetry.*—The pupils should read not less than 500 lines of both modern and mediæval poetry in Standards VIII, IX and X, of which about 100 lines should be learnt by heart in each standard.

*General Reading.*—The pupils are expected to read at least four books of different types of literature every year from the class library.

*Composition.*—Not less than 20 exercises in original creative composition should be completed during the year in each of the standards. Attempts should be made gradually to develop the powers of appreciation and criticism. Expansion of ideas, Precis, Dialogue, Story-writing, Autobiography, Biography, Letter-writing and Essays on simple themes should provide the necessary material for creative composition.

## STANDARD XI

Prose, Poetry, Grammar and Composition as prescribed by the Secondary School Certificate Examination Board.

## SYLLABUS IN GRAMMAR

(STANDARDS VIII, IX and X)

Marathi

## STD. VIII

(Grammar should be related to कृदन्तरेण wherever possible in each standard).

*Grammar*.—Revision of the Rules of Orthography, Vowels and Consonants—their classification according to व्यंजित्व.

Revision of सूत्र rules, including पूर्वस्य and परस्य Sandhis.

Detailed study of Nouns, Pronouns, Gender, Number and Cases and Adjectives, Simple Tenses and Moods, कर्तृ, कर्तृणि and मात्र प्रयोग.

*Rhetorics*.—Figures of Speech (arising out of the text)

(उपमा, दृष्टान्त, अतिशयोक्ति, रूपक and उपेक्षा)

*Idioms and Proverbs*.—as arising out of the text.

## STANDARD IX

*Grammar*.—Detailed study of:

Kinds of Verbs—Auxiliary and Causal.

Tenses (Perfect, Imperfect & Continuous i.e. पूर्ण, अधूण & रीति)

सहसंज्ञा—varieties of सम्प्रसारण Voices. कर्म, कर्तृ

Compounds—ह्रस्व, लघुस्य, कर्मस्य, द्विगु

Simple etymology.

*Prosody*.—A general idea of the metres—अष्टुप्, मत्तुप् and गणुप् as arising out of the poems studied.

*Rhetorics*.—Three Figures of Speech—

सदृश, अव्ययस्य, विरोधाभास.

*Idioms and Proverbs* as occurring in the text books.

## STANDARD X

*Grammar*.—Nouns—उपसर्ग, कर्मस्य.

Verbs—Compound Tenses.

Compound and Irregular Verbs.

Compounds—बहुव्रीहि, अव्ययभाव

Simple Etymology. Simple word formation—सर्वसिद्धि

*Prosody*.—Recognition of Metres as arising out of the poems studied.

*Rhetorics*.—Figures of Speech—समाश्रय, आतिशयोक्ति, व्याजसुक्ति.

*Idioms and Proverbs* as occurring in the text books.

## STANDARD XI

As prescribed by the Secondary School Certificate Examination Board.

## Gujarati

## STANDARD VIII

(Grammar should be related to ગુજરાતી wherever possible, in each standard).

- (1) General knowledge of the rules of orthography.
- (2) Vowels and consonants (revision) their classification according to ઉચ્ચારણ.
- (3) Simple Swar and Vyanjan Sandhis and Sandhi rules.
- (4) Parts of Speech—detailed study of nouns, pronouns, gender, number and વર્ણન adjectives, simple tenses, moods and terminations of verbs.
- (5) Revision of Kartari, Karmāni and Bhavē Prayog.
- (6) Idioms and proverbs as occurring in the text.
- (7) Principal Figures of speech. ઉપમા, અભિપ્રાયોક્તિ, રૂપક અને ઉપરૂપક.

## STANDARD IX

- (1) Further study of Sandhi rules : formation and dissolution.
- (2) Kinds of verbs—Auxiliary and Causal. Tenses—Perfect, Imperfect and Continuous.
- (3) Compounds—Dvandwa, Tatpuruṣa, Karmadhāraya and Dwigu.
- (4) Principal Figures of Speech—સરવરૂપક, રૂપક, અભિરૂપક.
- (5) Prosody : General idea about ગદ્ય, ગુરુ, ધ્વનિ, ચરણ, મત્રા, મત્રાગણ અને અક્ષરગણ. Recognition of metres of poems in the texts.

## STANDARD X

- (1) Verbs—Compound. Tenses. Compound and Irregular verbs of frequent occurrence.
- (2) Compounds—અદ્વંદ્વિય and અવધિભૂત.
- (3) Simple etymology.
- (4) Principal Figures of Speech અપ-રૂપક, વ્યવરૂપક, વિરૂપક, અભિવ્યક્તિ, રૂપક-રૂપક, અન-રૂપક. General knowledge of principal Kavyagunas and મત્રગુણ, and their use to help appreciation of poetry.
- (5) Prosody—recognition of metres arising out of the text-books.
- (6) Idioms and Proverbs as occurring in the texts.

## STANDARD XI

As prescribed by the S. S. C. E. Board.

*Kannada*

## STANDARD VIII

*Grammar*

Revision of the portion covered under standard VII. Additional topics for study :

- (1) Aksharotpatti Sthana—Swara and Vyanjana.
- (2) Shabdā Vichara—Kridanta and Taddhita.
- (3) Akhyaya and Akhyata—Purusha, Linga and Vichara, Their peculiarities.
- (4) Tatpama and Taddhava—continued. (Knowledge of rules not expected).

## STANDARD IX

*Grammar*

- (a) Swar and Vyanjana Sandhis.
- Compounds : Dvandwa, Tatpuruṣa, Karmadhāraya and Dwigu.
- (b) Elementary knowledge of Guru, Laghu Matras, Gana, Yati and Prasa.

## STANDARD X

*Grammar*

- (a) (1) Samasa—Bahuvrīhi and Aavyayibhava.
- (2) Taddhava words and their formation.
- (3) Kridanta, Taddhita Prakritis—roots and nouns.
- (b) Prosody
- (1) Recognition of metres as arising out of the poems studied.
- Akshara Vrittis—Champakā mala, Utpalā mala, Mattibhā Vikrīdita and Shārdulā Vikrīdita.

- (2) The following figures of speech should be studied :—  
Upama, Utpreksa, Rupeka, Shlesha and Atishayokti, Swabbavokti.

## STANDARD XI

As prescribed by the S. S. C. B. Board.

THE SYLLABUS IN CLASSICAL LANGUAGE  
(STANDARDS IX, X AND XI)

The aim of the syllabus in classical languages is to enable pupils in secondary schools to understand and appreciate the beauty of the language and get interested in its literature. For this purpose, a study of its representative but simple Prose and Poetry is necessary.

As the duration of the study of the classical languages is going to be reduced from four to three years, it is not necessary to give exercises in translation from a regional language into a classical language. The grammar taught should be also as elementary as possible. Forms of typical words of common occurrence should be learnt by heart, while those of others should be taught for purposes of comprehension and recognition. Functional grammar should receive emphasis, while the study of formal grammar should be reduced to the minimum.

While introducing the study of the classical languages in the 1st year i.e., in Standard IX, the maximum possible use should be made of that vocabulary in the classical language which may be in frequent use in the regional language. Reading matter in the text books, though not in the form of connected passages in the very beginning, will have to lead pupils, as early as possible, to the study of continuous narrative and descriptive material. Although the study of a classical language commences, in the new set up, in Standard IX, schools may, with advantage, assign one period to it in Standard VIII as a part of the study of the regional language (or mother-tongue). About 25 verses may be taught in that standard with simple grammar of declension of nouns like एन. इति and conjugation of verbs in the 1st and 4th tenses.

### Sanskrit

#### STANDARD IX

*Prose.*—20 pages.

*Poetry.*—100 Verses (60 of these to be learnt by heart). Translation from the Classical language into the regional language or English—8 exercises. Each exercise should consist of about 10 sentences, not necessarily forming a connected whole.

*Grammar.*—Declension of nouns (all genders) ending in vowels. Declension of the following nouns and pronouns should be learnt by heart, while that of the remaining should be studied for the purpose of comprehension and recognition :

Nouns : (i) राम, इति, भानु, विदुः (Masculine)

(ii) साय, नदी, गङ्गा (Feminine) and

(iii) कः, वरि, मयुः (Neuter)

Pronouns : त्वं, अहम्, कुम्हत् तत्

Conjugation of verbs of common occurrence in the 1st, 4th, 6th and the 10th तन् in the परस्मैपद and आ-भेद in the present imperfect, imperative and potential.

Knowledge of अन्त ending in श्च व or and तुन्.

Passive voice (present tense only). Exercises in the change of voice

(6th) 5th- 3rd (Active)

should not be set. Acquaintance with common past and potential passive participles (formation not to be stressed) and मन व्यस्यत् present participles. Rules of कृति should not be taught in this standard. Pupils should, however, be able only to disjoin simple कृति.

### STANDARD X

*Prose*.—25 pages.

*Poetry*.—120 lines including Subhāṣitas (60 of these lines to be learnt by heart).

Translation from the classical language into the regional one—10 exercises.

*Grammar*.—Declension of nouns and pronouns of all types of frequent occurrence. Of these चन्द्रश्च, यस्य, अनेन, and वसिम् should be learnt by heart, while other nouns and pronouns should be studied for purposes of comprehension and recognition. In the case of irregular nouns and pronouns, pupils to be acquainted only with those forms which appear in their text books. Present participles ending in अङ्. Conjugation of verbs in all the other अङ्. In Present, Imperfect, Imperative and Potential. In this case, the forms of one typical root of each अङ् should be learnt by heart (in the case of the 2nd conjugation अङ्, अङ्, and अङ् to be learnt by heart), while those of the remaining roots in these अङ् should be studied only for recognition and comprehension. Even here, stress should be laid only on forms of common occurrence.

*Numerals*.—1 to 20 only. Elementary common forms of the 2nd future (formation not to be emphasised). Passive voice (continued); exercises in the change of voice not to be expected. Elementary knowledge of the four main types of compounds. Dissolution may be allowed in the methorogone. Introduction to the rules of कृति.

### STANDARD XI

As prescribed by the S. S. C. E. Board.

Revision of the portion done in Standards IX and X.

I. Translation of passages from the prescribed texts.

II. *Grammar*.—(20 marks).

(i) Declensions of nouns and pronouns and conjugation of roots of frequent occurrence. (Irregular declensions and irregular conjugational forms to be omitted).

(ii) Recognition of forms, dissolution of compounds from the texts.

III. Translation of unseen passages from Sanskrit into the regional language (20 marks).

IV. Reproduction of 10 lines of poetry from out of 30 verses to be learnt by heart—10 marks.

The following courses in Ardha-Magadhi, Pali, Arabic, Persian and Avesta Pahlavi prescribed for the S. S. C. Examination should be spread over three years of the High School course viz., Standards IX, X and XI.

*Ardha-Magadhi (with texts)*

	marks
I. Translation of passages from prescribed texts .. .. .	50
II. Grammar as at present .. .. .	20
III. Translation of unseen passages from Ardha-magadhi into Regional languages. .. .. .	20
IV. Reproduction of 10 lines of poetry from out of 30 verses to be learnt by heart. .. .. .	10

*Note.*—The study of Ardha-magadhi should begin at the High School on the basis of Sanskrit. The basis should consist of general knowledge of Sanskrit Grammar, as embodied in the First Book of Dr. Bhandarkar.

Dissolution of compounds must be done in Ardha-magadhi.

*Pali (with texts)*

	marks
(I) Translation of passages from prescribed texts .. .. .	50
(II) Grammar as at present .. .. .	20
(III) Translation of unseen passages from Pali into Regional languages. .. .. .	20
(IV) Reproduction of 10 lines of poetry from out of 30 verses to be learnt by heart. .. .. .	10

*Note.*—The study of Pali should begin at the High School on the basis of Sanskrit. The basis should consist of general knowledge of Sanskrit Grammar, as embodied in the First Book of Dr. Bhandarkar.

Dissolution of compounds must be done in Pali.

*Arabic (with texts)*

	marks
(I) Translation of passages from the prescribed text into the regional language, Urdu, Sindhi, Hindi or English with explanations of specified words, expressions and verbs occurring there .. .. .	40
(II) Quoting from memory not more than 5 verses out of 30 verses of prescribed text to be learnt by heart .. .. .	10
(III) Grammar with particular reference to the following .. .. .	25
(1) Articles, (2) Nouns, (3) Pronouns, (4) Derived Nouns, (5) Adjectives, (6) Marfust, (7) Mawnahat, (8) Marjurat, (9) Mudar wa, Mudaf Ilayhi, (10) Declinables and Indclinables (11) Conjugations of verbs, (12) Awamli.	

*Note.*—Questions based on functional grammar only will be asked.

- (IV) Two prose passages—one from the text and the other unseen, of about 150 words each, with questions based on it for testing the candidates' ability to comprehend the same .. .. . 25

*Persian (with texts)*

- (1) Prescribed texts containing 80 pages of prose and 150 couplets of poetry (30 couplets from the text to be learnt by heart and a question carrying 5 marks may be asked for quoting from memory) .. .. . 45

- (II) Grammar with particular reference to the following:—

- (a) Etymology.
- (b) Nouns.
- (c) Gender.
- (d) Number and Case.
- (e) Adjectives.
- (f) Degrees of Comparison.
- (g) Prefixes and Suffixes.
- (h) Pronouns—kinds.
- (i) Verbs—kinds.
- (j) Tenses—kinds.
- (k) Arabic Plural.
- (l) Idioms—their uses. .. 20

*Note.*—Questions on functional grammar only will be asked.

- III Two prose passages—one from the text and another unseen, each of about 150 words, with questions based on it for testing the candidates' ability to comprehend the same. .. 25

- (IV) Reproduction of 10 lines of poetry from out of 30 verses to be learnt by heart. .. .. . 10

*Avesta Pahlavi (with texts)*

- (I) Prescribed texts : .. .. . marks

- (a) (1) Translation from Avesta into the Regional language, Urdu, Sindhi, Hindi or English .. .. . —

- (2) General question based on the text in Avesta including explanation of words or sentences and general comments .. 20



(b) (1) Translation from Pahlavi into the Regional language Urdu, Sindhi, Hindi or English. . . . .	—
(2) General question based on the text in Pahlavi including explanation of words or sentences, general comments and questions on translation and study of Semetic words occurring in the text. . . . .	20
(II) Grammar (a) Avesta . . . . .	10
(b) Pahlavi . . . . .	10
(c) Annotations or parsing of words occurring in the text . . . . .	10
• (III) Comprehension of unseen passages :	
(a) Avesta into Regional language, Urdu, Sindhi, Hindi, or English . . . . .	10
(b) Pahlavi into Regional language, Urdu, Sindhi, Hindi or English . . . . .	10
(c) Urdu, Sindhi, Hindi or English into Pahlavi . . . . .	10

### *Syllabus in Hindi*

#### STANDARDS VIII, IX AND X

A Text-book of not less than 150 pages separately for each standard, containing suitable Prose selections and adaptations from such writers of repute as have written Hindi of the type envisaged in the Constitution.

The matter to be selected for the lessons for Standard VIII must be of a standard slightly higher than that of the Text-Book prescribed for Standard VII and that to be selected for Standard IX must be a little higher than that prescribed for Standard VIII, and must be suited to the age of the pupils.

The subject matter of the Hindi Readers in these Standards should include, inter alia—

- (a) Autobiographies and biographies ;
- (b) Speeches and writings of eminent personalities ;
- (c) Selections from novels, dramas and dialogues ;
- (d) Descriptions of travels and adventures ;
- (e) Short stories and essays ;
- (f) Stories of inventions and discoveries ;
- (g) Cultural achievements of the great peoples of India ;
- (h) Noble deeds of service to humanity ;
- (i) Love and pursuit of knowledge ; and the like.

The book should contain not less than 200 lines of simple poetry. The pupils are expected to learn about 100 lines poetry by heart.

In addition to the respective Text books for each of the Standards, one additional book of about 100 to 200 pages for each standard may be prescribed for Rapid Reading. The Rapid Reading book may be a full drama or a full novel or a combination of dramatic pieces and stories and dialogues.

### STANDARD VIII

- (a) Nouns of agency.
- (b) Conversion of sentences, Direct and Indirect Forms of speech.
- (c) Formation of the remaining tenses.
- (d) Use of Causal Verbs.

Special attention should be paid to the comparison, especially of the similarities and differences in the construction of sentences, the idioms and the words, of the Regional language of the pupil, and Hindi.

### STANDARD IX

- (a) Word Formation—Nouns, from Verbs, Adjectives from Nouns and vice-versa.
- (b) Uses of Kridant. कृदन्त
- (c) Common Idioms, and Phrases—continued.
- (d) Conversion of sentences—continued.

### STANDARD X

- (a) Word Formation—use of प्रत्यय and प्रत्यय  
Prefixes, suffixes, noun endings and case endings.
- (b) Use of कृदन्त.
- (c) Common Idioms—Phrases—continued.
- (d) Conversion of sentences—continued.

### STANDARD XI

Simple grammar arising out of the Text-Book.

### COMPOSITION

- (1) Paraphrase of unseen passages.
- (2) Writing to dictation.
- (3) Description of scenes, objects and places.
- (4) Writing on common subjects of every-day life.
- (5) Writing of simple letters, business letters and letters on subjects of everyday life.
- (6) Short narrative essays.

### *Conversation and Translation*

Conversational practice must be developed in the class. Pupils may be asked to tell stories in Hindi and engage in simple conversation between each other. There must be an oral examination also to test the pupils' ability to speak in Hindi.

Exercise in Translation from the Regional Language into Hindi and vice versa may be done. For this, the books in the regional language studied by them in the same or lower class may be used.

Pupils have to be introduced to the study of *Muhavaras* (मुहावरे) or idiomatic expressions, proverbs and sayings in Hindi. Similar expressions from the Regional Language should be specifically noted. It will be desirable to get some *Muhavaras* and well known short quotations from old Hindi writers and Poets\* done by heart.

### *Translation and Composition*

As prescribed by the S. S. C. Examination Board.

## HISTORY

### STANDARD VIII

1. Brief history of the Earth and evolution of life.
2. Ancient Civilization - Mohenjodaro and Harappa, Nineveh, Babylon and Egypt. Early Aryan settlements in India, Aryan and Dravidian contacts. Iran's early contacts with India.
3. The age of Mahaviy and Buddha in India—Work of Confucius and Lao-tse in China—Preachings of Zoroaster in Iran—Socrates in Greece.
4. The Greek Republics—Athens and Sparta. The legacy of Greece.
5. The growth and fall of the Roman Empire. The legacy of Rome.
6. Historical development of political life in India up to the rise of the Mauryan Empire.
7. The Magadha Empire under the Mauryas. Ashoka's greatness and his achievements.
8. Rise of Christianity. The early Christian contacts with India.
9. Shakas and Kushans in India, Milinda. Rudrasena and Kanishka.
10. The Golden Age of Ancient India under the Guptas.
11. Cultural contacts between China and India—India's trade contacts with other countries, particularly with reference to Central and South East Asia.
12. A general review of the political, social and cultural life in India from the period of the Magadhan Empire to the advent of the Muslims.

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\*Like Kabir, Tulsidas, Surdas, etc.

## STANDARD IX

1. Mohammed the Prophet—The spread of Islam in Asia, Africa and Europe.

2. Rise of Islamic powers in India.

3. Vijayanagar Kingdom.

4. Bahamani Kingdom, Deccan Sultanates.

5. The age of discovery and invention. Columbus. Vasco-da Gama, Ferdinand Magellan, Copernicus and Galileo. Discovery of Gun Powder; Mariner's Compass and Printing Press.

6. Christianity—The Renaissance.—The Reformation in Europe.

7. European colonization and Commerce : Advent of Europeans in India.

8. Moghul Rule in India. Akbar's enlightened policy. Break-up of the Moghul Empire.

9. Rise and Fall of the Marathas.

10. A general review of the political, social and cultural life in India from the advent of the Moslems to the end of the 18th Century.

## STANDARD X

1. Establishment and consolidation of British power in India.

2. Industrial Revolution. Mechanization of Industry, transport, agriculture etc. James Watt (invented the Steam engine). Cartwright (invented the power loom). George Stephenson (constructed the Railway Steam Engine). The inventions of Steamships and Telegraphs. Effects of the Industrial Revolution on India.

3. Struggle for freedom and power :—

(i) War of American Independence, George Washington.

(ii) French Revolution.

(iii) Napoleon, Nelson and Wellington.

4. Fight against slavery : William Wilberforce, Abraham Lincoln.

5. The growth of democracy in England. Magna Charta, Habeas Corpus Act, Revolution of 1688 and the main Parliamentary reforms from 1832 onwards.

6. The growth of the British administrative system and political institutions in India.

7. Decay of indigenous industries and Political Unification of India.

8. Economic conditions in India under the British.

9. Freedom Movement in India.

10. Review of the political, social and cultural conditions from the establishment of the British Rule to the advent of Independence.

## STANDARD XI

As prescribed by the S. S. C. E. Board.

1. Early Aryan Settlements in India ; Aryan-Dravidian Contacts—Social, economic, political and religious life of people as revealed in the Vedic and Epic literature.

2. Circumstances leading to the rise and fall of Buddhism.
3. The Golden Age of Ancient India, and the spread of Indian culture beyond the seas and mountains.
4. The characteristic features of the Middle Ages in Europe and India.
5. Rise of Islam; The effects of the Muslim impact on Europe—the Crusades; the Renaissance and the Reformation; The effects on India—the rise of the Bhakti Cult—Sikhism.
6. The cultural legacy of Islam in India.
7. The Marathas—causes leading to their rise and fall.
8. The age of European colonial expansion—establishment and consolidation of the British rule in India—Uphoeval of 1857—transfer of power to the Crown.
9. The Industrial Revolution—its effects on the political, economic, social and cultural life of the world in general and on India, in particular.
10. The results of India's contacts with the West—with regard to the ideas of Democracy and Freedom—Inspiration from the West—(i) England—Magna Charta—Habeas Corpus—Revolution of 1688; Reform Movements (1832-1928), (ii) the French Revolution.
11. Freedom Movement in India; its three phases: (i) 1885-1907; (ii) 1907-1920; (iii) 1920-1947—Inauguration of the Indian Republic, 1950. How international events strengthened this movement. (a) Russia—Japanese War; (b) The First World War; (c) The Second World War.
12. Imperialism and the two World Wars—their results, the problems of the modern world; Struggle between Communism and Democracy—The doctrine of Sarvodaya.
13. The ideal of ONE WORLD and ONE STATE—UNO—its achievements and future possibilities—India's contribution to World Welfare through UNO.

## GEOGRAPHY

### STANDARD VIII

#### 1. *Regional Geography*

A regional study of Europe and Asia (including a general study of their political divisions) with special reference to the countries having important relations with India.

#### 2. *General Geography*

(a) The Earth: its shape and size. Rotation, day and night. Revolutions, Seasons.

(b) Climate—temperature, pressure, wind system and rainfall.

(Bk) No. 2—32 (Mca)

(c) Rivers and their work, river basins and their importance, growth of river towns and ports.

(d) Major food crops—how they are raised.

*N. B.*—The abovementioned topics should be studied in greater detail with special reference to the countries of Europe and Asia, and in greater detail with reference to local conditions.

### 3. *Practical work*

(a) Study of the local temperature and rainfall—their seasonal variations. (Weekly records should be kept and column and line graphs may be drawn by pupils wherever possible).

(b) Study of the course of a river with a view to bringing out its work—erosion, transportation and deposition—and its importance to the people in the locality.

## STANDARD IX

### 1. *Regional Geography*

A regional study of North and South America, Africa and Australia, including a general study of their political divisions, with special reference to the countries having important relations with India.

### 2. *General Geography*

(a) Latitude: Zones of the earth. Longitude: Local Time and Indian Standard Time. International Date Line.

(b) Wind system, Ocean currents and their effects on climate.

(c) Man's wants—food, clothing and shelter—how satisfied.

(d) Factors affecting the growth of industries and industrial towns.

*N. B.*—In studying these topics, Indian conditions should receive a more detailed treatment.

### 3. *Practical work*

(a) A visit to a market place, port, railway, yard, or factory to study the following:

(i) Inward and outward movement of goods.

(ii) Places of origin and destination of goods.

(iii) Life of the people engaged in the work.

(b) A survey of a village, a town or a part of it, to study its site, water supply, sanitation, housing and occupations and the general mode of living of the people.

(Simple maps, column and line graphs may be drawn by the pupils wherever possible and specimens of products may be collected. Pupils should be encouraged also to keep a record of the observations made by them).

## STANDARD X

1. *General Geography*

General Relief of the surface of the earth, land and water forms, denudation and deposition.

2. *Major Natural Regions of the world*

An elementary study of :

Interaction of man and his environment, the effect of environment on man, his life and activities; the change effected by man in his natural surroundings to suit his needs.

3. *A detailed study of India and Pakistan*

(a) Natural divisions, the character of the coast, and the position of plains, plateaus, highlands, mountains, river systems and lakes as affecting the density of population, the occupations and settlements of the people; the growth of towns and ports and the lines of communication.

(b) Climate and its influence on natural products, the life and habits of the people.

(c) Natural resources, principal vegetable and animal products, minerals, Power resources—coal, wood, water and petroleum, important industries and industrial centres.

4. *Practical Work*

Drawing of maps;

Reading of simple contour and statistical maps.

## STANDARD XI

1. *General Geography*

As prescribed by the S. S. C. B. Board.

General knowledge of cyclone and anticyclone, Precipitation, Types of rain and distribution of rainfall, Ocean currents and their influence on climate.

2. *Major Natural regions of the world, principal vegetable and animal products, minerals, chief occupations and industries of the people of the regions, important towns and cities of the regions of the world.*

Principal trade routes by land, sea and air.

3. *A detailed study of India and Pakistan*

(a) Revision of the portion done in Standard X. Chief exports and imports of India, countries of origin and destination. Trade routes by land, sea and air. Chief cities and their importance.

(5) General geographical knowledge of India's neighbours—

(1) Burma, (2) Ceylon, (3) Russia, (4) China, (5) Afghanistan and (6) Persia.

4. *Practical work*: Various kinds of maps.

*Note*.—Candidates should be able to draw an outline map of the Indian Union and Pakistan and to insert therein details studied. Whenever necessary, they should draw simple sketch maps as an integral part of their answers.

## CIVICS

(*Social Institutions*)

### STANDARD VIII

Social Institutions, e.g. the family, the school, the city or village and Gram Panchayat.

### STANDARD IX

(*Citizenship*)

Civics :—Its importance in life.

Citizenship :—Its meaning and implications—Hindrances to good citizenships: Indolence, Selfishness and Party Spirit—Formation of good civic habits—Citizens obligations towards the family, neighbourhood, state and humanity.

Rights and duties of a citizen. Visits to Social Welfare centres, slum areas, etc.

### STANDARD X

(*Government*)

(1) Government—The organs of Government: The Legislature, the Executive and the Judiciary—Their functions, with special reference to India.

(2) Forms of Government—Autocratic, Monarchy and Dictatorship—Democratic: Cabinet and Presidential—Unitary and Federal Government.

### STANDARD XI

General revision of the courses done in Standards VIII, IX and X.

1. Types of Social Institutions and their growth.
2. Rights and duties of a citizen.
3. Organs of Government.
4. Different forms of Government.



### The structure of the Government as in the Bombay State.

#### Government : Functions of Government—

#### I. 1. Protection of Life and Property.

(a) Internal—The Police Force.

(b) External—The Army, The Air Force and the Navy.

#### 2. Communications :

Roads, Railways, Airways, Post and Telegraphs, Telephones, Wireless and Broadcasting.

#### 3. Promotion of Public Welfare.

Education, Health and Recreation.

#### 4. Finance :

Regulation of Trade and Industries, The Reserve Bank and Currency.

#### II. (a) The Union Government : The President, the Cabinet and the Legislature.

(b) The State Government with reference to the State of Bombay, The Governor, the Cabinet and the Legislature.

(c) The Provincial State (with particular reference to Bombay). Basis of the classification of States into A, B and C.

### ARITHMETIC

#### STANDARD VIII

1. Revision of Decimals; Significant figures. Approximation, Metric system.

2. Revision of Averages; Harder problems.

3. Percentages; Profit and Loss. Simple problems.

#### STANDARD IX

1. Civic Arithmetic, Town and City Taxes. A Town Budget. Local Board Budget.

2. How to maintain accounts in a Bank. Cheque Book. Bank balances.

3. Cost of sending telegrams, inland, and foreign.

4. Square root, Cube root (by factors only).

5. Present Worth with the Bankers' discount. Promissory Notes. Government loans.

#### STANDARD X

1. Civic Arithmetic. State taxes. A State Budget—Main heads of income and expenditure.

2. Insurance.

3. Simple problems on exchange.
4. Stocks and Shares.
5. Mensuration, surface areas and volumes of cylinders, pyramids, cones and spheres.

### STANDARD XI

#### *Arithmetic (10 marks)*

**Decimals and Metric System**—Examples on linear measurement and weight.

**Average and percentages**—Examples on population, rainfall, temperature, attendance, etc. column and linear graphs.

**Simple and compound interest**—Examples based on calculation of interest in maintaining Savings Accounts in a bank and on National Savings Certificates. (Only simple examples to be taken).

Examples in compound interest should involve only finding of interest and amount.

Examples on calculation of interest in instalment purchases.

**Profit and Loss**—Easy examples on buying and selling, trade discount, actual cost price and the total cost price (including the overhead charges).

Square root, cube root (by factors only).

**Banker's Discount**—Examples on hundies, drafts, promissory notes and loans, (elementary knowledge only).

**Exchange**—Examples relating to direct exchange only, concerning Rupees, Sterling and Dollars.

**Stocks and Shares**—Simple examples on buying and selling of stocks and shares, investment and interest thereon and brokerage.

**Mensuration**—Examples on surface area of walls, floors, ceiling, etc. area of rectangles, triangles, parallelograms and circles; volume of a cube, a rectangular solid, a cylinder, a cone and a sphere.

Examples on the above topics should as far as possible be correlated to the items given below:—

Town and city taxes and municipal budgets; Local Fund Cess and District Local Board budget; Main heads of income and expenditure of the State budget. Income tax. Cost of inland and foreign telegrams and cables, money orders and parcels by post, railway, steamer and air; Insurance—Life, fire and marine.

## ALGEBRA

## STANDARD VIII

1. Algebra as generalized Arithmetic.
2. Collection of Terms—
  - (i) Simple addition and subtraction.
  - (ii) Collecting like terms.
3. Brackets—
  - (i) Brackets factors.
  - (ii) Bracketed terms.
  - (iii) Bracketed factors in terms.
4. Powers and indices—Simple index law.
5. The directed numbers.
6. Addition and subtraction.
7. Multiplication and division.
8. Problems and equations—simple.
9. Easy expansions of  $(a + b)^2$ ,  $(a - b)(a + b)$ ;  
 $(x + a)(x + b)$

## STANDARD IX

1. Simple equations and problems (Advanced examples).
2. Easy simultaneous equations and problems.
3. Construction of formulae and changing the subject.
4. Expansions and factors :-
 
$$(a \pm b)^2, (a \pm b)(a^2 \mp ab + b^2),$$

$$(x + a)(x + b)(x + c).$$
 Application of  $(a + b)^2 = a^2 + 2ab + b^2$   
 $(a + b)(a - b) = a^2 - b^2$   
 $(a \pm b)^3 = a^3 \pm b^3 \pm 3ab(a \pm b)$
5. Factors—Factors of the following types of expressions:—
  - (i)  $ax + ay$
  - (ii)  $ax + ay + bx + by$
  - (iii)  $a^2 \pm 2ab + b^2$
  - (iv)  $a^2 - b^2$
  - (v)  $a^3 \pm b^3$
  - (vi)  $ax^2 + bx + c$

## STANDARD X

## 1. Expansions and their applications :—

- (a) Application of  $(a + b)^2 = a^2 + 2ab + b^2$   
 (b) Expansion of  $(a + b + c)^2$   
 (c) Application of  $(a + b)(a - b) = a^2 - b^2$   
 (d) Application of  $(a + b)^3 = a^3 + b^3 + 3ab(a + b)$

## 2. Factors (continued) :—

- (a) Factors of expression reducible to  
 (i)  $a^2 - b^2$  (ii)  $a^3 + b^3$   
 (c)  $(x + a)(x + b)(x + c)(x + d) + k$

## 3. H.C.F. and L.C.M. :—

- (a) H.C.F. and L.C.M. by inspection.  
 (b) H.C.F. and L.C.M. by factors.

## 4. Easy fractions :—

- (a) Reduction of Fractions.  
 (b) Multiplication and Division.  
 (c) The Lowest Common Denominator.  
 (d) Addition and Subtraction.

N.B.—Examples on fractions should be simple and elegant.

## 5. Simultaneous equations and problems :—

- (a) Equations in the Reciprocals of the unknowns.  
 (b) Problems.

## 6. Graphs :—

- (a) Making tables.  
 (b) Negative values.  
 (c) Equations of the first degree in x and y.  
 (d) Graph of a function.  
 (e) Using graphs to solve —  
 (i) Simultaneous equations of the first degree.  
 (ii) Problems.

## STANDARD XI

## ALGEBRA (30 marks)

(The portion as prescribed by the S. S. C. E. Board)

Formulae.—Easy Factors based on the difference of two squares, sum and differences of two cubes and of quadratic expressions. Simple and simultaneous equations and simple problems based on them.

Simple Fractions (not involving more than 3 terms).

H.C.F. and L.C.M. both obtainable by easy Factorisation. Square Root and quadratic Equations by Factorisation only.

## GEOMETRY

## STANDARD VIII

(a) *Practical*

1. Experimental verification of the propositions dealing with—
  - (i) Exterior angles of a triangle equal to the sum of interior opposite angles.
  - (ii) Base angles of an isosceles triangle and its converse.
  - (iii) Conditions of congruence of triangle.
  - (iv) Sum of the exterior angles and sum of the interior angles of a polygon.
  - (v) Inequalities of sides and angles in a triangle.
2. Sketches of journeys given in terms of bearings and distances.

(b) *Theoretical, with simple riders*

1. Assuming the definition of a straight angle to prove—
  - (i) If the adjacent angles are supplementary, their exterior arms are in the same straight line and its converse.
  - (ii) If two straight lines intersect, the vertically opposite angles are equal.
2. Assuming the angle properties of two parallel straight lines, prove that—
  - (i) An exterior angle of a triangle is equal to the sum of the interior opposite angles.
  - (ii) The sum of the angles of a triangle is equal to two right angles.
  - (iii) The sum of the interior angles of a polygon with  $n$  sides is equal to  $2n - 4$  right angles, with numerical examples.
  - (iv) If all the sides of a convex polygon are produced in order, the sum of the exterior angles is equal to four right angles.
3. Assuming the conditions of congruence of triangles, prove that the base angles of an isosceles triangle are equal; and its converse.

Simple Riders.

(c) *Constructions*

- (i) Revision of simple constructions done in standards VI and VII.
- (ii) Constructions of quadrilaterals.

## STANDARD IX

(a) *Practical*

- (1) Construction of a triangle with sides equal to 3", 4" and 5" and introducing the pupils to the Pythagoras, theorem Practical demonstration by paper cutting.

(Hk) No. 2—40 (Manual)

(2) Practical verification of the propositions dealing with the properties of parallelograms and the midpoint theorems of a triangle.

(B) *Theoretical, with simple riders*

(1) Theorems on the conditions and properties of parallelograms.

(2) The Intercept Theorem.

(3) A line joining the midpoints of two sides of a triangle is parallel to the third side and half of it; and its converse.

4. Riders based upon the conditions of congruence of triangles and angle properties of parallel straight lines.

(A) Areas.—(i) Parallelograms on the same base and between the same parallels are equal in area.

(ii) Parallelograms on equal bases and between the same parallels or of equal altitudes are equal in area.

(iii) Triangles on the same base and between the same parallels are equal in area.

(iv) Triangles on equal bases and between the same parallels are equal in area.

(v) Triangles of equal area which are on equal bases in the same straight line, and on the same side of the straight line, are between the same parallels.

(vi) Triangles of equal area which are on the same base and on the same side of the base are between the same parallels.

(vii) If a parallelogram and a triangle stand on equal bases and between the same parallels, the area of the parallelogram is double that of the triangle.

(c) *Constructions*

(1) To divide a given straight line into "n" equal parts.

(2) To construct a right-angled triangle, given the hypotenuse and one side.

(3) To construct angles of  $15^\circ$ ,  $30^\circ$ ,  $45^\circ$ ,  $120^\circ$ , etc. with the help of a ruler and a pair of compasses.

#### STANDARD X

(a) *Practical*

Properties of chords in a circle; 2 angles subtended by the arc at the centre and at the circumference; angle in a semi-circle.

(b) *Theoretical*

(i) Area of the figure :—

Rectangle, parallelogram, triangle, trapezium.

Area of a rectangle—Length  $\times$  Breadth.

Area of a parallelogram—(Base) (Height).

Area of a triangle  $\frac{1}{2}$ (Base) (Altitude).

Area of a trapezium— $\frac{1}{2}$ (sum of the parallel sides)  $\times$  (Altitudes).

(ii) Theorems on the chords of a circle.

The straight line drawn from the centre of a circle to the mid-point of a chord which is not a diameter is perpendicular to the chord; and its converse.

The perpendicular bisector of a chord of a circle passes through the centre of the circle.

Equal chords of a circle are equidistant from the centre, and its converse.

There is one circle and only one circle which passes through three given points not all in the same straight line.

(iii) Angle properties of a circle.

The angle which an arc of a circle subtends at the centre is double that which it subtends at any point on the remaining part of the circumference.

Angles in the same segment of a circle are equal to one another, and its converse.

The angle in a semicircle is a right angle, the angle in a segment greater than a semicircle is less than a right angle, and the angle in a segment less than a semicircle is greater than a right angle.

(d) The angle properties of a cyclic quadrilateral.

The opposite angles of a cyclic quadrilateral are supplementary, and its converse.

(e) Constructions

(i) Draw a square equal in area to a given rectangle.

(ii) Construction of triangles; (1) Angle and sides group, (2) Altitude group, (3) Median group.

(iii) Construction of quadrilaterals under specified conditions.

#### STANDARD XI

#### GEOMETRY (30 marks)

As prescribed by the S. S. C. E. Board.

Questions will be based on the following constructions and Theorems mentioned in Schedule 'A' and Schedule 'B' respectively. Easy Riders based on the Theorems will also be set. The earlier theorems in Geometry should be absorbed on experimental evidence.

*Schedule 'A'*—Bisection of angles, straight lines and areas of circles. Constructions of perpendiculars to straight lines. Construction of an angle equal to a given angle. Construction of parallels to a given straight line. Simple cases of construction of triangles from sufficient data. Division of straight lines into a number of equal parts. Construction of tangents to a circle. Construction of regular figures of 3, 4, 6, 8 sides in or about a given circle. Description of a circle in or about a triangle and a square. Description of a segment of a circle on a given straight line containing a given angle.

Simple idea of similar figures.

*Schedule 'B'*—Assuming the definition of a straight angle and the conditions of congruence of triangles to prove:—

- (1) The sum of the angles of a triangle is equal to two right angles.
- (2) If the sides of a convex polygon are produced in order, the sum of the angles so formed is equal to four right angles.
- (3) If two sides of a triangle are equal, the angles opposite to these sides are equal, and the converse.
- (4) Of all the straight lines that can be drawn to a given straight line from a given point outside it, the perpendicular is the shortest.
- (5) The opposite sides of a parallelogram are equal, the opposite angles of a parallelogram are equal, the diagonals of a parallelogram bisect each other; and their converse.
- (6) Parallelograms on the same or equal bases and of equal altitudes are equal in area.
- (7) Triangles on the same or equal bases and of equal altitude are equal in area.
- (8) Equal triangles on the same or equal bases are of equal altitude.
- (9) A straight line drawn from the centre of a circle to bisect a chord which is not a diameter is at right angles to the chord.
- (10) The perpendicular to a chord from the centre bisects the chord.
- (11) The tangent at any point of a circle and the radius through the point are perpendicular to one another.
- (12) There is one circle, and one only, which passes through three given points not in a straight line. (Proof not expected).
- (13) Equal chords of a circle are equidistant from the centre, and the converse.
- (14) If two tangents are drawn to a circle from an external point, the tangents are equal, they subtend equal angles at the centre of the circle and make equal angles with the straight line joining the given point to the centre.
- (15) If two circles touch, the point of contact lies on the straight line through the centres.
- (16) The angle which an arc of a circle subtends at the centre is double that which it subtends at any point on the remaining part of the circumference.
- (17) Angles in the same segment of a circle are equal.
- (18) The angle in a semi-circle is a right angle; the angle in a segment greater than a semi-circle is less than a right angle; and the angle in a segment less than a semi-circle is greater than a right angle.
- (19) The opposite angles of a quadrilateral inscribed in a circle are supplementary.



## SYLLABUS IN GENERAL SCIENCE

## STANDARD VIII

*Breathing.*—

1. Air—constituents of pure air—how air can be kept pure—effects of sunlight on air—ventilation—artificial and natural—auto-catharsis—artificial respiration.

2. Mountaineering—effects of reduced pressure on breathing—atmospheric pressure—its measurement—simple barometer its construction and uses—measurement of altitudes.

3. Combustion—burning of a candle—carbon dioxide—preparation properties and uses of combustion in the human body—caked air.

4. Organs of breathing—elementary notions of pharynx, larynx and windpipe—bronchi—lungs—study of respiratory system.

5. Respiratory ailments—cough and cold—bronchitis—pneumonia.—Penicillin, the wonder drug.

*Feeding.*—

1. Food—raw and cooked—when cooking is necessary—nutrition—proteins, fats and carbohydrates—elementary notions of dietetics.

2. Organs of digestion—teeth—tongue—gullet—stomach—intestines—liver—common ailments of digestion—laxatives.

3. Excretion—organs of excretion—kidney and bladder—skin—its structure and functions—skin diseases: Ringworm, scabies, small-pox, measles, chicken-pox—their prevention.

4. Soil—soil as a storehouse of plant food—types of soils—natural and artificial manures—night soil.

5. Grow more food—methods of growing staple food such as rice, wheat, bajra, jowar, maize, onions and potatoes—main local vegetables and kitchen gardening.

*Preservation of Life.*—

Personal Hygiene—rest—sleep—work—exercise—cleanliness of the nose, hair, mouth, nails, and sex organs—selection of proper clothing—habits as aids to personal cleanliness.

*Movement.*—

1. A broad study of the human skeleton as a whole including the bone joints (Omit details and technical names).

2. Muscles—structure of voluntary and involuntary muscles—biceps and triceps—diaphragm.

3. Modes of movement of snakes, earthworms, lizard, scorpions, ants, bees and birds, fish and jelly fish.

4. How light travels—pin-hole camera—rectilinear propagation of light—principles of reflection—multiple images—mirrors inclined at  $90^\circ$  and  $72^\circ$ —kaleidoscope—simple mirror periscope.

5. How heat travels—conduction, convection, radiation—everyday application of the principles of transference—thermos flask—Davy's Safety Lamp—polished surfaces—expansion of solids, liquids and gases when heated—practical applications.

6. Magnet as an aid to navigation—fixing directions—natural and artificial magnets—lines of force—magnetic poles—laws of attraction and repulsion.

*Practical work.*—

1. To determine the number of images formed by two plane mirrors inclined at angles of  $90^\circ$  and  $72^\circ$ .

2. To plot the lines of force around a bar magnet with a small compass needle.

3. To plot the lines of force between two like and unlike poles of two bar magnets.

4. To bore a cork and to cut and bend a piece of glass tubing.

5. To show the presence of carbon dioxide and moisture in the products of combustion of a candle and in the exhaled air.

6. To prepare and study the properties of carbon dioxide.

## STANDARD IX.

*Breathing.*—

1. The air we breathe—Oxygen—preparation and properties of Oxygen.

2. Pressure; Pumps—suction and compression (football inflator)—force pump (fire engine)—sieve pump—siphon—flush tanks.

3. Heart as a pump—heart beats—pulse—auricles—ventricles—valve—circulation of blood—main arteries—veins and blood capillaries. Constituents of blood, red and white corpuscles.

4. Bleeding—its control—pressure points—tourniquetting.

*Feeding.*

Food—samples of vegetarian and non-vegetarian balanced diets suitable for Indian climates—build of the body and relation to food—food values of nitrogenous food—cereals, pulses, starches; green vegetables, fruits and nuts—milk and milk products—cheese, ghee, butter, butter-milk; mineral salts; vitamins; spices; common drinks—healthy and harmful; food poisoning and tinning.

*Water.*—

(a) Boiling—effects of dissolved substances and pressure—Papin's digester—domestic cookers; evaporation and cooling—earthen vessels as water coolers.

(b) Effects of light on freezing point—ice-cream.

(c) Hard and soft waters—causes—lather—soap—effects of hard and soft water on washing—softening of water.

(d) Purification of water—decontamination, filtration, boiling and distillation. Use of disinfectants such as chlorine, bleaching powder, alum, potassium permanganate; water-borne diseases such as cholera, typhoid, dysentery—their prevention and cure.

(e) Effects of evaporation in nature—condensation—formation of mist, fog, dew and rain—humidity—wet and dry bulb thermometer—effects of moisture on iron—iron rust—galvanised and tinned iron, and other methods of preventing iron from rusting.

*Preservation and Propagation of Life.*—

Life—what living things are made of—osmotic pressure—repair and growth of living things—how life is passed on.

*Movement.*—

1. Spinal cord—sensory nerves—motor nerves—nerve cells—reflexes.

2. How light travels—bending of light and refraction—effects of refraction.

3. How sound travels—medium necessary for propagation of sound (obit wave motion); reflection of sound—echoes.

4. Heat and temperature—Construction and uses of different kinds of thermometers—Centigrade and Fahrenheit—maximum and minimum thermometers.

5. Sources of power—steam and petrol locomotives—motor cars and aeroplanes (omit details).

6. Floating bodies upward thrust—Archimedes and his principle—hydrometers and lactometers; gravity—centre of gravity—types of equilibrium.

7. The clock—pendulum—relation between length and period of oscillation.

*Practical work.*—

1. To determine the centre of gravity of a cardboard piece of regular and irregular shape.

2. To use pendulums of different bobs to show the relation between length and period of oscillation.

3. To read different temperatures of hot water on the Centigrade thermometer and the corresponding temperatures on a Fahrenheit thermometer and to determine the relation between the two.
4. To determine the boiling point of water and salt solutions.
5. (a) To determine the melting point of ice.  
(b) To note the effect of salt on the melting point of ice.
6. To observe the bending of rays with a glass slab.
7. To purify water by distillation.
8. To distinguish between hard and soft waters.
9. To prepare and study the properties of oxygen.

### STANDARD X

#### (a) *Physics*

##### *General Properties of Matter*

1. Density and Specific gravity.
2. Pressure of air; air pressure at high altitudes; density of air at great heights; simple cistern mercury barometer; aneroid barometer.
3. Relation between volume and pressure of gas; Boyle's Law.

##### *Heat.*

4. Thermometer—Fahrenheit, Centigrade, Clinical thermometers; fixed points (omit discussions on the filling of a thermometer and errors in fixed points).
5. Expansion caused by heat; its effects; bursting of pneumatic tyres by heat; exceptional behaviour of water between  $0^{\circ}\text{C}$  and  $4^{\circ}\text{C}$ ; increase in volume when water solidifies. Effects of sudden heating and cooling on glass vessels.
6. Conduction and convection; use of chimneys for lamps and factories, vacuum flasks.
7. Radiation and absorption; their effects on black, white and polished surfaces and on coloured and white clothes.

##### *Mechanics*

8. Definition of levers; different types of levers; balance, single fixed pulley; single movable pulley, (omit formulae and problems).

##### *Sound*

9. How sound is produced and carried; Vacuum can carry light but no sound; reflection of sound; echoes; whispering galleries. Megaphone, gramophone and their working.

##### *Light*

- Sources of light; reflection of light from a plane mirror; uses of concave and convex mirrors; real and virtual images (omit formulae and mathematical proofs.)

**Refraction of light** (graphic explanation without involving formulae and problems). Concave and Convex lenses.

### *Magnetism and Electricity*

Lodestone, magnetic needle; like and unlike poles; attraction and repulsion; magnetic compass. Earth a magnet (north and south magnetic poles).

Electricity produced by friction; two kinds of electricity, attraction and repulsion; conductors and non-conductors, simple explanation of induction; lightning conductor; Electroscope.

### *(b) Chemistry*

1. Methods of separation—filtration, distillation and crystallization.
2. Elements, mixtures and compounds.
3. Composition of air; burning oxidation; properties of Oxygen.
4. Carbon and its uses, carbonic acid gas, its properties and uses; its presence in air and its relation to plant life and animal life.

### *(c) Botany*

1. Plants—functions of roots, stems and leaves.
2. Flowers—simple explanation of the structure and functions of calyx, corolla, androecium and gynoecium. Pollination and nature's methods to secure pollination, Fertilisation.

### *(d) Zoology*

1. Amoeba—locomotion; nutrition; reproduction.
2. Breathing apparatus of the fish and common insects.

### *(e) Physiology & Hygiene*

1. Limbs (arm and leg) Vertebral column. Thorax.
2. The Circulatory System—blood, heart; arteries, veins; capillaries.
3. The Respiratory System—the nose; trachea, bronchi; lungs; breathing. Composition of air; pure and foul air. Normal temperature of the human body.
4. The Excretory System—Kidneys; Skin.
5. Personal and communal hygiene.
6. Pollution and purification of air and water.
7. Disposal of waste water.

### *General Science—Practical Work*

1. To determine the density of a solid of irregular shape.
2. To determine the specific gravity of a liquid using a specific gravity bottle.

3. To study the images formed by a convex lens when the object is placed at different positions, from a very great distance to one beyond the focus.
4. To show (a) conduction of heat by means of heating a metal rod, and (b) convection of heat by means of heating water.
5. To separate common salt from a mixture of sand and salt.
6. Simple experiments to demonstrate :  
(a) loss of water by green leaves, and (b) that carbon dioxide is given off during respiration of green plants.
7. To observe the action of capillarity by means of very narrow glass tubes.
8. To observe that photo-synthesis takes place in sunlight.
9. To observe a drop of water from a stagnant pool through a microscope and examine the tiny organisms present.

### STANDARD XI

#### (a) *Astronomy*

The Sun ; The Milky way ; Stars ; Nebulae ; the apparent yearly motion of the Sun through the constellations. Idea about the vastness of the universe. Gravitation and Solar system.

#### (b) *Geology*

Study of sedimentary, igneous and Metamorphic rocks. Sandstone, Limestone and Clay.

Fossils—their study and the information they give regarding the different periods in the earth's history.

#### (c) *Physics*

##### *General properties of Matter*

1. Upward thrust of water ; floating bodies and the application of the principle to the working of a lactometer ; ships and balloons.
2. Liquids in communicating vessels ; principle on which an ordinary fountain works ; water supply to cities.
3. Syringe ; Cycle pump ; Valve tube ; Lift pump ; Kerosene oil pump.
4. Pneumatic tyres, principles of the working of a primus stove, an ordinary siphon.

##### *Heat*

5. Changes of state of matter. Evaporation, cooling, humidity. Cooling mixture (ice and salt). General information about the formation of dew, cloud, rain, mist and fog.
6. Caloric ; specific heat, latent heat of fusion, latent heat of vaporization (omit problems).

7. Effect of pressure and dissolved substances on boiling and melting points.

### *Mechanics*

8. Potential and kinetic energy; conservation and transformation of energy; friction and its effects; brakes; lubrication and ball-bearings.

9. Spring and its common every day uses (balance and buffers).

10. Centre of gravity, equilibrium.

11. Pendulum, relation between length and period of oscillation as exemplified by the clock (omit formulae and problems).

### *Light.—*

Dispersion (decomposition) of white light by a prism;

Pin-hole camera; camera; the human eye; use of spectacles; the simple microscope and telescope; optical lantern. Principles of moving pictures (Cinema).

### *Magnetism and Electricity.—*

Electric Current; simple cell consisting of copper-zinc couple and acid; electric circuit (closed and open) Le Clanche Cell; Dry cell and its use in a torch.

Galvanometer. (Current detector).

Effects of electric current; electro-magnet, electric bell; incandescent lamp; arc lamp; heating; apparatus, safety fuse, Electrolysis and electro-plating. Electricity in the service of man; Dynamo, Motor and Fan, telegraph, telephone and radio (only elementary knowledge of their working); uses of X rays.

### *(d) Chemistry.—*

Oxides, acids, bases and salts.

Composition of water (qualitative), hard water and soft water, preparation of pure water. Drinking water, boiling, filtration and chlorination, supply of pure water to cities from wells, rivers and tanks.

Chlorine and bleaching powder and their uses.

Sulphur; sulphur dioxide  $\text{SO}_2$ ; Sulphuric acid,  $\text{H}_2\text{SO}_4$  (omit manufacture of sulphuric acid.).

Phosphorus; safety matches.

Domestic uses of common salt, baking powder, washing soda, potassium permanganate, Magnesium sulphate, sal ammoniac, smelling salts, iodine, caustic soda and soap.

Preparation of lime from limestone or chalk or marble ( $\text{CaCO}_3$ ).

Properties and uses of quicklime, slaked lime and lime water. Uses of mortar and cement. Properties and uses of iron, iron oxide (rust) tinned iron, Galvanized iron and steel.

**Alloys**—Composition of brass, bronze and German Silver, coins.

(*Note*.—Students are expected to be familiar with symbols and formulae but not the chemical equations.)

(c) *Botany*.—

Propagation of plants other than by seed—budding, cutting and grafting. Manures as plant food; how absorbed and utilized.

Air and sun-light and their effect on the growth of plants.

Nitrogen in relation to plant nutrition.

(f) *Zoology*.—

1. Development of the frog—very simple and general idea regarding the following stages: Egg, tadpole and adult.

2. Life history and metamorphosis of the silk-worm—very simple descriptions of Eggs, larva (Silk-worm), cocoon and the adult insect (Imago). Life history of mosquito and house fly.

3. Elementary knowledge of the evolution of species and life.

(g) *Physiology and Hygiene*.—

1. The Digestive System—teeth, general structure and function only (omitting classification of teeth) simple explanation of the structure and function of stomach small intestine and large intestine (omitting detailed microscopic structures and physiological terms). The Spleen.

2. The Nervous System and the Senses—brain and spinal cord. The eye and the ear.

3. Common diseases and epidemics—their spread, prevention and cure.

4. Importance of exercise, sleep, proper clothing, sunlight, pure air and water.

5. Food Stuffs; food values of carbohydrates, proteins, fats and mineral salts. Effects of vitamins on health (omit classification and detailed description). Only simple explanation to be given. Types of food containing high food values.)

*General Science.—Practical Work.*—

1. Demonstration of the law of flotation experimentally.
2. Use of galvanometer to detect electric current.
3. Observation of the fall of temperature when salt is mixed with ice.
4. Study of the properties of (a) chlorine and (b) sulphur dioxide.
5. Test to distinguish between acids and bases.



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6. Study of the effect of heat on iodine, sal ammoniac, sugar, sulphur and copper.

7. Study of the action of acids on chalk and sodium bicarbonate.

8. Observation of the effect of sunlight and darkness on the growth of seedlings.

9. Observation on the presence and absence of manure on the growth of seedlings.

*Notes.*—1. Teachers are expected to show as many demonstration experiments as possible.

2. During the classes, students should be shown living or preserved specimens of the plant and animal types studied by them.

3. The topics of the S. S. C. syllabus in General Sciences, which are common with the topics already studied in Standards VIII and IX are not supposed to be repeated. It is expected that only an elaboration of the same topics, wherever necessary may be made.

## APPENDIX 33

*Government Resolution and Government Notification, Education Department,  
No. 7915, dated the 19th October 1942.*

No. 7015.—The following revised Rules regarding the School Book (Class-Book) Committees in the Bombay State, which supersede the existing rules contained in Government Notification, Education Department, No. 7015, dated 26th June 1944, are published for general information :—

# RULES FOR THE SCHOOL BOOK COMMITTEES IN THE BOMBAY STATE,

## I. GENERAL.

1. *Government Policy.*—(a) No books other than those sanctioned by Government, the Director of Education or the Educational Inspector shall be used as Class-Books in any Government, aided or recognised institution or in any approved primary school.

(b) Books brought on the Sanctioned List of Class-Books for Schools shall be classified as under :—

(i) Text Books.

(ii) Supplementary Readers (i. e., books of general interest of varied character).

(c) No specific sanction of the Department is necessary for the use of books for teachers' or pupils' libraries, or for giving away as prizes although books submitted by publishers for sanction as text-books or supplementary readers may, if the authorities deem it fit, be sanctioned for purposes of pupils' or teachers' libraries. The selection of books for libraries or prizes is left to the discretion of the heads of institutions or of the Administrative Officers in the case of Primary Schools under school boards.

(d) In addition to the above categories of books, schools may purchase for the use of their libraries such books as the Director or Education may specifically bring to their notice and recommend purchase.

2. *Hindi Books.*—Hindi Books shall be sanctioned on the advice of the Hindi School Book Committee.

3. *Books in languages other than the regional languages of this State.*—Books sanctioned as text-books by the Education Departments of other States in the Indian Union in such languages shall be deemed to be sanctioned.

4. *Books prescribed by the Secondary School Certificate Examination Board and the University.*—Books prescribed by any of the Universities in the State for the Secondary School Certificate or the Entrance Examination and those prescribed by the Secondary School Certificate Examination Board, Poona, for the Secondary School Certificate and Lokshala Examinations shall be deemed to be sanctioned.

5. *Committees.*—To assist the Director of Education in deciding questions as to the use of class-books in schools there shall be one State School Book Committee for the consideration of English Books and books not relating purely to a regional language and four School Book Committees for each of the three regional languages of the State and Urdu.

6. *Functions of the Committee.*—The Committees shall be consultative. They will advise on questions referred to them by the President. Members are required to review carefully all books referred to them with reference to the suitability, accuracy and presentation of the subject matter, and the price, bearing in mind the requirements of the pupils for whom the books are intended. Members should point out the good points of the books as well as their defects and having regard to all the factors mentioned above, express their considered opinion about their suitability as text books or supplementary readers. Members may also make recommendations for the removal of any book from the sanctioned list of class books.

N. B.—Before approving any book the Committee should consider (a) whether the price is reasonable having regard to the contents, size and general get-up; and (b) whether a book of such price is suitable for use in the standard for which it is intended.

7. *Remuneration to Reviewers.*—A fee at the flat rate of Rs. 2 per book for books meant for Primary and Middle Schools and Rs. 3 per book for books meant for Training Institutions, Lokshalas and High Schools shall be paid to each member reviewing the books.

8. *Communication with other Committees.*—The Committees may, if they so desire, communicate with similar Committees in other States.

9. *Meetings.*—Each Committee shall ordinarily meet once a quarter, provided that, with the previous permission of the Director of Education, no meeting may be held in a particular quarter, if the volume of work to be transacted does not justify the holding of such a meeting.

10. *Disqualification for Membership.*—A member who is absent from the State for more than six months continuously or who fails to attend three consecutive meetings to which he has been summoned shall cease to be a member.

11. A person shall not be appointed as a member of the Committee if he, directly or indirectly, by himself or his partner has or had any share or interest in any book approved by the Committee, provided that a person who had any share or interest in any book may be appointed as a member, if five years have elapsed from the date of termination of such approval.

12. *Disposal of Books.*—A book submitted for sanction should be either definitely placed on the sanctioned list as a text-book or supplementary reader for a period of five years (or less than five years in special cases) or definitely rejected within six months of its receipt. In the event of the School Book Committee failing to comply with this requirement, provisional orders may be issued by the Director of Education.

13. *Books written by the Members of the Committee.*—No book written, edited or published by a member of a School Book Committee shall be considered for use in schools by the Committee during his membership.

14. *Authors and/or Publishers of books to be brought on the sanctioned list of class-books* should apply to the Secretaries of the appropriate School Book Committees. The Presidents of the Committees concerned shall decide, for reasons to be recorded in writing, whether or not the Committees should consider new books submitted to them and their decision shall be final. As regards books submitted for renewal of sanction, they shall be considered by the Committees.

15. *Manuscripts not to be considered.*—No books in manuscript will be considered for inclusion in the sanctioned list, except in very exceptional circumstances. Such cases should be referred to the Director of Education whose decision shall be final.

16. *Particulars of publication.*—Books intended to be sanctioned as class-books shall ordinarily have the following particulars in print on the cover or the title page of the book :—

- (1) The number of the edition ;
- (2) The year of publication ;
- (3) The price of the publication.

If either of the first two particulars are not printed, the publishers will have to undertake to stamp them on the copies to be issued in this State. The third particular must invariably be printed.

17. *Applications.*—Separate applications for individual books or series in the form in Appendix A shall be submitted to the Committees concerned giving (1) exact title of the book, (2) number and date of the edition or reprint, (3) full names of the authors, (4) the standard and kind of school for which it is to be considered, (5) in the case of books already sanctioned, number and date of the authority under which it was sanctioned, and (6) an undertaking as required in Rule 16 if the details are not already printed.

18. *Copies to be supplied free.*—Publishers or authors applying for sanction shall supply to the Committee concerned for review as many copies as there are members of the Committee concerned. These copies will not be returned nor will they be paid for.

19. *Fees for the scrutiny of books.*—(a) A fee of Rs. 10 per book for books meant for Primary and Middle Schools and Rs. 15 per book for books meant for Training Institutions, Lokashulas and High Schools shall be charged for review and consideration.

(b) The fees shall be paid in cash by hand delivery or by Postal Money Order or by a chalan from the Government Treasury. No cheques shall be accepted, nor shall any deposits in advance be entertained. The remittance of the requisite fees shall be made only after the applications with copies of books are accepted and fees are called for by the President or Secretary of the Committee concerned. No refund of fees in any case shall be allowed.

20. *Revised Edition.*—Every new edition of a sanctioned book will require fresh sanction. Application, etc., on its account as prescribed in Rules 17-19 shall be made to the Committee concerned and sanction to the book will be accorded only if the cost of printing, and general get-up are found to be satisfactory, and the price reasonable.

21. *Reprints.*—The price of a book sanctioned for use in schools shall not be increased and the quality of its paper, printing or binding shall not be altered without previous sanction. Any change in these will be considered as revision and the consideration of the book will be subject to conditions in Rule 20 above. A copy of every reprint of a sanctioned book shall be submitted for record to the President of the Committee concerned.

22. *Periodical sanction of books.*—All class-books approved for use in schools shall remain on the list of sanctioned class books for five years or less, as the case may be, from the date of the notification after which they shall be considered as automatically removed from the sanctioned list, unless their re-sanction as applied for and accorded before the expiry of their sanction. Applications for renewal of sanction should ordinarily reach the Committee with copies of the latest edition, etc., six months before the expiry of the sanction.

23. *Publication of lists of sanctioned books.*—A "List of Class-Books", i.e., text-books and supplementary readers, sanctioned from time to time for use in Secondary Schools will be published in the *Bombay Government Gazette*, by the Director of Education. A list of the class-books in the regional languages and Urdu sanctioned from time to time for use in Primary Schools, Secondary Schools, Training Institutions, and Lokashalas will also be published by the Presidents of the respective Committees in the "School Papers" concerned.

24. *Departmental Control.*—Inspecting Officers at the time of inspection will scrutinize the text-books and supplementary readers used in schools and will report to the Director of Education whether there are any books which they consider open to objection.

25. *Government's Powers.*—Government retain the right to prescribe or prohibit the use of any book as a text-book or a supplementary reader or library book in schools aided or recognised by the Department or schools approved by a School Board whenever it appears necessary to do so.

## II. STATE SCHOOL BOOK COMMITTEE.

26. *Composition.*—The State School Book Committee shall consist of the Director of Education and not more than 22 members, the Director of Education being the President. The members of the Committee, except the representatives of recognised High schools referred to in Rule 27, shall be nominated by the Director, subject to the approval of Government.

27. *Sub-Committees.*—The Committee shall have a Standing Sub-Committee and six Special Sub-Committees.

28. *Composition of the Standing Committee.*—The Standing Sub-Committee shall deal with subjects other than those referred to in rule 29 below and shall include the Education Inspector, Poona, ex-officio, the Principal, Government Secondary Training College, Bombay, one Head of a High School recognised by the Education Department to be nominated by Government and one head of a recognised High School to be nominated by the Secondary School Certificate Examination Board from amongst its members. A nominated member shall serve on the Committee for five years and shall be eligible for re-nomination.

29. *Functions of the Standing Sub-Committee.*—The Standing Sub-Committee of the State School Book Committee shall consider all general questions concerning books to be used in Schools other than books in a regional language or Urdu. All books in English not assigned to the Special Sub-Committees (vide Rule 30), shall be reviewed and considered by the Standing Sub-Committee.

*N.B.*—Books on technical or industrial education shall be referred to the Director of Technical Education, those on commercial subjects to the Inspector of Commercial schools and Principal, Sydenham College of Commerce and Economics, and those on agriculture to the Agriculture Department. Other books on special subjects such as French, etc., will be referred to experts in the subjects and will be sanctioned by the Director of Education without reference to the Standing Sub-Committee.

30. *Composition and Functions of Special Sub-Committees.*—The Special Sub-Committees shall consist of three members each and shall deal respectively with the following subjects.—

(a) *Education of Girls.*—This Sub-Committee shall include an Inspector of Girls' Schools, to be nominated by the Director of Education.

(b) *Mathematics.*

(c) *Science.*

(d) *Hindi.*

(e) *Persian and Arabic.*

(f) *Drawing and Manual Training.*—This Sub-Committee shall include the Inspector of Drawing and Craftwork—"Ex-Officio".

31. *Non-official Representation and Term of Nominations.*—At least one member of each Special Sub-Committee shall be a non-official. Non-official members shall be appointed for a term of five years and shall be eligible for re-appointment.

32. *Secretary and his Duties.*—The Director of Education shall appoint a Secretary for the State School Book Committee, who shall not necessarily be a member of the Committee, and shall have no vote if he is not a member. The duties of the Secretary will be—

(a) to receive applications and fees from authors and publishers,

(b) to send books received for consideration to the members of the appropriate Sub-Committees for review,

- (c) to maintain account of fees and books received for consideration,
- (d) to circulate notices of meetings, with the agenda,
- (e) to attend meetings of the Standing Sub-Committee and Special Sub-Committees,
- (f) to record the proceedings of the Committee and Sub-Committees,
- (g) to communicate to the authors or publishers the decision on their books,
- (h) to keep an up-to-date list of all sanctioned books,
- (i) to arrange for the payment of fees to members of the Committee and Sub-Committees or experts reviewing the books and to keep an account thereof,
- (j) to bring to the notice of the Committee or appropriate Sub-Committees books on the sanctioned list that are no longer suitable or have been superseded, and
- (k) to carry on correspondence in connection with the work of the Committee and Sub-Committees.

33. *Reviews*.—Each member of the Standing Sub-Committee or Special Sub-Committee shall submit to the Secretary a review on the book referred to him within a month from the date of receipt. The review should, along with other particulars, indicate briefly the general opinion of the reviewer and be submitted in the form prescribed in Appendix B on the following points:—

- (a) Subject matter with special reference to the prescribed syllabi,
- (b) Whether there is anything in the book which might offend against communal harmony,
- (c) Whether the book contains any sentiments which are morally or politically objectionable,
- (d) Language and
- (e) Whether the price is reasonable having regard to the contents, the size and get-up and the standard in which it is likely to be used.

34. *Meetings*.—The Standing Sub-Committee shall ordinarily meet once a quarter. Each meeting shall be attended by the members of the Standing Sub-Committee and by the members of such other Sub-Committees as may be summoned by the Presidents.

Special Sub-Committees may be summoned to meet to consider books on which there is a divergence of opinion among members.

35. *Agenda*.—The Secretary shall prepare the agenda and shall circulate a copy of it at least a fortnight before the date fixed for the meeting.

36. *Quorum.*—Two members of the Standing Sub-Committee and the President shall constitute a quorum. In the absence of the President three members of the Standing Sub-Committee shall be required for a quorum and the meeting shall be presided over by the senior official member present.

Two members of any Sub-Committee summoned to a meeting shall constitute a quorum.

37. *Disposal of Books by the Standing Sub-Committee.*—Books which have been referred to the Standing Sub-Committee shall be disposed of by that Sub-Committee at a quarterly meeting.

38. *Disposal of books by Special Sub-Committees.*—If the recommendation made by a Sub-Committee, other than the Standing Sub-Committee, on a book referred to it is unanimous, the President may accept that recommendation without summoning the Sub-Committee to a meeting. If their recommendation is not unanimous, he shall summon them to attend a meeting and, if there is still a difference of opinion at the meeting, he may accept the opinion of the majority or may consult the members of the Standing Sub-Committee. If the latter course is adopted, the book shall be considered at a joint meeting of the Standing Sub-Committee and the Sub-Committee concerned.

39. *Director of Education's decision.*—The Director of Education shall issue orders in regard to each book submitted for the opinion of the Standing Sub-Committee, the Sub-Committee or the two Sub-Committees combined. Where there is any reason to think that any passage in a book approved by a majority of a Committee is open to objection on any religious ground or from the social, political or any other point of view, the Director may, in case of doubt, refer the question to Government for final orders.

### III. SCHOOL BOOK COMMITTEES FOR REGIONAL LANGUAGES AND URDU.

40. *Constitution.*—Each of these Committees shall have five independent Sub-Committees under a common President who will ordinarily be an Educational Inspector. These Sub-Committees will be formed for the consideration of books to be used in the following subjects :—

- (a) Language,
- (i) History and Civics,
- (c) Mathematics, Science and Geography,
- (d) Domestic Science, Needlework, &c.,
- (e) Basic Education its Theory, Method and Practice and Crafts including Basic crafts,
- (f) Sanskrit and Prakrit.

The Language Sub-Committees shall consist of four members excluding the President. The other Sub-Committees shall consist of three members excluding the President. The President may co-opt one more member or obtain expert opinion on any book under consideration, if necessary.



41. *Non-Official Representation and Term of Appointment.*—Not less than one-half of the members of each Sub-Committee shall be non-officials. A retired Government servant shall be deemed to be a non-official. The President and members of the different Sub-Committees for regional languages shall be appointed by the Director of Education, subject to the approval of Government, for a term of five years and shall be eligible for reappointment.

42. *Meetings.*—Each Sub-Committee shall meet as provided in rule 9.

43. *Quorum.*—One-third of the members of the Sub-Committee shall constitute a quorum. In the absence of the President, a meeting shall be presided over by the senior official member present.

44. *Agenda.*—The Secretary shall prepare the Agenda and shall circulate a copy of it at least a fortnight before the date fixed for the meeting.

45. *Secretary and his Duties.*—The President shall appoint a Secretary for the School Book Committee and the Sub-Committee who shall not necessarily be a member of any or all of the four Sub-Committees and shall have no vote if he is not a member. The Secretary's duties will be similar to those of the Secretary of the State School Book Committee.

46. *Disposal of Books by Committees.*—All books received for sanction shall be sent by the Secretary to the appropriate Sub-Committee for detailed review. The procedure prescribed in Rule 38 should be followed in such cases. If a book cannot appropriately be considered by any one of the Sub-Committees (e.g., a book on Craftwork and Hand work, Drawing, Physical Training) the President may obtain the opinions of two specialists on the subject and then give his decision. If the recommendation made by a Sub-Committee other than the Language Sub-Committee on a book referred to it is unanimous, it may be accepted by the President without summoning the Committee to a meeting. Otherwise, he shall call a meeting of the Sub-Committee and discuss the merits or demerits of the book concerned and then take a decision. The President may also call a special meeting of all the Sub-Committees in the language for the discussion of matters of policy or for the consideration of the books about which he feels doubtful.

47. *President's Powers.*—The President of each Committee shall take decisions on the recommendations of the appropriate Sub-Committee regarding the use of the books in Primary, Training, Lokshala and Secondary Institutions provided that, if he differs from the opinion of the Sub-Committee, on any book, he shall forward the papers to the Director of Education for final decision.

48. *Publication of Lists.*—The President will notify all books sanctioned during each quarter for use as text-books or supplementary readers in the "School Papers" concerned and also submit a notification to the Director of Education who shall get it published in the *Bombay Government Gazette*.

49. *Director of Education's Decision.*—The President of each Committee shall submit to the Director of Education for his decision the cases where there is any reason to think that any passage in a book approved by a majority of a Committee is likely to offend against the religious susceptibilities of any community or has an objectionable political tendency. The Director, if he feels any doubt in the matter, may refer the case to Government for final orders.

## APPENDIX A

*Form of application*

To

The Secretary,  
School Book Committee,

Sir,

I submit the following book for the consideration of the.....  
School Book Committee for inclusion in the list of class-books (i.e., Text-books or  
Supplementary Readers) sanctioned by the Department for use of Schools in the  
Bombay State :—

1. Title of the Book      ...      ...
2. Edition and Year      ...      ...
3. Name of the author      ...      ...
4. Name of the publisher      ...      ...
5. For what standard it is designed      ...
6. Price per copy in Indian money      ...
7. Whether the book was previously sub-  
mitted for consideration and if so,  
with what result, No. and date of  
the letter under which the book was  
sanctioned previously and the purpose  
for which it was sanctioned should  
be stated.
8. Name of the firm submitting the book  
for Departmental sanction.
9. No. of copies sent      ...      ...

Place

(Signature) .....

Date

(Name of Firm) .....

## APPENDIX B

(Reviews by.....)

1. Name of the book ... ..
2. Number and year of the edition ..
3. Name of author ... ..
4. Name and address of publisher ...
5. Price per copy ... ..
6. Whether the book was sanctioned before, and if so, for what purpose.
7. Subject matter with special reference to the prescribed syllabi.
8. Whether there is anything in the book which might offend any section of the Community.
9. Whether book contains any sentiments which are objectionable—morally or politically.
10. Language ... ..
11. Price, printing, binding and get-up ...
12. Grade of School for which the book is suitable.
13. Whether the book is suitable as a text-book or supplementary reader (and if so, for what class in the school).
14. Special remarks or suggestions, if any, regarding the defects, improvement, etc.

Member,

School Book <sup>Committee</sup>  
Sub-Committee

I Dated

## APPENDIX 39

*Revised rules for the award of Daxkina and Government Fellowships  
in Colleges and Universities*

(SANCTIONED UNDER G. R. E. D., No. S. C. H. 1052 (6) OF 30-5-1953)

*Rule 1 :—*The seventy-one Government and Daxkina fellowships should be distributed between the Government Colleges and the Universities as follows; and their value should be Rs. 60 each.

Govt. Colleges		No. of fellowships.
1. Elphinstone College, Bombay	...	6
2. Institute of Science, Bombay	...	6
3. Ismail Yusuf College, Jogesawari	...	4
4. Sydenham College of Commerce and Economics, Bombay	...	4
5. Government Law College, Bombay	...	4
6. S. T. College, Bombay	...	1
7. Gujarat College, Ahmedabad	...	6
8. M. N. College, Valsadar	...	4
9. Rajawade College Kolhapur	...	6
10. S. M. T. T. College Kolhapur	...	1
11. Karnatak College, Dharwar	...	6
12. S. T. College, Belgaum	...	1
		<hr/> 49
Universities		
1. Bombay University	...	4
2. Poona University	...	4
3. Gujarat University	...	4
4. M. S. University, Baroda	...	4
5. Karnatak University	...	4
6. S. N. D. T. Women's University	...	2
		<hr/> 22

*Rule 2 :—*The Fellowships are open to those who have obtained with at least a first class the first Degree of one of the following Universities.

(1) Bombay, (2) Poona, (3) Gujarat, (4) Karnatak, (5) Baroda and (6) S. N. D. T. Women's University, Bombay.

*Rule 3 :—*Fellows will be required.

- to read for a Master's degree of one of the Universities mentioned in Rule (2) above.
- to assist in the tutorial and administrative work of the college as required by the Principal;
- to reside in and assist in the work of superintending the hostel if so required.

*Rule 4 :—*Fellows in Government Colleges will not be required to pay the ordinary tuition fees for the course which they are allowed to take at the College. They will also not be required to pay hostel rent if called upon to reside in the Hostel under Rule 3 (c) above.

*Rule 5:—*The fellowships in Government Colleges will be awarded by the Principal on the nomination of the Common Room of the College to which the fellowship is assigned. They will be awarded strictly on the basis of merit and performance at the degree examination, subject to the condition that except for special reasons not more than one fellowship will be allotted in each subject and that the fellowships allotted to the College will be equally split up for Arts and Science subjects. Cases of doubt or dispute will be referred to the Director of Education for decision.

*Rule 6 :—*The names of the fellows appointed shall be submitted by the Principal to the Director of Education within a fortnight of the appointment. Appointments of Fellows shall, in no case, be delayed beyond the end of the first term of each academic year. The Director of Education shall submit every year a consolidated list showing the fellowships awarded, the names of the fellows, the subjects of post-graduate study and the details of their University career for the information of Government.

*Rule 7 :—*Fellowships will be tenable ordinarily for two years, except in the case of S. T. Colleges where they will be for only one year, subject to good conduct, regular attendance and satisfactory progress. If a fellow fails to show sufficient progress at the end of the first year the fellowship awarded to him may be discontinued by the Director of Education on the recommendation of the Principal.

*Rule 8 :—*Fellowship may be taken away by the Principal of the college for misconduct or unsatisfactory progress or failure to carry out any of the conditions of Rule 3 above.

*Rule 9 :—*If a Fellow fails to appear for a Master's degree Examination at the end of the second year or having appeared, fails in the Examination, he will not be paid for the last three months of the year.

*Rule 10 :—*The fellowships earmarked for Universities should be placed at their disposal for allotment to the different faculties at their own discretion. They should be awarded to the best student in the faculty chosen by the University, taking the first University degree with at least a first class and prosecuting post graduate studies under the University, one fellowship at least being allotted to deserving students in each of the University Departments, if any.

*Rule 11 :—*No student in a Government College should be allowed to hold concurrently a fellowship of the College and a fellowship earmarked for the University.

*Rule 12 :—*The stipends of the Fellows in Government Colleges will be drawn quarterly in arrears on bills signed by the Principal without the counter-signature of the Director of Education and of Fellows in other Colleges on bills signed by the

Principal and counter signed - by the Director of Education for the 12 months beginning from the first day of the month in which the academic year begins, e. g. if the academic year begins in June, the first bills will be drawn for the months of June, July and August.

*Rule 13 :-* Candidates selected for Fellowships who do not wish to claim the money value of the Fellowship, will, on the recommendation of the Common Room and approval of the Principal of the College, be designated as Honorary Fellows.

## APPENDIX 39 A

### RULES FOR THE AWARD OF RESEARCH FELLOWSHIPS FOR PH. D. AND D. SC.

*Rule 1 :-* Of the total number of 12 Research Fellowships of the value of Rs. 125 each p. m., 6 shall be assigned to the Institute of Science, Bombay and the remaining 6 awarded on an open merit basis to applicants from all over the State.

*Rule 2 :-* The Fellowships are open to students who have obtained a post-graduate degree of any Statutory University of this State and have been accepted by duly qualified guides to conduct Research under them for a Ph. D. or D. Sc. degree. The award will be made on the basis of merit, having regard to the desirability of promoting research in the various branches of learning.

*Rule 3 :-* Fellows will be required :

(a) to carry on research for the Ph. D. or D. Sc. degree of one of the Statutory Universities in this State :

(b) to assist in the teaching or tutorial work, if necessary, for not more than six periods a week.

*Rule 4 :-* Fellows doing research in Government Institutions will be exempted from the payment of fees but they will have to pay tuition fees in case they are doing research in non-Government Institutions, if necessary.

*Rule 5 :-* Each Fellowship will be tenable for a period of two years from the date of award or till the completion of the Ph. D. or D. Sc. thesis, whichever is earlier.

*Rule 6 :-* The research fellowship will be continued subject to the receipt of a periodical report of satisfactory progress from the research guide through the Principal of the institution concerned to the Director of Education. This report should be submitted to the Director of Education at the end of every academic term.

*Rule 7 :-* If a Fellow fails to complete his research thesis at the end of two years from the date of the award, his fellowship will be discontinued and the amount due to him for the last three months of the duration of the fellowship will be paid to him only after he has completed his research thesis.

*Rule 8:*—The amount of fellowships in Government Institutions will be drawn monthly on the establishment bill forms signed by the head of the institution without the counter-signature of the Director of Education and that in non-Government Institutions on bills signed by the heads of the institutions countersigned by the Director of Education for each quarter in arrears.

*Rule 9:*—Fellows will not accept any employment while in receipt of the fellowship.

*Rule 10:*—Applications for fellowships and not assigned to the Institute of Science should be invited by the Director of Education and the fellowships will be finally sanctioned by Government in the Education Department. The fellowships assigned to the Institute of Science shall be allotted to the various subjects at the Institute and they will be awarded by a Committee consisting of the Director of Education, the Director of the Institute and the Heads of the Departments of the Institute concerned.

#### APPENDIX 40

##### RULES REGULATING THE AWARD OF SENIOR STUDENTSHIPS IN THE COLLEGE OF ENGINEERING, POONA.

[G. R., E. D., Nos. 3953 of 12th October 1933 and 4141 of 15th May 1933.]

1. Two Senior Studentships will be awarded by the Principal in June of each year to the two students in Civil or Mechanical and Electrical Engineering in the Poona Engineering College who have passed the S. E. Examination of the Bombay/Poona University with the highest percentage of marks, provided that no student who entered the College more than two years previously shall be eligible.

1A. Four additional Senior studentships have been sanctioned at the College of Engineering, Poona, from June 1947, 2 for the Degree Hostel and 2 for the Diploma Hostel on Rs. 25 and Rs. 15 per mensem respectively as an experimental measure for two years in the first instance.

(Vide G. R., E. D., No. 4141 of 25th June 1947.)

2. The Studentships shall be tenable for one calendar year and shall be of the value of Rs. 25 per mensem each.

3. The Studentship may be withheld or withdrawn if in the opinion of the Principal (i) Student's discipline, character or conduct are or have been unsatisfactory, (ii) if he does not display sufficient diligence in his studies, (iii) if he does not appear for the next B. E. Examination or fails to pass therein, (iv) if through illness or otherwise he is unable to continue in residence in the hostel during term time.

Such withdrawal as may be effected under 3(i)–(iv) above will be after 5 or 10 months as in the case of Government Special scholarships regulated by the rules made by the Director of Technical Education regarding continuance or otherwise of special scholarships.

4. The Senior Students shall afford such assistance to the staff in the corporate and social life of the College as may be required of them and in demonstration work to an extent compatible with their own studies.

5. Senior students are eligible for holding any other scholarships, irrespective of the aggregate value.

# APPENDIX 41.

## LIST OF COMMUNITIES TREATED AS BELONGING TO THE BACKWARD CLASS IN THE STATE OF BOMBAY

- |                                       |  |
|---------------------------------------|--|
| I—Scheduled Castes                    | 33. Timali.  |
|                                       | 34. Turli.   |
| (A) Throughout the State :—           | 35. Vankar.  |
|                                       | 36. Vithola.   |
| 1. Agri.                              |  |
| 2. Asodi.                             | (B) Throughout the State except in Gujarat Division :— |
| 3. Bakad.                             |  |
| 4. Bhambi.                            | Mochi.   |
| 5. Bhangi.                            |  |
| 6. Chakrawartha-Dasur.                | (C) In North Kanara District :—                        |
| 7. Chavadi.                           | Kategar.   |
| 8. Chamlhar or Modhgar or Sauragar. * |  |
| 9. Cherma-Dasur.                      | II—Scheduled Tribes                                    |
| 10. Chuhar or Chuhra.                 | Throughout the State :—                                |
| 11. Dalajern.                         |  |
| 12. Dhoge-Megn.                       | 1. Banda.  |
| 13. Dhur.                             | 2. Bavacha.  |
| 14. Garoda.                           | 3. Bhil, including                                     |
| 15. Jalcer.                           | Bhagaba,   |
| 16. Jalisar or Haslar or Hulsavar     | Bhil Garasia,  |
| 17. Holaya or Garode.                 | Dholi Bhil,  |
| 18. Katcha or Kolgha.                 | Dungri Bhil,   |
| 19. Limgader.                         | Dungri Garasia,  |
| 20. Machigar.                         | Mewasi Bhil,   |
| 21. Madig, or Mang.                   | Rawal Bhil, and  |
| 22. Mahar.                            | Talvi Bhil.  |
| 23. Mahyavansi.                       |  |
| 24. Mangarudi.                        | 4. Chochara.   |
| 25. Meghal or Menghwar.               | 5. Dhanka.   |
| 26. Mini Madig.                       | 6. Dhodia.   |
| 27. Mokri.                            | 7. Dubla.  |
| 28. Nadia.                            | 8. Gamit or Ganta.                                     |
| 29. Rohit.                            | 9. Gond.   |
| 30. Sherva or Sindhava.               | 10. Kathodi or Kalkari.                                |
| 31. Shingdav or Shingadya.            |  |
| 32. Socha.                            |  |



II—*Scheduled Tribes—contd.*

11. Korkna.
12. Koli Dhor.
13. Koli Mahadev.
14. Mavchi.
15. Nalkda or Nayak.
16. Pardhi including Advichinchar and Phanse Pardhi.
17. Patelia.
18. Pomla.
19. Powara.
20. Rakhawa.
21. Thakur.
22. Valmi.
23. Vurli.
24. Varava.

III—*Other Backward Communities*

1. Akkar.
2. Bagri.
3. Bahurupi.
4. Bajajna.
5. Bakantoshi.
6. Bandi.
7. Badal.
8. Bawa.
9. Bazigar.
10. Bedar (Same as Nos. 12, 100, 101, 141 and 154).
11. Beldar.
12. Berad (Same as Nos. 10, 100, 101, 141 and 154).
13. Bestar (Same as Nos. 14, 44, 139 and 146).
14. Bhamta (Same as Nos. 44, 139 and 146).
15. Bhumpia (Rajput).
16. Bhand.
17. Bhandi.
18. Bhavaiya.
19. Bhavin.
20. Bhosi.
21. Bhoi.
22. Bhole.
23. Budbudhi.
24. Burud.
25. Chamtha.
26. Chandlagara.
27. Charan.
28. Chavodi.
29. Chirara (Same as Nos. 67, 68, and 129).
30. Chigari betagar.
31. Chitrakathi.
32. Dasa.
33. Dabagar (in Gujarat).
34. Davari.
35. Depala.
36. Devaki.
37. Dovidig.
38. Dholi.
39. Dong-Dasar (Same as Nos. 14, 44, 139 and 146).
40. Dombari.
41. Fudgudi.
42. Gandharap.
43. Garuh (Same as No. 99).
44. Gharichor (Same as Nos. 14, 139 and 146).
45. Ghisadi.
46. Gimi waddar (Same as Nos. 14, 44, 139 and 146).
47. Gella.
48. Gundhali.
49. Gopal.
50. Gujarati Baori.
51. Halpasia.
52. Haranshikar.
53. Helav.
54. Jagasi (From Sind).
55. Jajak (From Sind).
56. Julia.
57. Jatigar.
58. Javeri. (Same as No. 61).
59. Jogi.
60. Jogan.
61. Jolac (Same as No. 55).
62. Joshi.
63. Kahar.
64. Kalkadi.
65. Kall waddar (Same as Nos. 14, 44, 139, and 146).
66. Kammi.
67. Kanjari (Same as Nos. 32, 68, and 129).
68. Kanjar Dhat (Same as Nos. 29, 67 and 129).

4. The Senior Students shall afford such assistance to the staff in the corporate and social life of the College as may be required of them and in demonstration work to an extent compatible with their own studies.

5. Senior students are eligible for holding any other scholarships, irrespective of the aggregate value.

# APPENDIX 41.

## LIST OF COMMUNITIES TREATED AS BELONGING TO THE BACKWARD CLASS IN THE STATE OF BOMBAY

### I—*Scheduled Castes*

#### (A) Throughout the State :—

1. Agar.
2. Asodi.
3. Bakud.
4. Bhambi.
5. Bhangi.
6. Chakrawadya-Dasar.
7. Chelvadi.
8. Chamthar or Machigar or Samagar.
9. Chenna-Dasar.
10. Chuhar or Chuhra.
11. Dakarna.
12. Dhaga-Maga.
13. Dhar.
14. Garoda.
15. Halkor.
16. Hulsar or Haslar or Hulsavar.
17. Holaya or Garode.
18. Kolcha or Kolgha.
19. Lingader.
20. Machigar.
21. Madig or Mang.
22. Mahar.
23. Mahyavanshi.
24. Mangarudi.
25. Meghval or Menghwar.
26. Mini Madig.
27. Mukri.
28. Nadia.
29. Rohit.
30. Sarna or Sindhaya.
31. Shingdar or Shingadya.
32. Sochi.

33. Timah.
34. Tuvi.
35. Vankar.
36. Valhola.

#### (B) Throughout the State except in Gujarat Division :—

Mochi.

#### (C) In North Kanara District :—

Kotegar.

### II—*Scheduled Tribes*

#### Throughout the State :—

1. Barda.
2. Bavacha.
3. Bhil, including  
Bhagalia,  
Bhil Garasia,  
Dholi Bhil,  
Dungri Bhil,  
Dungri Garasia,  
Mewsi Bhil,  
Rawal Bhil, and  
Tadvi Bhil.
4. Chodhwa.
5. Dhanka.
6. Dhodia.
7. Dubla.
8. Gamit or Gamta.
9. Gond.
10. Kathodi or Katkari.

## III—Other Backward Communities—contd.

148. Vadi.	155. Vanjari.
149. Vaghri.	156. Vasudev.
150. Varda.	157. Vir.
151. Vathi.	158. Wadari (Same as Nos. 14
152. Vakkal (In the Kanara District)	44, 139 and 146).
153. Valbar.	159. Waghri Pardhi.
154. Valmiki (Same as Nos. 10, 12,	160. Wansfoda.
130 101, and 141).	

## SUPPLEMENTARY LIST OF COMMUNITIES TREATED AS BELONGING TO BACKWARD CLASS IN THE STATE OF BOMBAY

In Section II after S. No. 24 the following entries should be made :—

## (i) In Dangs District only.

1. Kokni.
2. Kunbi.

(ii) In Surat District only.  
Choudhari.

In Section III—Other Backward Communities the following entries should be inserted :—

- (i) Between Serial Nos. 37 and 38.  
" 37—A Dhavac (Same as No. 93). "
- (ii) Between Serial Nos. 90 and 91.  
" 90—A Machhi (Same as No. 141—A) "
- (iii) Between Serial Nos. 141 and 142.  
" 141—A Tandel (Same as No. 90 A. ) "

The following synonyms for the recognised Backward Class communities have since been accepted as belonging to Backward Classes :—

Name of Community.	Synonym for.
(1) Taragala.	Bhavaiya (Other Backward Classes).
(2) Garo.	Garnda (Scheduled Caste).
(3) Rayalia or Rani.	Ravalia (Other Backward Classes).
(4) Mezar.	Burud ( —do— ).
(5) Pakhah.	Blusti ( —do— ).
(6) Kashikapdi.	Turnali ( —do— ).
(7) Duraqi.	Hava ( —do— ).
(8) Chodhra.	Choudhari (Surt District Scheduled Tribes).
(9) Matarig.	Mang (or Madig) (Scheduled Caste).
(10) Holar or Hoier.	Holaya (Scheduled Caste).
(11) Taral.	Mahar ( —do— ).
(12) Pardeshi Mochi or Pardeshi Chaudhbar.	Kaltai (Other Backward Classes). Sub-division of Bhi.
(13) Tadyi.	...

## APPENDIX 42

## EDUCATION DEPARTMENT

Bombay Castle, 2nd April 1954

No. SSG. 1353 (a).—In supersession of Government Notification, Education Department, No. 1032 (a), dated 16th December 1940, the following revised rules regulating the grant of open scholarships tenable in Standards V to VII of recognised Primary and Secondary Schools are published for general information:—

*Revised Rules regulating the Grant of Government Open Scholarships tenable in Standards V to VII of recognised Primary and Secondary Schools.*

1. The following sets of scholarships are provided from State funds for each district of the State and are offered for competition annually. Two-third of the total number of sets of scholarships allotted to the district (except the district of Greater Bombay where no distinction can be made between rural and urban areas) shall be reserved for candidates studying in schools situated at places other than headquarters and city and borough municipal towns, the remaining one-third of the number of sets being reserved for pupils studying in schools situated in the urban areas (i. e. within the Municipal limits of city and borough towns). If during any particular year, the number of scholarships reserved for any category cannot be filled for want of eligible candidates, the vacant scholarships in either of the category shall be transferred to the other category:—

Name of the District				Total number of sets.
Bombay	...	...	...	44
Poona	...	...	...	30
Sholapur	...	...	...	24
Satara North	...	...	...	19
Kolhapur	...	...	...	19
Satara South	...	...	...	16
Nasik	...	...	...	22
Thana	...	...	...	24
Ahmednagar	...	...	...	22
East Khandesh	...	...	...	23
West Khandesh	...	...	...	18
Ratnagiri	...	...	...	27

Name of the District	Total number of seats
Kolaba	14
Baroda	19
Ahmedabad	20
Anand	5
Kaira	25
Surat	29
Broach	11
Ranchmalals	18
Mehsana	23
Ranaskantha	12
Sacharkantha	11
Belgaum	27
Bijapur	22
Dharwar	25
North Kanara	8
Dangs	1
<b>Total</b>	<b>564</b>

2. *Value and period of tenure.*—The scholarships will be tenable for three years in Standards V to VII in recognised schools (Secondary and Primary).

The value of each scholarship will be Rs. 4 per mensem.

3. *Eligibility of candidates.*—(a) The scholarships are open to candidates of either sex from any institution recognised by the Department in the district to which the scholarships are attached but no candidate will be allowed to compete who has not been a *bona fide* pupil of one and the same school for a year, i.e., from the beginning of the school year immediately preceding the examination.

In the case of the *bona fide* transfer or permanent change of residence of the parent or guardian of a pupil from one locality to another, this condition may be relaxed at the discretion of the Education Inspector.

In the case of a pupil who has changed his (or her) school in consequence of higher standards not being taught in the former school, the examination

committee can admit him (or her) to the examination, provided that the break involved is not more than twenty days.

(b) A pupil whose parents' or guardians' total income from all sources including salaries, allowances, etc., does not exceed Rs. 3,600 per annum shall only be eligible for the award of a scholarship.

All pupils will be eligible to appear for the competitive examination but those to whom the parents' or guardians' income limit applies will not be eligible to get the scholarship actually but they will be declared as "Honorary Scholars".

(c) No candidate above the age of twelve years on the first of March immediately after the examination is held will be eligible for the scholarship.

(d) No candidate will be granted a scholarship unless satisfactory progress is shown.

(e) No candidate who attended or was studying in standard fifth or a higher standard during the year in which the scholarship examination is to be held or in previous year, is eligible to compete for the scholarship.

4. *How awarded.*—The scholarships will be awarded on the results of a competitive examination to be held annually by the Educational Inspector.

5. *Date and place of examination.*—The examination for the scholarship will be held as a rule in February each year at centres which will be notified in the *Bombay Government Gazette*.

6. *Applications.*—Application for permission to compete at the examination must be made through the Head Master of the school in which the candidate is studying to the President of the Scholarship Examination Committee in the prescribed form so as to reach him on or before the 5th day of the month preceding the month of the examination.

The form will be supplied by the President of the Committee on application.

7. *Examination fee.*—An examination fee of Rs. 1 which will be charged to each candidate must be sent in along with the application.

The fee will not be returned to the candidate, except in cases where the applications are rejected.

Candidates belonging to the Backward Classes (including the Aboriginal and Hill Tribes) are, however, exempted from the payment of the examination fee.

8. *Subjects and medium of examination.*—The examination will be in the subjects prescribed for the Fourth Standard.

The medium of examination will be Marathi, Gujarati, Kannad, Hindi, Urdu, or Sindhi.

9. *Publication of results.*—The names of the successful candidates and of the schools from which they appeared will be published in the *Bombay Government Gazette*. The marks obtained in each subject by a candidate will be supplied on payment of a fee of Rs. 1.

10. *Honorary Scholars.*—Successful candidates who are not eligible to get the money value of the scholarships in accordance with Rule 3 (b) will be designated "Honorary Scholars" and their names will be published in the *Bombay Government Gazette*.

11. *Conditions of tenure.*—(a) Successful candidates will be required to join Standard V of a recognised school (Secondary or Primary) at the commencement of the next school year, and any scholar not joining such a school before the 1st of July following the Examination will be liable to forfeiture of the scholarship.

(b) Each scholarship will be tenable for three years from the commencement of the first term succeeding the examination conditionally on the regular attendance, good conduct and satisfactory progress of the holder in a recognised school to be certified by the Head of the school.

Failure to satisfy any of these conditions will render the scholar liable to the forfeiture of his scholarship by the Educational Inspector.

(c) Every scholar must be presented before the Government Inspecting Officer at the annual inspection of the school attended.

If a scholarship falls vacant, the Educational Inspector may transfer the scholarship for the remainder of its term to the next candidate on the original list whom he considers deserving.

(d) The holder of a scholarship cannot change his (or her) school without the previous permission of the Head Master.

(e) No scholar can hold, at the same time, any other Government scholarship or a scholarship from an endowment fund vested in Government without the permission of the Director of Education.

The scholar who attends a Government school may, provided he (or she) is eligible under the rules regulating the award of free-studentships, be granted a free or half free-studentship.

12. *Payment of scholarships.*—The scholarships must be drawn monthly in arrears upon printed bills in the form prescribed by Government (Educational 127 e or 128 e) signed by the holder and countersigned by the Head of his (or her) school and passed by the Educational Inspector in the case of non-Government recognised schools.

In the case of Government Secondary Schools the Head Masters should draw the scholarships on bills signed by them without the countersignature of the Educational Inspector and report to him month by month the amounts drawn.

Bills not submitted within one month of the expiration of the month for which the scholarship is due will be liable to refusal.

No. SSG. 1353 (b).—In supersession of Government Notification, Education Department, No. 1082 (b), dated the 10th December 1940, the following revised rules regulating the grant of open scholarships, tenable in Standards VIII to XI of recognised Secondary Schools including Agricultural, Technical and Commercial High Schools are published for general information:—

*Revised Rules regulating the Grant of Government Open Scholarships  
tenable in Standards VIII to XI of recognised Secondary Schools  
including Agricultural, Technical and Commercial High Schools.*

1. The following sets of scholarships are provided from State Funds for each district of the State and are offered for competition annually. Two-third of the total number of sets of scholarships allotted to the district (except the district of Greater Bombay where no distinction can be made between rural and urban areas) shall be reserved for candidates studying in schools situated at places other than headquarters and city and borough municipal towns, the remaining one-third of the number of sets being reserved for pupils studying in schools situated in the urban areas (i. e. within the municipal limits of city and borough towns). If during any particular year, the number of scholarships reserved for any category cannot be filled for want of eligible candidates, the vacant scholarships in either of the category shall be transferred to the other category:—

Name of the District				Total number of sets.
Bombay	...	...	...	43
Poona	..	...	...	29
Sholapur	...	...	...	23
Satara North	...	...	...	13
Kolhapur	...	...	...	18
Satara South	...	...	...	15
Nasik	...	...	...	21
Thana	...	..	...	23
Ahmednagar	...	...	...	21
East Khandesh	...	...	...	22
West Khandesh	...	...	...	17
Belgaon	...	...	...	28
Kolaba	...	...	...	13
Baroda	...	...	...	18
Ahmedabad	...	...	...	25



Name of the District				Total number of seats.
Amreli	...	...	...	4
Kaira	...	...	...	24
Surat	...	...	...	28
Broach	...	...	...	10
Panchmahals	...	...	...	17
Mehsana	...	...	...	22
Banaskantha	...	...	...	11
Sabarkantha	...	...	...	10
Belgaum	...	...	...	26
Hijapur	...	...	...	21
Dharwar	...	...	...	24
North Khandesh	...	...	...	7
Danga	...	...	...	1
Total ...				537

2. *Value and period of tenure.*—The Scholarships will be ordinarily tenable in recognised Secondary Schools including Agricultural, Technical and Commercial High Schools for four years.

The value of each scholarship will be as under:—

Standard	Value—per annum
	Rs.
VIII	5
IX	6
X and XI	8

3. *Eligibility of candidates.*—(a) The Scholarships are open to candidates of either sex from any institution recognised by the Department in the district to which the scholarships are attached, but no candidate will be allowed to compete who has not been a *bona fide* pupil of one and the same school for a year, i. e. from the beginning of the school year immediately preceding the examination.

In the case of the *bona fide* transfer or permanent change of residence of the parent or guardian of a pupil from one locality to another, this condition may be relaxed at the discretion of the Educational Inspector.

In the case of a pupil who has changed his (or her) school in consequence of higher standards not being taught in the former school, the examination committee can admit him (or her) to the examination, provided that the break involved is not more than twenty days.

(b) A pupil whose parents' or guardians' total income from all sources including salaries, allowances etc. does not exceed Rs. 3,000 per annum shall only be eligible for the award of a scholarship.

All pupils will be eligible to appear for the competitive examination but those to whom the parents' or guardians' income limit applies will not be eligible to get the scholarship actually but they will be declared as "Honorary Scholars."

(c) No candidate above the age of fifteen years, on the 1st March immediately after the examination is held, will be eligible for the scholarship.

(d) No candidate will be granted a scholarship unless satisfactory progress is shown.

(e) No candidate studying in Standard VIII of a secondary school or a higher standard is eligible to compete for the scholarship.

4. *How awarded*.—The scholarship will be awarded on the results of a competitive examination to be held annually by the Educational Inspector.

5. *Date and place of examination*.—The examination for the scholarships will be held as a rule in February each year at centres which will be notified in the *Bombay Government Gazette*.

6. *Application*.—Applications for permission to compete at the examination must be made through the Head Master of the School in which the candidate is studying, to the President of the Scholarship Examination Committee in the prescribed form so as to reach him on or before the fifth day of the month preceding the month of the examination.

The form will be supplied by the President of the Committee on application.

7. *Examination fee*.—An examination fee of Rs. 2 which will be charged to each candidate must be sent with the application.

The fee will not be returned to the candidate except in cases where the applications are rejected.

Candidates belonging to the backward classes (including the aboriginal and tribal tribes) are, however, exempted from the payment of the examination fee.

8. *Subject and medium of examination*.—The examination will be in the subjects prescribed for Standard VII.

The medium of examination will be Marathi, Gujarati, Kanrad, Hindi, Urdu or Saurbi.

9. *Publication of Results.*—The names of the successful candidates and of the schools from which they appeared will be published in the *Bombay Government Gazette*.

The marks obtained in each subject by a candidate will be supplied on payment of a fee of Rs. 1.

10. *Honorary Scholars.*—Successful candidates who are not eligible to get the money value of the scholarships in accordance with Rule 3 (b) will be designated "Honorary Scholars" and their names will be published in the *Bombay Government Gazette*.

11. *Conditions of Tenure.*—(a) Successful candidates will be required to join Standard VIII of any of the recognised secondary schools including Agricultural, Technical and Commercial High Schools at the commencement of the next school year and any scholar not joining such a school before the 1st July following the examination will be liable to forfeiture of the scholarship.

(b) Each scholarship will be tenable for four years from the commencement of the first term succeeding the examination conditionally on the regular attendance, good conduct and satisfactory progress of the holder to be certified by the Head of the school, in Secondary schools including Agricultural, Technical or Commercial High Schools recognised by the Department. Failure to satisfy any of these conditions will render the scholar liable to the forfeiture of his scholarship by the Educational Inspector.

(c) Every scholar must be presented before the Government Inspecting Officer at the annual inspection of the school attended.

If a scholarship falls vacant, the Educational Inspector may transfer the scholarship for the remainder of its term to the next candidate on the original list whom he considers deserving.

(d) The holder of a scholarship cannot change his (or her) school without the permission of the Head Master.

(e) No scholar can hold at the same time any other Government scholarship or a scholarship from an endowment fund vested in Government without the permission of the Director of Education.

The scholar who attends a Government School may, provided he (or she) is eligible under the rules regulating the award of free-studentships, be granted a (one or half free-studentship).

12. *Payment of Scholarship.*—The scholarships must be drawn monthly in arrears upon printed bills in the form prescribed by Government (Educational 127 c or 128 c) signed by the holder and countersigned by the Head of his (or her) school and passed by the Educational Inspector in the case of non-Government recognised schools.

In the case of Government Secondary Schools (including vocational and technical high schools) the Head Masters should draw the scholarships on bills

signed by them without the countersignature of the Educational Inspector and report to him monthly by month the amounts drawn.

Bills not submitted within one month of the expiration of the month for which the scholarship is due will be liable to refusal.

### APPENDIX 43

*Note:* As the scholarships so far reserved for the former Intermediate classes have been thrown open to students of all communities, separate set of Rules (vide Appendix 43A) has been framed for the Government open merit scholarships in Arts, Science, Commercial and Law Colleges. The Rules given below are therefore, applicable to the award of special scholarships to Backward classes to the extent to which they are applicable to Backward Classes.\*

In supersession of Government Notification, Education Department, No. 5712 (a), dated the 20th March, 1941 as modified by Government Notifications, Educational Department, Nos. 5712 of 28th January 1943 and 15th January 1944, 5712 (a) of 18th November 1944, 5712 of 31st January 1946, 7530 of 11th February 1946 and Education and Industries Department Notifications Nos. 7530 of 12th May 1947 and 5712 (a) of 1st September 1947 the following revised Rules for open scholarships and Special Scholarships for "Intermediate" and "Backward" Classes in Arts and Science Colleges situated in Bombay State are published for general information :—

1. *Number of Scholarships.*—The following scholarships will be awarded in Arts and Science Colleges annually to enable students of the groups of communities mentioned below who have passed the Secondary School Certificate Examination or its equivalent to prosecute a course of University studies :—

(a) *Open Scholarships.*

(i) Seven scholarships based on merit for all communities.

(b) *Special Scholarships.*

(i) One hundred and thirty-four scholarships for Intermediate Classes.

\*(ii) Sixty-six scholarships for Backward Classes.

\*All eligible Backward Class students who enter colleges upto and including the year 1951-52 will, however, be awarded scholarships irrespective of the number of scholarships provided for them.

(N.B.—A list of Intermediate and Backward Communities eligible for the special scholarships is given in Appendix A.)

2. *Distribution of scholarships.*—The scholarships will be allotted to the educational Divisions of the State of Bombay on the basis of population for pupils of these classes. If there are not enough qualified candidates in any Division scholarships may be transferred by the Director of Education from that Division to another.

3. *Value of scholarships.*—The value of each scholarship will be Rs. 20 per mensem.

(N. B.)—The Backward Class students will, however, be paid their scholarships at the rate of Rs. 25 per mensem each, so long as Government's scheme of dearness allowance to its servants continues.

4. *Eligibility of candidates.*—(a) The scholarships are open to candidates of either sex belonging to the communities concerned.

(b) No candidate is eligible whose permanent home is not in educational Division in question.

(c) No candidate whose parent or guardian has an income from all sources of more than Rs. 3,600 per annum will be eligible for a scholarship.

(d) To be eligible to hold a scholarship, no candidate shall have reached the age of 25 on June 1st of the year in which he first joins a College.

The age-limit in the case of Backward Class students has been raised from 25 to 28 years. The Director of Education will also further relax this limit in suitable cases on merits up to a maximum period of two years. This concession is, however, available for Backward Class students who enter colleges upto and including the year 1951-52.

(e) No candidate who has secured less than 50 per cent marks in the examination is eligible for an open scholarship. To be eligible for a special scholarship for the Intermediate Classes, a candidate must secure not less than 45 per cent marks in the examination.

(f) No candidate who is employed on a full time basis will be eligible for a scholarship. Cases of candidates employed on a part time basis may be considered on their merits by the Director of Education.

5. *Applications.*—Candidates should apply through the Head of the School in which they are studying to the Director of Education in the prescribed form (Appendix B), copies of which may be obtained from the Head of the school. Applications must reach the Director of Education before the 30th April and the marks obtained in the Secondary School Certificate Examination must reach him within a week after the declaration of the results of the examination.

Applications for scholarships received after the date prescribed or received direct without the endorsement of the Head of the school, and applications which do not give full information, will not be considered.

6. *How awarded.*—The scholarships will be awarded by the Director of Education on the results of the Secondary School Certificate Examination. The age, character, ability and physical fitness of the candidate, and the circumstances of his/her parent or guardian, will be taken into consideration and, if necessary, a competitive examination will be held. Preference will be given to those who have passed the Secondary School Certificate Examination in all subjects at one and the same time. In awarding scholarships, preference will be given to women students.

The scholarships will be awarded with effect from 1st June every year subject to the condition that the first term in the College begins in June.

If a candidate who has been awarded a scholarship fails to join a College within a fortnight from the beginning of the first term, his scholarship will be withdrawn and will be awarded to the next best candidate on the list.

7. *Publication of results*.—The names of candidates to whom scholarships are awarded will be communicated to the Principals of the College concerned for the information of their students and will also be notified in the Bombay Government Gazette.

8. *Conditions of tenure*.—(i) Two out of the scholarships intended for Intermediate classes will be tenable for one year only but all the other scholarships will ordinarily be tenable for four years, subject to the condition that a scholar holding an open scholarship passes the annual examination of each year with not less than 50 per cent marks in it, and that a scholar holding a special scholarship for Intermediate classes passes the annual examination of each year with not less than 45 per cent marks in it. The Director of Education may, however, relax this condition once during the course of four years, if the failure to pass and secure the requisite percentage of marks is attributable to illness or some other satisfactory reason and continue the scholarship for another year, as a special case.

In the case of special scholarships for Backward classes, the Director of Education may, however, extend the period of four years by not more than two years, if he is satisfied that the student is deserving of such concession provided that a scholar who has two consecutive failures in any examination or more than one failure in the first two years or in the latter two years of the degree course shall not be allowed to hold the scholarship.

(ii) The period of scholarship may also be extended by not more than two years for post-graduate course, if the scholar has passed degree examination, with honours within a period of four years after joining a college provided that the conditions mentioned in Rule 11 are fulfilled.

The condition regarding passing the degree examination within 4 years and the condition regarding the maximum period of six years for holding a scholarship may, however, be relaxed by the Director of Education in the case of students belonging to the Backward Classes so as to allow not more than one failure during the course.

(iii) The payment of all the scholarships, including the two scholarships for Intermediate classes will be subject to regular attendance, good conduct and satisfactory progress.

(iv) The scholarships will ordinarily be tenable in colleges in this State affiliated to a statutory University in this State and approved by the Director of Education for the purpose or in the case of Post-graduate students at other institutions approved by the Director of Education where facilities for such studies exist.

9. *Maximum limit to the value of scholarships.*—The total value of scholarships received by any scholar in an Arts and Science College from the Government of Bombay or from an Endowment Fund administered by an officer of the Bombay Government is limited to Rs. 30 per mensem. The limit may be exceeded in exceptional cases with the sanction of the Director of Education.

*N.B.*—Free-shipendships or any additional assistance given by Government in lieu of free scholarships and college merit scholarships will not be taken into consideration for the purpose of calculating the maximum in this rule.

10. *Transfer of scholarships.*—The holder of a scholarship shall not change his College without the previous permission of the Director of Education. Permission to change the College will be granted and the scholarship transferred only when there are adequate reasons for the transfer.

11. *Continuance of scholarships in a professional College.*—If a scholar in receipt of an Arts scholarship joins a Professional College situated in this State and applies for the continuance of his scholarship, he will be allowed to retain it subject to the usual conditions relating to the grant of those scholarships provided (i) that the extra cost on account of the continuance of such Arts scholarships in a Professional College is covered by the annual allotment for scholarships in Arts Colleges, (ii) that the scholar is not awarded any other scholarship by Government or from an endowment fund administered by Government and (iii) further that he will not be allowed to hold the Arts scholarship for more than seven years in all in any case or till the completion of the Professional course taken by the scholar whichever is less.

12. Scholarships will be paid monthly in arrears on bills (form appended Appendix Cx), by the Principal of the institution in which the scholar is studying, and passed by the Director of Education in the case of non-Government Colleges.

In the case of Government Colleges the Principals should draw the scholarship monthly on bills signed by them and report to the Director of Education monthly by month the amounts drawn.

13. All communications in connection with the award, continuance, or transfer of scholarships must be made through the head of the institution the candidate is attending. Communications received direct will not be considered.

In supersession of Government Notification, Education Department, No. 5712 (b), dated the 20th March 1941, as modified by Government Notifications, Education Department Nos. 5712 of 15th January 1944, 5712 (b) of 19th November 1944, 5712 of 31st January 1946, 7550 of 11th February 1946, 5712 of 30th December 1946, and Education and Industries Department No. 5712 (b) of 1st September 1947, the following revised Rules for open scholarships and special Scholarships for "Intermediate" and "Backward" Classes

in Colleges of Engineering, Commerce, Law, situated in Bombay State, and in the V. J. Technical Institute, Bombay, are published for general information—

1. *Number, value and period of tenure of Scholarships.*—Scholarships as detailed below will ordinarily be awarded annually to enable students of the groups of communities concerned to prosecute a course of studies in Engineering, Commerce or Law or in the V. J. Technical Institute, Bombay—

Institutions.	No. of scholarships.			Value of each scholarship p. m.	Period of tenure.
	Open.	Special.			
	All Communities	Intermediate Classes.	Backward Classes.		
1	2	3	4	5	6
				Rs.	
Engineering Colleges...	2	14	4*	40	3½ years.
Commerce Colleges ...	.....	11	3*	25	4 years.
Law Colleges ...	.....	14	4*	25	3 years.
V. J. T. I., Bombay...	.....	8	2	35	4 years.

\* All eligible Backward Class students who enter colleges after and including the year 1951-52 will, however, be awarded scholarships irrespective of the number of scholarships provided for each.

[N. R.—A list of Intermediate and Backward Communities which are eligible for these scholarships is given in Appendix A.]

2. *Eligibility of candidates.*—(a) The scholarships are open to candidates of either sex belonging to the communities concerned.

(b) No candidate is eligible whose permanent home is not in the State of Bombay.

(c) A candidate whose parent or guardian has an income from all sources of more than Rs. 3,600, per annum will not be eligible for a scholarship.

(d) To be eligible to hold a scholarship, no candidate shall have reached the age of 28 (25 in the case of Colleges of Commerce) on June 1st of the year in which he first joins a College.

The age-limit in the case of the Backward Class students intending to join a Commerce College has been raised from 25 to 26 years and in the case of those intending to join Engineering and Law Colleges from 28 to 30 years. The Director of Education or the Director of Technical Education, as



the case he, will also further relax these limits in suitable cases on merits upto a maximum period of two years. This concession is, however, available for Backward class students who enter colleges upto and including the year 1951-52.

(e) No candidate shall be eligible who has not passed the examination required to qualify him for admission to the institution he wishes to join (e. g. Intermediate Examination in Science in the case of a candidate wishing to join a College of Engineering.)

(f) No candidate who has secured less than 50 per cent. marks in the qualifying examination is eligible for an open scholarship. To be eligible for a Special Scholarship for the Intermediate Classes, a candidate must secure not less than 45 per cent. marks in the qualifying examination.

(g) No candidate who is employed on a full time basis will be eligible for a scholarship. Cases of candidates employed on a part-time basis may be considered on their own merits by the awarding authorities.

3. *Applications* :—(a) Candidates for scholarships to be awarded in Commerce and Law Colleges should apply through the head of the institution in which they are studying, to the Director of Education in the prescribed printed form (Appendix B) copies of which may be obtained from the head of the institution. Applications must reach the Director of Education before the 30th April and the marks obtained in the qualifying examination concerned must reach him within a week after the declaration of the results of that examination.

(b) Candidates for scholarships to be awarded in Engineering Colleges and in the Victoria Jubilee Technical Institute should, on securing admission, send in their applications through the Principal of Institutions concerned to the Director of Technical Education, Bombay, in the prescribed printed form (Appendix BB) copies of which may be obtained from the Principal of the Institution. Application must reach the Director of Technical Education before the 15th of July.

N. B.—Each candidate should attach to his application a certificate of physical fitness from a Civil Surgeon, or the Probationary Surgeon, to show that he is healthy and can stand the physical strain of a business/engineering life.

Applications for scholarships received after the dates prescribed above for receiving such applications, and those received direct by the Director of Education or the Director of Technical Education, as the case may be, without the endorsement of the head of the institution, and applications which do not give full information, will not be considered.

4. *How awarded* :—The scholarships in Commerce and Law Colleges will be awarded by the Director of Education and those tenable in Engineering Colleges and the Victoria Jubilee Technical Institute, Bombay, will be awarded by the Director of Technical Education on the results of the examinations which the candidates are required to pass to qualify for the admission to the institution they wish to join, due regard being had to the age, character, ability and physical fitness of the candidate and to the circumstances of his parents. In awarding

scholarships, preference will be given to Women students. If necessary, a competitive examination will be held. The scholarships will be awarded with effect from 1st June every year subject to the condition that the first term in the College begins in June.

5. *Publication of results* :—The names of candidates to whom scholarships are awarded will be communicated to the heads of the institutions concerned for the information of their students and will also be notified in the *Bombay Government Gazette*.

6. *Conditions of tenure* :—The scholarships will ordinarily be tenable for the full period of the course (as shown in rule 1) pursued by the scholar (i) subject to the regular attendance, good conduct, and satisfactory progress on the part of the scholar, (ii) subject to his continuing the course for which the scholarship is awarded, and (iii) subject to a further condition that a scholar holding an open scholarship passes the annual examination of each year with not less than 50 per cent marks in it, and a scholar holding a special scholarship for Intermediate classes passes the annual examination of each year with not less than 45 per cent of marks in it. The Director of Education or the Director of Technical Education, as the case may be, may, however, relax this condition once during the course, if the failure to pass and secure the requisite percentage of marks is attributable to illness or some other satisfactory reason, and continue the scholarship for another year, as a special case.

In the case of the special scholarships for Backward classes, the period of scholarship may, at the discretion of the Director of Education or the Director of Technical Education, as the case may be, be extended by not more than (i) two years in the case of Commerce or Engineering Colleges, and (ii) one year in the case of Law Colleges, if he is satisfied that the scholar is deserving of such a concession, provided that no student in a Law or Commerce College will be allowed to hold any Government special scholarship for more than six years after first joining a college.

(b) The period of scholarship may also be extended by not more than two years for a post-graduate course, if the scholar has passed the degree examination with honours within the minimum period of the course taken by the scholar after first joining that course provided (i) that the extra cost on account of the continuance of such scholarships is covered by the annual allotment for scholarships in Professional Colleges, (ii) that the scholar is not awarded any other scholarship by Government or from an endowment fund administered by Government and (iii) further that a scholar excepting that in Engineering colleges will not be allowed to hold the scholarship for more than six years in all in any case.

The condition regarding passing the degree examination within the minimum period of the course and the condition regarding the maximum period for holding a scholarship may, however, be relaxed by the Director of Education or the Director of Technical Education, as the case may be, in the case of students belonging to the Backward classes so as to allow not more than one failure during the course.

(c) The scholarships will ordinarily be tenable at the Colleges in the Bombay State affiliated to a statutory University in this State and approved by the Director

of Education or the Director of Technical Education, as the case may be, for the purpose and at the V. J. Technical Institute, Bombay.

(b) All scholars who do not reside with their parents or guardians and for whom hostel accommodation is available shall as far as possible reside within the college hostel.

7. *Maximum limit to the value of scholarships*:—The total value of scholarships received by any scholar from the Government of Bombay or from an Endowment Fund administered by an officer of the Bombay Government is limited to Rs. 50 per mensem in the case of a college of Engineering and Rs. 45 per mensem in other Professional institutions. The limit may be exceeded in exceptional cases with the sanction of the Director of Education or the Director of Technical Education as the case may be.

N. B.—Free studentships or any additional assistance given by Government in lieu of free studentships and College merit scholarships will not be taken into consideration for the purpose of calculating the maximum in this rule.

8. *Transfer of scholarships*:—The holder of a scholarship will not be permitted to change his College without the previous permission of the Director of Education or the Director of Technical Education, as the case may be. Permission to change the College will be granted and the scholarship transferred only when there are adequate reasons for the transfer.

9. *Payment of scholarships*:—Scholarships must be drawn monthly in arrears, on bills (form appended Appendix C) \* signed by the Principal of the institution in which the scholar is studying and passed by the Director of Education in the case of non-Government Commerce and Law Colleges and by the Director of Technical Education in the case of the V. J. Technical Institute, Bombay, and non-Government Engineering colleges. In the case of Government Colleges, the Principals should draw the scholarships monthly on bills signed by them and report to the Director of Education or the Director of Technical Education as the case may be, month by month the amounts drawn.

10. All communications in connection with the award, continuance or transfer of scholarships must be made through the head of the institution the candidate is attending. Communications received direct will not be considered.

\*Not printed. Copies of these bills have been printed separately, vide Edict, Forms Nos. 127 and 128.

## APPENDIX A

LIST OF INTERMEDIATE AND BACKWARD COMMUNITIES WHICH ARE ELIGIBLE  
FOR PURPOSES OF GOVERNMENT SPECIAL SCHOLARSHIPS.*I.—Intermediate Classes.*

1. Agam.	59. Ghawchi (except in the Ahmedabad Division).	107. Kasar.
2. Agta.	60. Ghondara.	108. Katar.
3. Ahar.	61. Ghirah.	109. Katri.
4. Ahir-Bonar.	62. Charvahi.	110. Katan.
5. Ahiri.	63. Gar.	111. Kharadi.
6. Ambiga.	64. Gola.	112. Kharak.
7. Amer.	65. Gogadikar.	113. Khatun.
8. Arav.	66. Gondia or Gosia.	114. Khasak.
9. Arta Vakkal.	67. Gogara.	115. Kheer.
10. Babra.	68. Gorav.	116. Khrad.
11. Badana.	69. Goriva.	117. Loh (in Gujarat).
12. Bad Gujar.	70. Hahlu.	118. Koli Son.
13. Badhan.	71. Hajju.	119. Koverpant.
14. Badli.	72. Hadrakhi-Vakkal.	120. Komarpant (same as No. 119 above).
15. Bagadi.	73. Hanbar.	121. Kothari.
16. Bajar.	74. Haridas.	122. Koli.
17. Baidhara.	75. Harsityan.	123. Kotadi.
18. Barcha.	76. Harikatra.	124. Kothavaki.
19. Barmora.	77. Hata.	125. Kutoma.
20. Bari.	78. Hayer.	126. Kuthar.
21. Bhadbanga.	79. Indian Christians other than East Indians, Goans and Mangaloreans.	127. Kutchi (except Thari Kutch in the Rajmang District).
22. Bhaga.	80. Jag.	128. Kutchavaki.
23. Bhakha.	81. Jagaria.	129. Kural.
24. Bhali.	82. Jajli.	130. Kurib.
25. Bhambhar (in Gujarat).	83. Jajli.	131. Lad.
26. Bhav Gujar.	84. Jajli Jajli.	132. Lad Sonar.
27. Bhavadi.	85. Jar.	133. Ladak.
28. Bhiksha Bhat.	86. Jinger.	134. Lakheri.
29. Bhiksha Gujar.	87. Jach.	135. Lakshmar.
30. Bhikhar (except in the Sonar Division).	88. Kailashgar.	136. Lapa.
31. Bhivadi Vashya.	89. Kachan.	137. Lingayat.
32. Bhok.	90. Kachia.	138. Lodha.
33. Bhopar.	91. Kachi.	139. Lohar.
34. Bhok.	92. Kadis (in Gujarat).	140. Lohara.
35. Bugar.	93. Kalal.	141. Lohar (in Gujarat).
36. Bughl.	94. Kalkant.	142. Lard (Bhagva, Not the ordinary Dalit—this tribe called Lard).
37. Chaturbh.	95. Kamali.	143. Mochi.
38. Chavabhi.	96. Kandi.	144. Mochhi.
39. Chhiga (in Gujarat).	97. Kommar.	145. Mochula.
40. Chhiga (except in Gujarat).	98. Kanda.	146. Mahajir.
41. Darn.	99. Kandi (except Lard Kandi—otherwise styled as Panchar of the Kutch District and North and South District Talukas of Ahmedabad District).	147. Mahla.
42. Dhanpar.	100. Kanchagar.	148. Mahud.
43. Dhorad.	101. Kachara.	149. Mahhar.
44. Dholi.	102. Kanab.	150. Maku.
45. Dholi.	103. Kach Vakkal.	151. Mungia.
46. Dholkar.	104. Kaja.	152. Marathi.
47. Elmar.	105. Karamah-Vishva Dharma (Partial).	153. Marich.
48. Gahit.	106. Kandi.	154. Masi.
49. Gahira.		155. Masi.
50. Gam Vakkal.		156. Masi.
51. Gami.		157. Masi.
52. Garava (in Gujarat).		158. Masi.
53. Gavada.		159. Masi.
54. Gola.		160. Masi.
55. Gwandhi.		
56. Gwad.		
57. Ghadi.		
58. Ghadi.		

I—Intermediate Classes—*contd.*

161. Nagbhel.	187. Pinjari.	214. Tarate (Sonara).
162. Nanga.	188. Firoj Pota.	215. Telaga Kanjig.
163. Nangar.	189. Imbari.	216. Tati.
164. Nangraji.	190. Radhi.	217. Telaga Monurwar.
165. Nayer.	191. Rajpat.	218. Thakurhar.
166. Newajana.	192. Rangari.	219. Thora.
167. Nihali.	193. Rawat.	220. Tigla.
168. Nilera.	194. Ragar.	221. Timaha.
169. Oshghazra.	195. Sabi.	222. Tigruli.
170. Otari.	196. Sangasbi.	223. Uchak.
171. Vadamsali.	197. Sappelig.	224. Qira.
172. Padhi.	198. Sarekara.	225. Uppar.
173. Pagi.	199. Sarwan.	226. Vagher.
174. Panchakaloshi.	200. Satarke.	227. Vashya (i.e., Maratha Vansh viz., Komti, Kudke, Ikandekar, Kodnaker, Sangam- meshwar, Narayan and Parna).
175. Pancham Jams.	201. Sathvora.	228. Vasthya Thakor.
176. Panchoti.	202. Sheregar.	229. Vajanti.
177. Panchra.	203. Statval Jams.	230. Vidar.
178. Panchshi Thakor.	204. Shimpri.	231. Wanhan.
179. Parit.	205. Shudra abas Sadhe.	232. Yakhir.
180. Parsola.	206. Siraj.	233. Yanyia.
181. Patanvada alias Dha- raka (in Gujarat).	207. Solangi.	234. Zharokari.
182. Pategar.	208. Sotar.	
183. Patvanti.	209. Sotkar (in Gujarat).	
184. Pavaya.	210. Suwar.	
185. Pochhari.	211. Tambat.	
186. Pujara (in Gujarat).	212. Tamboli.	
	213. Tara.	

## II.—Backward Classes.

Scheduled Classes.	Aboriginal and Hill Tribes.	Other Backward Classes.
1. Agri.	1. Adichindur (Section of No. 23).	1. Ahikar.
2. Aodhi.	2. Barhi.	2. Bagri.
3. Balad.	3. Barvan.	3. Bahurup.
4. Bhabhi.	4. Bhal.	4. Bajiama.
5. Bhang.	5. Chanchelger (same as Nos. 1, 23 and 24).	5. Baisantoshi.
6. Chakrawarthy-Dastar.	6. Chodara.	6. Baidi.
7. Chakrad.	7. Danka.	7. Bava.
8. Chanchhar (same as Nos. 35 and 40).	8. Dora.	8. Dazger.
9. Chench-Dastar.	9. Duida.	10. Balar (same as Nos. 12, 54, 92, 136 and 145).
10. Chhar (same as No. 11).	10. Gamit (same as No. 11).	11. Baidi.
11. Chhara (same as No. 10).	11. Gamit (same as No. 10).	12. Baidi (same as Nos. 10, 98, 99, 135 and 140).
12. Chakrad.	12. Gand.	13. Dastar (same as Nos. 14, 42, 115 and 141).
13. Chhara-Khag.	13. Haranbhakar (same as Nos. 1, 23 and 24).	14. Baidi (same as Nos. 43, 135 and 141).
14. Chhara.	14. Kachhi (same as No. 15).	15. Baidi (Jugpati).
15. Chhara.	15. Kachhi (same as No. 14).	16. Bhand.
16. Chhara.	16. Kachhi.	17. Bhand.
17. Chhara (same as Nos. 13 and 20).	17. Kachhi-Dastar.	18. Bhanga.
18. Chhara.	18. Kachhi-Dastar.	19. Bhanga (Dastar known as Dastar at No. 35).
19. Chhara (same as Nos. 17 and 23).	19. Kachhi.	20. Bhand.
20. Chhara.	20. Kachhi (same as No. 21).	21. Bhand.
21. Chhara.	21. Kachhi (same as No. 20).	22. Bhand.
22. Chhara.	22. Kachhi (same as Nos. 1, 23 and 24).	23. Bhand.
23. Chhara.	23. Kachhi.	24. Bhand.
24. Chhara (in North Kachhi).	24. Kachhi (same as No. 23).	25. Bhand.
25. Chhara.	25. Kachhi (same as No. 23).	26. Chhara.
26. Chhara.	26. Kachhi (same as No. 23).	27. Chhara.
27. Chhara (same as No. 30).	27. Kachhi.	28. Chhara.
28. Chhara.	28. Kachhi.	29. Chhara.
29. Chhara.	29. Kachhi.	30. Chhara.
30. Chhara (same as No. 27).	30. Kachhi.	31. Chhara.
31. Chhara.	31. Kachhi.	32. Chhara.
32. Chhara (same as No. 30).	32. Kachhi.	33. Chhara.
33. Chhara (same as No. 30).	33. Kachhi.	34. Chhara.
34. Chhara.	34. Kachhi.	35. Chhara.
35. Chhara.	35. Kachhi.	36. Chhara.
36. Chhara.	36. Kachhi.	37. Chhara.
37. Chhara.	37. Kachhi.	38. Chhara.
38. Chhara.	38. Kachhi.	39. Chhara.
39. Chhara.	39. Kachhi.	40. Chhara.
40. Chhara (same as No. 30).	40. Kachhi.	41. Chhara.
41. Chhara (same as No. 40).	41. Kachhi.	42. Chhara.
42. Chhara (same as No. 40).	42. Kachhi.	43. Chhara.
43. Chhara (same as No. 40).	43. Kachhi.	44. Chhara.
44. Chhara (same as No. 40).	44. Kachhi.	45. Chhara.
45. Chhara.	45. Kachhi.	46. Chhara.
46. Chhara.	46. Kachhi.	47. Chhara.
47. Chhara.	47. Kachhi.	48. Chhara.
48. Chhara.	48. Kachhi.	49. Chhara.
49. Chhara.	49. Kachhi.	50. Chhara.
50. Chhara.	50. Kachhi.	51. Chhara.

Scheduled Classes.	Aboriginal and Hill Tribes	Other Backward Classes.
		52. Bagmati.
		53. Bajak.
		54. Jajak.
		55. Jajgar.
		56. Javeri (same as No. 52).
		57. Jogi.
		58. Jopla.
		59. Jossai (same as No. 56).
		60. Jodhi.
		61. Kachhia.
		62. Kachar.
		63. Kacholi.
		64. Kachwadi. (same as Nos. 14, 63, 135 and 141).
		65. Kachwa.
		66. Kanjari (same as Nos. 29, 67 and 123).
		67. Kanjar Mhar (same as Nos. 25, 56 and 123).
		68. Kapah.
		69. Kataba (same as No. 73).
		70. Katala.
		71. Kavarwa.
		72. Kach.
		73. Kaker (same as No. 52).
		74. Kachari (same as No. 74).
		75. Kachat (same as No. 74).
		76. Kach Malhar.
		77. Kach Sarpavanshi.
		78. Kachadi.
		79. Kachva (Section of No. 63).
		80. Kachva (Section of No. 63).
		81. Kachia.
		82. Kach.
		83. Kachal (same as No. 54).
		84. Kachwa (same as No. 83).
		85. Kach-Tilak (in the Kach-Tilak District).
		86. Kach Kachva (Section of No. 63).
		87. Kach.
		88. Kach (same as No. 87).
		89. Kach.
		90. Kach.
		91. Kach.
		92. Kach-Kach (same as No. 49, 63 and 122).
		93. Kach-Wagher (same as Nos. 49, 92 and 122).
		94. Kach.
		95. Kach.
		96. Kach (in Gujarat).
		97. Kach (same as No. 42).
		98. Kach-Kach (same as Nos. 10, 13, 99, 135 and 145).
		99. Kach (same as Nos. 10, 13, 99, 135 and 145).
		100. Kach (same as No. 10).
		101. Kach-Kach (same as No. 10).
		102. Kach-Kach.
		103. Kach.
		104. Kach.
		105. Kach.
		106. Kach.

Scheduled Classes,	Aboriginal and Hill Tribes,	Other Backward Classes,
		107. Todhar.
		108. Tonkul.
		109. Pargeshi Bhamta (same as No. 15).
		110. Vachha.
		111. Pathavai.
		112. Pathrut (same as Nos. 14, 43, 133 and 141).
		113. Patradawara.
		114. Paurke (same as No. 62).
		115. Phudga.
		116. Rathavac.
		117. Rarkari.
		118. Raronshi.
		119. Ravda.
		120. Salvador Joshi.
		121. Salat.
		122. Salat-Wahri (same as Nos. 49, 92 and 94).
		123. Sargar.
		124. Sargari.
		125. Sarsa (same as Nos. 20, 66 and 67).
		126. Sarkota.
		127. Sarkoti.
		128. Sarvafa.
		129. Shikari.
		130. Shikargar.
		131. Sindgandhar.
		132. Soler.
		133. Supplang.
		134. Sulda.
		135. Takari (same as Nos. 14, 43 and 141).
		136. Tatar (same as Nos. 10, 12, 98, 99 and 142 including Kanade-falwar).
		137. Tashar.
		138. Targar.
		139. Tirmali.
		140. Tude-Wadon (same as Nos. 14, 41, 133 and 141).
		141. Uchhat. (same as Nos. 14, 43 and 142).
		142. Vaddar.
		143. Vadi.
		144. Vaghai.
		145. Vadi.
		146. Vadi.
		147. Vakkala (in the Kanara District).
		148. Vainar.
		149. Vajra (same as Nos. 10, 12, 98, 99 and 136).
		150. Vajar.
		151. Vasudev.
		152. Vir.
		153. Wadhri (same as Nos. 14, 43, 133 and 141).
		154. Wankoda.



## APPENDIX B.

## FORM OF APPLICATION FOR SCHOLARSHIPS IN COLLEGES

NOTE.—1. This form is intended for fresh applications only and should not be used by the students who are already in receipt of a scholarship.

2. The last date for receipt of applications by the Director of Education is 15th July. Applications received after that date are likely to be left out of consideration.
3. No column should be left unanswered. Incomplete applications and applications received direct from the student will not be considered.
4. Students who have secured a minimum of 60 per cent marks in the S. S. C. examination and 45 per cent marks in the subsequent (College or University) examinations should only apply for Government Open Merit Scholarships.
5. Communications received direct from the students will not be replied to.

To

THE DIRECTOR OF EDUCATION, POONA-1.

SIR,

I beg to apply for

Scholarship,

2. The course for which I propose to study is the \_\_\_\_\_  
for which I have joined the \_\_\_\_\_ College, \_\_\_\_\_. If  
I am awarded a Scholarship, I agree to abide by the Rules governing its award.  
I shall also inform the Director of Education, if I take any employment, or if  
I am awarded any other Scholarship, or if I am admitted to a Government  
Backward Class Hostel, so long as I hold the said Scholarship.

Yours faithfully,

Date

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(Signature of the candidate)

1. Name of the applicant with father's }  
name and surname.
2. State your religion—

Are you a member of Schedule Caste }  
or a Scheduled Tribe or a Community }  
classified as Backward by the State }  
Government. (Answer YES or NO.) }

If answer is YES, give particulars regarding  
your caste and subcaste as entered in the  
school or college register.

3. Date of birth—  
(according to Christian era)
4. Age on 1st June of the year in which the  
applicant first joined the college. State  
the year also in which you first joined  
the college.
5. Place of birth (Village and District)—
6. Name of the school from which the  
applicant passed the S. S. C.  
Examination or its equivalent  
Examination.
7. Year in which passed the S. S. C. or  
its equivalent Examination.
8. Name of Centre and seat number at  
the S. S. C. or its equivalent  
Examination.
9. Marks obtained out  
of at the S. S. C. or its  
equivalent Examination.

(If passed by compartment, give the marks obtained in each year separately.)

(If passed any other equivalent Examination to the S. S. C. Examination of  
this State, attach a certified true copy of the statement of marks obtained in that  
Examination.)

10. Class in which studying—
11. Give particulars of the college or Univer-  
sity Examinations subsequently passed by  
you.

(This information should be given by the students applying for scholarships  
in Law Colleges and by those who are studying in a class higher than the  
F. Y. Class. Information regarding all Examinations in which the applicant has  
passed or failed should be given. Break, if any, in the career should also be  
mentioned with reasons.)



(c) Occupation—

(d) Annual income from all sources—

(i) Agricultural sources— Rs.

(The extent of land or buildings held should be given).

(ii) Non-Agricultural sources— Rs.

(The annual income from pay including all allowances, business, etc.)

(e) Annual amount of income-tax paid— Rs.

(f) Annual amount of land revenue paid— Rs.

(g) Permanent home (village, district, etc.)—

(h) Place where the applicant's family is residing.

(i) General circumstances of the family.

15. Post office address—

### *Certificate by the Head of the Applicant's College.*

I certify that \_\_\_\_\_ has joined this college on \_\_\_\_\_ and has been a *bona-fide* student in my college since that date.

The date of <sup>his</sup><sub>her</sub> birth as entered in the <sup>College</sup><sub>School</sub> register is \_\_\_\_\_

The other statements made by the applicant above including \* caste, sub-caste and annual income† from all sources, etc. are true to the best of my knowledge and belief. My remarks regarding his progress, conduct, etc. are as under:—

N. B.—If the candidate has during twelve months preceding the application attended more than one approved college certificate must be given by the Head of each college.

\* If the case given by the applicant applying for a scholarship for the Backward Classes is other than that returned in the School or College register the applicant should be asked to produce a certificate from (1) The Collector, or (2) The Prani Officer, or (3) The Mamlatdar or Mahalkat, or (4) The Director of Backward Class Welfare or (5) The Backward Class Welfare Officer.

† If there is a strong reason to doubt the correctness of the information furnished by the applicant regarding the same, the applicant may be asked to produce a statement regarding the sources and amount of applicant's parent's or guardian's income from any one of the following officers having jurisdiction over the place where the applicant normally resides.

(1) The Collector, (2) The Prani Officer, (3) The Mamlatdar or Mahalkat, (4) The Backward Class Welfare Officer.

1. Character of the candidate }  
including his honesty and }  
industry. }
2. Ability—
3. Regularity of attendance—
4. Health—
5. Proficiency in games—
6. General recommendations—

Principal,

Date 195 . College \_\_\_\_\_

Rules for the award of Government Open Merit Scholarships in Arts, Science, Commerce and Law Colleges are published for the general information :—

The scholarships will be open to students who intend to prosecute their degree courses in Arts, Science, Commerce and Law Colleges situated in the Bombay State.

1. Number, value and period of tenure.

Scholarships as detailed below will ordinarily be awarded in Arts, Science and Commerce colleges annually to students who have passed the Secondary School Certificate Examination or its equivalent and in Law Colleges to students who have passed the Intermediate or Degree or its equivalent examination to enable them to prosecute the courses of University studies.

	Number of scholarships.	Value of each scholarship per month.	Period of tenure.
Arts and Science Colleges.	110	50, 30	4 years.
Commerce Colleges.	11	30	4 years.
Law Colleges.	14	30	2 or 3 years.

## 2. *Eligibility of candidates.*

The scholarships are open to candidates of either sex provided :—

(i) the income of his parents or guardian from all sources does not exceed Rs. 3,000 per annum, subject to the condition that in computing such income the salaries, allowances, etc. received shall all be taken into account;

(ii) he has secured a minimum of 60 per cent marks in the Secondary School Certificate or its equivalent examination and at least 45 per cent marks in the subsequent examinations. In all cases the scholarships will be awarded only after taking into consideration the recommendations made by the Heads of the colleges;

(iii) he is not employed on a full time basis. Cases of candidates employed on a part-time basis may be considered on their merits by the Director of Education;

(iv) he is not awarded a scholarship by the State from which he comes or a scholarship from an endowment fund administered by an officer of that State;

(v) his family is ordinarily residing in the State of Bombay.

## 3. *Applications.*

Candidates should apply through the Principals of their colleges to the Director of Education in the prescribed printed form (No. Edcl. 130 e) (App. A), copies of which may be obtained from the Principal of the college. Applications must be sent before 30th June to the Principal which must reach the office of the Director of Education before the 15th July every year.

Applications for scholarships received after the date prescribed or received direct without the endorsement of the Principal of the college, and applications which do not give full information will not be considered.

## 4. *How awarded.*

The scholarships available in Arts and Science colleges will be allotted by the Director of Education to the various linguistic regions of the State on the basis of population, while those in Commerce and Law colleges will be awarded to students in the State, as a whole.

Two-thirds of the scholarships thus allotted for each of the courses will further be reserved for students who passed their Secondary School Certificate Examination from Secondary schools situated in this State at places other than Head Quarters and City and Borough Municipal towns, the remaining one-third being made available for other candidates. If owing to want of eligible candidates in any year, the number reserved for each region or category cannot be filled, the balance will be transferred by the

Director of Education with the previous approval of Government to the other region or category. The Director of Education will award the scholarships on the basis of the marks obtained by the candidates at the Secondary School Certificate or Entrance Examination. The scholarships will be given to candidates who have passed their examinations in all subjects at the first attempt.

The scholarships will be awarded with effect from the 1st of June every year, subject to the condition that the first term in the college begins in June.

5. *Publication of results.*

The names of candidates to whom scholarships are awarded will be communicated to the Principals of the colleges and the candidates concerned, for their information. No reply will be sent to ineligible students and to those who do not secure scholarships on merit.

6. *Conditions of tenure.*

(i) The scholarships will ordinarily be tenable for the period of the course for which the scholarship is given, provided the scholar passes the annual examination of each year provided further he secures not less than 45 per cent marks. If the necessary percentage of marks is not obtained owing to illness or such other satisfactory reason, the scholar may, as a special case, be allowed to retain the scholarship. The decision of the Director of Education is final in this respect.

(ii) The period of scholarship may also be extended by not more than two years for post-graduate course, if the scholar has passed the degree examination with not less than 60 per cent marks within a period of four years after joining a college.

(iii) The payment of all the scholarships will be subject to regular attendance, good conduct and satisfactory progress.

(iv) In the case of a student proceeding on leave due to illness, payment of scholarship will be made, if it is considered that the student is really deserving of such a concession and if he fulfils the conditions about attendance as prescribed by a University or by the Head of a Department who may be conducting that examination during the year as a whole.

(v) The scholarships will be tenable in colleges situated in this State which are approved by the Director of Education for the purpose and are affiliated to a Statutory University in the State and in the case of post-graduate students at institutions in this State, where facilities for such studies exist and which are approved by the Director of Education.

### 7. *Maximum limit to the value of scholarships.*

The total value of scholarships received by any scholar from any State Government or from an Endowment Fund administered by a Government officer of any State or any other private scholarships such as communal, etc. is limited to Rs. 50 per mensem. The limit may be exceeded in exceptional cases with the sanction of the Director of Education.

*N. B.*—Free-scholarships or any additional allowances given by Government in lieu of free scholarships and college meal-scholarships will not be taken into consideration for the purpose of exceeding the maximum in this rule.

### 8. *Transfer of scholarships.*

The holder of a scholarship shall not change his college without the previous permission of the Director of Education. Permission to change the college will be granted and the scholarship transferred only when there are adequate reasons for the transfer.

9. Scholarships will be paid monthly in arrears on bills (form No. Edcl. 127 e and m and 123 e and m) signed by the Principal and passed by the Director of Education in the case of non-Government colleges.

In the case of Government colleges the Principals should draw the scholarships monthly on bills signed by them and report to the Director of Education month by month the amounts drawn.

10. All communications in connection with the award, continuance or transfer of scholarships must be made through the Head of the Institution the candidate is attending. Communications received direct will not be considered.



## APPENDIX BB

*Form of Application for Scholarships—Colleges*

To

THE DIRECTOR OF TECHNICAL EDUCATION, BOMBAY.

Sir,

I beg to apply for \_\_\_\_\_ Scholarship.

2. The course for which I propose to study is the \_\_\_\_\_  
 for which I propose to join the \_\_\_\_\_ College. If I am  
 awarded a Scholarship, I agree to abide by the Rules governing its award.  
 I am, at present, not employed and shall inform the Director of Technical  
 Education, if I take any employment, or if I am awarded any other  
 Scholarship, so long as I hold the said Scholarship.

Yours faithfully,

Date 195 \_\_\_\_\_ (Signature of the candidate.)

1. Name with father's name and surname—
  2. Religion, caste and sub-caste—
  3. Date of birth—  
(according to Christian era)
  4. Age on next birthday—
  5. Place of birth (village and district)—
  6. College  
School or place of education—
  7. Standard or class in which studying—
  8. (i) University or other equivalent }  
examination appeared for or passed. }
  - (ii) Year in which appeared or }  
passed. }
  9. (i) Name of centre and seat number at }  
the last University examination. }
  - (ii) Marks obtained \_\_\_\_\_ out of—
- (If passed by compartment give the marks obtained in each year separately.)

10. Parent's or guardian's—  
 (a) Name in full—  
 (b) Occupation—  
 (c) Annual income from all sources—  
 (d) Annual amount of income-tax paid—  
 (e) Annual amount of land revenue paid—  
 (f) Permanent home (village, district, etc.)—
11. General circumstances of the family—
12. (i) Details regarding Government special scholarships previously held during the College career (viz. year, class and college in which held and the value of scholarships).
- (ii) Whether, at present, holder of any other scholarship, if so, which and of what value?
13. Post office address—

*Certificate by the Head of the Applicant's College School*

I certify that \_\_\_\_\_ has been a bona-fide student  
 in my College from \_\_\_\_\_ to \_\_\_\_\_  
 and that the date of his birth as entered in the College register is \_\_\_\_\_  
 and that the date of his birth as entered in the College register is \_\_\_\_\_  
 years and \_\_\_\_\_ months old on the 1st of June next.

The other statements made by the applicant above are true to the best of my knowledge and belief. My remarks regarding his progress, conduct, etc., are as under:—

1. Character of the candidate including his honesty and industry.
2. Ability—
3. Regularity of attendance—
4. Health—
5. Proficiency in games—
6. General remarks and recommendation—

Principal,  
 Head Master,  
 Head Mistress

Date

195 .

College,  
 School.

N. B.—If the candidate has during twelve months preceding the application attended more than one approved College a certificate must be given by the Head of each College School.

## APPENDIX 44.

## EDUCATIONAL DEPARTMENT.

Bombay Castle, 23rd January 1941.

No. 5712.—The following revised rules for special Scholarships in Secondary Schools of this State for (Intermediate and) Backward Classes are published for general information :—

1. *Number and Distribution of Scholarships.*—The Scholarships as detailed below (246 for Backward Classes, in the State) are offered for competition annually :—

Name of the District.	Total Number of seats allotted for Backward classes.
Bombay (including B S D)	8
Ratnagiri	17
Kolaba	7
Poona	12
Satara (South)	5
Satara (North)	7
Sholapur	3
Kolhapur	7
Nasik	15
Thana	15
West Khandesh	15
East Khandesh	12
Ahmednagar	10
Dangs	2
Ahmedabad	8
Kaira	2
Amreli	3
Mehsana	12
Subarkantha	4
Dunskantha	6
Baroda	7
Broach	6
Surat	17
Panchmahals	7
Dharwar	8
Kanara	2
Bijapur	9
Bolgaum	10

**Note 1.**—If in any district there are not enough qualified candidates, scholarships may be transferred by the Educational Inspector concerned from one district to another.

**Note 2.**—So far as Middle School Scholarships are concerned 20 per cent of the sets of scholarships allotted to each district for Backward Classes are reserved for girls belonging to those classes.

**2. Value and period of Tenure.**—The High School scholarships will be tenable for four years, and the Middle School scholarship for three years.

The value of each scholarship will be as under :—

Standard.	Value per annum.
V to VII	4
VIII	5
IX	6
X and XI	8

**3. Eligibility of Candidates.**—(a) The scholarships are open to candidates of either sex from any institution recognized by the Department in the British Collectorate or District to which the scholarships are attached, but no candidate will be allowed to compete who has not been a *bona fide* student of one and the same school for a year, i. e. from the beginning of the school year immediately preceding the examination. In the case of the *bona fide* transfer or permanent change of residence of the parent or guardian of a pupil from one locality to another this condition may be relaxed at the discretion of the Educational Inspector. In the case of a pupil who has changed his (or her) school in consequence of higher standards not being taught in the former school, the Examination Committee can admit him (or her) to the examination, provided that the break involved is not more than twenty days.

(b) Candidates whose homes are not in British Districts and candidates from schools in Native States are not eligible.

(c) A pupil whose parent or guardian pays per annum income-tax or land revenue of Rs. 200 or more or income-tax and land revenue together amounting to Rs. 200 or more shall not be eligible for a scholarship.

(d) No candidate above the age of 14 for the Middle School Scholarship and of 17 for the High School Scholarship, on the 1st June immediately after the examination is held, will be eligible for a scholarship. In the case of girls the age limit will be higher by one year except with the special permission of the Director of Education, who is authorised to relax the age-limit mentioned above up to a period of one year.

(e) No candidate will be granted a scholarship unless satisfactory progress is shown in proportion to age.

(f) No candidate studying in standard I of a Secondary School or a higher standard in the case of a Special Middle School scholarship and standard IV of a Secondary School or a higher standard in the case of a Special High School scholarship is eligible to compete for the scholarship.

4. *How awarded*.—The scholarships will be awarded on the results of a competitive examination to be held annually by the Educational Inspector.

5. *Date and place of Examination*.—The examination for the scholarships will be held in February or March each year at centres which will be notified in the *Bombay Government Gazette*.

6. *Applications*.—Applications for permission to compete at the examination must be made, through the Head Master of the school in which the candidate is studying, to the President of the Scholarship Examining Committee in the prescribed form so as to reach him on or before the fifth day of the month preceding the month of the examination.

The form will be supplied by the President of the Committee on application.

7. *Examination Fee*.—An examination fee of Rs. 1 will be charged to each candidate which must be sent in along with the application.

This fee will not be returned to the candidate, except in cases where the applications are rejected.

Candidates belonging to the Backward Classes (including the Aboriginal and Hill Tribes) are, however, exempted from the payment of the Examination fee.

8. *Subjects and Medium of Examination*.—The examination will be in the subjects prescribed for the third standard of a Secondary School in the case of High School Scholarships and the fourth Primary standard in the case of Middle School Scholarships. Special importance will be attached to handwriting.

The medium of examination will be the Regional language of the Collectorate or District, for which Muslim candidates may substitute Urdu.

9. *Publication of Results*.—The names of the successful candidates and of the schools from which they appeared will be published in the *Bombay Government Gazette*.

The marks obtained in each subject by a candidate will be supplied on payment of a fee of Rs. 1.

10. *Conditions of Tenure.*—(a) Successful candidates will be required to join standard IV of a recognized Secondary School or a corresponding standard of a recognized English Teaching Secondary School in the case of High School Scholarships and standard I of a recognized Secondary School or standard I of a recognized English Class attached to a Primary School in the case of Middle School Scholarships, at the commencement of the next school year, and any scholar not so joining such a school or class before the 1st of July following the examination, will be liable to forfeiture of the scholarship.

(b) Each scholarship will be tenable from the 1st of June succeeding the examination conditionally on the regular attendance, good conduct and satisfactory progress of the holder in a recognized Secondary School or English Class attached to a Primary School.

Failure to satisfy any of these conditions will render the scholar liable to the forfeiture of his scholarship by the Educational Inspector.

(c) Every scholar must be presented before the Inspecting Officer at the annual inspection of the school attended.

Every scholar will be liable at any time to be examined by the Government Inspector or his Deputy, and on proof of unsatisfactory progress or irregular attendance to be deprived of his (or her) scholarship.

If a scholarship becomes vacant, the Inspector may transfer the scholarship for the remainder of its term to the next candidate on the original list whom he considers deserving or to a girl specially recommended for it.

(d) The holder of a scholarship cannot change his (or her) school without the previous sanction of the Educational Inspector.

(e) No scholar can hold at the same time any other Government scholarship or a scholarship from an endowment fund vested in Government without the permission of the Director of Education.

11. The scholar who attends a Government school may, provided he (or she) is eligible under the rules regulating the award of free studentships, be granted a free or half-free studentship.

12. *Payment of Scholarships.*—The scholarships must be drawn monthly in arrears upon printed bills in the form prescribed by Government (Edcl. 127a. or 128a.) signed by the holder and countersigned by the head of his (or her) school and passed by the Educational Inspector in the case of non-Government recognized schools. In the case of Government Secondary Schools the Head Masters will draw the scholarship on bills signed by them without the countersignature of the Educational Inspector and report to him month by month the amounts drawn.

Bills not submitted within one month of the expiration of the month for which the scholarship is due, will be liable to refusal.

N. B.—(1) In the case of Backward Class Students the rate of scholarships has been raised by 50 per cent so long as the Government's dearness allowance Scheme for its servants continues (vide G. K. E. D., No. 7407, dated 18th February 1946).

## APPENDIX 45.

RULES REGARDING THE AWARD OF STIPENDS TO GRADUATES IN MECHANICAL AND ELECTRICAL ENGINEERING OF THE UNIVERSITY OF BOMBAY UNDER G. R., E. D., No. 433 OF 23RD SEPTEMBER, 1921 AND No. 5248 OF 9TH JUNE 1933.

Nine stipends of Rs. 50 per mensem each tenable for one year are available and are awarded annually according to vacancies by the Principal, College of Engineering, Poona, to students of the College who have passed the B. E. (Mechanical or/and Electrical) Examination of the University of Bombay, provided they join a large practical Engineering Workshop in India approved by the Director of Technical Education for practical training.

(2) The stipendiary shall execute an agreement in the prescribed form (vide Appendix A) before he draws his first stipend and within one month from the termination of his period of training shall sign a bond with sureties in the following terms :—

(a) That he shall accept any Government appointment offered to him within six months of the completion of his workshop training and serve for a period of not less than five years if required.

(b) That he shall bind himself to pay a penalty of Rs. 500 (Six hundred only) if he infringes the above condition.

(c) That should Government require the service of the stipendiary under section (a) of this clause, the minimum initial pay will be Rs. 96 per mensem in the scale of pay of Rs. 88—8—125, and that if the stipendiary is taken up on a temporary establishment he will be paid an extra amount of Rs. 8 per mensem as personal pay as long as he remains on that establishment.

## APPENDIX A.

*Form of Agreement to be executed by graduates, a Mechanical and Electrical Engineering of the College of Engineering selected as stipendiary.*

G. R. F. D. No. 1735, dated 23/4 October 1930, No. 3243 of 9/3 June 1933 and 7300 of 10/4 June 1939.

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ between the Government of Bombay (hereinafter referred to as "Government") of the one part and Mr. \_\_\_\_\_ by caste \_\_\_\_\_ inhabitant of \_\_\_\_\_ in the taluka of \_\_\_\_\_ a graduate in engineering of the Bombay Poona University of the other part (hereinafter referred to as the "Stipendiary") whereby it is agreed as follows:—

(1) The stipendiary shall well and faithfully pursue his studies whilst serving for a period of one year in a large practical engineering workshop in India approved by the Director of Technical Education and shall at the end of that period obtain a certificate of good work and good conduct from the Manager of the Workshop in which he shall work.

(2) Government shall pay monthly, in arrears, subject to the usual conditions of good conduct, regular attendance and satisfactory progress to the stipendiary during the said period of one year of workshop training Rs. 50 (fifty only) per month as a stipend provided he presents to the Principal, College of Engineering, Poona, every month a certificate of regularity and Industry.

(3) Ordinarily no leave shall be granted to the stipendiary during the period of training, but in case of illness, duly certified by a registered medical practitioner or the Civil Surgeon of the District, or may be decided by the Manager of the Workshop concerned he may be granted leave on medical certificate on leave salary equivalent to half stipend for a period not exceeding in all one month and extraordinary leave under rules 752 and 810 of the Bombay Civil Services Rules. When he is forced to take leave the period of his training may be extended to the extent of any leave taken without allowances.

(4) Within one month from the termination of his period of training the stipendiary shall sign a bond with sureties in the following terms:—

(a) That he shall accept any Government appointment offered to him within six months of the completion of his workshop training and serve for a period of not less than five years if required.

(b) That he shall bind himself to pay penalty of Rs. 600 (Six hundred only) if he infringes the above condition.

(c) That should Government require the services of the stipendiary under section (a) of this clause, the minimum initial pay will be Rs. 96 per mensem in the scale of pay of Rs. 90-8-126, and that if the stipendiary is taken up on a temporary establishment he will be paid an extra amount of Rs. 8 per mensem as personal pay as long as he remains on that establishment.



(5) In case the stipendiary shall leave the approved workshop without the permission of the Principal of the College of Engineering, Poona, or shall be dismissed for misconduct, negligence failure to attend to duty, idleness or insubordination, by the Manager of the said approved workshop or shall refuse to sign the bond mentioned in clause 4, the said stipendiary or his sureties shall forthwith or demand pay to Government the total amount of the stipends drawn by him on that date.

SIGNED by the abovesigned—

Signature of stipendiary.

In the presence of—

1.

2.

SIGNED by the Principal, College of Engineering, Poona, for Government of Bombay.

Signature of the Principal,  
College of Engineering, Poona.

In the presence of—

1.

2.

And we                      and                      hereby declare ourselves sureties for the aforesaid                      that he shall do and perform all that he has above undertaken to do and perform, and in case of his making default therein we hereby, bind ourselves jointly and severally to pay the sum due to Government.

Signed by—

1.

and

2.

In the presence of—

1.

2.

Note.—Occupation and full addresses of the sureties and witnesses should be furnished in the agreement bond.

## APPENDIX 46

**RULES REGULATING THE GRANT OF STIPENDS TO PASSED STUDENTS OF THE  
DIPLOMA CLASSES OF THE COLLEGE OF ENGINEERING, POONA.  
(G. R., E. D., No. 456 OF 23RD MAY 1948.)**

Stipends will be granted for a period of one year to five students of the Diploma classes of the College of Engineering, Poona, who have gone through the combined course for Mechanical and Electrical Engineering and satisfactorily passed the Final Examination. They will be required to serve for one year in a practical workshop in the Bombay Presidency, approved by the Principal, College of Engineering, or in one of the following workshops (*vide* G. O., E. D., No. 4159, dated 4th October 1920) :—

- B. B. & C. I. Railway Works, Ajmer.
- Tata Iron and Steel Works, Jamshedpur.
- E. I. M. & S. M. Railway Works, Perambur.
- E. I. Railway Works, Jamalpur.
- B. N. Railway Works, Kharagpur, near Calcutta.

The amount of each stipend will be Rs. 50 per mensem.

2. Applications for the stipends should be made to the Principal, College of Engineering, Poona, on or before 1st June. Those selected should join some approved workshops to which they are assigned by the College Authorities on the 1st of July or subsequent date.

3. A holder of a stipend may, with the permission of the Principal, on sufficient grounds, be transferred from one workshop to which he is assigned to another approved workshop as defined in rule 1. No holder of a stipend may leave the workshop to which he is assigned without the permission of the Principal in writing.

4. The stipends are payable quarterly, in arrears, subject to the usual conditions of good conduct, regular attendance, and satisfactory progress.

5. The holder of a stipend who has completed this period of one year of outside apprenticeship will receive a special certificate provided that he obtains a report of good work and good conduct from the manager of the workshop in which he has served.

6. Every student must, before drawing his first stipend, sign an agreement (*vide* Appendix A) to the effect that he is prepared to serve in an approved workshop for a period of one year and that in case of failure to carry out this undertaking, he will forfeit a sum equal to the total amount of the stipends drawn by him.

7. Total leave not exceeding one month will be allowed during stipend period. If leave on medical certificate or otherwise in excess of this amount be taken the stipend will not be paid for leave period, but will be admissible for a further period beyond one year equal to the period during which it was withheld.

## APPENDIX A

*Form of Agreement to be executed by passed students of the Diploma Class at the College of Engineering, Poona, selected as Stipendiaries*

THIS AGREEMENT made, this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ by caste \_\_\_\_\_ inhabitant of \_\_\_\_\_ in the \_\_\_\_\_ taluka of \_\_\_\_\_ in the district of \_\_\_\_\_ of the one part and the Governor of Bombay (hereinafter referred to as "the Governor of Bombay" which expression shall include his successors in office and assigns) of the other part. Whereas each of the parties hereto so far as the covenants and conditions on his own side are to be observed and performed covenants with the other of them as follows:—

(1) The said \_\_\_\_\_ hereby of his own free will and consent testified by the execution of these presents agrees with the Governor that he the said \_\_\_\_\_ shall well and faithfully pursue his studies whilst serving for a period of one year in a large practical workshop in the Bombay State approved by the Director of Technical Education, Bombay State, and obtain a certificate of good work and good conduct from the manager of the workshop in which he shall work.

The Governor of Bombay shall pay quarterly in arrears subject to the usual conditions of good conduct, regular attendance and satisfactory progress, the said \_\_\_\_\_ during the year of his instruction, Rs. 50 (fifty) per month, as a stipend, provided he the said \_\_\_\_\_ presents to the Principal, College of Engineering, Poona, every quarter a certificate of regularity and industry.

Lastly it is hereby agreed and declared that the Governor of Bombay shall be at liberty to rescind this agreement on account of the breach of any condition of this agreement, negligence, failure to attend to duty, idleness or any insubordination or misconduct on the part of the said \_\_\_\_\_ and to dismiss him from the said approved practical workshop and in such a contingency the said \_\_\_\_\_ or his sureties shall thereupon refund to the Governor of Bombay the total amount of the stipend drawn by him on such date.

In witness whereof the said \_\_\_\_\_ hath hereunto set his hand and seal and \_\_\_\_\_ Director of Technical Education for the Bombay State hath by the order of the Honourable the Governor of Bombay in Council set his hand and the seal of his office hereto for and on behalf of the Governor of Bombay.

Signed, sealed and delivered by

Temporary Address:—

Permanent Address:—

In the presence of:—

- 1 Full Name : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Address : \_\_\_\_\_

- 2 Full name —  
Occupation :—  
Address :—

Signed, sealed and delivered by  
Director of Technical Education for  
the Bombay State.

In the presence of :—

- 1.

And we \_\_\_\_\_ and \_\_\_\_\_ hereby declare  
ourselves sureties for the aforesaid \_\_\_\_\_ that he shall do  
and perform all that he has above undertaken to do and perform and in  
case of his making default therein we hereby bind ourselves jointly and  
severally to pay the sum due to Government.

Signed, sealed and delivered by  
Full name :—  
Occupation :—  
Temporary address :—  
Permanent address :—  
Annual income (from all sources) :—

Full name :—  
Occupation :—  
Temporary address :—  
Permanent address :—  
Annual income (from all sources) :—

In the presence of :—

1. Full name :  
Occupation :—  
Address :—
2. Full name :—  
Occupation :—  
Address :—

## APPENDIX 47.

## RULES REGARDING THE GOVERNMENT OF BOMBAY STATE SCHOLARSHIPS

(G. R., E. D., No. 4400 of 26th June 1911.)

*Information regarding the Government of Bombay State Scholarships*

The following State scholarships are sanctioned for study abroad :—

(a) One State University scholarship of £240 (with fees) or £325, or £360, to be awarded annually by the Bombay University.

(b) Three State technical scholarships of £240 (with fees) to be awarded annually to statutory natives of India.

(c) One State domiciled community scholarship of £240 (with fees) or £325 or £360 alternately for males and females of the domiciled community, to be awarded annually.

(d) One State Oriental languages scholarship of £240 (with fees) or £325 or £360 to be awarded annually for the study of Oriental languages.

(e) One State scholarship of £240 (with fees) or £325 or £360 to be awarded annually to an Indian woman graduate.

(f) One State scholarship reserved for Muhammadans of the value of £240 (with fees) or £325 or £360 to be awarded annually.

(g) One State scholarship reserved for Hindu Backward Communities of £240 (with fees) or £325 or £360 to be awarded annually.

*N. R.*—The amounts of these scholarships are liable to revision at the discretion of Government as circumstances may require. (G. R., E. D., No. 4400 of 26th May 1932.)

Further detailed information regarding the scholarships is given in the following Appendices :—

*Appendix I*—List and particulars of State scholarships.

*Appendix II*—(i) General rules governing the grant of State scholarships.

(ii) Special rules governing the grant of State scholarships—

(a) State University scholarship.

(b) State Domiciled Community scholarship (for male candidates).

- (c) State Oriental Languages scholarship.
- (d) State Donated Community scholarship (for female candidates and State scholarships for Indian women).
- (e) State Technical scholarships.
- (f) State scholarship for Muhammadans.
- (g) State scholarship for Hindu Backward Communities.

*Appendix III*--Rules for Government scholars under the supervision of the High Commissioner.

*Appendix IV*--Form of application.

*Appendix V*--Bond for State scholars.

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APPENDIX I

LIST AND PARTICULARS OF STATE SCHOLARSHIPS

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## APPENDIX

*List and Particulars of*

Serial No.	Description of scholarship.	Number awarded annually.	Value of each scholarship.
1	2	3	4
1	State Scholarship awarded through the Bombay University	One	£380 (including fees) when held in college also residence at Oxford or Cambridge, £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).
2	Technical Scholarships	Three*	£240 (with fees)
3	Domesticated community scholarship (male and female candidates).	One	£360 (including fees) when held in collegiate residence at Oxford or Cambridge, £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).

\* Of these one is reserved for Mohammedans and one for non-Brahmins with the proviso should be thrown open for general competition.

If a selected female scholar has friends or relatives in the United Kingdom willing to the High Commissioner for India.



## I.

## State Scholarships.

Period for which it is tenable.	Objects for which it is awarded.	Country in which it is tenable.
5	6	7
Three years ..	For the purposes of general study. These scholarships are open only to really brilliant and able class graduates in Arts and Science.	In the United Kingdom and also general rule at the University of Oxford or of Cambridge.
Not less than two or more than five years.	<p>For the purpose of providing such higher technical education as may qualify young men of this country to assist in promoting the improvement of existing Indian industries and the development of new industries likely to be established. Technical Education for this purpose may be defined as—</p> <ul style="list-style-type: none"> <li>(a) the study of the scientific methods and principles underlying the practice of any handicraft, industry or profession;</li> <li>(b) the application of these methods and principles to the practice of the handicraft, industry or profession in question.</li> </ul> <p>These scholarships will also be given for the study of engineering (especially electrical and mechanical Engineering) but will not be given for the study of law, medicine, forestry, veterinary sciences, agriculture and civil engineering (other than sanitary and municipal engineering and geology).</p>	In the United Kingdom or in other Western countries.
Three to five years.	<p>Scholarship for such members will be for the purpose of the general study. For females the scholarship will be granted for educational or medical training. The term "educational training" will be in a wide sense and will include the following:—</p> <ul style="list-style-type: none"> <li>(i) Training of a secondary character for the teaching profession;</li> <li>(ii) Training in one or more branches of domestic science;</li> <li>(iii) Training as teachers of modern European languages;</li> <li>(iv) Training as music mistresses;</li> <li>(v) Training as art teachers;</li> <li>(vi) Training in Kindergarten methods.</li> </ul>	In the United Kingdom or with special sanction in foreign countries.

that if no candidate reaching a minimum standard was forthcoming, then the scholarships to receive her during vacations, their names and addresses might with advantage be forwarded

## APPENDIX

Serial No.	Description of scholarship	Candidates who are eligible	Age limit
1	2	3	4
1	State Scholarship awarded through the University.	Indians who are also Statutory Natives of India.	22-26 years according to the conditions of study obtaining in the Bombay University in the subject selected by the candidate.
2	Tribunal Scholarships	Statutory Natives of India domiciled in the Bombay State.	Candidates should not ordinarily exceed 26 years of age.
3	Domiciled minority scholarship (male and female candidates).	A European or Anglo-Indian student who is a Native of India within the meaning of Section 33 V.P.A. chap. 3, section 6.	The male candidate must be over 18 years and under 22 years.

\*Explanation—The term "Native of India" is not to be interpreted as excluding British India. Government is at liberty to recommend such a person if he is domiciled.

†If a selected female scholar has friends or relatives in the United Kingdom willing to take the High Commissioner for India.

## I—cont. cont.

Qualifications prescribed	Latest date by which the recommendations should reach Government	Latest date by which the recommendations should reach the High Commissioner	Remarks
10	11	12	13
Degree of Bachelor of Arts.	1st March	7th April.	
Academic qualifications necessary for entry into industry to be studied. A scholar should, generally also have had at least a year's practical training in a workshop, factory, or mine, and have proved his capacity to stand the strain and have learned enough of the industry to undergo the theoretical instruction proposed above.	15th October in case of training in manual work, 1st March in other cases.	1st December in case of training in manual work, 7th April in other cases.	
For males, Anglo-Indian High School Examination or a degree of an Indian University. For females degree of an Indian University. For native candidates, the Anglo-Indian High School Examination or an equivalent examination and the highest certificate in the examination in India. Prizes will be given to really brilliant and clever graduates.	1st March	7th April.	

a person who, though born in a State or temporarily residing in a State, is domiciled in within their jurisdiction and is otherwise suitable.

to receive her during vacations, their names and addresses might with advantage be forwarded

## APPENDIX

Serial No.	Description of scholarship	Number awarded annually	Value of each scholarship
1	2	3	4
4	Oriental language scholarship.	One	£350 (including fees) when held in collegiate residence at Oxford or Cambridge; £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).
5	State scholarship reserved for Muhammadans.	One	£350 (including fees) when held in collegiate residence at Oxford or Cambridge; £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).
6	State Scholarship reserved for Hindu Backward Communities.	One	£280 (including fees) when held in collegiate residence at Oxford or Cambridge; £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).
7	Scholarship for Indian women.	One	£350 (including fees) when held in collegiate residence at Oxford or Cambridge; £325 (including fees) when held in non-collegiate residence at Oxford or Cambridge; otherwise £240 (with fees).

If a selected female scholar has friends or relatives in the United Kingdom willing forwarded to the High Commissioner for India.

I—continued.

Period for which it is tenable 6	Objects for which it is awarded 6	Country in which it is tenable 7
Two years	To acquire the critical and scientific methods of Western Scholarship. The scholarship will be awarded alternately to the following groups on the recommendation of the Bombay University :— (a) Sanskrit languages (Sanskrit, Pali, Ardha-Magadhi). (b) Iranian languages (Persian, Arabic and Zend).	In Europe.
Three years	For the purpose of general study. These scholarships are open only to really brilliant graduates in Arts and Science.	In the United Kingdom and as a general rule at the University either of Oxford or of Cambridge.
Do.	For the purpose of general study. These scholarships are open only to really brilliant graduates in Arts and Science.	Do.
Three to five years.	The scholarship will be awarded on the recommendation of the Bombay University alternately for the study of Medicine, Arts or Science subject to really brilliant 1st class graduates.	In the United Kingdom or such special countries in foreign country.

to receive for during vacations, their names and addresses might with advantage be

## APPENDIX

Serial No.	Description of scholarship	Candidates who are eligible	Age limit
1	2	3	4
4	General languages scholarship.	Indians who are also Statutory Natives of India.	
5	State scholarship reserved for Muhammedans.	Muhammedans who are also Statutory Natives of India and domiciled in the Bombay State.	22-25 years beginning to the conditions of study obtaining in the Bombay University in the subject selected by the scholar.
6	State scholarship reserved for Hindu Backward Communities.	Indians who are Statutory Natives of India but who belong to the Hindu Backward classes.	Do.
7	Scholarship for Indian women.	Indians who are also Statutory Natives of India.	

\*Explanation—The term "Native of India" is not to be interpreted as confining to British India. Government is at liberty to recommend such a person if he is domiciled.

x The term "backward" shall be held to mean and include—

- (1) a person belonging to any caste classified as Backward in the Census Report,
  - (2) a person belonging to any caste classified as Intermediate in the Census Report
- (a) the Poona Division, (c) the District of Thana (including the  
(b) the Dhulewad Division, (d) the Island of Bombay,
- (3) Vashyas (Kuntis) residing in Dhulewad Division.

† If a selected female scholar has friends or relatives in the United Kingdom willing to be the High Commissioner for India.

## I—concluded

Qualifications prescribed	Latest date by which the recommendation should reach Government	Latest date by which the nomination should reach the High Commissioner	Remarks.
10	11	12	13
Open to well qualified native students with a certain taste for Oriental studies and to those already employed as professors of Sanskrit and Arabic in India and those who have already got original work to their credit.	1st March	1st April	
Degree of Bombay University.	Do.	Do.	
Do.	Do.	Do.	
Degree of an Indian University preferably of the Bombay University or some professional qualification.	Do.	Do.	

a person who, though born in a State or temporarily residing in a State, is domiciled within their jurisdiction and is otherwise suitable.

1921, wherever residing, and  
1922, and residing in—  
Bombay (including Poona), and

to receive her during vacations, their names and addresses ought with advantage be forwarded

## APPENDIX II

*I—General Rules governing the grant of State Scholarships.*

(i) Candidates must produce medical evidence of physical fitness to undergo a course of study abroad.

(ii) Candidates for all State scholarships other than State Technical and Domiciled Community scholarships and scholarships for Muhammadans and Hindu Backward Communities will be nominated by the Bombay University. Candidates for State Technical scholarships will be nominated by the Director of Education in consultation with the Director of Industries. Candidates for Domiciled Community scholarships and for scholarships for Muhammadans and Hindu Backward Communities will be nominated by the Director of Education. The Government of Bombay will select from among those thus nominated the candidates who appear to them the best fitted to hold the scholarships. No scholarships shall be awarded unless there is a fully qualified candidate.

(iii) Before the actual selection of scholars Government will communicate the number of scholars proposed to be sent abroad to the High Commissioner for India so that a provisional reservation of places at suitable colleges may be arranged. After the selection of a scholar is made, full details including the name and occupation of the scholar's father and place of birth, a detailed statement of the scholar's academic career in India and a statement of the course of study proposed to be followed by him in the United Kingdom, together with all necessary certificates and testimonials should be furnished as in the Annexure IV appended to these rules for transmission to the High Commissioner not later than the date specified in Appendix I.

(iv) When nominating candidates already resident in the United Kingdom Government will give the earliest possible intimation to the High Commissioner for India regarding the qualifications of such candidates, the course of study they propose to pursue and their address in the United Kingdom, and will await a reply from him before selecting the scholars.

(v) Difficulties some times arise owing to scholars arriving in England with preconceived plans and ideas based on the advice of educational authorities in India as to the course of study they should follow and the institutions to which they should secure admission, or owing to a scholar's unassisted efforts on his arrival to make his own plans without a sufficient knowledge of the requirements of the educational institutions in the United Kingdom. Experience has shown that scholars as a rule have little or no acquaintance with the degree or other requirements of the University at which they themselves think they can most profitably pursue their studies or training and in such cases it has sometimes been found that the course the scholar has selected for himself has in the long run proved altogether unsuitable. To obviate this cause of difficulty scholars will not be allowed to apply direct for admission to a University or a college in the United Kingdom and the exact course of study or training at the institution at which it is to be pursued will be left to the discretion of the High Commissioner for India who will consider the personal wishes of a scholar or any special suggestion that may be made by college professors and other educational authorities regarding the course of training which a particular scholar ought follow with advantage and will be prepared to sanction such if he considers they are likely to meet the purpose for which the scholarship has been awarded.



(vi) Technical scholars are sometimes more desirous of obtaining a degree than in securing the best instruction or training in the particular subject for which the scholarship has been awarded. It also appears that the most suitable and satisfactory course that can be arranged in a particular subject does not necessarily lead to any academic distinction and in such cases the scholar concerned is apt to cavil, as he himself naturally wishes to take a degree or diploma. To obviate the situation the special intention of the scholarship will be specified as closely as possible and the High Commissioner will be informed whether or not a definite degree or diploma is regarded as essential. While the High Commissioner will sanction a degree or diploma course in all cases where it can be satisfactorily arranged in accordance with the purpose and intention of the scholarship, the exact arrangements to be made in each case will be left to his discretion.

(vii) Selected scholars should communicate with the Secretary to the University Information Bureau in order that they may obtain advice regarding certificates, etc., and they should, when proceeding to England, take with them the originals of their certificates, testimonials and other important personal documents suggested to them by him.

(viii) Except in the case of a technical scholar whose training is to commence with manual work State scholars are required to proceed to England within a reasonable time from the date of their selection so as to arrive there not later than the middle of September, and reside there for the period of their scholarship unless compelled to return sooner in consequence of ill-health. Women scholars due to arrive for the opening of the University session at the end of September or beginning of October are required to proceed to England by the end of July or beginning of August, so that they would stand a better chance of becoming acclimatised before actually entering on their course and their work during the earlier terms would be less likely, as is often the case to suffer. In the absence of any special instructions the scholarship will be payable from the date on which the scholars report their arrival at the office of the High Commissioner. Selected scholars will be provided with a free second-class passage to England and also with a free second-class return passage if they carry out the instructions of the High Commissioner, and complete the full period of residence or are compelled by sickness to return within that period. The cost of the overland journey from Marseilles will in no circumstances be refunded to a scholar unless he (or she) is expressly instructed by Government to travel overland and is provided with a steamer ticket to Marseilles only. In the latter event the High Commissioner for India will refund the rail and baggage expenses on the direct instruction of the Government.

(ix) The scholarships carry with them no conditions as to any subsequent career or service under Government and no expectations of such employment are held out.

(x) All scholars will be required to sign a bond (see annexure to these rules) undertaking to repay the amount of the scholarship he had received if he fails to return to India when instructed by the High Commissioner for India to do so.

(xi) Scholars should return to India after the completion of their studies and work in this country and preferably in this State. If, however, a scholar settled in any other country within five years of the expiry of his scholarship he shall be liable to be called upon to repay the whole or part of the scholarship (including cost of passage) he has received.

## *II. Special Rules Governing Grant of State Scholarships*

### (a) *State University Scholarships*

It is open to the Bombay University to consider whether a special examination should be held for the selection of the scholars, or whether the selection should be made on the results of the ordinary examinations. If special examinations are held, the regulations which the University may propose to lay down in regard thereto should be submitted for the previous approval of Government, the necessary arrangements for the conduct of the examinations being made under the orders of the University authorities. The candidates for the special examinations, when such examinations are held, must be young men of proved ability and will be selected by the Vice-Chancellor on the report of the syndicate or governing body, who will in their turn be guided by the opinions of the professors and examiners concerned.

### (b) *State Domiciled Community Scholarship (Male Candidates)*

(i) The two main principles which govern the grant of the scholarship are :—

(a) that as the object in view is to assist a scholar to take up a University course in England, the scholarship will ordinarily be awarded to a young man at the close of his school career in India so that he may join the University as far as possible at the same age as boys educated in England ;

(b) the scholarship will be given to the scholar who is most fitted to benefit from a course of study at a University.

### (c) *State Oriental Languages Scholarship*

(i) The scholarship will as a rule be awarded to a candidate who has passed examinations in India which will obtain for him admission to a University in Europe as an Advanced or Research Student.

(ii) Some elementary knowledge of French and German should, if possible, be acquired by the scholar before leaving India.

(iii) In the selection of scholars for the study of Sanskrit regard should be paid to the following considerations. As the vast range of Sanskrit literature makes it necessary for a scholar to select some special field of Sanskrit learning in which to specialise, the choice of the special branch of study should be made in India and the pertinent preparatory studies completed before the scholar leaves for Europe. Professors of

Sanskrit in various European Universities have complained that individual language scholars have been unable to enter at once on the course of study best fitted for them, through lack of preliminary knowledge which could quite well have been acquired in India. Accordingly if a Sanskrit scholar wishes to specialise on—

(a) Veda or philology, he should have some knowledge of Latin and Greek;

(b) Philosophy, he should have studied one of the systems of Indian philosophy in the original texts, and have read some Plato and Aristotle;

(c) post-Vedic literature, his reading should have extended considerably beyond the limits of the courses prescribed for the M. A. examination of an Indian University.

(d) *State Domiciled Community Scholarship (for Female Candidates) and State Scholarships for Indian Women*

(i) Every application for the scholarship must be accompanied by a statement whether the applicant is married or intends to marry during the tenure of the scholarship if granted to her.

(ii) A scholar who has given no definite undertaking to serve under Government, who marries during the term of her scholarship will be liable to refund the whole of her scholarship unless she can prove that she intends to live permanently in India.

(iii) Scholars sent under contract of service under Government on their return, will ordinarily be liable to refund their scholarship if they marry and are unable to carry out their undertaking to serve Government. If they serve after return only a short period and cannot serve after marriage, they will be liable to refund a portion of their scholarship proportionate to the unexpired period of their contract; when no period of service is specified in the contract, it will be considered to be 10 years.

(iv) If a selected scholar has friends or relatives in the United Kingdom willing to receive her during vacations, their names and addresses should be forwarded to the High Commissioner for India.

(e) *State Technical Scholarships*

1. The Government of Bombay will in future offer annually three technical scholarships for study in Europe\* but the maximum number of scholarships will not be awarded unless thoroughly competent and well-qualified candidates present themselves (vide rule 12). These technical scholarships are intended for men of suitable age and skill possessing qualifications hereinafter specified, who have shown exceptional initiative in any branch of industry and who seem likely to add considerably to their usefulness by a special training in Europe.

\* The word Europe throughout these rules includes America.

Out of these three scholarships one is reserved for Muhammadans and one for non-Brahmins. If no candidate reaching a minimum standard is forthcoming from these communities the scholarships will be thrown open for general competition.

2. For technical scholarship no candidate is to be selected on the result of a competitive examination either open or limited.

3. The scholarships will be of the value of £240 (with fees) per annum to be held subject to the observance by the scholar of the rules laid down for him by the High Commissioner for India or the Government of Bombay. The scholarship may be withdrawn at the end of any year and it may be reduced while the scholar is being trained at work if the employer recommends this course. The scholar will also be required to execute a bond (see Appendix V to these rules) undertaking to repay the amount of the scholarship he has received if he fails to return to India when instructed by the High Commissioner for India to do so.

4. These scholarships will not be given for law, medicine, forestry, veterinary science, agriculture, civil engineering (other than sanitary and municipal engineering) or geology. It should also be noted that certain industries in Europe, such as bleaching, dyeing, tanning and manufacture of chemicals, very rarely offer facilities for practical work for students: in other branches of technological studies such as engineering and the textile industries, adequate opportunities can probably be found for scholars who possess the necessary qualities and training. If it is proposed to award a technical scholarship in any subject in which technical scholars have not hitherto been trained, enquiry should first be made from the office of the High Commissioner several months in advance as to the facilities available. Certain special suggestions regarding particular industries are incorporated in the accompaniment to these rules.

5. The scholarship in Europe will be for a suitable term not less than two or more than five years. It is very desirable that this should in most cases be preceded by a preliminary training of not less than one year and should be followed by a period of about one year's practical work in India. In special cases the Government of Bombay will give from state revenues scholarships not exceeding Rs. 100 per mensem for the preliminary training, and scholarships not exceeding Rs. 150 per mensem for the subsequent period of practical work.

6. The Director of Education in consultation with the Director of Industries will submit to Government his recommendations by the 1st March, in the case of scholars who intend to commence training with purely academic work. Scholars who begin their training with practical work are exceptional and as long a notice as possible should be given in their cases—preferably not later than 15th October.

When the course intended to be taken involves training and study elsewhere than in the United Kingdom the recommendation should be submitted so as to reach Government at least nine months before the date of commencement of the practical training or of the course of study as the case may be, whichever is taken first.

7. The selection of a scholar to proceed to Europe should be communicated to the High Commissioner for India in the form laid down in APPENDIX IV to these rules. The recommendations should, in the case of scholars who intend to begin their training in England with manual work, reach the High Commissioner for India by the 1st December and the candidate should ordinarily reach England in March or April of the following year. In cases where a scholar is intended to commence his training in Europe with purely academic work the recommendation should reach the High Commissioner for India by 7th April and the scholar should reach England not later than the middle of September.

8. In making his recommendations he will be guided by the following principles. The primary object of the selection should be to obtain a candidate whose experience and intelligence justify the expectation that his selection will help in developing the industries of India. As a rule he should not be selected for training in an industry not already established in India unless the co-operation of the promoters can be assured not for an industry for training in which facilities are not available in Europe. He should, if possible be selected for training in an industry in which Indian capital and enterprise is engaged or likely to be engaged; this classification includes not merely textile and mining industries but also industries on a smaller scale such as pottery, tanning and the making of matches, glass, sugar, pencils and paper; and where possible he should be a man already engaged in the industry. As a general rule, he should have had at least a year's practical training in a work-shop, factory or mine, have proved his capacity to stand the strain and have learned enough of the industry to understand the theoretic teaching which must follow. When such training cannot be provided in India, the office of the High Commissioner for India should be asked to arrange a similar training in Europe. Attention is also invited to the suggestions regarding useful industries as also the extract from a letter from the Educational Adviser for Indian Students to the Secretary of State which are appended to these rules. If the Director of Education in consultation with the Director of Industries desires advice from expert officers attached to the Government of India, he is at liberty to address them on the subject; and it is suggested that if a candidate is to be trained in any industry connected with agriculture the advice of the Agricultural Adviser to the Government of India should be obtained. When a scholar has had a preliminary training in India, a report on his work and progress should be sent to the High Commissioner for India. Any special suggestions which the Director in consultation with the Director of Industries may wish to make regarding the course of training to be followed in Europe should be communicated to the office of the High Commissioner for India, and in making such suggestions the Director should consider the proposals made by the existing employers (if any) of the candidate. If possible, the employers should be induced to guarantee employment to the scholars on their return to India, and in no case shall a technical scholarship be given to a candidate unless there is a definite prospect of his obtaining employment in which he will be able to put to use in India the experience and training he will have gained. Government should supply the office of the High Commissioner for India with as detailed information as possible as to the kind of employment a scholar is likely to obtain on return.

9. In the case of indigenous industries such as tanning, flour rolling, etc. a scholar should, if possible, in addition to an aptitude for the industry, inherited or acquired, have adequate educational qualifications, but in the case of candidates who have not both qualifications those who have the qualification of aptitude for the industry should have the preference provided that they have sufficient working knowledge of English to follow lectures in that language.

10. The educational qualifications referred to above are as follows. Those who are to study textile industries should have read up to the standard of the B. Sc. degree or the B. A. (with Science) or have obtained an equivalent diploma. Those who take up any branch of engineering should have passed the B. A., B. Sc. or B. Eng., should have a knowledge of mechanical drawing and descriptive geometry, and should have taken mathematics, physics and chemistry among the subjects for their degree. Scholars should be provided with certificates from the University showing in what subject they have passed, what degree of proficiency they have reached and what marks they have secured.

11. Satisfactory evidence of good character should be obtained and a candidate should ordinarily be of such character and habits and of such an age (not exceeding 25 years) that detailed tutelage should be unnecessary. He should also pass a searching examination as to physical fitness.

12. The fact of a vacancy existing shall not be considered a reason for awarding a scholarship if a suitable candidate is not forthcoming.

13. Candidates should be made clearly to understand (a) that the scholarships are not intended to endow the holders or prepare them for Government service; (b) that the scholar in each case is selected for a definite purpose and will be expected on proceeding to England to enter at once and without discussion of possible alternatives on the course of training laid down for him and to comply with whatever instructions and to do whatever kind of work it may involve, and (c) that when his period of training is over he will be expected in every case to return to India and to use the knowledge he has gained for the benefit of his country.

14. The Government will receive an annual report from the High Commissioner for India of the progress made by each scholar in his training; and the Director of Education with the assistance of the Director of Industries or of local manufacturers and employers, should endeavour to find employment for scholars, whether these are provided with a further scholarship on their return or not. When a scholar has a scholarship after his return, the Director in consultation with the Director of Industries should settle the nature of his practical training while he is drawing the scholarship and should, if he thinks this fit and practicable, obtain from the new employer a report on the way in which the scholar had progressed during his training and his value as a technological specialist. In such a case the scholar should at the end of his period of training receive from the Director of Education a detailed statement of his training together with his opinion on his qualifications. Though scholars are to clearly understand that Government cannot guarantee, the Director should make every endeavour to secure permanent employment for scholars at the earliest possible date after the completion of their training.

15. Government should in January of each year send a return to the High Commissioner showing how all scholars from the province who have returned since 1910 are employed and what salaries they are drawing.

### ACCOMPANIMENT TO SPECIAL RULES REGARDING STATE TECHNICAL SCHOLARSHIPS

#### *Suggestions regarding special industries*

(I) *Engineering*.—(i) All engineering students of whatever branch should receive a year's preliminary workshop course in a mechanical engineer's shop in India.

(ii) Indians who come to the United Kingdom for their college course should have taken the B. A., B.Sc., or B. Eng. degree and have received a training in mathematics, physics, chemistry and engineering drawing of a sufficiently advanced character to enable them to join a second year class at once; special instruction in mechanical drawing and descriptive geometry is required, and should be given in India.

(II) *Mining*.—(i) Scholarships in Mining (as distinguished from Geology) shall only be given to men who intend to become mine managers or mining engineers.

(ii) In every case the candidate shall have actually worked for at least one year in an Indian mine—preferably in a paid position.

(iii) A specially strict test of Physical fitness shall be imposed on candidates before selection.

(iv) The candidate shall have reached the B.A. or B.Sc. standard in physics (theoretical and practical), chemistry and mathematics, mechanics and practical geometry.

(III) *Mining Geology*.—Candidates should possess a knowledge of economic geology and some experience of surveying and mining methods.

(IV) *Metallurgy*.—(i) Scholarships should be granted only to men who have had previous experience of metal industries, a knowledge even of primitive processes being valuable, and candidates who lack such experience should be sent for some months to metal works in India before going to England for their training.

(ii) If possible notice be given beforehand of the branch of metallurgy that the scholar intends to take upon his return to India.

(V) *Spinning and Weaving*.—Scholars should in all cases have had considerable experience in one or more Indian mills, preferably through having served in a paid position.

(VI) *Beaching and Finishing*.—It is almost impossible for Indian students to obtain in England anything more than the training given in technological colleges, and in order that they may complete this by practical experience, efforts should be made to secure openings for a few carefully selected men in up-to-date bleaching establishments in India, but in the woollen industry facilities for practical training are procurable to a limited extent in Europe.

(VII) *Dyeing*.—No scholarships be granted to a candidate who does not possess some knowledge of the dyeing industry as carried on in India and has reached the B. Sc. standard in chemistry.

(VIII) *Training*.—(a) As regards students who aim at becoming owners or managers of tanneries—

(i) Hereditary connection with the leather industry is desirable, and a knowledge of Indian methods is essential ;

(ii) Where these conditions are satisfied, high academic qualifications need not for the present be insisted upon ; a fair knowledge of chemistry, physics and some knowledge of mathematics and acquaintance with the metric system of weights and measures will suffice ;

(b) As regards those who intend to take up scientific research as applied to leather industries—

(i) The scholarships shall only be granted after the student has received the highest scientific training in India ;

(ii) He must have shown considerable aptitude for research work.

(IX) *Chemical Manufactures*.—The grant of scholarships for the study of chemical industries in the United Kingdom is of doubtful utility ; training in India would be preferable, and before any such scholarship is granted, inquiry should be made as to the possibility of providing in Europe a complete training in the special branch of industry concerned, full particulars being furnished to the office of the High Commissioner as to candidates' qualifications and prospects of finding employment on their return to India.

*Extract from a letter from the Educational Adviser for Indian students  
to the Secretary of State*

In selecting scholars for the study of industries in which there are many branches it is essential that definite information should be supplied as to the particular branch or branches in which the scholar should be trained, and in which he may expect to secure employment on his return. It is quite impossible for a scholar to acquire a practical knowledge of all branches of such industries during a stay of even five years in England, and unless he knows with some certainty upon which branch he should concentrate, there is a grave risk that some of his time here may be wasted in acquiring knowledge that may be of little use to him when he returns to India. The more definite the information that Local Governments can supply regarding the employment which their scholars may expect on their return, the better it will be both for us and for the scholars and the greater return will the Government of India receive for the money spent. If vague or insufficient information is given, there is a not unnatural tendency on the part of the scholar to attempt the almost impossible task of studying all branches of the industry, with the result that extensions of scholarship are necessary, and even then the scholar is in danger of returning home with an insufficient knowledge of all branches, but a really practical and thorough knowledge of none.



(f) and (g) State scholarships for (i) Muhammadans and  
(ii) Hindu Backward Communities

The object of the scholarships is to enable students of these communities to pursue a more advanced course in Europe. Candidates must be graduates of the Bombay University, and must produce evidence to show that they are capable of profiting by a higher course of study.

## APPENDIX III

*Rules for Government Scholars under the Supervision of the  
High Commissioner*

## SUMMARY

1. Deposit.
2. Passage from India.
3. Reporting and address.
4. Accommodation and hostels.
5. Local Advisers.
6. Instructions regarding course.
7. Practical and diary.
8. Leave and vacation.
9. Period of scholarship allowance.
10. Quarterly payments.
11. Application for scholarship allowance, certificates of conduct and annual report.
12. Deduction for wages.
13. Advances.
14. Previous sanction.
15. Fees and travelling expenses, etc., not paid to scholars at Oxford and Cambridge.
16. Fees and travelling expenses, etc., paid.
17. Sanction for tours.
18. Private tuition, books, etc., not payable.
19. Extension of scholarship.
20. Termination by High Commissioner.
21. Return passage.
22. Deferment of return passage.
23. £5 grant for expenses of return journey.
24. Marriage of scholars.

*Rules for Government Scholars under the Supervision of the  
High Commissioner*

1. Every scholar will be required to forward to the Secretary to the High Commissioner for India (Education Department), India House, Aldwych, London, W. C. 2, ordinarily at least one month before the date of departure from India, the sum of £10 for initial expenses on arrival in the United Kingdom. A scholar will have no claim to the payment of any instalment of his scholarship unless this deposit has been made. The deposit is held at the disposal of the scholar and may be reclaimed as soon as he reaches England to meet expenses of the purchase of clothes or other necessary equipment, but a scholar is advised to leave at least £10 on deposit to be available for emergencies or other expenses not covered by the conditions of the scholarship.

2. A scholar will be provided with a passage from India to the place of study in the United Kingdom, and, as a general rule, is required to travel by the all-sea route from India to England unless he himself elects to pay the cost of the overland journey from Marseilles to London, in which case he may apply for payment of the overland allowance as fixed from time to time by the High Commissioner. The full cost of the overland journey (rail and baggage expenses) shall in no case be refunded to a scholar unless he has been provided by the Government concerned with steamer ticket to Marseilles and has been expressly instructed to travel overland.

3. Every scholar on reaching England must report himself to the Office of the High Commissioner for India (Education Department), India House, Aldwych, London, W. C. 2, and sign the undertaking referred to in Rule 4. He will be required to furnish his private address and to notify immediately any changes thereafter.

4. Accommodation for new arrivals (men only) is provided at 21, Cromwell Road, South Kensington, London, S. W. 7. A scholar who wishes accommodation to be reserved should write to the Warden, 21, Cromwell Road, S. W. 7, or should cable in good time the exact date of his arrival from Marseilles. Every scholar will be required, whenever possible, to reside in the hostel of the University or College where he is pursuing his course, though in special cases the High Commissioner will be prepared to consider applications for permission to live in private lodgings.

5. Every scholar pursuing courses of study or training in the United Kingdom, in Europe or in the United States of America, is under the direct charge of the Secretary to the High Commissioner for India (Education Department), with the exception of those at Edinburgh, Cambridge, Glasgow, Manchester and Oxford, who must follow the instructions given through the following officers, hereinafter referred to as Local Advisers :—

Edinburgh

.. The University Adviser to Indian Students, Department of Chemistry, The University, King's Buildings, Edinburgh.

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Cambridge	.. The Secretary, Inter-Collegiate Indian Students' Committee, 22, Fitzwilliam Street, Cambridge.
Glasgow	.. The Local Adviser to Indian Students, The University, Glasgow.
Manchester	.. The Local Adviser to Indian Students, College of Technology, Manchester.
Oxford	.. The Secretary, Delegacy for Oriental Students, Indian Institute, Oxford.

All communications regarding courses of studies or training, payment of fees or other matter connected with the scholarship must be addressed, either to the Secretary to the High Commissioner for India (Education Department) or in the case of scholars at Edinburgh, Cambridge, Glasgow, Manchester, or Oxford to the Local Adviser concerned. Scholars are not permitted to communicate direct with their Provincial Government in India in any matter affecting their scholarship.

6. Every scholar will be expected to consult the Secretary to the High Commissioner (Education Department) or his Local Adviser regularly in regard to his course of study or training. He must submit, either direct or through his Local Adviser, within one month after the beginning of his University, College or other training, a statement for the approval of the High Commissioner showing the exact course which he is pursuing. The High Commissioner will prescribe the course of study or training considered necessary to fulfil the purpose for which the scholarship has been awarded, and every scholar must obey all instructions regarding his course of study or training which he may receive either direct from the Secretary to the High Commissioner (Education Department) or from his Local Adviser. The course of study which has received the sanction of the High Commissioner may not be changed without his approval, and no additional course or subject of study or training may be undertaken without his prior sanction. A scholar will not be permitted, without the previous sanction by the High Commissioner, to enter for any examination not forming a normal portion of his sanctioned course. He will be required to give a written undertaking that he will at once and without discussion of possible alternatives devote himself exclusively to the course of study and training prescribed for him and that he will not delay or neglect his prescribed course in anticipation of orders regarding possible alternatives.

7. A scholar sent to this country for training in technical or industrial subjects will be required to undergo practical training under such conditions as may be prescribed by the High Commissioner. Whilst undergoing practical training, the scholar must keep, in a book supplied by the Education Department of the Office of the High Commissioner, a concise diary of his work. This diary, endorsed by the authorities under whom the scholar is working, must be submitted at the prescribed date to the Secretary to the High Commissioner (Education Department), either direct or through the Local Adviser concerned.

8. A scholar undergoing practical training in works or in such professional subjects as Veterinary, Medicine, etc., will be entitled to three weeks' leave each year and must obtain the approval of the authorities under whom he is working and of the High Commissioner to the exact dates on which he proposes to take such leave. He must also submit at least two months in advance a full statement of his proposals for practical training during the vacations. A scholar attending university or college courses who proposes to spend his vacations on the Continent must submit his plans for the approval of the High Commissioner not less than one month before the beginning of the vacation.

9. In the absence of any special instructions from the Government concerned, scholarship allowance will be payable from the date on which the scholar reports his arrival at the Office of the High Commissioner until the expiration of the full period for which it has been granted or extended or to such earlier date that the High Commissioner may determine having regard to the date at which the sanctioned course of study or training has been completed. Scholarship allowance will not be paid beyond the date of the sailing from London of the steamer on which the passage has been booked, except as provided in Rule 21.

10. Subject to a due compliance with the Rules, each scholar will be paid his annual stipend quarterly in advance\*. A first instalment to cover a full quarter will be paid as soon as possible after the scholar has arrived and has signed the necessary declaration on the form attached to these Rules. Three months after the date of arrival the amount to the ensuing official Quarter Day† will be paid to the scholar either direct or through the Local Adviser. Subsequent payments will be made in advance, on or after each official Quarter Day. It should, however, be understood that the High Commissioner (or the Local Adviser on his instructions) has full discretion to disburse the annual allowance of any scholar in such instalments as he may consider desirable.

11. Each scholar must submit, not less than 14 days before the date on which his scholarship instalment falls due, an application on a prescribed form endorsed with a certificate of satisfactory conduct and progress from the University, College or Works authority.

He will also be required to furnish annually on a prescribed form, copies of which will be supplied, a full statement of the course of study or training which he has pursued during each year ending 30th September. The instalment of scholarship allowance due on 1st October of each year will not as a general rule be issued until this annual report has been received. It should, however, be noted that the High Commissioner at his discretion may require a report on a scholar's work or conduct at any time.

12. The allowance of a scholar in receipt of wages whilst undergoing practical training will be reduced by a corresponding amount.

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\* See Appendix at end of Rules.

† The official Quarter Days are 1st January, 1st April, 1st July, 1st October.

13. Advances on the quarterly instalments of scholarship allowance will not as a general rule be granted, except in respect of (a) caution money payable to Universities or Colleges, and (b) purchase of expensive instruments essential for the scholar's sanctioned course of study or training. Any advances thus sanctioned will be recoverable from the quarterly instalments of scholarship spread over a total period not exceeding one year.

14. The special attention of every scholar is drawn to the fact that no claim for payment of any expenditure whatsoever can be admitted unless the scholar has obtained previous sanction from the High Commissioner.

15. Scholars at Oxford and Cambridge will be required to meet from their scholarship allowance all their expenses, including university or college fees, except journeys to and from his place of study on arrival from India and on departure to India. A language scholar at Oxford or Cambridge (i. e., a scholar pursuing research in Arabic, Persian, or Sanskrit) may, however, be granted travelling expenses from place of study, when going abroad, where such visits are certified as *essential* to his studies by the professor concerned and are sanctioned by the High Commissioner.

16. For scholars (other than those at Oxford or Cambridge), charges for university and college fees, including membership of the Student Union or equivalent society, premium for practical training facilities and the necessary travelling expenses of scholars by second class, or by third class if no second be available, shall, if sanctioned in advance, be defrayed by the High Commissioner. A scholar undergoing professional or technical training may be required at the discretion of the High Commissioner to join the appropriate society or institution, in which case his entrance fees and annual subscriptions will be defrayed by the High Commissioner. A sanctioned premium and university or college terminal or sessional fees will be paid direct to the university, college, or firm concerned by the High Commissioner. Examination fees and subscriptions, etc., to other institutions, where such have been sanctioned by the High Commissioner, will be paid by the scholar himself in the first place and refunded to him on production of the necessary vouchers.

17. A scholar who proposes to undertake journeys or tours for the purpose of his course of study or training must submit an application either direct or through his Local Adviser at least 14 days before the date of the proposed visit. The application must be supported by a certificate or recommendation from the professor or head of department under whom the scholar is working that the journey is necessary for the purpose of his work. [If the proposed visit or tour and estimate of expenses is approved by the High Commissioner, third class travelling expenses (second class on the Continent) will be paid to the scholar on receipt of the claim on the appropriate form, supported by the necessary vouchers, together with halting allowance at the rate authorised, unless otherwise laid down when the journey is sanctioned.]

18. Charges for private tuition, unless specially sanctioned in advance, books, instruments and medical attendance must be paid by the scholar himself.

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\* This sentence does not apply to scholars at Oxford and Cambridge.

19. Unless the conditions under which the scholarship was awarded preclude any extension, a scholar who wishes to apply for the extension of his scholarship must submit an application to the Secretary to the High Commissioner (Education Department), either direct or through the Local Adviser, not less than six months prior to the expiration of the term of tenure. This application should state definitely the purpose for which the extension is desired and should be supported by the recommendations of the university or other authority under whom the scholar is pursuing his course of study or training.

20. A scholarship may be terminated at any time within the discretion of the High Commissioner—

- (a) if the scholar's work and progress be considered unsatisfactory,
- (b) if his conduct proves unsatisfactory, or
- (c) if he fails in health,

In which cases, unless the High Commissioner sees reason to the contrary, the scholar will retain his right to a passage to India, provided he returns when instructed by the High Commissioner. Any scholar failing to return to India when instructed to do so by the High Commissioner will forfeit his right to a free passage.

A scholar who resigns his scholarship before the expiration of its tenure for reasons which, in the opinion of the High Commissioner, are not satisfactory, will be held to resign his claim to a return passage to India.

21. A scholar will be entitled to a return passage from the place of study to India. The arrangements for the voyage will be made by the Office of the High Commissioner and a scholar is not entitled to make his own passage arrangements or to claim an allowance in lieu of a provided passage. At least three months before the termination of his course of study or training the scholar must submit to the Secretary to the High Commissioner (Education Department), either direct or through the Local Adviser, an application for a return passage. The scholar will normally be required to embark from a port in the United Kingdom, but he may be allowed at the discretion of the High Commissioner to join the steamer at Marseilles and will then be paid the overland allowance as fixed from time to time by the High Commissioner. If a scholar is definitely instructed by the High Commissioner to join the steamer at Marseilles, he will be allowed second class travelling expenses from London to Marseilles and his scholarship allowance will be payable to the date of embarkation from Marseilles (unless it has already expired or been terminated). Travelling expenses in India will not be payable by the High Commissioner.

22. A scholar who desires to defer his return to India after the expiry or termination of his scholarship will, unless the Government concerned desire his return, be allowed to do so provided that the High Commissioner approves the purpose of the deferment and is satisfied that the scholar is in a position to maintain himself during the whole period of the proposed deferment.

23. Each scholar will be given a grant of £5 to meet incidental expenses during the voyage to India. This allowance will not be payable to officers in Government employ who are temporarily holding a scholarship, but whose official pay commences on the termination of the scholarship, nor will it be applicable to the case of a scholar returning to India on appointment to a Government post which entitles him to an advance of pay.

24. A scholar who intends to marry during the tenure of his scholarship must so inform the High Commissioner, who, in consultation with the Local Government concerned, may terminate or suspend the scholarship if he thinks fit in the special circumstances of the case.

*Note.*—In all the above Rules the masculine (he, him) must be understood to include the feminine (she, her).

April 1931.

#### SCHEDULE.

Scholars at Oxford or Cambridge Colleges £300 per annum.

Non-Collegiate Scholars at Oxford or

Scholars at Fitzwilliam House,

Cambridge .. ..

£325 per annum.

All other scholar

£240 per annum (to which will be added approved fees and approved travelling expenses).

APPENDIX IV  
*Form of Application*

1. Full name	
2. Date of Birth	
3. Father's name, address, profession and place of birth	
4. Race or Caste	
5. Places of education (including colleges and schools)	
6. Examinations passed	
7. Subjects taken and Honours (if any) obtained	
8. Aim and subject of scholarship. (For Research scholars precise subject of study must be given.)	
9. Character testimonial	
10. Medical Certificate	
For Technical Scholars only. {	11. Practical experience already obtained. 12. Proposed employment on return to India.

Note.—It should be noted that the original certificates and diplomas of the University Examinations passed should be forwarded.



## APPENDIX V

*Bond for State Scholars*

Know all Men by these presents, that We, \_\_\_\_\_ (undergoing a course of instruction in connection with a Government Scholarship) and \_\_\_\_\_ do hereby bind ourselves, and each of us, our and each of our heirs, executors, and administrators, to pay to the Secretary of State for India in Council \_\_\_\_\_ the penal sum of £1,000.

Scaled with our seals, dated this \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_

Whereas the above bounden \_\_\_\_\_

nominated to a Government Scholarship :

And whereas the above bounden \_\_\_\_\_

as nominee of such scholarship is entitled under certain conditions to \_\_\_\_\_ per annum for \_\_\_\_\_ years, tuition fees, certain travelling expenses and also a second class return passage from India to England and back.

Now the condition of the above written obligation is that :—

If, in the event of the above bounden \_\_\_\_\_

not returning to India as and when directed by the High Commissioner or the Government of Bombay by which he was nominated or settled in any other country within five years of the expiry of his scholarship he shall forthwith refund to the Secretary of State for India in Council \_\_\_\_\_

paid to him or on his behalf in respect of the said Scholarship, tuition fees, travelling expenses or second class return passage.

Then, the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed, sealed and delivered by the  
 above bounden—  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 in the presence of—

Signed, sealed and delivered by the  
 above bounden—  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 In the presence of—

*N. B.*—The names of some members of the scholar's family, or other persons interested in him, should be included in the bond, so that (if necessary) legal proceedings may, without difficulty, be taken in India: and it may be hoped that the fact that these persons would be liable to suffer in the event of his breaking his contract, will exercise a restraining influence on his conduct. If the scholar's name alone appears, the bond will be of no practical value.

## APPENDIX 43

No. C975-E.—The accompanying rules regulating the award of the three Government of Bombay Scholarships at the Training Ship "Dufferin" Bombay and the Appendix A containing the form of application are published for general information :—

*Rules of Scholarships provided by the Government of Bombay at the Training Ship "Dufferin," Bombay.*

1. *Number, value and tenure of scholarships.*—Five scholarships of the value of Rs. 40 per mensem each will be granted by the Government of Bombay annually to boys admitted to the Training Ship "Dufferin." The scholarships will be tenable for two years, provided that the conduct and progress of the holders are reported to be satisfactory.

2. *Eligibility of candidates.*—The scholarships are open to candidates who are eligible for admission to the Training Ship either as cadets and whose parents or guardians are not in a position to pay the full fees charged in the Training Ship. No boy shall be eligible for a scholarship whose father is not or was not permanently domiciled in the State of Bombay.

3. *Form and date of application.*—Applications should be made in the prescribed form (obtainable from the Secretary to the Governing Body) and should be submitted through the Head of the school attended by the candidate to the Director of Education, Bombay State, Poona, together with the necessary certificates mentioned therein as soon as the candidate's application for admittance to the qualifying examination has been registered and in any case before the 15th of December each year. A copy of the Memo. from the Secretary to the Governing body, intimating the acceptance and registration of the candidate's application for admission into the Training Ship should also accompany the application for a scholarship.

4. *Award of scholarships.*—These scholarships will be awarded by the Director of Education after the final results of the Interview and Selection are ascertained to five of the successful applicants on financial grounds on the recommendation of the Governing Body.

5. *Payment of scholarships.*—The payment of the scholarship for one term will be made in advance to the scholar through the Captain Superintendent at the beginning of each term except that in the term in which the scholar first joins the Ship, the payment will be made as soon as the award is made. The payment of the scholarship will be subject to regular attendance, satisfactory progress and good conduct.

6. *Holding of another scholarship.*—A Government of Bombay scholar is not allowed to hold any other scholarship or stipend awarded by any other Government or administration in combination with the Government of Bombay scholarship except prize scholarships won by him after joining the Ship on scholastic merits.

7. *General.*—An application for a scholarship does not in any way influence the chances of selection of a candidate for a scholarship. The fact that a scholarship is granted to the candidate does not absolve the parents or guardians from the responsibility of paying the fees and extras due to the Training Ship authorities in advance at the beginning of each term.

8. The Director of Education reserves the right to reject any application for a scholarship without assigning any reason.

## APPENDIX 43 A

*Form of application for a Government of Bombay Scholarship Tenable at the training ship "Dufferin."*

N. R.—This form should be filled in BLOCK LETTERS and posted so as to reach the office of the Director of Education, Poona, not later than 15th December.

1. Name of applicant ..
2. Father's name and occupation,
3. State of domicile and mother-tongue.  
  
(If domiciled in the State of Bombay, a certificate (in original) of domicile signed by a magistrate or J. P. must accompany this application.)
4. Full permanent address of father or guardian, if not parent.
5. Religion and caste ..
6. Age of applicant on 15th January next year with date of birth.
7. Place of birth ..
8. Name and relationship of guardian, if not parent.
9. Present income of parent or of guardian, if not parent.
10. Number of brothers and sisters of the boy—  
  
(a) Dependents on the boy's parents or guardians.  
  
(b) Provided for otherwise..
11. Whether the boy has any brother or close relation in the "Dufferin."

12. Whether the parent or guardian will be prepared to—

- (a) Arrange for the long vacation and the Christmas holidays. \*
- (b) Pay for the uniform and equipment.
- (c) Pay for essential extras.

13. Is the Parent/Guardian prepared to meet the necessary liabilities, financial or otherwise, to be incurred at the end of the satisfactory completion of the course if the applicant obtains a post at sea or in an engineering firm, viz. payment of premium and provision of uniform and equipment in the case of executive cadets or maintenance and upkeep in a workshop in the case of engineer cadets, if the applicant is selected and admitted to the ship?

14. Are the parents or guardian prepared to pay the full fees in case the boy passes the examinations and is selected for a cadetship but does not receive a scholarship?

Signature of applicant.

Signature of guardian.

N. B.—Answers to question No. 12 (a), (b) and (c) must be in the affirmative as Government can on no account undertake to arrange for and meet the expenses of the same, *vide* declaration overleaf. The answer to question No. 14 must be strictly limited to "Yes" or "No". The latter answer would be interpreted by the Governing Body that the parent or guardian would not accept a cadetship for his candidate without a Government Scholarship. (See declaration by guardian overleaf.)

*Declaration by Guardian or Parent*

In the event of the above applicant being granted a scholarship and being admitted into the Training Ship, I undertake to pay the balance of his fees as they become due, also to arrange about his holidays, extras and uniform, until the completion of his course of training.

In the event of the above applicant not being granted a scholarship I am prepared/not prepared to accept a cadetship in the "Dufferin" and pay the full fees if the applicant is selected.

Signature of Guardian,

(Cross out the words "prepared" or "not prepared" as necessary.)

*Certificate by the Head of the Applicant's School*

I certify that \_\_\_\_\_ has been a *bona fide* student in my school from \_\_\_\_\_ to \_\_\_\_\_ and that the date of his birth, as entered in the school register is \_\_\_\_\_. He will, therefore, be \_\_\_\_\_ years and \_\_\_\_\_ months old on the 15th January next.

The other statements made by the applicant above are true to the best of my knowledge and belief. My remarks regarding his progress, conduct, etc. are as under:—

1. Standard in which the boy is reading.
2. Character of the candidate including his honesty and industry.
3. Ability ..
4. Regularity of attendance ..
5. Health ..
6. Proficiency in games ..
7. General remarks and recommendations.

Principal  
Head Master

Date \_\_\_\_\_ 195 .

School.

## APPENDIX 48 B

*Notification*

Education Department, Bombay Castle, 27th June, 1951.

No. SCH. 6859.—The following rules regulating the award of the Government of Bombay Scholarship for the pre-sea training to the cadets of the Engineering Courses are published for general information :

*Rules Regarding the Grant of the Government of Bombay  
Scholarship for Marine Engineering Training*

(1) Two scholarships of the value of Rs. 50 per mensem which will be awarded every year to two trainees of the scheme from among those domiciled in the State of Bombay on financial grounds. They are tenable for a period of 4 years provided the trainee passes the annual examination (Pass marks 35 per cent).

(2) Should a scholarship holder fail to pass in the examination, his scholarship will be awarded to another trainee from the next year onwards. A pass in the following year does not entitle a failed candidate to reclaim his scholarship.

(3) Applications for the award of the Government of Bombay Financial scholarships must be sent to the Director of Marine Engineering Training, Azad Maidan, Waudby Road, Bombay, after the Applicant has been selected and admitted to the course and must reach the Director not later than the 31st August. Special Application forms may be had from the Directorate.

(4) The Government of Bombay reserve the right of rejecting any application for financial scholarships without assigning a reason.

(5) Trainees who hold a financial scholarship from the Government of Bombay will be permitted to hold a Government of India merit scholarship in addition.

By order of the Governor of Bombay,

V. N. KARDESÁI,

Secretary to Government.

## APPENDIX 49

*Rules for the award of the Government of Bombay Scholarships tenable at the Shri Shiroji Preparatory Military School, Poona*(1) *Number, Value and Tenure of Scholarships :—*

3 scholarships of the value of Rs. 1,000 per annum each have been instituted by the Government of Bombay for the purpose of encouraging boys of this State to appear for the Union Public Service Commission Examination for recruitment to the Joint Services Wing, National Defence Academy. They will be tenable at the Shri Shiroji Preparatory Military School, Poona.

The Scholarships will be open to candidates domiciled in the State of Bombay and will be awarded by Government to suitable candidates on the recommendation of the Director of Education. One of the scholarships will be reserved for a suitable candidate belonging to the Backward Class Community, satisfying the minimum requirements. If, however, a suitable candidate from this community is not forthcoming, all the three scholarships will be awarded by open selection. The Scholarships will be tenable for two years in standards X and XI. The value of the scholarships viz., Rs. 1,000 per annum, is liable to be reduced if the circumstances of the candidate do not justify the payment of the scholarship in full. The number of scholarships is also liable to be reduced according to the provision available for the purpose in the budget.

If any of the scholarships remain vacant for want of suitable candidates from this State, they may be awarded to boys from this State studying in Public schools outside the State and fulfilling the other requirements laid down in these rules.

(2) *Eligibility of candidates :—*

The scholarships will, ordinarily be awarded to boys whose parents or guardians are unable to pay the full expenses of training at this school. The main consideration will, however, be the boy's performance at the test.

(3) *How application will be received :—*

Applications will be received from candidates who have passed VIII of the Secondary School or the equivalent standard of an Anglo-Indian or a Secondary English Teaching School and whose age does not exceed 15 on the last day of April, following the last date fixed for the receipt of applications.

An applicant must produce a Medical Certificate from a Civil Surgeon showing that he is physically fit and has no inherent defect which prevents or may prevent him from completing his training in the Military School or disqualifies him from entering the Army.



(4) *Form and date of Application :—*

Applications should be made on or before the 1st February, in the attached form (Appendix 'A') to the Principal of the Sri Shivaji Preparatory Military School, Poona. Applications arriving late will be summarily rejected. The Principal will submit these applications to the Director of Education on or before the 15th February preceding the academic year in which the scholarship is required.

(5) *Examination of eligible candidates :—*

Eligible candidates will be examined in English, Mathematics and General knowledge of current affairs, according to the standard expected of boys in Std IX and of the age group 14-15. The examination will be held after the 15th and before the end of April under the direct control of the Director of Education. Only those candidates who obtain at least 35 per cent of the aggregate marks in each subject and at least 40 per cent of the total will ordinarily be called for the interview. The Director of Education will, however, have discretion to call for interview a candidate not fulfilling these requirements, in exceptional cases. The interview will be held before a Selection Committee consisting of the Director of Education, Bombay State, Poona, or his nominee, the Recruiting Officer, Poona, the Vocational Guidance Officer, Bombay and the Principal, Sri Shivaji Preparatory Military School, Poona, and will be designed to test the candidate's general knowledge of current affairs and his suitability for a career in the defence forces. Special consideration will be given to proficiency in sports and outdoor activities. A few simple objective tests of intelligence may also be arranged. The Selection Committee will recommend to the Director of Education, the candidates to whom scholarships should be awarded. No such recommendation will be made unless the Selection Committee is satisfied that the candidate's recommended has/have a reasonable chance of success at the Union Public Service Competitive test. The final award will be made by Government on the recommendations of the Director of Education.

(6) *Execution of Bond :—*

No scholarships will be awarded unless the parent or guardian of the candidate executes a bond agreeing to keep him at the school for the whole course (i. e. till the completion of Std. XI) and to send him up for the open competitive examination held by the Union Public Service Commission for recruitment to Commissioned ranks in the Armed forces of India and in default, to refund in one lump or such instalments not exceeding twelve as may be determined by the Director of Education, the amount of the Scholarship actually drawn by the candidate/s.

(7) *Forfeiture of the Scholarships :—*

The Scholarships will be payable subject to regular attendance, good conduct and satisfactory progress. More than one failure in the annual examination during the tenure of the scholarship will entail forfeiture of the scholarships.

(8) *Mode of payment :—*

Subject to the conditions prescribed in rule 7 above, the payment of the scholarships will be made to the scholars through the Principal of the school in two equal instalments one at the beginning of each term in advance.

(9) *Progress Report of the Scholar :—*

At the end of each term, the Principal of the School will submit to the Director of Education, Poona, a report, in duplicate, in the attached form (Appendix 'B') on the progress made by each scholar during the term in question.

(10) *General :—*

A Government of Bombay Scholar may hold another scholarship or scholarships in combination with the Government scholarship, provided that if the combined scholarships exceed the total amount of the estimated annual expenditure of the scholar at the Military School, the Government Scholarship will be reduced in value so as to bring the total amount of the scholarships down to the maximum of the total amount of the required expenditure.

## APPENDIX 'A'

FORM OF APPLICATION FOR A GOVERNMENT OF BOMBAY, SCHOLARSHIP  
AT THE SHRI SHIVAJI PREPARATORY MILITARY SCHOOL, POONA

(To be submitted in duplicate)

1. Name in full (To be typed or hand printed).
2. Date of birth (This must be definitely stated).
3. Caste and tribe in case the applicant is a member of a backward community or tribe.
4. Permanent home and address in India.
5. Name, occupation and address of father or guardian.
6. Brief resume of Military Service rendered by candidate's father and near relatives and statement of his father's financial position.
7. Name of the Educational Institution last attended.
8. Total number of marks obtained and total number obtained at the annual examination of Secondary Standard VIII and in the terminal examination of Std. IX of the Educational Institution last attended.

Date

Place and address :

Signature of candidate.

*Endorsement by the Parent or guardian of the candidate*

I have read the regulations and conditions of admission to and training at the Shri Shivaji Preparatory Military School, Poona, and am prepared to enter my son/ward in the school under these regulations and conditions and to keep him there for the whole course if the scholarship applied for is awarded to him. At the end of his course at the Shri Shivaji Preparatory Military School, Poona, he will be sent up for the open competitive examination held by the Union Public Service Commission for recruitment to the joint services, Wing National Defence Academy.

Submitted through the Head of the Educational Institution last attended by the applicant, viz.

*Certificate of the Head of the Educational Institution concerned*

1. Whether the statements made above are correct to the best of his belief and knowledge.
2. His remarks regarding the candidate's,
  - (a) Attendance.
  - (b) Progress.
  - (c) Conduct.
  - (d) General ability.
  - (e) Games played and proficiency in games.
3. His general recommendation.

Date

Place and Address.

Signature and designation.

## APPENDIX 'B'

## (PROGRESS REPORT)

*Shri Shivaji Preparatory Military School, Poona.*

Report on

Name and address of Parent or Guardian.

Age on	Class	Place in class	Average age of
Yrs. Months.		out of	class
			Yrs. Months

Remarks of subject teachers in

- (1) English
- (2) Mathematics.
- (3) History.
- (4) Geography.
- (5) Science.
- (6) Optional subject.
- (7) Regional Language.
- (8) Manual Training and Drawing.

Remarks by Class teachers.

Physical Development	Height	Chest		Weight	
		Normal	Expanded	Stones	Pounds

Physical ability

Physical efficiency test

Physical Training Tests.

Swimming ability and accessories obtained.

General Remarks

Remarks by Principal:—

Principal,  
Shri Shivaji Preparatory Military School, Poona.

## APPENDIX 50

RULES FOR THE PRIMARY SCHOOL CERTIFICATE EXAMINATION  
FOR BOYS AND GIRLS

*Rule I.*—The Primary School Certificate Examination will be held by the Education Department every year in each District ordinarily in April at one or more convenient centres on dates (which will be the same for all the districts in the State) to be fixed and notified by the Educational Inspectors and the results of the examination will ordinarily be announced by the end of May after the examination. If for any unforeseen reasons, it is found difficult to hold the examination in January, the Educational Inspectors may, with the approval of the Director of Education, hold it in a different month on dates considered suitable for the purpose.

*Rule II.*—The Educational Inspector of the District will superintend the examination and will appoint a local examining committee three weeks before the date fixed for the examination for each centre in the district in consultation with the Inspectress of Girls' Schools if there be any. These local Committees will consist of a President and two or more members (as may be found necessary) selected from officers of Government or such representatives of non-Government approved schools as may be willing to serve. Generally not less than 20 per cent. of the members of a local committee should be women. The local committee will arrange for (i) the general conduct and supervision of the examination according to the programme fixed by the Educational Inspector, (ii) the marking of the papers, (iii) the preparation and consolidation of the results and (iv) the publication of the results, subject to confirmation by the Educational Inspector.

*Rule III.*—Applications for admission to the examination must be made in the printed form appended (see Appendix A) and must be forwarded to the President of the Examination Committee of the Centre at which a candidate desires to appear so as to reach him on or before 10th of February immediately preceding the month of the examination. The Educational Inspector will instruct a candidate to appear at a particular centre in the event of there being any difficulty in examining him/her at the centre he/she has chosen.

Candidates from recognised secondary schools reading in Standard VIII or above during the academic year in which the examination is held will be admitted to the examination, provided they are otherwise eligible. Similarly, candidates who left off their studies from Standard VIII and upwards any time previously will also be admitted to the examination, if they are otherwise eligible. These candidates should attach to the form of application a certificate to this effect from the head of the secondary school last attended by them.

*N.B.*—Forms of application can be obtained on application from the President of the Local Committee free of charge.

*Rule IV.*—A candidate must have resided for the past six months in the district in which he wishes to appear for the examination, unless he is specially exempted by the Educational Inspector. This restriction regarding residence shall not apply to women candidates.

*Rule V.*—No candidate will be admitted to the examination unless he/she produces a certificate from the head of an approved school that he/she has kept 120 days of attendance in Standard VII in the School.

In villages in which there is no full grade primary school within a radius of five miles, the candidates appearing for the examination will not, however, be required to fulfil this condition.

*N.B.*—(1) In special circumstances, this condition may be waived by the Educational Inspector/Inspector of Girls' Schools at his/her discretion in the case of a male candidate who has completed or will complete his 20th year and in the case of a female candidate who has completed or will complete her 16th year by the first of the month in which the examination is proposed to be held.

'For the purpose of attendance in Standard VII the actual number of working days between the last date of submission of applications and the date of the actual examination will be taken into account and candidates given credit for all these days in determining their eligibility for admission to the examination'.

(2) The provisions of the above rule do not apply to pupils appearing for the examination from Standard VIII and upwards of secondary schools and teachers who have put in at least two years' service in an approved school.

*Rule VI.*—The syllabus of the examination shall be as published in Appendix B annexed to these rules.

*Rule VII.*—Every application for admission to the examination shall be accompanied by a fee of rupees three. The fee for a candidate from the Backward Classes (Scheduled Classes, Aboriginal and Hill Tribes and other Backward Classes) will, however, be rupee one only.

*Rule VIII.*—The President of the Examination Committee will post in the regional language at the place of the examination Centre, a list of candidates who pass the examination. The names will be arranged by Centres in order of seat Nos. and the total No. of marks obtained will be shown against each name. A similar list of successful candidates in each district, arranged by Centres, will be posted at the School Board Office of the district. The consolidated and authenticated results of the examination will be maintained in the office of the Director of Education, Poona, as permanent records.

*Rule IX.*—The marks obtained in each subject by a candidate, pass or failed, will be communicated to him/her by the President of the Examination Committee of the Centre at which the candidate appeared on payment of a fee of rupee one. A duplicate copy of the marks may be issued by the Educational Inspector on an application stating the reasons for issue of a duplicate copy and on payment of a fee of rupee one on his being satisfied that the original copy of marks sheet has been lost or destroyed.

*Rule X.*—Verification of marks obtained by a candidate in a subject :—

(i) Any candidate who has appeared at the examination may apply to the President of the Examination Committee for verification whether the candidate's answers in any subject or subjects have been examined or whether there has been a mistake in the totalling of marks therein but not for a re-examination of the answers. Such an application must be made by the candidate through the head of the school which presented him for the examination within six weeks of the declaration of the examination results and must be accompanied by a fee of rupees two for each subject in respect of which verification is sought.

(ii) If as a result of the verification made under this rule, it is discovered that there has been an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate.

(iii) If on scrutiny and re-checking a failed candidate is found to have passed in the examination, his name shall be published as prescribed under Rule VIII in a supplementary list of candidates qualifying for the Primary School Certificate.

*Rule XI.*—The Educational Inspector will grant certificates (in the form given in Appendix C) to candidates who pass the examination. A duplicate certificate may be issued by the Educational Inspector on payment of a fee of Rs. 2 on his being satisfied that the original certificate has been lost or destroyed.

*Rule XII.*—If, at any time, it is brought to the notice of the Director of Education that an alteration has been made in the Primary School Certificate issued to a candidate under Rule XI, without proper authority, or a holder of a Primary School Certificate has either impersonated some other candidate at a subsequent Primary School Certificate Examination, or secured the Certificate fraudulently by causing some one else to impersonate him at the examination, the Director of Education shall cause an inquiry to be made into each such case and if he be satisfied that the holder of the certificate has either deliberately and unauthorisedly altered the entries in the certificate, or impersonated some other candidate, or had caused some one else to impersonate him at the examination he shall have power to recall the certificate in each such case and to cancel it. No duplicate copy of the certificate so cancelled shall be issued to the candidate concerned thereafter except in cases of alterations where the Director, if he is satisfied that the candidate was not responsible in any way for the alteration, may direct the issue of a duplicate certificate on application and on payment of the prescribed fee of Rs. 2 by the candidate.

*Rule XIII.*—No candidate who has passed the examination and received a certificate will, in any circumstances, be allowed to reappear for the examination except in another regional language under all heads.

*Rule XIV.*—The following prizes will be awarded to girl candidates appearing for the examination :—

(i) Two prizes, one of Rs. 10 and one of Rs. 5 in each district to the girls who stand first and second in the examination.

Serial No.	Name of the Division.			Medium of examination.	Total No. of Prizes.
1	Bombay Division	..	..	(i) Marathi. (ii) Gujarati. (iii) Kannada (iv) Urdu. (v) Hindi (vi) English.	12
2	Poona Division	..	..	Do.	12
3	Nasik Division	..	..	Do.	12
4	Ahmednagar Division	..	..	Do.	12
5	Haveri Division	..	..	Do.	12
6	Dhule Division	..	..	Do.	12

*Rule XV.*—Detailed regulations, consistent with these rules, will, from time to time, be issued by the Director of Education to secure uniformity in the conduct of the examination in the several educational Districts.



## APPENDIX A

(Form of application—this form will be printed in the three regional languages viz., Marathi, Gujarati, Kannada, as well as in Urdu, Hindi and Sindhi.)

(Application for admission to the Primary School Certificate Examination.)

(See Rule III of the Rules for the examination.)

To

The President,  
Primary School Certificate Examination Committee,  
-----Centre.

Sir,

I request permission to present myself at the next Primary School Certificate Examination to be held at----- in the following subjects:—

- |  |    |    |    |     |   |
|--|----|----|----|-----|---|
| 1. Language (Compulsory)                                     | .. | .. | .. | { * | } |
| 2. Mathematics   | .. | .. | .. | {   | } |
| 3. History and Geography                                     | .. | .. | .. | {   | } |
| 4. Science   | .. | .. | .. | { † | } |
| 5. Optional subject under the Fifth Head of the syllabus     | .. | .. | .. | { ‡ | } |
| 6. Additional subject under the Sixth Head of the syllabus   | .. | .. | .. | { § | } |
| 7. The Local regional language, if any, offered under Head I | .. | .. | .. | { § | } |

2. I am remitting the examination fee of Rupees \_\_\_\_\_ separately.
3. I wish to answer the questions in the first five heads through the medium of-----.
4. I declare that the following particulars and certificates are true to the best of my knowledge and belief and that I have never passed the examination before.
- †† I also declare that I have never attended any approved school.

Your obedient pupil,

Signature.

\*Here enter one of the following:—

Marathi, Gujarati, Kannada, Urdu, Sindhi or Hindi.

†Here enter one of the following:—

- (1) General Science and Hygiene,
- (2) Agricultural Science and Hygiene,
- (3) Domestic Science and Hygiene,
- (4) General Science including mechanics of Spinning and Weaving and Hygiene, and
- (5) General Science including the knowledge about growth, preservation, etc., of wood.

‡Here enter the optional subject taken—Needlework, Drawing, Practical Agriculture, Wood-work or Spinning and Weaving.

§ Here enter the additional subject, if any offered:—

- (a) Hindi for candidates appearing for the examination through Marathi, Gujarati, Kannada,
- (b) Music, or (c) Paper and Card-board modelling, or (d) Cone-work, or (e) Tailoring, or (f) Leather-work.

§ The Local regional language, if any, viz. Marathi, or Gujarati, or Kannada offered by a candidate may be mentioned here.

†† This declaration may be scored out by candidates who attend or have attended any approved school.

1. Name with Father's/Husband's name and surname.
2. Completed years of age on 1st January next.
3. Date of birth according to Christian era.
4. Place of Residence                      Taluka                      District
5. Name of the School, if any, from which appeared.
6. Post Office address.

Dated                      19 .

- I. *Certificate to be signed by the Head Master/Head Mistress of the school, last attended by the applicant.*

I .....\*.....certify that—

- (i) the birth date of.....as entered in the General Register of this school is (in figures).....(in words).....
- (ii) during the last six months he had been residing at.....and
- (iii) he/she bears a good moral character and has kept 120 days of attendance in Standard VII in an approved primary school during the current academic year.

(Signature)

(Designation)

(Full address)

Dated                      19 .

- II. *†Certificate to be signed by a person of known respectability.*

I .....\*.....certify that to the best of my knowledge and belief ..... has been residing at..... during the last six months and that he/she bears a good moral character.

(Signature)

(Designation)

(Full address)

Dated                      19 .

\*Here enter full name.

† The certificate of residence is not necessary in the case of girl candidates.

‡ This certificate is intended for candidates not appearing from any school.

## APPENDIX B

*Syllabus of the Primary School Certificate Examination.*

(See Rule VI of the Rules for the Examination.)

The medium of examination will be the selected regional language (viz., Marathi, Gujarati or Kannad) or Urdu, Hindi or Sindhi :—

Marks.

250 *First Read : Regional language and Literature.*

(2 papers of 100 marks each).

## 100—First Paper—

75—(a) Explanation of unknown passages in Prose and Poetry—their reproduction, expansion, summary.

25—(b) Grammar (Applied and General) compounds and figures of speech. Use of idioms and phrases.

## 100—Second Paper—

Composition and Hand-writing, Descriptive essay or report on a given subject, letter-writing, story, dialogue etc. (candidates appearing at this examination through Marathi will have the option to answer a part of this paper in Mod.)

## 50—Third Paper—

Local Regional Language. (Compulsory for candidates from the Urdu Primary Schools and for those taking education through a regional language other than the local regional language. Optional for candidates from Bombay, Bombay Suburban District and border areas of the linguistic regions).

25—Explanation of an unknown passage of average difficulty.

25—Composition—summary of a story, a short narrative, a short letter, etc.

N.B.—The standard of attainment should generally be of the level that pupils of Standard IV are expected to attain.

2. To pass the examination candidates taking the third paper as compulsory subject should get 40 per cent on the whole, i. e., all the three papers taken collectively.

Marks.

200 *Second Read : Mathematics.*

(2 papers of 100 marks each).

## 100—First Paper—Arithmetic.

Simple fractions (Vulgar and Decimal), Ratio and Proportion, Simple Interest, Calculation of compound interest for a period not exceeding three years, Simple examples in Profit and Loss, Commission, Discount, Cash and credit prices of articles. Simple problems on Time, Work and Speed, Percentage and Average. Simple problems on Partnership. Simple practice. Practical problems in Square and Cubic measures. Areas of circles and surface area &amp; volume of Cylinders. Simple line and column graphs.

(N. B.—Questions should as far as possible deal with objects and facts within the knowledge and experience of the candidates.)

Marks. 100—Second paper—Geometry and Simple Account

80—(a) Geometry—

Measurement of angles and lines. Kinds of angles, Properties of angles at a point. Perpendicular, Triangles—Kinds and properties. Parallel lines—Properties. Drawing plans of fields using triangulation methods. Construction of angles and Triangles—given three sides, two sides and an included angle, two angles and one side. Dropping a perpendicular on a given line from a given point or at a given point. Drawing a line parallel to a given line. Drawing and planning to scale, journeys from Journey reports. Calculation of area of triangular figures, irregular figures (Polygons) by dividing them into triangles.

20—(b) Simple Accounts—

Account-keeping, Simple accounts of school gatherings, stores, farms, daily household purchases. Rosh notation.

100 Third Hand : History, Civics and Geography. (One paper of three sections).

40—(a) History—

History of India from 1526 to the present day as laid down in the Syllabus for Primary Schools.

20—(b) Civics—

Outline of Indian Administration—(i) District Local Boards, Municipalities, Grampanchayats and their functions. (ii) Functions of Provincial and Central Governments and the general outline of administration in the District and the State. (iii) New Constitution of India. 1. The Indian Union and its territory. 2. Fundamental Rights. 3. Executive of the Union. 4. Parliament and its functions. 5. Executive in a state. 6. State legislature. 7. Relations between the Union and the States. 8. The Union Judiciary. 9. State Judiciary. 10. Elections. 11. Special provision in relation to certain classes. 12. Official Language.

40—(c) Geography—

(1) Longitude and Latitude. Day and Night, Climates, Rain-fall, Vegetation. The Solar System, Ocean currents and the Wind System.

(2) Use of Thermometer, rain-gauge and weather-cock.

(3) A general regional study of the world. A broad study of main countries of the world.

(4) Detailed study of India.

(5) Geography of commodities—World production and India's contribution and economic position.

(6) India's wealth in Water power, Forest produce, Sea produce, Minerals. Agriculture and Industry.

(7) Foreign trade of India. Geographical interdependence of the world—important sea and air routes with special reference to India.

N.B.—Candidates are expected to be able to draw an outline map of India and fill in important details.

Marks.

100

*Fourth Head: General Science—One paper.*

## 1. (For boys from ordinary schools).

## 30—(A) Physiology and Hygiene—

## (i) Physiology—

The main systems of the Body. The four vital activities of life—Breathing, Feeding, Moving, Sensing. The senses of organs.

## (ii) Hygiene—

Air, Water, Food—its composition and nutritive value. Balanced diet, beverage.

Personal hygiene—care of eyes, nose, teeth, hair, skin. Habits of cleanliness—Village. Hygiene—Disposal of waste matter. General knowledge of common diseases, their prevention and cure—Malaria, Typhoid, Plague, Cholera, Tuberculosis, Small-pox, Guinea-worm.

## 30—(B) Plant and animal study—

Structure and function of parts of plants—Roots, Stems, Leaves, Flowers, Seeds, vegetative propagation, seed-dispersal, cutting, grafting, Layering. Reproduction in plants, animals and human beings. The four vital activities of life in animals and human beings.

## 40—(C) General Elementary Science—

Air, its composition and properties, pressure. Water, its composition and properties, condensation and distillation.

Mechanics—Levers, pulleys and screw appliances. The use of the wheel, friction and lubrication. The study of the heavens.

The Solar system—The most important constellations, Stars, Planets and Comets. The Moon and its phases. The Solar and Lunar eclipses—How caused.

## II. (For girls from ordinary schools).

## 30—(A) Physiology and Hygiene .

The same as in A for boys (Ordinary).

## 50—(B) Domestic Science—

Storage of food.

Sanitation on the home—Disposal of refuse, waste water, sewage, ventilation and sanitation in the house. Use of disinfectants.

Household pests—Bugs, lice, white-ants, silver-fish, cock-roaches, moths, mice, rats. Methods of destruction.

Cooking—Preparation of rice, chapati, vegetable or meat dishes, sweet dishes. Preserves and pickles.

Invalid Cooking—Barley water, sago, rice kanjee, soup, broth.

**Male.**

- Laundry—Washing and ironing of cotton, silk and woollen garments, removal of stains. Dyeing of Kurtas and Saris.
- Safety in the home and street—Discussion on various household habits.
- Lighting of Primes Stoves, proper methods of cleaning and trimming lamps.
- Home nursing—The sick room, situation, equipment, ventilation, cleanliness, disinfection.
- Duties of a Nurse - Including dress and manner, routine and punctuality. How to use a clinical thermometer. How to take respiration and pulse. How to prepare and apply poultices and fomentations. How to give enemata.
- What to do in an infectious case.
- Preparation of invalid diet.
- How to wash a patient.
- Mother Craft-Child care.
- Care of the mother before and after the birth of child.
- Bodily cleanliness.
- Care of child. Clothing, sleep (period required), cleanliness.
- Preparation of food if not breast-fed—
- (1) Cow's or Goat's milk.
  - (2) Patient foods.
  - (3) Care of the feeding bottle.

**III. (For candidates from Agricultural Schools).****Agricultural Science—**

- 30—(A) Physiology and Hygiene  
[As in (I) for boys (Ordinary)].
- 70—(B) Agricultural Science—
- (a) Dry farming, its principles and practice, selection of seeds, manures, crops. General improvement of the soil. Dry and mixed crops. Rotation of crops. Common weeds and their control. Irrigation and drainage. Common insect pest and plant diseases, remedies.
  - (b) Life-history of plants, pollination, fertilisation, germination, seed dispersal. Flowerless plants and their use in nature. Principles of plant classification.
- Study of the requirements of the following crops:—Rice, Wheat, Sugar-cane, Tobacco, Potato, Cotton, Jowar, Bajri, Fodder and Fruits.

**IV. (For candidates from Spinning and Weaving Schools).****General Science including mechanics of Spinning and Weaving and Hygiene—**

- 30—(A) As in (I) for boys (Ordinary).

Marks.

30 (B) As in (I) for boys (Ordinary).

40—(C) (a) Air composition and properties, atmospheric pressure—

Water-composition and properties.

Evaporation and condensation.

Effect of moisture in air on spinning and weaving.

Mechanics - Levers, pulleys and screw appliances as related to operations in spinning and weaving.

Friction—How to remove or increase friction.

(b) Fabrics used for Spinning and Weaving. Cotton varieties, climate and soil necessary for growth.

Cotton production in the Province and in the World. Diseases of the cotton plant. Steps taken by Government to improve cotton.

Materials used for sizing, their effect on yarn, preparation of size.

Knowledge of different implements used in spinning and weaving.

Evolution of the spinning wheel and the Handloom.

V. (For candidates from woodwork schools).

30—(A) As in (I) for boys (Ordinary).

30—(B) As in (I) for boys (Ordinary).

40—(C) (a) Air composition and properties, atmospheric pressure.

Water—Composition and properties.

Evaporation and condensation.

Mechanics—Levers, pulleys and screw appliances, hinges, belts and other common accessories used in woodwork.

(b) General study of trees—size and study of cross section, preventing corrosion, effect of rainfall, use of roots, leaves and trunk of trees.

Reforestation—Need and general methods.

Timber, seasoning of Timber—need, purpose and methods.

Insect enemies of timber—Description and methods of preventing damage.

Plywood, methods of manufacture, use of plywood.

Polish, varnish and stains.

Ingredients used in each and their preparation—

100 Fifth Hand.—One of the following subjects :—

(a) Needlework :—

- (1) Each girl should be able to cut and make to given measurements any one of the following garments:—Chaddi, simple child's frock, bodice, blouse with set in sleeves as well as magyar type, a jubla, petticoat, knickers, Kurta, pyjama, skirt.

**Marks.**

(2) Embroidery—about six varieties of embroidery.

(3) Button holding and mending.

(4) Theory of Needle work :—

(i) Simple knowledge of different kinds of cotton and woollen material such as khadi, vellos, long cloth prints, woollen mato isle, etc., their cost, durability and suitability for different kinds of garments. The amounts and width required for the different garments specified under (1) above.

(ii) Knowledge of the different types of stitches and seams and where to apply them.

(b) Drawing—(One paper of three sections, the first two sections carrying 40 marks each, and the last section carrying 20 marks).

1. Object Drawing—

A simple group of not more than four objects placed in vertical and horizontal positions, to be drawn in pencil.

2. Designs—

Simple design based on conventionalised forms of a natural specimen, for filling a given shape or shapes. The design, which should be for some particular purpose, should be finished in colour.

3. Memory Drawing—

Simple familiar objects (animate or inanimate) to be drawn in pencil. Story illustrations, etc., including figures in action.

(c) Practical Agriculture—

1. Ability to carry out the different field operations necessary for growing main field crops such as wheat, cotton, jowar, tobacco, sugarcane, etc.

2. Ability to carry out the different operations necessary for the growing vegetable garden crops.  
(Fide detailed syllabus).

3. Ability to propagate plants by grafting and layering.

(2) Wood-work—

1. Knowledge of local other varieties of timber—life, period of trees, time of felling—varieties of wood—defects in timber—methods of seasoning and preserving wood.

2. Ply-wood—how made.

3. Polishing—varieties of polish and preparation.



Marathi.

4. Lacquering—ingredients used—preparation and colouring.

5. Knowledge of the different joints specified in the Syllabus and where to use them.

Making of simple articles in wood work including fret work with decorative effect where necessary.

(*Vide* detailed syllabus).

Designing and drawing to scale of articles made.

Wood turning.

Wood carving in low and high relief.

(c) Spinning and weaving—

1. Spinning on a Takli, yarn from cotton (or wool) of 12 counts and on a Charka 20 counts.

Speed not less than 80 rounds on a Takli and 120 rounds on a Charka will be expected.

2. Weaving of plain and striped cloth huck-a-back towels, twill, drill, etc., with double or two-ply yarn and four Treadle arrangements where necessary.

3. Preparation of suitable size for different types of material woven. Candidates should know the necessary operations required in weaving such as warping, drawing-in and tending, beaming, firm filling, sizing, etc., *vide* detailed syllabus.

4. Knowledge of the parts of the spinning wheel and the loom and how to make adjustments and minor repairs where necessary.

(f) Tailoring—

Ability to draft block patterns for boy's shirt with and without collar, sport shirts, short pants and long trousers and adapt them to given measurements.

Ability to take measurements.

Ability to make the garments specified using machine and hand-stitching where necessary.

Knowledge of the suitability of different types of materials for the garments specified—amount of material required. Economy in the use of cloth with reference to width.

Understanding of the various adjustments of the Sewing machine and how to clean and oil the machine.

109 *Sixth Head*.—(Optional) Candidates may take one or more subjects out of the following :—

(a) Hindi (for candidates appearing for the examination through Marathi, Gujarati or Kannad) as prescribed for Standards V–VII, in the syllabus of studies of Primary Schools.

(b) Music—The following course :—

(i) The Musical Notes.

**Marks.**

The student should be able to distinguish between and reproduce vocally the musical notes given below and to sing 5 note exercises :—

Name of the note.	Relative number of vibrations.	Name of the note.	Relative number of vibrations.
पञ्च	240	पंचम	360
क. ऋषभ	256	क. धैवत	384
द्विषम	270	द्वैवत	405
का. गान्धर	288	का. निषाद	432
गान्धर	300	निषाद	450
का. मध्यम	320	पञ्च	480
तीन मध्यम	337½		

The student should be able to sing songs in सदन and मैत्री and with the help of these distinguish between कैमल and दंपत्यस

**(II) Measures of Musical Time—**

(i) The student should be able to distinguish between and demonstrate the following measures of time by striking the beats (तुल) dropping the empty beats (कड़) by hand and counting the time units सदास orally. कैरन, वादर, इरक, विरविद, कैरन, अपतल, चवडल, त्रिजल.

(ii) To demonstrate any two of the above while singing a चीन in any of the three kinds of लय-विभक्ति, मध्य and दुह

**(III) Ragas (Melody-types)--**

(i) To define any seven ragas, including two जिह as regards their आरोह and अवरोह सर (the ascending and descending musical notes proper to the ragas) and their Wadi, Samwadi, and Anuwadi notes.

(ii) To sing any three ragas in the form of reciting the series of musical notes (the स्वरान्त) proper to them, observing musical time.

(iii) To sing the pieces of poetical compositions taught in the Class and the National Anthem with due attention to रत, धत, etc.

(iv) To sing any रत, with due attention to लत.

(v) To play on a Satar, a Itiruba, a violin or an Indian Harmonium with the natural scale the following :—

- स्वरगत,
- पद,
- प्रचेश पद

**(c) Paper and Cardboard Modelling—**

1. Knowledge of the various kinds of paper and cardboard and their suitability for various types of work. Ability to model and decorate, if necessary, articles in paper and cardboard—vide detailed syllabus - and to prepare suitable pastes.

2. (a) How to prepare paper mache and paper pulp.

(b) Ability to model articles in paper mache and paper pulp. Decoration of the articles-made. Ability to draw designs and diagrams of the articles made.

## 3. Simple book binding.

4. Ability to estimate cost and market value of articles made under, 1, 2, 3, above.

## (d) Cane work—

1. Knowledge of the varieties of fibres and rushes used in coilwork and of local dyes which may be used. Types of cane and their properties and uses.
2. Knowledge of the process of preparing cane for the plant and of cane growing areas in India.
3. Preparation of simple articles in coil weaving and cane weaving with decoration effects, where necessary. (Vide detailed syllabus). Basketry, making use of different weaves as randing, pairing,utch waling and slawing.

Ability to estimate cost and marketable value of articles made.

## (e) Leather Work—

- Knowledge of the different types of skins and purposes for which they can be used. Knowledge of the various tools used and how to care for them.

Ability to make simple articles—Vide detailed syllabus.

Knowledge of the different kinds of strains and polishes and how to use them.

Applique and embossing as ornamentation. Ability to estimate the cost and marketable value of the articles prepared.

## APPENDIX C

## (Form of Certificate.)

(See Rule XI of the Rules for the Examination.)

DEPARTMENT OF EDUCATION, BOMBAY.  
PRIMARY SCHOOL CERTIFICATE.

This is to certify that..... passed the Primary School Examination at the..... Centre in the..... District in the month of..... 19.. in the following subjects, having obtained..... marks out of a maximum :—

- |                                |   |
|--------------------------------|---|
| 1. (a) Language (              | ) |
| *(b) Local Regional Language ( | ) |
| 2. Mathematics.                |   |
| 3. History and Geography.      |   |
| 4. Science (                   | ) |

\*The entry is to be made only in the case of candidates appearing for the examination through any language other than the Local Regional Language. The Local Regional Language, if offered by such candidates for the examination (under Head (Third paper), is to be mentioned in the bracketed portion, provided the candidate passes in that paper.

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5. Optional subject ( )

6. †Additional language or subject ( ).

Candidate's birth date (in figures and words) .....

President,  
Primary School Certificate  
Examination Committee.

Educational Inspector,  
..... District.

..... Centre.

Date].....19 .

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† The additional language, viz., Hindi or any optional subject offered by the candidates under Head VI (optional) has to be mentioned here provided the candidates pass in it.

*List of Candidates for the Primary School Certificate Examination held*

Seat No.	Name of father's name husband's and surname.	Age and birth-date.	Place of residence (town or village and Taluk).	Head I.			Head		
				Regional language and Literature.			Maths.		
				Paper I.	Paper II.	Paper III.	Paper		
				Prose, Poetry and Grammar.	Composition.	Local Regional Language offered if any.	Total.	Paper I, Arithmetic.	Geometry.
11	2	3	4	5	6	7	8	9	10
				100	100	50	250 or 230 as the case may be.	100	80

at the Centre in the year 19

Head III.		Head IV.	
Literary and Geography.		(d) Science for Spinning and Weaving and Hygiene.	
Total.		(e) Science for Wood-work and Hygiene.	
Simple accounts.	Literary (including Civics).	Geography.	Total.
11	12	13	14
20	200	50	40
			100

Head V.					Grand Total.
(a) Needle-work.	(b) Drawing.	(c) Practical Agriculture.	(d) Wood-work.	(e) Spinning and Weaving.	
21	22	23	24	25	26
					100
					700 or 750 as the case may be.

Head VI. (Optional) additional certificate subject.						Pass or Fail.	Remarks.
(a) Hindi for candidates appearing through any of the regional languages.	(b) Music.	(c) Paper and cardboard Model-lng.	(d) Canvas-work.	(e) Tailoring.	(f) Leather-work.		
27	28	29	30	31	32	33	34
							35
							100

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 PRIMARY SCHOOL CERTIFICATE EXAMINATION, 19 .

Centre.....

*Supervisor's Report*

Subject ..... Section (If any) .. .. .

Room No. ....

From Seat No. .... to Seat No. ....

Total .....

Seat Nos. of absent candidates.....

Total absent candidates .....

Total number of answer books in the bundle. ....

(Signature) .....

Date ..... 19 .

Supervisor,

Room No. ....

Checked and found correct.

Signature .....

Member,

Local Examination Committee,

(G. B., E. D., No. P-S-C. 1931 of 13th March 1931)

## APPENDIX 51.

(D. P. I.'s No. 150-2-C/5-45 of 14th November 1937.)

RULES FOR THE CONDUCT OF THE ANNUAL EXAMINATION IN GOVERNMENT  
SECONDARY SCHOOLS.

1. The Educational Inspector will fix the dates for the annual examination of Government Secondary schools in his District three months in advance.

2. The Educational Inspector will ask selected teachers confidentially to draw up question papers two months before the date on which the papers are to go to the Press, giving them full details about the time and the marks allotted to the papers.

3. The question papers must be sent direct to the Educational Inspector in a sealed cover within a fortnight.

4. The Educational Inspector will scrutinise the papers and will see that they are up to the standard, cover the whole ground, and are not unduly lengthy. He may consult the Head Master or the First Assistant of a Government High School and amend or completely recast the papers if necessary.

5. The Educational Inspector will keep the approved papers in sealed cover in his confidential box and will send the papers in good time to the Press in strong double covers properly sealed and registered, and will instruct the Press (a) to forward the requisite number of copies in properly sealed envelopes direct to the Head Master concerned and (b) to paste a slip on the inner cover showing the subject of the paper, standard and the date and time of the examination. On receipt of the papers the Head Master will keep them unopened in his confidential box.

6. A fortnight before the examination the Head Master will lay down definitely on paper the rooms to be used for the examination and the number and arrangement of desks in each room; and allot a definite seat to each candidate. For this purpose each student will be given a definite class number. All actual arrangements should be ready the evening before the examination and each seat marked with the class and the number of the candidate it is intended for. Care should be taken to see that pupils of the same standard are not seated together on the same bench nor should they be as far as possible one behind the other.

7. The Head Master will appoint an adequate number of supervisors for each room. There should be at least one supervisor for every thirty-five pupils.

8. It will be the duty of the supervisors to see—

(1) That all desks are properly numbered and supplied with necessary material, ink, blotting paper, answer books, etc.

(2) That candidates are admitted to the examination hall not more than 10 minutes before the examination and that no candidate is admitted to sit for the examination 30 minutes after the commencement of the examination.

(3) That no candidate has brought with him books or loose papers into the examination hall.

(4) That no one leaves the examination hall during the first half hour under any circumstances.

(5) That the instructions issued to the candidates are carried out.

(6) That the answer books are collected at the time fixed.

(7) That the answer books tied into bundles and properly sealed, are handed over to the Head Master or the person deputed by him for the purpose with a report with each bundle in the form attached.

9. The Head Master will hand over to the Senior Supervisor unopened Distribution of the envelope containing the papers ten minutes before papers the examination. The Senior Supervisor will open the packet in the examination hall five minutes before the examination and give the requisite number of copies to each supervisor for distribution.

10. If any corrections are found necessary in the printed papers, they should be written on the black board in consultation with the Head Master and read out to the whole class.

11. Any spare copies remaining after distribution will be retained in the examination hall and returned to the Head Master after the examination. No spare copy of the question paper should be allowed to be sent out of the room during the first half hour of the examination.

12. (To be printed on the front page of the answer book)

Instructions to Candidates. (a) Candidates will be allowed into the examination hall not more than 10 minutes before the examination. No candidate will be allowed into the examination hall 30 minutes after the commencement of the examination. Candidates must be their places 5 minutes before the examination.

(b) Candidates will not be allowed to leave the room under any circumstances during the first half hour after the commencement of the examination.

(c) During the examination no candidate will be allowed to leave the room if he wants to return again, without being accompanied by a man deputed specially for the purpose by the Supervisor.

(d) If a candidate wants anything he should stand up in his seat and the Supervisor will attend to him.



(e) Candidates will not be allowed to bring any loose papers or books with them.

(f) Candidates will be expected to bring their own pens, pencils and drawing material and instruments, and under no circumstances will an exchange or loan of materials be allowed.

(g) Candidates should enter legibly on the front page of the answer book the title of the examination, the subject of the paper, the number of the section, if any, his standard and examination number.

(h) The name of the candidate should not be written in any part of the answer book.

(i) All writing work must be done in the answer books provided and pages must not be torn out.

Nothing should be written on the question paper or the blotting paper.

(j) If a candidate is found communicating with another candidate or if he is found with loose papers or books he will be instantly expelled.

(k) No candidate should leave the examination hall without handing over his answer book to the Supervisor.

13. A week before the examination the Head Master will appoint

Appointments of examiners. examiners in different subjects for each standard.  
Class teachers should not be appointed to examine their own pupils. In the case of special subjects, if a suitable teacher is not available arrangements should be made to send the papers to another Government High School.

14. Particular care should be taken to ensure that no teacher who gives tuition to any pupil in the school should examine question papers in any of the subjects of the standard to which the pupil belongs.

15. The Head Master should explain to the examiners the strictly

Instructions to examiners. confidential nature of the work entrusted to them,  
and under no circumstances should pupils be allowed to know the names of the examiners.

16. The Head Master will hand the question papers and answer book

Custody of answer books. bundles to the examiners personally. The examiners will return the answer papers together with the mark sheets in the prescribed form, within the time fixed by the Head Master for the purpose.

17. The totals on the mark sheets should be in ink and such mark sheet should have the signature of the examiner. There should be no erasures or alterations in the total.

18. In no circumstances should the class master or examiner inform any body of the marks obtained in any subject by any pupil before the declaration of the final results by the Head Master.

19. The examination papers will be preserved by the Head Master for six months and then destroyed but a few sample copies should be preserved for the perusal of the Inspector.

20. The mark sheets received from the examiners will be handed over by the Head Master to the class teacher, who

Results. will prepare a consolidated result sheet of his class and submit it to the Head Master, together with the mark sheets of each subject.



## APPENDIX 52

## RULES FOR THE DRAWING GRADE EXAMINATIONS

(Schedule 1 (Section I) of the G. A. Code.)

Examinations in the Elementary and Intermediate grades for the purpose of awarding certificates and prizes will be held annually on dates (as a rule in October or November) settled by the Director of Public Instruction. The fee for the Elementary Examination will be Rs. 2 for each candidate and that for the Intermediate Examination Rs. 3. All fees must be paid in advance, and will in no case be returned, or reserved for a future examination.

Candidates must present themselves for all the subjects of examination, and will pass or fail according to the quality of their papers considered as a whole.

*Elementary Drawing Grade Examination.*

The subjects of this examination are as follows:—

(1) *Object Drawing*—

A simple group of objects to be drawn in pencil.

(Time allowed 2 hours.)

(2) *Nature Drawing*—

Flowers, leaves, or other natural specimens of a simple character to be drawn and painted in water-colours.

(Time allowed 2 hours and 15 minutes.)

(3) *Freehand*—

A simple symmetrical form of an ornament or detail in Indian architecture to be drawn in pencil from a chart

(Time allowed 1 hour and a half.)

(4) *Memory Drawing*—

Simple familiar objects (animate or inanimate) to be drawn in pencil.

(Time allowed half an hour.)

(5) *Plane Practical Geometry*—

Geometry; Simple Problems on bisection, parallel lines, angles, squares, oblongs, circles, triangles, hexagons, octagons, pentagons and ellipses.

(Time allowed one hour.)

(6) *Design*—

Pattern based upon the above-mentioned geometrical forms to be arranged to fill in the shapes or borders. Either the background or the pattern to be filled in with colour.

(Time allowed 2 hours.)

*Intermediate Drawing Grade Examination.*

The subjects of this examination are as follows :—

(1) *Object Drawing*—

A group of objects to be drawn and finished in masses of light and shade, in pencil, monochrome, or water-colour.

(Time allowed 3 hours.)

(2) *Nature Drawing*—

Flowers, foliage, or other natural specimens to be drawn and painted in water-colour.

(Time allowed 3 hours.)

(3) *Freshend Drawing*—

A symmetrical form of an ornament or detail in Indian architecture to be drawn in Indian ink or in water-colour washes, as may be indicated on the chart.

(Time allowed 2 hours and a half.)

(4) *Memory Drawing*—

Familiar objects (animate or inanimate) to be drawn in pencil. Story illustrations, etc., including figures in action to test candidate's practice in free expressional work.

(Time allowed three-fourth of an hour.)

(5) *Design*—

To be based up on a decorative treatment of natural form, plant or flower for filling a given shape or shapes, or for borders, chevrons, interlacing, or repeating patterns. The designs, which should be for some particular purpose, to be finished in colour or black and white.

(Time allowed 3 hours.)

(6) *Geometry and Lettering*—

(a) Geometry: Problems on polygons, circles and tangents, in addition to those problems mentioned in Elementary Drawing Grade Examination.

(b) Lettering: A title or heading to be set out in pencil in the given space and size according to a given scale.

(Time allowed 2 hours and a half.)

N.B.—Candidates may enter for the Intermediate Drawing Grade Examination without having previously passed the Elementary Drawing Grade Examination. Candidates cannot appear both for the Elementary and Intermediate Drawing Grade Examinations in one year; they may either appear for the one or the other.

The examinations are open to candidates from recognized institutions and to private candidates.

## APPENDIX 53

RULES FOR THE GOVERNMENT COMMERCIAL DIPLOMA AND  
CERTIFICATE EXAMINATIONS.

1. The Government Commercial Diploma and Certificate Examinations have been instituted to meet the demand of students who cannot afford the expense and strain of commercial education of a university standard, but who wish to acquire training which would qualify them for clerical appointments in the service of *Government, local bodies, or commercial firms.*

2. The Government Commercial Diploma Examination will be held in the following subjects :—

	Number of papers.	Number of marks.
<i>Compulsory Subjects.</i>		
(1) English including précis writing and commercial correspondence .. ..	2	200
(2) Commercial Arithmetic chiefly of a practical nature .. ..	1	100
(3) Elements of Book-keeping (inclusive of the main features of the "Desl Nama" Gujarati Book-keeping) .. ..	1	100
(4) Commercial Geography .. ..	1	100
(5) Methods and Machinery of Business .. ..	1	100

*Optional Subjects.*

(One of which must be selected by a candidate)

(1) Shorthand .. ..	1	100
(2) Typewriting .. ..	1	100
(3) Accountancy, i. e., more advanced Book-keeping .. ..	1	100
(4) Indian Administration .. ..	1	100
(5) Indian Banking (Elementary) .. ..	1	100
(6) Insurance .. ..	1	100
(7) Secretariat Practice .. ..	1	100
(8) Salesmanship .. ..	1	100

And such other subjects as may be included by Government from time to time.

(The syllabuses in these subjects will be those prescribed by the Director of Education from time to time— vide Appendix I.)

3. The examinations will be held in April at such centres as may be fixed by the Director of Education. A candidate may appear in all the subjects prescribed for the Diploma examination or in any individual subjects, not exceeding 3 at a time, for the Certificate examination.

3-A. In addition to the April Examinations, Certificate Examinations in the following subjects only will be held in October every year :—

1. Shorthand at 60 w. p. m.
2. Higher Proficiency Certificate Examination in Shorthand at 100 and 130 w. p. m.
3. Typewriting.
4. Higher Proficiency Certificate Examination in Typewriting.

4. (a) No candidate will be admitted to the Diploma examination unless he has attended an institution recognised for the purpose of this examination for (1) one year, if he has passed the Matriculation examination or any other examination that may be considered equivalent to the Matriculation examination by the Director of Education, or (2) two years, if he has not passed the Matriculation examination or any other examination that is considered equivalent to the Matriculation examination.

(b) No candidate will be admitted to the Certificate examination unless he has been a regular student at an institution recognised for the purpose of the examination in the subject or subjects which he desires to offer at the examination for a period of at least four months prior to the date of his application.

(c) A candidate who is a graduate of any statutory Indian University or of the University of Mysore or of the Osmania University will be admitted to the Certificate Examination in Typewriting only, without any attendance at a recognised institution prescribed in clause (b) above. Such candidate will, however, be required to attach to his application for admission to the Examination a copy of his photograph certified by a Magistrate, Justice of the Peace, or a Gazetted Officer of Government.

(d) A person will be allowed to appear as a private candidate at the Government Commercial Certificate Examination in Shorthand and Typewriting only if he is a Government servant or is employed in a Commercial concern and his Application Form is received through his Head of Office or the employer, duly endorsed.

*Note 1.*—In the case of candidates who wish to be admitted to the Diploma or Certificate Examination and who have not passed the Matriculation Examination or an examination that may be considered equivalent to Matriculation, the minimum qualification for entering on the course of study shall be the passing of either Anglo-Vernacular Standard V or English Teaching Standard VI (Standard IX according to present rules) from a school recognised by the Department.

*Note 2.*—The Director of Education may, in the special circumstances of any particular case, relax the conditions of attendance laid down in clause (a) or clause (b) of this rule.

5. (a) A candidate appearing for the Diploma examination shall be deemed to have been a regular student if he has attended classes for not less than 12 hours a week provided that in the case of students who have already passed the Matriculation or an equivalent examination attendance for 8 hours a week will be accepted.

(b) A candidate appearing for the Certificate examination shall be deemed to have been a regular student if he has attended the classes for not less than 2 hours a week for each subject in which he desires to appear.

6. (a) Each candidate shall forward an application in the prescribed form for admission to these examinations through the head of the institution to which he belongs, to the Chief Inspector of Commercial Schools C/o Sydenham College of Commerce and Economics, Bombay, on or before the 5th March. Copies of the form of application can be obtained from that officer free of charge.

(b) Applications from those who wish to reappear for the subject or subjects in which they have failed previously at the examination will be accepted direct by the Chief Inspector of Commercial Schools. In such cases the candidates will be required to pay a fresh fee but will not be required again to attend classes.

7. A candidate for the Diploma examination will be required to pay an examination fee of Rs. 15. A candidate for the Certificate examination will be required to pay a fee of Rs. 5 per subject in which he desires to appear.

8. (a) To pass the Diploma examination a candidate must obtain 40 per cent of the maximum number of marks in each subject. Those who obtain more than 50 per cent of the total number of marks will be placed in the second class and those getting 65 per cent or more of the total number of marks will be placed in the first class.

(b) To obtain a certificate in any subject a candidate must obtain 50 per cent of the maximum number of marks in that subject. A candidate passing in this manner in all the subjects required for the award of the Diploma within a period of not more than five years will be eligible for the Diploma.

9. A candidate who obtains 50 per cent or more of the maximum number of marks in any subject at any one examination may be excused from appearing in that subject at a subsequent examination and will be declared to have passed the whole examination when he has passed in all the subjects prescribed for the Diploma examination in rule 2 above; provided that in the subject or subjects in which he appears on the last occasion he obtains at least the minimum number of marks in each subject required for a pass as laid down in rule 8 (a) above. Candidates passing the examination in this manner in compartments will not be eligible for a class.

10. (a) Diplomas will be given to the candidates who pass in all the subjects prescribed in rule 2 above.

(b) Certificates will be given to the candidates who obtain 50 per cent or more of the total marks in any subject at the examination.

(c) A candidate who is declared to have passed the Diploma Examination under these rules will, on payment of a fresh fee of Rs. 10 be admitted without attending any recognised institution to a subsequent Diploma Examination in any one of the optional subjects specified in rule 2 above in which he has not already passed, and will, on passing in such subject, be awarded a certificate to that effect.

11. Applications, in the prescribed form, for recognition of commercial institutions for preparing candidates for the Diploma and Certificate examinations, must reach the Chief Inspector of Commercial Schools on or before 1st March in the case of institutions desiring to train students for the Diploma Examination and on or before 1st June in the case of those desiring to train students for the Certificate examination of the year preceding that of the examination in respect of which recognition is applied for.

11. (a) In case of Institutions desiring recognition for preparing candidates for the certificate examination to be held in October of the year, applications in the prescribed form must reach the Chief Inspector of Commercial Schools (C/o Sydenham College of Commerce and Economics, Bombay), on or before the 1st March of the year in which the examination is to be held.

12. *Higher Proficiency Certificate Examination in Shorthand and Typewriting.*—In addition to the Certificate Examination in each of the subjects prescribed for the Diploma Examination, a Higher Proficiency Certificate Examination will be held in (a) Shorthand and in (b) Typewriting. The speed at which a candidate passes the Examination in Shorthand and/or in Typewriting will be shown in the Certificate awarded to him.

13. The Higher Proficiency Certificate Examination in Shorthand will be held at speeds varying from 105 to 160 words per minute.

14. The Higher Proficiency Certificate Examination in Typewriting will be held at a minimum speed of 50 words per minute.

15. It is not necessary for a candidate who wishes to qualify for the award of a Higher Proficiency Certificate in Shorthand and/or Type-writing to pass beforehand in the same subject according to the Syllabus prescribed for the Certificate Examination.

*Note 1.*—A candidate who has already satisfied the requirements of Rule 4 (b) by attending a recognised institution in shorthand for the prescribed period before appearing at the Certificate Examination in shorthand will not be required to attend a recognised institution again in order to become eligible to appear at the Higher Proficiency Certificate Examination in Shorthand. Similarly, a candidate who has already satisfied the requirements of Rule 4 (c) by attending a recognised institution in Typewriting for the prescribed period before appearing at the Certificate Examination in Typewriting will not be required to attend a recognised institution again in order to become eligible to appear at the Higher Proficiency Certificate Examination in Typewriting. But a candidate who desires to appear at the Higher Proficiency Certificate Examination in Shorthand and who has not previously appeared in Shorthand at the Certificate Examination and a candidate who desires to appear at the Higher Proficiency Certificate Examination in Typewriting and who has not previously appeared at the Certificate Examination in Typewriting will not be permitted to appear at the Higher Proficiency Certificate Examination unless he has been a regular student at a recognised institution in the subject or subjects in which he wishes to appear for a period of at least four months prior to the date of his application. The Director of Education may, in the special circumstances of any particular case, relax this condition of attendance.



*Note 2.*—The detailed syllabuses in Shorthand and Typewriting for the Higher Proficiency Certificate Examinations will be those prescribed by the Director of Education from time to time—*vide* Appendix I.

*Shorthand Prize.*—A prize of the value of Rs. 75 in cash will be awarded to a candidate who passes the Higher Proficiency Certificate Examination in Shorthand held in April every year at a speed of 160 words per minute and who obtains the highest number of marks (not below 75 per cent), in the subject.

16. The marks obtained by a candidate in each subject may be supplied to him by the Chief Inspector of Commercial Schools, Bombay, on payment of a fee of Rs. 2 provided an application to this effect is made to the Chief Inspector within six months of the date of the declaration of the results.

## APPENDIX I.

### SYLLABUS OF THE SUBJECTS.

#### *Compulsory Subjects.*

#### (1) ENGLISH INCLUDING PRECIS WRITING AND COMMERCIAL CORRESPONDENCE—

##### I. General—

Grammar—particularly, correct uses of the articles, verbs, prepositions direct and indirect speech; figures of speech.

Punctuation.

Elementary principles of composition—paragraph construction; sentence structure; uses of words.

Essay writing.

Common idioms and commercial expressions.

Letter writing, including commercial correspondence.

Elementary precis writing.

##### II. English.—There will be two papers—

###### (a) *Books prescribed for general reading—*

Books will be prescribed for general reading for the Examination to be held each year and will be notified to the schools concerned by the Chief Inspector of Commercial Schools, Bombay.

###### (b) *Books recommended for composition, correspondence and precis writing—*

1. Guide to Commercial Correspondence and Business Composition, by W. J. Weston (Pitman).

2. First Steps in Business Letter Writing, by N. Hall (Pitman).

3. A Practical Course of Precis Writing, by E. M. Palmer (Book one, Part II). (University of London Press, Limited.)

## PAPER I.—FULL MARKS 100.

Section I (50 marks) will contain questions on the text-books. (The questions should be of a general nature and should require the candidates to reproduce in their own words the substance of portions of the text-books. A detailed knowledge of the contents will not be required, and questions on difficult words, phrases and allusions should not be asked.)

Section II (50 marks) will contain questions on grammar and elementary principles of composition.

## PAPER II.—FULL MARKS 100.

Will include—	Marks.
(a) a short essay on a subject of general interest ..	25
(b) questions on letter-writing, including commercial correspondence. .. .. .	35
(c) a prose passage for précis .. .. .	40

(N.B.—The style of the passage should be such as will be easily understood by the candidate).

Note.—In both the papers attention should be paid to neatness, spelling, punctuation and the general correctness of the language used by the candidates.

(2) **COMMERCIAL ARITHMETIC CHIEFLY OF A PRACTICAL NATURE—**

A thorough familiarity with Arithmetical Theory and Practice and particularly a knowledge of the Metric System, Mental Arithmetic, Tota, Decimals and Approximations.

Advanced exercises in Proportion (with special reference to problems involving percentages, rates and taxes). Trade and Cash Discounts, Profit and Loss, Stocks and Shares, Simple Interest, Compound Interest (with the use of logarithms), Exchange of money from one currency to another, Transactions in horse and foreign bills. In the case of transactions in foreign bills, problems involving the use of the sight rate of exchange only will be set.

Text Books recommended :

1. Complete Commercial Arithmetic, Sir Isaac Pitman & Sons Ltd.
2. Commercial Arithmetic by Pendsbury and Beard.
3. Practical Commercial Arithmetic by D. C. Sutaria.

**(3) ELEMENTS OF BOOK-KEEPING—**

(1) The Theory and Principles of Double-Entry Book-keeping and its advantages and superiority to Single Entry Book-keeping—

(a) The Books employed—the uses and the correct method of writing up of the several varieties of Cash Books Sales Books, Purchases Books, Returns Inwards, and Outwards Books, Bills Receivable and Bills Payable Books, Petty Cash Books, Journal and ledger.

(b) Methods of recording opening, adjusting and closing entries and transactions of the nature of Rent, Salaries, Trade Charges, Interest, Discount, Bad Debts, Depreciation, Reserve Funds.

(c) Treatment of (i) Personal (ii) Impersonal—real and nominal—Accounts, (iii) Bills Receivable and Bills Payable transactions including those for discounting, dishonouring, noting, retiring and renewing Bills of Exchange.

(d) Preparation of Trial Balance and Trading and Profit and Loss Accounts and Balance Sheet.

(2) Single Entry Book-keeping—its meaning, incompleteness and defects. Preparation of statements of affairs for ascertaining the financial position.

(3) Indian Book-keeping and its peculiarities. Names under which various Indian Account Books are known and their equivalent English Books.

Text Book recommended :

1. First Steps in Double-entry Book-keeping by J. R. Batliboi, F.S.A.A.

**(4) COMMERCIAL GEOGRAPHY—**

*General Geography.*—The Earth; Surface Features; Climate; Vegetation and Animal life; Natural regions. Influences of geographical conditions on Human life; Character, customs and culture; Architecture, religion and occupation; population and population movements, origin and growth of towns; Commercial and Economic Development.

Conditions of Agriculture, manufacture and commerce. Trade and Transport, Transport by rail, road or river; by sea and by air.

*Commercial Geography of India.*—Geographical conditions in India and their influence on its developments; chief products; main processes for preparation for the market manufacture. Leading exports and imports; chief ports; chief markets and sources of supply; Balance of trade and of payments. Machinery of Trade; Shipping, Insurance, Finance.

*Commercial Geography*, on similar lines but in less details of Great Britain, and the British Empire, and of countries in which India is particularly interested, such as Afghanistan, Iraq, Iran, Ceylon, Burma, Malaya, South and East Africa.

General study on similar lines, of the United States of America, France, Germany, Italy, Russia, China and Japan.

**Books recommended :**

1. Kaji: Principles of Geography (Oxford University Press).
2. Stamp: A Commercial Geography (Longmans Green & Co.).
3. Bartholomew: The Oxford Economic Atlas (Oxford University Press).
4. Kaji: Outline Atlas of the Indian Empire (Gujarat Oriental Book Depot, Ahmedabad).

**(5) METHODS AND MACHINERY OF BUSINESS—**

*Forms of Commercial Organisations—*

Sole Traders, Partnerships, Joint Stock Companies—Public and Private, Procedure regarding promotion and formation of Joint Stock Companies. Characteristic features of each of the above organisations.

*The Office—*

Inward and Outward Registers, their importance, Postage Register. Letters—Private, Commercial and Official. Copying outward correspondence—Methods of Copying—Press Copy; Carbon Copy. Letter Book—Duplicators. Filing—Different systems of filing letters—Pigeon hole—flat filing—Vertical filing. Indexing—Alphabetical—Vowel—Card indexing.

*Postal and Telegraph System—*

Charges of Letters and Telegrams—Writing of Telegrams—Codes—General and Special.

*The Retail Trade—*

Retailer and his supplies—Conditions of Purchase. Methods of invoicing—Discount—Types of Retail Traders—Departmental Stores—Multiple shops—Co-operative Stores.

*Wholesale Trade—*

Functions of the Wholesale Dealer—Purchasing Department—Sales Department; Sales records, Sales by consignments—Cash Department, Petty Cash—Credit Information and collection of Accounts.

*Invoicing—*

Invoices—*Pro-forma* Invoices—Debit Notes and Credit Notes—  
Monthly Statements of Accounts.

*Bills of Exchange—*

Definitions—Different types of bills—Drawing and acceptance—  
Noting and Protasting; Notice of Dishonour—Drawee in case  
of need. Stamp duties on Bills Exchange

*Promissory Notes—*

Definition—Drawing of a Promissory Note. Parties to a Promissory  
Note—Due date—Dishonour—Noting and Protasting—Stamp  
Duty.

*Bank—*

Deposit and Current Accounts—Opening of and operating upon  
Current Accounts. Cheques and their use—Drawing of Cheques  
—Endorsements—Payment and Collection of Cheques.

*Transport of Goods—*

Land :—Railways—Motor—Carts; Water :—Canals and rivers;  
Ocean—Air Transport.

*Indent Business—*

The nature of and need for Indent from and its contents—F.O.B.  
and C.I.F. Prices.

Packing, Freight and other charges. Documentary Bills and their  
use in connection with indent business.

*Insurance—*

Its purpose, Marine, Fire and Accidents and their important  
features; Principles underlying different types of Insurance.

Book recommended : "Elements of Commerce and Business Methods"  
by J. C. Bahl and E. R. Dongre (New Book Company, Bombay).

*Optional Subjects.***(1) SHORTHAND—**

Marks

(a) To take down in the reporting style of Shorthand (any system)  
two suitable passages of general reading or commercial matter for a  
period of 10 minutes (two periods of 5 minutes each with an interval  
of 2 minutes in between) dictated at the following speeds :—

60 and 80 words per minute.

(Etk) No-2—58 (Xonc)

and transcribe the same into longhand (English). The time allowed for transcription to be calculated at the rate of 7 words per minute according to the respective speed, namely :—

1 hour 30 minutes	for 60 w. p. m.
2 hours	for 80 w. p. m.

Note.—Imp. given will be attached to spelling, punctuation, paragraphing and numbers in transcription.

(b) To transcribe into the reporting style of Shorthand (any system) a printed passage of general reading for commercial matter of 600 words :

Time allowed : 20 minutes.

(Special attention must be paid to neatness and accuracy of outline). 100

## (2) TYPEWRITING—

(a) Speed Test—To typewrite a passage of 300 words within 10 minutes (i. e. at a speed of 30 words per minute).

Note.—Five strokes including the striking of the space-bar will constitute a word (1,2,3,4 strokes).

(b) To typewrite from printed matter, taking one carbon copy—

- (i) Invoice or other statement ;
- (ii) Advertisement ;
- (iii) Statistical table ;
- (iv) A Book-keeping Account.

(Special attention must be paid to accuracy and neatness).

Time allowed : 1 hour 45 minutes .. .. . 100

## (3) ACCOUNTANCY, I. e., MORE ADVANCED BOOK-KEEPING—

The Accounts of different kinds of Business—books required, the methods of keeping them and the form of the presentation of Final Accounts :—

(a) Partnership Accounts.—Treatment of Goodwill and Readjustment of Valuation of Assets on different occasions like purchasing of a going concern, Retirement or Death of a Partner and Incoming of a Partner; Preparation of Final Accounts on Dissolution when (i) all partners are solvent; when (ii) all are insolvent and when (iii) some are solvent and some insolvent.

(b) Joint Stock Companies Accounts—Share Capital and Debenture Transactions; different types of shares and debentures; treatment of profit prior to incorporation; knowledge regarding maintenance of Statutory Books; Preparation of Final Accounts as per Prescribed Form and preparation of accounts in cases of—

- (1) Reduction of Capital,
- (2) Amalgamations,
- (3) Absorptions, and
- (4) Reconstructions.

## (c) Preparation of Final Accounts of—

- (1) Banks,
- (2) Life, Fire and Marine Insurance Companies,
- (3) Public Utility concerns like Railway Companies, Gas Companies, Water Supply Companies, Electric Light Companies and other undertakings of similar types.

(d) Columnar system of Book-keeping and Departmental and Branch Accounts (Local and Foreign) and Maintenance of Ledgers on Self-Balancing system.

(e) Preparation of Manufacturing, Trading and Profit and Loss Accounts and Balance Sheets of Trading, Manufacturing and Contracting business.

(f) Receipts and Payments Accounts and Income and Expenditure Accounts of Charitable and other Non-Trading Concerns.

(g) Bankruptcy and Liquidation Accounts—Preparation of Statement of Affairs and Deficiency Account pertaining to—

- (1) Partnership Firms,
- (2) Sole Traders,
- (3) Joint-Stock Companies, and
- (4) Liquidator's Final Statement of Receipts and Payments.

(h) Miscellaneous Accounts matter like treatment of Reserves and Reserve Funds; Different methods of providing Depreciation for different types of Assets Goods sent on Sale or Return, Goods sold on Hire-Purchase system, Goods sold on Installments system; Royalty Accounts; Contract Accounts, Investments Accounts; Rectification of Errors; Distinguishing Capital from Revenue Expenditure; Consignment and Joint Venture Transactions; Accounts current and Average Due Date Methods; Loose-Leaf System and Card Ledgers.

(i) Gujarati or Vernacular systems of 'Book-keeping' including in names and Nature of the various Books, the mode or manner which the same are written up, and the various methods of narrations for various transactions and knowledge of Gujarati Commercial Terms, Customs and Practice.

Books recommended :

1. Advanced Accounts by J. R. Bathboi, F.S.A.A.
2. Part II of Company Secretary and Accountant, by F.R. Merchant, F.S.A.A.
3. Higher Accounting by S. R. Davar, Bar-at-Law.

**(4) INDIAN ADMINISTRATION—**

(A) A brief outline of the development of Indian Administration from 1785 to 1919—A more detailed knowledge of the working of the Government of India Acts of 1919 and 1935.

(B) The present Constitution: Its main features—The Union Executive Legislature and the Judiciary—The State Executive, Legislature and the Judiciary—The Comptroller and Auditor-General of India, Relations between the Union and the States—Financial provisions—Provisions relating to trade and commerce.

(C) Union ministries and their functions—State departments and their functions—The Union and State Public Service Commissions—All India Services—District administration—Local Self-Government—The land revenue system.

*N. S.*—Examiners shall arrange the choice of questions in such a way that candidates will have to answer an equal number of questions from each one of the divisions (A), (B) and (C).

**Books recommended:**

An Introduction to Indian Administration by M. R. Palande.  
 Circles and Administration by P. S. Rege.

**(5) INDIAN BANKING—**

*Means of payment.*—Money, currency notes, deposits, bank drafts, bills of exchange, and promissory notes; Law relating to the drawing, collection, and payment of the above.

*Cheques.*—Bearer, Order and Crossed, Cheques; Different kinds of crossing and their effect on the payment of cheques; Law relating to the payment and collection of cheques; Clearing House.

*Banker and Customer.*—General relation between banker and customer; Special features of the relationship; Banker's obligation to honour customer's cheques; Consequences of wrongful dishonour; Banker's lien; Banker's obligation to secrecy of customer's account.

*Banks and their Functions.*—Law in India relating to Bank organisation; Balance-sheet of an Indian Bank; Other services of Banks in India and Abroad.

*Banking structure of India.*—Reserve Bank; Imperial Bank of India; Exchange Banks; Indian Joint Stock Banks; Co-operative Credit Societies and Banks; Indigenous Bankers.

*Organisation of an Indian Bank.*—Head Office; Branches; Main Departments in a Bank office.

**Books recommended:**

1. Banking Law and Practice in India, by M. J. Tannan, chapters 2, 5, 6 and 7 (Thacker and Co.).
2. Banking in India, by S. G. Pavandikar, chapters 1 to 3 and 7 to 8 (Longmans Green and Co.).



**(6) 'INSURANCE—**

Chief classes of business conducted by insurance companies.

*Marine Insurance.*—Nature of the contract. Insurable interest. Different kinds of policies. Warranties and representations. Loans under the policy. *Causa proxima*.

Actual and constructive total loss.

Particular average. General average.

*Life Assurance.*—Principles and practice of life assurance. The contract. Insurable interest. The proposal. Policy conditions. Different kinds of policies. Occupational risks. Valuation. Reserves.

Bonus distribution. Assignment of policies. Surrender values and paid-up policies. Annuities.

*Fire Insurance.*—Principles and practice of fire insurance. Policy conditions. Insurable interest. Kinds of policies. Moral hazard. Settlement of claims. Average. Loss apportionment.

Other forms of insurance; Employers' liability; Fidelity guarantee; Accident; Burglary.

**(7) SECRETARIAL PRACTICE—**

I. Duties and Responsibilities of a secretary; Organisation and Routine work of a secretary's office; Filing and indexing minutes and agenda; General system of control and internal check;

**II. Meetings—**

The Chairman—his appointment—powers and duties;

III. Law and procedure at Meetings; 'Directors' Meetings; General Meetings; Committees' Meetings; Notice; Agenda; Quorum; Constitution; Rules for Motions; Amendments and Debate; resolutions; previous question; Closure; voting and proxies; minutes; privilege in speeches; adjournment; postponement.

IV. Procedure on Registration of a Limited Liability Company; Prospectus; Underwriting; Memorandum and Articles of Association; Application for and Allotment of Shares; Share Certificates; Share Warrants; Instalments and Calls; Statutory Books; Returns, etc. to be filed with the Registrar of Companies; Forfeiture; Sale under lien; Surrender; Share Transfer Procedure; Certification; Registration and Stamping; Share Register and Register of Directors; Alterations of Share Capital; Borrowing Methods; Register of Mortgages and Charges; Debentures; Preparation for and Payment of Dividends; Annual summary; Seal; Preparation of Income Tax Returns; Correspondence, Office and

Labour saving appliances.

Book recommended—

"Secretarial Practice in India" by J. C. Bald (N. M. Tripathi Ltd., Bombay-2).

### (8) SALESMANSHIP—

Importance of salesmanship in modern business. Fundamentals of successful selling. The salesman and his personality. The duties of a salesman. The product. The customer. The interview.

Various methods of selling. Mail order business. From letters. The follow-up system. Forms and documents. Special trade terms. Orders, accounts, credits and collections. Law as affecting sales and salesmen. Advertising and display.

Salesmanship and Advertising by Houghton published by Gregg Co.

## SYLLABUS FOR THE HIGHER PROFICIENCY CERTIFICATE EXAMINATION IN SHORTHAND AND TYPEWRITING.

### (1) SHORTHAND—

Exat

To take down in reporting style of Shorthand (any system) two suitable passages of general reading matter narrative, speech or legal or commercial matter, for a period of 8 minutes (two periods of 4 minutes each with an interval of 2 minutes in between) dictated at the following speeds :

100, 120, 130, 140, 150 and 160 words per minute  
and transcribe the same into longhand (English).

Time allowed for transcription to be calculated at the rate of 7 words a minute according to the respective speed, viz :—

2 hours		for 100 w. p. m.	
2 hours	20 minutes	for 120 w. p. m.	
2 hours	30 minutes	for 130 w. p. m.	
2 hours	40 minutes	for 140 w. p. m.	
2 hours	55 minutes	for 150 w. p. m.	
3 hours	5 minutes	for 160 w. p. m.	100

Note.—Importance will be attached to spelling, punctuation, paragraphing and neatness in transcription.

### (2) TYPEWRITING—

(a) *Speed Test*.—To typewrite a printed matter of 350 words within 7 minutes (i. e., at the rate of 50 words per minute).

Note.—Five strokes including the striking of the space-bar will constitute a word (1,2,3 strokes).

(b) To typewrite, from printed matter, taking one carbon copy :—

(i) A technical or legal matter,

(ii) A balance sheet.

(iii) A tabular statement or statistical matter, and

(iv) To type from confused manuscript (lithographed) of about 500 words.

Time allowed : 1 hour 45 minutes.

Mark:-

Special attention to be paid to neatness, accuracy, correct spelling, punctuation and proper display.

100

## APPENDIX II.

(i) *Permission to write "Dip. Com. (Govt.)".*—The Government of Bombay have permitted the holders of the Government Commercial Diploma to write "Dip. Com. (Govt.)" after their names as their educational qualifications (*vide* Government Letter, Education and Industries Department, No. 5636/16729-K, dated the 12th July 1948).

(ii) *Permission to practice as Income-Tax Practitioner.*—The Central Board of Revenue, Government of India, in their Rule 45 framed in exercise of powers conferred by Section 59 of the Indian Income Tax Act of 1922 have recognised the Bombay Government Diploma in Commerce for the purpose of Sub-clause (b) of Clause (iv) of sub-Section (2) of Section 81 of the Indian Income Tax Act, 1922 as a qualifying examination for practice as Income Tax Practitioner provided the Diploma holder took Accountancy as his optional subject for the Diploma Course and has also passed the Matriculation examination of a recognised University or any other equivalent examination.

## APPENDIX 54

### Rules for the Secondary Teachers' Certificate Examination.

(1) To encourage teachers and specially under-graduate teachers who cannot take any degree or diploma course of the Universities in teaching, in secondary schools to improve their professional qualifications, the Education Department of the Government of Bombay will hold once a year an examination for the award of the Secondary Teachers' Certificate. The examination will be in two parts :—

(i) Theoretical (written) and (ii) Practical.

(2) *Conduct of the Examination.*—The S. T. C. Examination will be conducted by a Departmental Committee appointed by the Director of Education.

(3) *Eligibility.*—The examination will be open to candidates who have passed the S. S. C. Examination, Lokshala Examination or any other examination accepted by the Department as equivalent to or higher than the S. S. C. Examination including Shastri Examinations provided—

(a) they have completed the age of 17 years on or before applying for the examination in Part I;

(b) they have worked for a total period of not less than 9 months excluding vacations, before the date of the examination, in a secondary school (or schools) recognised by the Department or in Standards V to VII of a primary school;

OR

They have undergone a regular course of instruction at a training institution or class recognised by the Department for the purpose and attended at least 2/3rd of the total attendance at lectures, etc., with a minimum of 55 days in each term or alternatively, if so allowed, has carried out the course of instruction under a teacher recognised for the purpose.

No private candidates who have not attended a full year's training course in a recognised training institution or class or under a teacher recognised for the purpose, will be eligible to appear for the S. T. C. Examination.

(4) *The Examination.*—The examination shall consist of two parts—

(A) Part I theoretical (written) which shall consist of the following four papers each carrying 100 marks :—

(i) Elementary principles of education and Educational psychology;

(ii) (a) Educational administration and educational movements;

(b) School organisation and hygiene;

(iii) General methods;

(iv) Special methods (candidates to select any two subjects from among the following)—

Regional languages—Marathi, Gujarati, Kannada,

Hindi,

Urdu,

English,

A classical language or a modern European language such as Sanskrit, Persian, French, etc.,

History,

Geography,

Mathematics,

Science (including nature study),

Crafts.

(B) Part II shall consist of two lessons, each carrying 100 marks in the two special method subjects selected by the candidates under Paper IV in theory. The candidate shall be free to choose any suitable topic and standard in consultation with the Head Master of the school concerned, which shall generally be the school in which the candidate

is actually teaching or a practising school of a training college. The two lessons shall be watched by the Educational Inspector assisted by one of the Assistant Inspecting officers accompanying him and the Headmaster or teacher of the school or the training institute where he completed the course during the year. Alternatively, the practical lesson may be given in the 'practising school of a training college and watched by the Principal of the Government Secondary Training College and one of his assistants.

The marks for Part II shall be distributed as under :—

- (a) 200 marks for lesson at the Examination (for the two lessons);
- (b) 100 marks for the year's work, i. e., lessons, observation and essays to be assessed by the Head of the Institution or the teacher recognised for the purpose.

The candidate shall have to draft a lesson plan in practical and to present the same before the examiners who shall be required to write their observations on the same and assess the lesson with reference to (i) accuracy, adequacy, quality and suitability of the subject-matter, with special reference to the age of the pupils, (ii) organisation of the subject-matter and power and skill of exposition with special reference to the art of questioning, narrating, illustrating, etc., (iii) ability to control class and to attract and maintain attention of the pupils to the class work.

The examiners in Part II shall also inspect year's work such as the observation note book and the notes of the practical lessons given by the candidate and finalise the marks for the year's work.

The examination in Part I will be held at Bombay, Poona, Nasik, Dhawar, Ahmedabad, Baroda and any other centre approved by the Director of Education. The centres for Part I shall be announced at the latest in the month of January. Part II Examination, viz., the practical lesson of the teacher concerned will be taken in the training institution itself if the teacher was undergoing training in an institute specially recognised for the S. T. C. purposes or in the school in which he teaches or a practising school of a Government Secondary Training College. As far as possible a teacher shall not be asked to give the examination lessons in a school other than the practising school of a training college or institute or his own school, unless there is some specific reason to the contrary.

(5) *The medium.*—The medium of instruction at the training institute or a recognised class shall be a regional language or Hindi or English. Candidates will be allowed the same choice in answering theory papers and in giving practical lessons during the course of their training and also at the practical examination. The question papers, however, will be set in English. Those in languages under special methods may be set in the respective languages.

(6) *Applications.*—Applications for appearing for Part I and/or Part II should be made in the prescribed form appended (Appendix A) on or before 15th February every year, through the head of the institution  
(B) No. 2—59 (Merc)

where the candidate is undergoing training or through the headmaster of the school where he is serving should be forwarded to the Educational Inspector. The application should be accompanied by the fees and certificates prescribed under the rules.

(7) *Fees*.—The Examination fees will be Rs. 8 for each part. The examination fee once paid shall not be reserved for future examination nor shall it be refunded, except in the following circumstances:—

- (a) If the application itself is rejected;
- (b) when the candidate dies prior to the examination in which case the refund shall be made to the legal heirs of the deceased should they claim it within six months of such demise;
- (c) if the applicant is prevented from appearing for the examination due to long and serious illness continued for more than three weeks just preceding the examination or in the case of sudden serious accident.

(8) *Date of Examination*.—The examination in Part I will ordinarily be held once a year in the month of April or first week of May and that in Part II will be held during the next academic year according to the convenience of the Principal of the Training College or the Educational Inspector of the District who shall generally have it at the time of his visit to the candidate's school or the Training Institute.

(9) *Practical Training*. The training shall consist of lectures and practical lessons and observation work. Except in the case of candidates allowed to work under individual teacher, a candidate must attend 2/3rds of the lectures arranged by the Training Institute or class. In the case of those allowed to work under individual teachers, they must obtain a certificate from the recognised teacher to the effect that the candidate has carefully studied the prescribed books and has written six essays under his guidance and supervision.

Every candidate must give at least 30 lessons (about 15 in each of the special method subjects) under the guidance and supervision of the recognised teacher. The notes on these lessons together with the remarks of the teacher concerned shall have to be properly preserved and presented at the time of examination. Each candidate shall have to observe at least 50 lessons given by trained teachers during the course of the year and should maintain a regular observation note book to be initialled by the teacher giving the lesson and/or the guiding teacher or Principal of the Institute.

(10) *Certificates*.—A candidate shall be required to submit together with his application a certificate from the head of the Training Institute or class or from the recognised teacher under whom he worked, a certificate to the effect that he has undergone the required course of training and that he has his permission to appear for the examination. He should also submit a certificate giving his birth date and date of his passing the S. S. C. or the Matriculation examination.

(11) *Re-examination.*—Failure to pass in Part I or Part II will not debar any candidate from the examination again provided a fresh application is made and the necessary fees paid. The candidate shall not be required to undergo practical lessons again except in respect of candidates who have failed in the year's work. A candidate, who has failed in the year's work, may get his year's work raised by giving a fresh set of 10 lessons. Candidates passing in Part II may be exempted from appearing in it and take Part I only. The exemption will be in force for three years only.

(12) *Syllabus.*—The syllabus and the list of books recommended for the theory examination are given in Appendix C. This may be modified from time to time by the Director of Education.

(13) *Standard for passing.*—To pass the examination the candidate must obtain at least 40 per cent marks in each part. Those obtaining 70 per cent of the aggregate of Parts I and II, at the first attempt, will be declared to have passed with distinction.

(14) *Publication of the results.*—The names of the successful candidates in Part I together with their marks and the names of the institutions from which they appeared will be published each year in the *Bombay Government Gazette* before 1st July. The result of the Examination in Part II will be communicated to individual candidates through the Heads of their Institutions, by the Inspector as soon as possible after their practical examination is over. The names of successful candidates in Part II together with their marks will subsequently be published in the *Bombay Government Gazette*.

(15) *Award of Secondary Training Certificates.*—Certificates in the form appended (Appendix D) will be issued to successful candidates by the Director of Education, Poona.

A duplicate copy of the original certificate will be supplied on payment of Rs. 1

(16) Candidates may obtain their marks from the Director of Education of each paper in Part I and Part II on payment of a fee of Rs. 1 for each Part.

## APPENDIX A.

### Form of Application.

(To be forwarded through the Head of the School or Training Institution.)

To

THE EDUCATIONAL INSPECTOR, District.

Sir,

I request that I may be admitted to the next Secondary Teachers'

Certificate Examination in

Part I and II in the

Order and at School

Part II

respectively

School

The Educational Inspector however at liberty to ask the candidate to appear at any school that may be convenient.

My subjects for Part II are :—

- (1)  
(2)  
(3)

I wish to answer the question in { English  
Marathi  
Kannada  
Gujarati  
Urdu

The fees of Rs. 8 has been remitted to you separately.

Yours faithfully,

Dated

(Details to be filled in by the candidate).

1. Name in full, in block letters beginning with surname.
  2. Designation.
  3. Qualifications with dates.
  4. The date of birth and age on 1st May next.
  5. Date of the commencement of present appointment or that of joining Training Institution.
  - + 6. Date of passing the Secondary Teachers' Certificate Examination in Part I.
  7. Subject and Classes in which practice lessons have been given.
- | Standard | Subject | Total |
|----------|---------|-------|
|          |         |       |
|          |         |       |
|          |         |       |

Certificate to be given by the Supervisor, approved by the Educational Inspector and the Head of the Institution.

I hereby certify that \_\_\_\_\_ has given under my supervision 30 lessons of which not more than two lessons have been given in any one week and not more than 15 in any one term. My supervision was approved by the Educational Inspector in his letter No. \_\_\_\_\_

(Signature)

Supervisor

Date

195 .

(Designation)

\*Ordinary school subjects to be offered for Examination in Part II (Practical), vide rule 4, of the Rules for the Secondary Teachers' Certificate Examination Rules.

†To be filled in by candidates appearing for Part II only.

‡Notes of these lessons, dated and signed by the Supervisor, with his/her comments on them, to be submitted to the Examiner at the time of the Practical Examination (i.e., Part II).



I hereby certify that

has served for a total period of  
his entire career

not less than 2 months excluding vacation prior to the examination as a teacher in this  
school and approved courses of instruction extending over 2 terms in this institution and  
has given the requisite number of lessons under proper supervision. I consider  
him/her to be a person of good character and capable of maintaining  
discipline in class.

(Signature of the Head of the Institution)  
(Designation)

Name of Institution :

Date 195 .

### APPENDIX B.

#### Observation Note-book.

##### A. Aim of the Lesson—

- (1) Was the aim thought out with reference to the pupil or with reference to the subject-matter?
- (2) Did the teacher keep his aim before him? If not, what excuse may be here?
- (3) Did the teacher state his aim to the class? Did they grasp it clearly?

##### B. Type of Lesson or General Method—

- (1) How would you classify the Type of Lesson?

##### C. Preparation or Introduction—

- (1) Was the preparation stimulating? Too long? Too short?
- (2) Did it prepare the pupils for the new work?
- (3) Was the aim made clear?

##### D. Presentation—

- (1) Matter—was the matter accurate?
- (2) Was the matter suitable? for quality? in quantity?
- (3) Was it arranged in proper order?
- (4) Procedure—did the method of procedure tend to develop? (a) thinking power, (b) knowledge, and (c) aesthetic appreciation?
- (5) Was the lesson too easy or too hard? Were the pupils stimulated to effort?
- (6) Were the pupils interested? If not, can you explain the reason? Was it the fault of the matter, the teacher, or physical conditions (heat, fatigue, etc.)?

(7) Were all explanations and illustrations clear, concise and stimulating?

(8) Were maps, pictures, diagrams, etc., rightly used? Were they clearly visible and properly situated?

#### F. Discussion and Application—

(1) Did the teacher enforce his lesson by repetition or by examples?  
pupils?  
(2) Was any application suggested? By the teacher or by the

(3) Was the application practical? Was it a moral application?

(4) Did the pupils leave the class with a desire for new knowledge?

#### F. Blackboard—

(1) Was the blackboard properly situated?

(2) Was the blackboard used enough? Was it used unnecessarily?

(3) Was the blackboard work neat? well arranged? legible?  
big enough?

(4) Was the blackboard work done by the pupils or by the teacher?  
Which method was right? Were the pupils employed while the writing was being done on the blackboard?

#### G. Questioning—

(1) Were the questions clear, concise, definite?

(2) Were the questions thought-provoking, too suggestive?  
Were the questions elliptical? Were they repeated unnecessarily?

(3) Did the questions mostly require single words for answers?  
Did they require the answer—Yes or No?

(4) Were the questions in correct sequence?

(5) Were the questions well distributed?

(6) Were the answers properly listened to and made use of?

(7) Did the pupils ask any questions?

#### H. The teacher—

(1) Were the teacher's manners sympathetic and pleasant? Did he keep the class in a pleasant mood?

(2) Did he keep the class under control? Did he check idleness?

(3) Was the teacher active and alert?

(4) Was the teachers' language correct in pronunciation and in grammar?

(5) Was the teachers' voice distinct? too loud? too low? Was his voice pleasant and well modulated?

(6) Was the teacher's bearing natural and graceful?

J. How would you assess the lesson? as—

A + Excellent	B + Very fair	C + Poor.
A Very good	B Passable*	C Bad.
A—Good	B—Fair	C—Very bad.

\*B would be equivalent to half marks.

### SAMPLE FORM

Lesson—

Date—

Class—

Teacher—

A  
B  
C  
D  
E  
F  
G  
H  
I

Initials of Supervisor—

Designation—

Name of School—

Signature of Candidate.

### APPENDIX C.

#### S. T. C. Syllabus.

N.B.—The treatment of the topics mentioned below should be practical and should be illustrated at every point from the teacher's work and his experience of children.

#### PAPER I—Elementary Principles of Education

1. *Meaning of Education*.—The home, the school and the community and their relative importance in the education of the child.
2. *Aims of Education*—Individual and Social.
3. *Intellects*—Their nature and the way they determine behaviour with special reference to young children and their school studies.
4. *Stages of Development*.—Infancy, Later Childhood, Adolescence.
6. *Learning to do and to know*—
  - (a) Perception and Sense Training.
  - (b) Habits and skills—General laws of their formation.
  - (c) Attention and Interest.
  - (d) Memory.
  - (e) Images and Imagination.
  - (f) Thinking and Reasoning.

## 6. The formation of Character—

- (a) Instincts—Their redirection and sublimation.
- (b) Emotions and Sentiments.
- (c) Will and the training of the will.

## 7. Education through activity—

- (i) Project method;
- (ii) Basic Education;
- (iii) The Play Way;
- (iv) Kindergarten and Montessori methods.

*References.*— (i) Principles of Education—T. Raymont.  
 (ii) Ground work of Educational Psychology—Rosa.  
 (iii) Recent Developments in Educational Practice—  
 Adams (L. V. P.).

*PAPER II.—School Organisation and Hygiene and Educational  
 Administration and Movements.*

1. *Functions of the School.*—Co-operation of the home and community.
2. *Class as a unit of organisation—its limitations.*—How to meet individual differences.
3. *Principles of staffing and distribution of work—*
  - (a) Class teacher plan vs. Specialist teacher plan.
  - (b) The Head Master—his duties.
  - (c) The teacher—his equipment, training and duties.
4. *The curriculum.*—Values of studies—General activities—Existing Courses of studies up to Standard IX.
5. *The extra Curricular Activities—*
  - Educational value.
  - Types—Scouting, Festivals, Excursion Hobbies, Social Service, etc.
6. *Time-table and Home-work—*
  - (a) Time-table—Need—How it is framed.
  - (b) Home-work—Types—its adjustment to Pupil's activities—its evaluation.
  - (c) Supervised study.
7. *Examinations—*
  - Examinations.*—The Essay type;
  - The Objective type;
  - Evaluation.
8. *School Discipline.*—The modern conception of Discipline—Free discipline—Pupils' Self-Government.

9. *Punishment and Reward*.—Their purpose—their form and their administration.

10. *Healthful School conditions, health instruction and supervision*—

- (a) Sanitation of School buildings and its environment.
- (b) Formation of health habits.
- (c) Medical inspection of schools.

11. *School Records and Registers*—

- (a) Essential requirements of school records.
- (b) Some important records.

12. (1) *Controlling Authorities*.

(2) *The Education Department*.

(3) *University*.

(4) *Local Authorities*.

(5) *Private Agencies*, their functions and relations with one another.

13. *Kindergarten, Montessori Method, Basic Education, Social Education and Movement*.

#### PAPER III—*General Methods*.

1. *The teacher*.—His personality and attitude towards his subject and his pupils.

2. *The new outlook on Education*.—

(a) *Child-centred education*.—Learning by doing and not by passive listening. Relating education to environment and social and individual needs.

(b) *It is the learning that matters and not the teaching*.

3. *Law of Learning and Maxims of methods*.

4. *The Stages of a Lesson*.

5. *Types of Lessons*—

(1) *Deductive Development Lesson*.

(2) *Inductive Development Lesson*.

(3) *Review Lesson*.

(4) *Drill Lesson*.

6. *Devices of Teaching*—

(a) *Exposition*.

(b) *Illustrations*.

(c) *Blackboard*.

(d) *Questioning*.

(e) *Text Books*.

*References* :—(i) *Principles of Education*—T. Raymont.  
(ii) *Young Teacher's Primer*—Davis.

(24) Ka. 2-40 (Muzo)

PAPER IV—*Special Methods.*

No syllabus is laid down for this paper; a few books, however, are suggested for reference in the following list:—

- (1) *Instruction in Indian Secondary Schools*—Macnise (O. U. P.)
- (2) *Handbook of suggestions for teachers* (H. M.'s office).
- (3) *Lectures on Teaching English in India*—Champion (O. U. P.).
- (4) *Suggestions for the Teaching of the Mother-tongue in India*—Ryburn (O. U. P.)
- (5) *Geography in Schools*—Fairgrieve (L. U. P.)
- (6) *Suggestions for the Teaching of History in India* by Ghate (O. U. P.).
- (7) *Teaching of Elementary Mathematics*—Godfrey and Siddons (Macmillan).
- (8) *Suggestions for the Teaching of Physics and Chemistry in India* by Ghanabhyandas (O. U. P.).
- (9) *Teaching of Biology*—Foulton (Methuen).

## APPENDIX D.

*Education Department, Bombay Secondary Teachers' Certificate.*

This is to certify that \_\_\_\_\_ has qualified according to the test prescribed by the Bombay Educational Department in—

- (a) Theory of teaching;
- (b) Practical Skill in Teaching and Class Management.

Bombay, 196 .

Director of Education, Bombay State, Poona.

## APPENDIX 65.

**RULES FOR THE EXAMINATIONS FOR THE DIPLOMAS IN CIVIL ENGINEERING AND IN COMBINED MECHANICAL AND ELECTRICAL ENGINEERING OF THE COLLEGE OF ENGINEERING, POONA.**

1. The Diploma in Civil Engineering is given to a student who after satisfactorily completing the three years' course of the Diploma Classes in Civil Engineering at the College of Engineering, Poona, passes the Final Year's Examination. The Diploma in combined Mechanical and Electrical Engineering is given to a student who after satisfactorily completing the four years' course of the Diploma classes in combined Mechanical and Electrical Engineering at the College of Engineering, Poona, passes the Final Year's Examination.

2. The Final Examination for the award of these Diplomas is held in March every year on the dates fixed by the Principal, College of Engineering, Poona.

3. The courses of the Diploma classes include the following subjects:—

*First Year (Civil and Mechanical and Electrical).*

- I. Mechanics.
- II. Mathematics.
- III. Machine Drawing.

- IV. Heat Engines.
- V. Physics.
- VI. Workshop—
  - (a) Carpentry,
  - (b) Forging,
  - (c) Filing (for D.M.E.E. only)
  - (d) Chipping.
- VIIA. English.
- VII. Surveying (paper and practical).
- VIII. Carpentry Drawing.
- IX. Practical Geometry.
- X. Machine Construction.
- XI. Use of Hand Tools.

#### Second Year (Civil)

- I. Chemistry.
- II. Building Materials.
- III. Building Construction.
- IV. Mechanics.
- V. Solid Geometry.
- VI. Surveying.
- VII. Workshop—
  - (a) Carpentry.
- VIIA. English.
- VIIIB. Calculus.
- VIII. Survey and Engineering Drawing (a) paper, (b) (Year's work)
- IX. Practical Surveying.
- X. Chemistry Practical.
- XI. Carpentry Drawing.
- XII. Masonry.
- XIII. Material Testing (Practical).

#### Third Year (Civil).

- I. Hydraulics and Irrigation.
- II. Mechanics and Graphic Statics.
- III. Reinforced Concrete.
- IV. Roads and Earthwork.
- V. Water Supply and Sanitary Engineering.
- VI. Engineering Drawing (Year's work).
- VII. Reinforced Concrete Drawing.
- VIII. Heat Engines (Viva Voce and/or written).
- IX. Workshop (Plumbing).
- X. P. W. D. Accounts.
- XI. Drawing and Estimating.

*Second Year (Mechanical and Electrical).*

- I. Chemistry.
- II. Technical Electricity.
- III. Solid Geometry.
- IV. Machine Drawing.
- V. Mechanics.
- VI. Heat Engines.
- VII. Workshop Appliances.
- VIII. English.
- VIII. Calculus.
- VIII. Workshop—
  - (a) Carpentry.
  - (b) Filing.
  - (c) Forging.
- IX. Chemistry Practical.
- X. Carpentry Drawing.
- XI. Machine Construction.
- XII. Moulding.
- XII. Wood Turning.

*Third Year (Mechanical and Electrical).*

- I. Electrical Technology.
- II. Electrical Wiring and Distribution.
- III. Mechanics and Graphic Statics.
- IV. Heat Engines.
- V. Workshop Appliances.
- VI. Electrical Drawing.
- VII. Machine Drawing (Year's work).
- VIII. Wiring jointing and Electrical Experiments.
- IX. Mechanical Workshop—
  - (a) Forging.
  - (b) Filing.
  - (c) Turning.
- X. Practical Material Testing.
- XI. Machine Construction.

*Fourth Year (Mechanical and Electrical).*

- I. Electrical Engineering.
- II. Electrical Transmission and Estimating.
- III. Engineering Materials.
- IV. Hydraulic Machinery.
- V. Mechanics.
- VI. Heat Engines.
- VII. Mechanical Workshop, (a) Forging, (b) Filing, (c) Turning.
- VIII. Electrical Workshop.
- IX. Machine Drawing (Year's work).
- X. Electrical Drawing (Year's work).
- XI. Electrical Engineering (Practical).



- XII. *Heat Engines (Boiler Tending).*  
 XIII. *Workshop Accounts.*

4. The percentages for passing examination of the Final Year shall be as follows:—

First Class 80 per cent in total.  
 Second Class 50 percent in total.

#### APPENDIX 56.

#### MODEL DRAFTS OF APPLICATION, VESTING ORDERS, ETC., IN CONNECTION WITH EDUCATIONAL ENDOWMENT FUNDS.

(G. M., R. D., No. 8764-R of 12/10/31 May 1932)

#### I. New Endowments.

##### (a) *Application.*

#### THE CHARITABLE ENDOWMENTS ACT, 1890.

*In the matter of "The*  
*connection with the*

*Fund" in*

#### APPLICATION FOR VESTING ORDER AND SCHEME.

I, the undersigned,

(1) donor of the proposed endowment fund

(2) being the person.

(3) the Secretary of the

at present acting in the administration of the trust known as  
 "The Fund" in connection with the

being duly authorised in that behalf by a resolution of the said  
 passed on the

heroby apply to the Government of Bombay under section 8 (1) (b) (a) of  
 the Charitable Endowments Act, 1890 (VI of 1890), that the securities  
 to the amount of rupees (Rs. )  
 mentioned in the draft vesting order approved by me and hereto  
 annexed may be vested in the Treasurer of Charitable Endowments for  
 the territories subject to the Government of Bombay on the terms and  
 conditions mentioned therein to which I agree.

2. I also beg to apply that a scheme for the administration of the  
 property so to be vested in the Treasurer of Charitable Endowments  
 may be settled by the Government of Bombay in accordance with the  
 form of the draft scheme approved by me and hereto annexed.

Dated this day of 193

Signature.

(5) *Vesting Order.*

## THE CHARITABLE ENDOWMENTS ACT, 1890.

*In the matter of "The  
connection with the*

*Fund" in-*

## VESTING ORDER AND SCHEME

Whereas application has been made to the Government of Bombay by

(1) donor of the proposed endowment fund

(2) being the person

(3) the Secretary of the

at present acting in the administration of the trust known as  
"The Fund" in connection with the

being duly authorised in that behalf by a resolution of the

that the securities of the said

on the Government of India

in the amount of rupees (Rs. )

particulars whereof are specified in the second schedule hereto may be

vested under the Charitable Endowments Act, 1890 (VI of 1890),

in the Treasurer of Charitable Endowments for the territories subject to

the Government of Bombay in order and upon the terms that the income

arising therefrom may be applied for the purpose of awarding annually a

<sup>Prize</sup>  
scholarship to a student of

And whereas the Government of Bombay has approved of and agreed to the

said terms as to the application of the said income, as the same are here-

inafter set forth, and has in pursuance of section 5 of the said Act and

with the concurrence of the said settled the scheme

for the administration of the said property which is set forth in the first

schedule hereto.

Now, therefore, under and by virtue of the powers conferred by sections

4 (1) and 5 (1) of the said Act, the Government of Bombay is hereby

pleased on the application aforesaid of the said to order

that the securities of the Government of India to the amount of

rupees (Rs. ) particulars whereof are set forth in the second

schedule hereto, be and the same are hereby vested in the Treasurer of

Charitable Endowments for the territories subject to the Government of

Bombay, upon the terms that the same shall be held as an endowment for

the purposes and objects mentioned in the said scheme set forth in the first

schedule hereto, and that he shall collect or draw the income or interest

thereof as and when the same becomes due and payable and shall pay the

same as and when the same shall from time to time be received by him

to the person or persons appointed to administer the same under the said

scheme, and that such schemes shall come into operation as on the date

hereof.

## THE FIRST SCHEDULE ABOVE REFERRED TO

*Scheme.*

1. The endowment fund shall be known as "The Fund" in connection with the
2. The income accruing from the fund shall be administered by the for the time being
3. The income accruing from the fund shall be devoted to the grant of <sup>scholarship</sup> to a student of the upon the following terms :—
  - (a)
  - (b)
  - (c)
4. The trust shall operate in favour of any other institution by which the said may, with the approval of the Government of Bombay, be replaced and for such other purposes of a like nature or in furtherance of the intent specified as shall at any time seem proper to the Government of Bombay.
5. The investment, management and dispensation of the fund shall be at the discretion of Government.

## THE SECOND SCHEDULE ABOVE REFERRED TO

*Particulars of Securities*

Years,	No.	Amount Rs.	Rate of interest per cent.
Dated this	day of		195

## II. Additional Securities.

(x) Application.

## THE CHARITABLE ENDOWMENTS ACT, 1890.

In the matter of "The Fund" in connection with the  
APPLICATION FOR VESTING ORDER.

I, the undersigned,

(1) donor of the endowment fund

(2) being the person

(A) the Secretary of the  
at present acting in the administration of the trust known as "The  
Fund" in connection with the  
being duly authorised in that behalf by a resolution of the said

passed on the \_\_\_\_\_ hereby  
apply under clause of <sup>(B)</sup><sub>(a)</sub> of sub-section (I) of section 6 of the Charitable  
Endowments Act, 1890 (VI of 1890), to the Government of Bombay  
that additional securities of the face value of Rs.  
mentioned in the draft vesting order approved by me and heretofore  
may be vested in the Treasurer of Charitable Endowments for the  
territories subject to the Government of Bombay on the terms as to the  
application of the income thereof therein set out, to which I agree.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 195 .

Signature.

(B) Vesting Order.

# THE CHARITABLE ENDOWMENTS ACT, 1890.

In the matter of "The \_\_\_\_\_ Fund" in  
connection with the \_\_\_\_\_

ORDER VESTING IN THE TREASURER OF CHARITABLE ENDOWMENTS  
CERTAIN SECURITIES TO BE ADDED TO THE PRINCIPAL OF  
"THE \_\_\_\_\_ FUND" AMOUNTING WITH SUCH ADDITION TO RS.

Whereas application has been made to the Government of Bombay by

(1) donor of the endowment fund

(2) being the person \_\_\_\_\_

(3) the Secretary of the \_\_\_\_\_

at present acting in the administration of the trust known as "The  
Fund" in connection with the \_\_\_\_\_

being duly authorised in that behalf by a resolution of the said  
that additional

passed on the \_\_\_\_\_  
securities of the Government of India to the amount of Rupees  
Rs. \_\_\_\_\_ particulars whereof are set forth in the schedule  
hereto (representing the accumulated savings from the income of the  
said fund) may be vested under the Charitable Endowments Act, 1890  
(VI of 1890), in the Treasurer of Charitable Endowments of the territories  
subject to the Government of Bombay in order that the income  
accruing therefrom may be applied in accordance with the scheme  
published in Government Notification in the <sup>Educational</sup><sub>General</sub> Department,  
No. \_\_\_\_\_ dated the \_\_\_\_\_

And whereas the Government of Bombay has approved of and agreed  
to the said terms as to the application of the said income

Now, therefore, under and by virtue of the powers conferred by sub-section (1) of section 4 of the said Act the Government of Bombay is hereby pleased on the application of the aforesaid \_\_\_\_\_ to order that the securities to the amount of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) specified in the schedule hereto be and the same are hereby vested in the Treasurer of Charitable Endowments for the territories subject to the Government of Bombay upon the terms aforesaid.

THE SCHEDULE ABOVE REFERRED TO.

Particulars of additional Securities.

Years.	No.	Amount Rs.	Rate of interest per cent.
Date] this		day of	192 .

III. Modification of the Original Scheme.

(a) Application.

THE CHARITABLE ENDOWMENTS ACT, 1890.

In the matter of " The  
connection with the

Fund " in

APPLICATION FOR MODIFICATION OF SCHEME.

I, the undersigned,

(1) being the person \_\_\_\_\_

(2) the Secretary of the  
at present acting in the administration of the trust known as " The  
Fund " in connection with the \_\_\_\_\_

being duly authorized in that \_\_\_\_\_

behalf by a resolution of the said \_\_\_\_\_

passed on the \_\_\_\_\_

hereby apply to the Government of Bombay under  
section (1) of section 8 of the Charitable Endowments  
Act, 1890, that the scheme published in Government

Educational Department, No. \_\_\_\_\_ dated \_\_\_\_\_  
General may be modified in the manner shown in the  
attached and approved by me.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

(134) No. 2-81 (Mons)

or clause (a) of Endowments Act, 1890 (VI) Notification in the draft notification here

192 .

Signature.

## (3) Modification.

## THE CHARITABLE ENDOWMENTS ACT, 1890.

In the matter of "The  
connection with the

Fund" in

## MODIFICATION OF SCHEME.

Whereas

(1) being the person

(2) the Secretary of the  
at present acting in the administration of the trust known as "The  
Fund" in connection with the

being duly authorized in that behalf by a resolution of the said.

passed on the

has represented to the Government of Bombay that difficulty is  
experienced in the administration of the said fund owing to [here mention  
the circumstances].

And whereas application has been made to the Government of Bom-  
bay by the said [here insert name] that with a view to obviate the  
aforesaid difficulty the scheme published in Government Notification in the  
Educational Department, No. [here insert number] dated the  
General [here insert date]  
may be modified in the manner hereinafter set out.

And whereas the Government of Bombay has approved of and agreed  
to the said modification of the said scheme in the manner hereinafter  
set out.

Now, therefore, in pursuance and by virtue of the powers conferred by  
sub-section (2) of section 5 of the Charitable Endowments Act, 1890 VI  
of 1890, the Government of Bombay is hereby pleased on the appli-  
cation aforesaid of the said [here insert name] to order that the  
scheme published in Government Notification in the Educational Department  
No. [here insert number] dated the [here insert date] shall be (further)  
modified in the following manner and that the modification shall come  
into effect as from the date hereof.

(here insert the modification)

Dated this

day of

18

## IV. Additional Securities and Modification of the Original Scheme (Combined).

## (a) Application.

## THE CHARITABLE ENDOWMENTS ACT, 1890.

*in the matter of "The  
connection with the*

*Fund" in*

## APPLICATION FOR VESTING ORDER AND MODIFICATION OF SCHEME.

I, the undersigned,

(1) being the person

(2) the Secretary of the

at present acting in the administration of the trust known as "The  
Fund" in connection with the

being duly authorised in that behalf by a resolution of the said

passed on the  
I hereby apply to the Government of Bombay under clause (a) of sub-section (1) of section 6 of the Charitable Endowments Act, 1890 (VI of 1890),

(1) That the securities specified in the draft vesting order approved and adopted and set out, may be vested in the Trustees of Charitable Endowments for the territories subject to the Government of Bombay on the terms and to the application of the income thereof therein set out to which I agree, and

(2) that the scheme notified under Government Notification in the  
Department, No. dated the  
may be modified in the manner shown in the draft hereto annexed and approved by me.

Dated this

day of

195

Signature

(b) *Vesting Order.*

## THE CHARITABLE ENDOWMENTS ACT, 1890.

In the matter of "The  
with the

Fund' in connection

ORDER VESTING IN THE TREASURER OF CHARITABLE ENDOWMENTS CERTAIN  
SECURITIES TO BE ADDED TO THE PRINCIPAL OF "THE  
FUND" AMOUNTING WITH SUCH ADDITION TO RS.  
AND FOR MODIFYING SCHEMES.

Whereas application has been made to the Government of Bombay by

(1) Being the person

(2) the Secretary of the

as present acting in the administration of the trust known as  
"The Fund" in connection with the

being duly authorised in that behalf by a resolution of the said  
that additional

passed on the

securities of the Government of India to the amount of Rupees

(Rs. ) particulars whereof are set forth in the first schedule  
hereto representing the accumulated savings from the income of the said  
fund may be vested under the Charitable Endowments Act, 1890 (VI of  
1890), in the Treasurer of Charitable Endowments for the territories  
subject to the Government of Bombay in order that the income accruing  
therefrom may be applied towards [increasing the number of <sup>prizes</sup> ~~scholarships~~  
to be awarded out of the income of the said fund]

(enhancing the value of <sup>prizes</sup> ~~scholarships~~ to be awarded in accordance with the  
scheme published in Government Notification in the <sup>Educational</sup> ~~General~~ Depart-  
ment, No. dated the ) and that for the said

purpose the scheme published in Government Notification in the <sup>Educational</sup> ~~General~~  
Department, No. dated the may be

modified in the manner specified in the second schedule hereto.

And whereas the Government of Bombay has approved of and agreed  
to the said terms as to the application of the said income and to the said  
modification of the said scheme in the manner hereinafter set out.

Now, therefore, under and by virtue of the powers conferred by  
sub-section (1) of section 4 and sub-section (2) of section 5 of the said Act  
the Government of Bombay is hereby pleased on the application of the  
aforesaid to order that the securities to the amount of Rupees  
(Rs. ) specified in the first schedule hereto be and the same  
are hereby vested in the Treasurer of Charitable Endowments for the  
territories subject to the Government of Bombay upon the terms aforesaid  
and that the scheme published in Government Notification in the <sup>Educational</sup> ~~General~~  
Department, No. dated the  
shall be modified in the manner specified in the second schedule hereto and  
that such modification shall come into effect as from the date hereof



## THE FIRST SCHEDULE ABOVE REFERRED TO.

*Particulars of Securities.*

Year.	No.	Amount. Rs.	Rate of interest, per cent.
-------	-----	----------------	--------------------------------

## THE SECOND SCHEDULE ABOVE REFERRED TO.

*Modification of Scheme*

In the scheme appended to Government Notification in the <sup>Educational</sup> General Department, No. \_\_\_\_\_, dated the \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 195.

## APPENDIX 57

## DUTIES OF ASSISTANT EDUCATIONAL INSPECTORS

(a) To inspect, jointly with the Educational Inspector or independently, Secondary Schools (including Vocational High Schools, Lokashalas, etc.,) Primary Training Institutions and Special Institutions.

(b) To inspect Middle Schools or schools which are not full-fledged High Schools, if necessary.

(c) To visit primary schools, social education classes, libraries aided from public funds, etc. and to submit visit reports thereon.

(d) To carry out such duties in connection with primary and secondary education, office and administrative work as are entrusted to him by the Educational Inspector.

## APPENDIX 58.

## DUTIES OF ASSISTANT DEPUTY EDUCATIONAL INSPECTORS/INSPECTRESSES.

The Assistant Deputy Educational Inspector/Inspectress shall—

(a) inspect every year, class by class, all approved primary schools and such public schools in his/her beat as may be assigned to him/her in a year, in accordance with the standards prescribed or approved by Government, and submit his/her inspection reports (in duplicate) within 10 days of the inspection, on the work, attendance and administration of the schools to the Deputy Educational Inspector, together with his/her confidential reports on the teachers in the public schools and discuss with the Head teacher and other teachers the main defects in the methods of teaching etc.

(b) examine, in detail, the various records maintained by the schools at the time of the annual inspection, special attention being paid to the scrutiny of attendance registers, collection of fees, disbursement of salaries, the accounts of farms and crafts, records of examinations and promotions, dead stock and library registers etc. He/She should particularly see if promotions have been judiciously made;

(c) inspect the accounts of all approved private schools in his/her beat, assess the grants-in-aid admissible to such schools, and send to the Deputy Educational Inspector along with the inspection reports on such schools a statement showing details of the grants-in-aid assessed by him/her;

(d) pay surprise visits to every approved school and other recognised institutions in the beat at least once a year, in addition to the annual inspection;

(e) visit and inspect new private schools etc. seeking recognition or grant-in-aid for the first time and submit the inspection report on the schools etc., together with recommendations as regards the approval of, and grant-in-aid to, such schools etc., to the Deputy Educational Inspector;

(f) while on tour arrange for interviews with Municipal or Village School Committees, as the case may be, and discuss with them the requirements of the schools and the need for the expansion of primary education;

(g) tour all the year round for the number of days fixed by the Director, and on the last day of each month, visit the District head-quarters and submit to the Deputy Educational Inspector all monthly and periodical returns such as the employment return, T.A. bill, etc. before leaving for his/her beat;

(h) maintain all prescribed registers and records pertaining to his/her office and submit them for inspection to the Deputy Educational Inspector when asked for;

(i) inspect village libraries and social education classes and submit the inspection reports to the Deputy Educational Inspector within 10 days of the date of inspection;

(j) assess and recommend to the Deputy Educational Inspector grants for village libraries;

(k) recommend transfers of teachers in the interests of the schools and for such staff adjustments as may be necessary;

(l) hold conferences of primary teachers within a radius of 5 miles, while on tour, with a view to improving the efficiency of teaching and himself/herself give model lessons to demonstrate the approved methods of teaching.

(m) give not less than 20 magic lantern lectures - every year - and assist the Inspector for Visual Education whenever called upon to do so;

(n) assist, if required by the Deputy Educational Inspector and other officers, in the inspection of Secondary schools, special schools etc.

(c) arrange for such work in connection with Departmental Examinations as may be assigned to him/her;

(d) recommend for selection suitable sites for school buildings, playing fields, camping grounds, etc.

(e) scrutinise proposals for the repairs required to School Board buildings and report to the Administrative Officer through the Deputy Educational Inspector the repairs to be carried out and other requirements of schools such as educational equipment, books, furniture, etc.

(f) attend the officer of the Deputy Educational Inspector while at the head quarters station and during schools vacations and to such work as may be entrusted to him/her by the Deputy Educational Inspector;

(g) help the Administrative Officer in organising and holding annual examinations of primary schools;

(h) do such other work connected with primary or Secondary Education as may be entrusted to him/her by the Deputy Educational Inspector.

and

(i) visit the Drawing Grade Examination centres and submit a report on the general working of the examinations to the Secretary, Examination Committee, Govt. Drawing Grade and Higher Art Examinations through the Educational Inspectors concerned.

(G. L. E. D., No. AEX/1252/4745-B of 20-10-1952a)

## APPENDIX 59.

### DRAFT BOND

Whereas the Government of Bombay (hereinafter referred to as "the Government") has engaged me to serve His Majesty in India as\* an officer of the Bombay Educational Service, Class II, under the Government.

And whereas rule 64 in Appendix D to the Bombay Civil Services Recruitment Rules requires recruits to the Bombay Educational Service to execute a bond to serve the Government for at least two years and in default to forfeit such amount as the Government may from time to time prescribe.

Now, therefore, I  
inhabitant of \_\_\_\_\_ by caste \_\_\_\_\_  
of \_\_\_\_\_ in the ta uka \_\_\_\_\_  
in the district of \_\_\_\_\_  
hereby bind myself and agree that I shall faithfully and diligently serve the Government in the capacity of an officer of the Bombay Educational Service, Class II, for a period of not less than two years commencing from the date on which I shall take charge of my office and further I hereby.

bind myself and agree that if I shall leave the service of the Government before I shall have completed two years of service as aforesaid I shall forfeit to the Secretary of State, his successors in office or assigns on demand the sum of rupees five hundred (Rs. 500).

Dated

Signed by the abovesigned

Shri.

in the presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

\*Give designation of office.

(G. M., E. D., No. 4906-R of 3rd May 1913)

## APPENDIX 60.

### FORM OF APPLICATION FOR RECOGNITION OF GYMNASIA UNDER CHAPTER VII OF THE GRANT-IN-AID CODE.

(1) Name of the Institution and locality

(2) The name of the Managing Body

(3) Date of establishment

(4) Particulars of staff :—

Name.	Age.	Qualifications.	Experience.	Pay.
				Rs.

(5) Rates of fees for each grade (if any)

(6) Number of pupils in each grade :—

Grades.	Males attending					Females attending					Total.
	Primary schools.	Secondary schools.	Colleges.	Other educational institutions.	Not attending any educational institution.	Primary schools.	Secondary schools.	Colleges.	Other educational institutions.	Not attending any educational institution.	

(7) Details of annual income from all sources

(8) Details of annual expenditure.

(9) Name and address of the correspondent responsible for correspondence with the Department.

Date

Signature.

## APPENDIX 61.

## MEDICAL INSPECTION (FORM-B) FOR SECONDARY SCHOOLS AND TRAINING INSTITUTIONS

I. Name of School ..... District. ....  
 Town/Village ..... Name of the pupil. ....  
 Name and address of parent or guardian .....  
 Date of birth (1) ..... 19

193 - 5 .      194 - 5 .      195 - 5 .      196 - 5 .

## II. Personal history

Measles .. ..  
 Whooping cough .. ..  
 Diphtheria .. ..  
 Chicken-pox .. ..  
 Vaccinated and date .. ..  
 Malaria .. ..  
 Small-pox .. ..  
 Typhoid .. ..  
 Dysentery .. ..  
 Other diseases (2) .. ..  
 Family medical history (if occupational)

III. Height (3) .. ..  
 Weight (3) .. ..  
 Age (4) .. ..  
 Statured .. ..  
 Regularity of attendance .. ..  
 Mental capacity (5) .. ..  
 Vision (5) .. ..  
 Hearing .. ..

(12) No. 2-62 (None)

	1st routine examination	2nd routine examination	3rd routine examination	4th routine examination
<hr/>				
IV. Sign of Medical Inspection, notable of Medical Officer.				
Parents present .. .. .	..	..	..	..
General conditions—				
Nutrition (8) .. .. .	..	..	..	..
Clothing (9) .. .. .	..	..	..	..
Footwear (9) .. .. .	..	..	..	..
Cleanliness, body, hair and scalp (10) .. .. .	..	..	..	..
Chest measurement (11) ..	..	..	..	..
Special Conditions—				
Placental eye disease (12) ..	..	..	..	..
Vision (13) .. .. .	..	..	..	..
Speech (14) .. .. .	..	..	..	..
Teeth and gums (15) .. .. .	..	..	..	..
Ear disease (16) .. .. .	..	..	..	..
Hearing (17) .. .. .	..	..	..	..
Skin disease (18) .. .. .	..	..	..	..
Nose or throat (19) .. .. .	..	..	..	..
Tonsils (20) .. .. .	..	..	..	..
Adenoids .. .. .	..	..	..	..
Clarity, cervical and general Mental condition (21) ..	..	..	..	..
Diseases or Defects—				
Heart (22) .. .. .	..	..	..	..
Ascites (23) .. .. .	..	..	..	..
Lungs .. .. .	..	..	..	..
Nervous system (24) .. .. .	..	..	..	..
Digestive system (25) .. .. .	..	..	..	..
Liver (26) .. .. .	..	..	..	..
Spleen (27) .. .. .	..	..	..	..
Tuberculosis (28) .. .. .	..	..	..	..
Rickets (29) .. .. .	..	..	..	..
Dysentery (Posterior) (30) ..	..	..	..	..
Acute infectious disease ..	..	..	..	..
Other diseases or defects (31) ..	..	..	..	..
<hr/>				
V. Notification card (32)—				
Date of issue .. .. .	..	..	..	..
Date of return .. .. .	..	..	..	..
<hr/>				
VI. Doctor's observations (33) :—				
<hr/>				
VII. Teacher's observations (34) :—				
<hr/>				

Special inspections and re inspections (35)

Date.....Notbs .....Place, duration and result  
of treatment.

[11-25]—For explanations, please see the "Notations" schedule for Medical Inspection."

## NOTES ON THE SCHEDULE FOR MEDICAL INSPECTION

It is suggested that the schedules for boys and girls should be of different colors or should be released differently at one of the four corners. The schedule makes provision for the four routine examinations a child is likely to undergo during his or her school career, namely, at approximately the 6th, 11th, 14th and 17th years of age.

Sections I, II, III and VII are to be filled in by the school teacher prior to medical inspection. Sections IV, V and VI are to be filled in by the school doctor.

1. To be stated exactly, day of month and year.
2. Should include any other illness likely to have an effect direct or indirect on the health of the child in after life, e. g., rheumatism, tonsillitis, tuberculosis, syphilis, fits, operations, etc.
3. Height and weight should be recorded by the teacher at least twice yearly and preferably once every term and the record should be available at the time of medical inspection.
4. To be stated in years and months, e. g., 11-2½.
5. State the approximate number of years the child is educationally behind the average of the class.
6. To be tested as in Note 13, holding the mouth the teacher should record as normal or defective on the presence or absence of such signs as bed-jacks, holding the knob close, inability to see the blackboard, etc.
7. Record as normal or defective. Note the child's attitude during class, the repetition required during recitation lesson or when commands are given, etc.
8. Classify as poor, normal, well formed, poor. The character, vigour and expression of the child, the appearance of the skin and hair, the refinement or pallor of the mucous membranes should be taken into consideration in determining the position.
9. Note mouth, tongue, nose, teeth, cleanliness (good, average, bad), presence or absence of foot-wear.
10. Note the cleanliness of body and head separately as clean, slightly dirty, dirty, soiled, raw, vesicular and record as well as skin disease should be looked for; scars and skin diseases being noted under "Special Conditions, skin diseases."
11. The chest measurement should be taken at the level of the junction of the 4th costal cartilage and the sternum and should be recorded at full inspiration and expiration.
12. Including blepharitis, eyes, conjunctivitis, trachoma, diseases of the cornea or lens, squints, myopia, etc.
13. To be tested by Snellen's Test Type at 6 meters (20 ft.) and recorded for each eye separately thus R. 6-6 and L. 12. Children under 6 years need not be tested by Snellen's types.
14. Including defects of articulation, e. g., stammering, lapping, etc.
15. Note pyorrhea, abscesses, number of carious teeth, abnormal special features e. g., irregularity, Hutchinson's teeth, etc.
16. Including otitis media, wax, etc.
17. Each ear to be tested separately by the forced whisper method. Numbers should be whispered and the child should be asked to repeat the numbers.
18. Includes contagious diseases, e. g., ringworm, eczema, etc.
19. Not mouth breathing, nasal obstruction, dilated nostrils, enlarged adenoids, polyps, malformations of palate, etc.
20. Record as N. (normal) + (slight enlargement) + + (moderate and severe enlargement) and for each nasal separately, e. g., R + / L + +.
21. Note as straight, average, dull, backward, usually defective.
22. Fracture and organic disease.

33. Normal (N) : slight + severe + +.
34. Including paratyphoid, epilepsy, emotional or social instability.
35. Note indigestion, anorexia, diarrhoea, constipation, etc.
36. Note in inches below costal margin.
37. (1) State whether the spleen is palpable or not.

(2) If the spleen is palpable, ascertain the position of the costal margin and feeling gently below it, ascertain whether the spleen is projecting below the costal margin. If it does so, note with a steady hand the position of the edge of the spleen which projects most firmly (the "apex" of the spleen) while the child is standing in a perfectly natural position, equally on both feet, and looking directly to his front. Using this mark as a point of measure, in centimeters, the distance between the apex mark and the costal margin. Record this as the size of the enlarged spleen for the child.

(3) To find the "average enlarged spleen" of a group of children take the sum of above measurements and divide the sum by the number of children in whom splenic enlargement is recorded.

38. Clean (L), ungainly, polioactive, or other forms and whether definite or suspected.

39. Note particular form or rickets, knock-knee, spinal curvature, etc.

40. Including deformities of the head, trunk, limbs, spinal curvature, bone disease, deformed chest, deformed limbs, club foot, etc.

41. Any weakness or defect not noted above, e.g., hernia, which may unfit a child for ordinary school routine including physical exercise.

Comments may be added to the schedule for girls' schools, if desired.

42. The notification card will be issued by the doctor through the teacher to the parent; the notification should be returned to the teacher who will attach it to the schedule and enter the date of return of the notification.

43. Includes a general running up of the child's health and any special advice which may be given. Includes also any special advice given to the parent or to the teacher regarding modification of school work, exercise, etc.

44. The teacher's remarks should include a general survey of the child's health including his special disabilities.

45. Special responses should be entered in red ink. The findings at re-inspection and any notes of illness treated by the family doctor, dispensary, hospital or at a school clinic or in school together with the dates of examination and completion of the treatment should be entered in black ink.

The follow up of children with defects will be facilitated if a code is used to signify whether the child requires observation or treatment and nature of the treatment advised. Blue pencil may be used to mark the former class of defects for which treatment is unnecessary, but which may be kept under observation in case of unfavourable development. For example if the child is suffering from slight enlargement of the tonsils which are causing no symptoms the symbol "R. I." (no inspection) may be placed in blue pencil after the defect. Similarly a child wearing glasses for defective vision may need no immediate treatment but should be seen periodically and, therefore, marked with a blue "R. I.". Red pencil may be used to mark defects requiring treatment and a red symbol used to indicate the nature of the treatment advised. For example, a red "C. L." may signify that the child has been referred to attend the school clinic, a red "H" that the child has been referred to hospital or dispensary and a red "D" that he has been referred to a private practitioner. A circle round the symbol, e.g., R. I. or H. may be used to indicate that a follow up visit to the home is desirable in order to explain to the parents the causes of the disability and the steps to be taken to ameliorate or cure the defect. All cards marked in red or blue pencil will be seen by the doctor at the time of his visit.



## APPENDIX 62.

INSTRUCTIONS IN REGARD TO APPLICATIONS FOR A CHANGE IN THE  
ENTRIES IN THE SCHOOL REGISTERS.

(D. P. L.'s Circular No. B. 48/28-D L 132a September 1957)

With a view to securing uniformity in the procedure followed in dealing with applications received by the Heads of Schools in connection with changes in names and birth dates entered in the school records, the following instructions are issued :—

- (1) No change in the entries in the school registers shall be made without obtaining the previous written sanction of the Educational Inspector.
- (2) No application for such a change shall be entertained except on behalf of a pupil who is actually attending the school.
- (3) An application for a change in the entries in the school register must be made by the parent or guardian of the pupil. When forwarding the application the Head of the School shall certify that he has verified the signature and that the application has been signed by the parent or guardian of the pupil.

*Change in the Birth Date.*

For a change in the birth date the application must clearly state how the mistake came to be made, and in support of the change suggested, documentary evidence must be produced such as :—

- (1) A certified extract from the Birth Register.
- (2) A certified copy of the Vaccination Certificate.
- (3) A certified copy of the Baptismal Certificate in the case of Christians.
- (4) An affidavit made before a Magistrate by the parent or guardian.
- (5) Any other documentary evidence. Much reliance should not be placed on horoscopes but they may be admitted as corroborative evidence.

No change in the birth date shall be sanctioned unless the documentary evidence produced clearly identifies the child and the parent, and is of such nature as to leave no doubt that genuine mistake has been made. Reasons for sanctioning the change must be left on record in writing by the sanctioning authority.

*Change in Name.*

For a change in name the following documentary evidence must accompany the application and no change should be sanctioned without carefully examining the evidence produced :—

- (a) In the case of adoption, the original adoption-deed, or a certificate of Magistrate showing the changed name after adoption.
- (b) In the case of marriage, a declaration, by the parent or guardian attested by two witnesses and the girl herself.
- (c) In all other cases an affidavit made before a Magistrate by the parent or guardian.

In the case of a pupil who has passed a public examination, if the change in name is sanctioned, he should be asked to notify the change in his name in the *Bombay Government Gazette*.

## APPENDIX 63.

## RULES FOR THE GRANT OF EDUCATIONAL CONCESSIONS TO THE CHILDREN AND DEPENDANTS OF SOLDIERS ON THE ACTIVE LIST IN THE SECOND WORLD WAR.

1. The concessions admissible under these rules shall be granted to children (boys and girls) and dependants of all soldiers, including soldiers in the Indian State Forces, who, being domiciled in the State of Bombay,

(a) (i) Were on the active list during the continuance of the Second World war, and

(ii) are not in affluent circumstances, that is to say, whose monthly pay (inclusive of allowances) in the Army has at no time exceeded Rs. 300, or

(b) while on the active list, died or were permanently incapacitated for active service.

Note 1.—The domicile of a soldier shall be determined according to the provisions for the determination of domicile contained in Appendix I to the Bombay Civil Services Classification and Remuneration Rules, 1924.

Note 2.—The expression "State of Bombay" includes the Indian States merged in the Bombay State.

Note 3.—The word "Soldiers" means all persons enrolled in the Naval, Military or Air Forces, whether combatant or non-combatant, whose terms of service include the liability to serve overseas in a theatre of war, and persons employed in the Merchant Marine.

Note 4.—The word "dependant" means (a) wife or widow of the soldier, (b) brothers and sisters of the soldier, if domiciled in the State and substantially dependent on him, and (c) children of a dead or brother or sister, if domiciled in the State and substantially dependent on him.

Note 5.—The word "children" includes step-children and adopted children.

Note 6.—The Collector and President of Soldiers', Sailors' and Airmen's Board of the District concerned shall determine the educational concessions concerned, so far as the condition regarding active service or the limit of monthly income ceases to be satisfied in any case.

2. Subject to the provisions of rule 8, the concessions admissible under these rules shall continue to be granted to the children and dependants of such soldiers as have, while on active service, died or become permanently incapacitated for active service, until they complete their education, and to the children and dependants of soldiers who died or were permanently incapacitated for active service, while on the active list but not on active service, and to the children and dependants of other soldiers, until the children and dependants complete the course they are undergoing at the time of the soldiers' death, incapacity or demobilisation, that is to say, the primary, middle school, high school, collegiate or technical course, as the case may be.

3. Every pupil who is entitled to the concessions under these rules shall be given a certificate in the form appended to these rules by the Collector and President, District Sailors', Soldiers' and Airmen's Board,

and the statement made in the certificate about domicile and the dependents shall be verified and countersigned by the civil authority, e. g., Mandatdar. This certificate shall be issued to the pupil concerned or to his guardian, if any.

*Note.*—The Director of Education, the Surgeon General with the Government of Bombay, the Director of Agriculture and the Director of Industries should ask all heads of recognised educational institutions in the State to forward immediately to the Collector and President, District Sailors', Soldiers' and Airmen's Board, lists giving the following information regarding all pupils in the institutions under their control who claim to be entitled to these concessions:

Name, age and sex of the pupil, Father's or guardian's name and surname, His registered number and the unit in which he was enlisted.

Persons who are not sending their children to school now, but wish to do so on account of these concessions, should apply to the Collector and President, Sailors', Soldiers' and Airmen's Board, giving the same information, viz., name, age and sex of the pupil, father's or guardian's name, surname, etc.

The Collector and President, District Sailors', Soldiers' and Airmen's Board should, in those cases where he is satisfied that the pupils are entitled to the concessions under the rules, send the requisite form of certificate to the Mandatdar for verification of the statement about the domicile of the soldier and the relationship of the pupil with the soldier. The Mandatdar should return the form after duly verifying the statements to the Collector and President, District Sailors', Soldiers' and Airmen's Board, who should verify the military side of the form and issue the certificate to the pupil concerned or his guardian, if any.

4. Any pupil producing such a certificate before the head of a recognised educational institution shall be entitled to the following educational concessions, viz. :—

(a) *Primary Schools or Primary Departments of Schools*.—Free primary education plus an annual allowance according to requirements, to cover incidental expenses such as for books and slates, not exceeding Rs. 6 in the case of pupils studying in standards I. to IV and not exceeding Rs. 12 in the case of pupils studying in primary standards above standard IV.

(b) *Secondary Middle Schools*.—Payment of an amount equivalent to all fees levied in these schools, including fees for games and such other fees as may ordinarily be charged, plus an annual allowance of Rs. 12.

*Note.*—In Government Schools a free studentship will be granted and no fees for games or other fees will be levied.

(c) *High Schools*.—Payment of an amount equivalent to all fees levied in these schools, including fees for games and such other fees as may ordinarily be charged, plus an annual allowance of Rs. 24.

*Note.*—In Government schools a free studentship will be granted and no fees for games or other fees will be levied.

(d) *Arts and Professional Colleges including medical institutions, the College of Agriculture and Technical and Industrial Institutions.*—Payment of an amount equivalent to all fees levied in Colleges, including fees for games and such other fees as may ordinarily be charged, plus a monthly scholarship of Rs. 10 to 15 provided the pupil secures not less than 45 per cent marks in the Matriculation Examination of the University of Bombay or such other qualifying examination. The concessions will not be admissible to a pupil who secures less than 45 per cent marks. The concessions will, however, be admissible to a pupil who passes the examination in compartments, provided the pupil passes the examination in not more than two compartments and with not less than 45 per cent marks in the second compartment. The concessions shall be granted to eligible students attending Arts and Professional Colleges including medical institutions affiliated to the Bombay University, the College of Physicians and Surgeons, Bombay, the State Medical Faculty and the Board of Indian Systems of Medicine, including such institutions situated in Indian States and Technical and Industrial institutions imparting instruction in Diploma courses recognised by the Department of Technical Education where the standard of admission is the matriculation, Secondary School Certificate or a higher examination.

*Note 1.*—In Government Arts and Professional Colleges including medical institutions a free studentship will be granted.

*Note 2.*—The concessions in the Arts and Professional Colleges including Medical Institutions will be limited by the sanctioning authorities to 5 per cent of the total number of students at the institutions under their respective control.

(e) *Industrial and Technical Institutions.* Payment of an amount equivalent to all ordinary school fees of every kind levied in these Institutions plus an annual allowance not exceeding Rs. 12.

*Note.*—This concession shall be granted provided that the pupil has joined the Institution after completing standard VII. It will be taxable for the period necessary to complete the course in the Institution and will not be granted to pupils who are under 12 or over 17 years of age on the date of their admission in the Institution.

5. For pupils who reside in a hostel, the Director of Education in respect of Colleges under the control of the Department of Education, the Surgeon General with the Government of Bombay in respect of medical institutions, the Director of Agriculture in respect of the College of Agriculture, the Director of Industries and the Inspector of Anglo-Indian Schools, or the Educational Inspector concerned and the Deputy Educational Inspector concerned, as the case may be, in other cases shall, on an application made to him in this behalf, sanction the payment of a separate additional allowance equivalent in amount to the hostel charges but not exceeding Rs. 40 per month:

Provided that the Director of Education, the Surgeon General with the Government of Bombay, the Director of Industries, the Director of Agriculture, or the Inspector of Anglo-Indian Schools or the Educational Inspector concerned, as the case may be, considers the pupil's residence in a hostel necessary for his efficient training and education,

whether on account of the inadequacy of the necessary educational facilities in the town or village in which the pupil resides, or on account of the conditions of home life available to the pupil :

Provided further that the hostel chosen is approved by the Director of Education, the Surgeon General with the Government of Bombay, the Director of Agriculture, the Director of Industries or an officer authorised by them in this behalf.

6. Applications for concessions shall be made by or on behalf of the pupil and sent through the head of the educational institution concerned :—

(a) in the case of Primary Schools, to the Deputy Educational Inspector of the District ;

(b) in the case of Secondary Middle and High Schools, *Secondary (English) Schools*, and Technical Institutions, to the Educational Inspector of the District ;

(c) in the case of Anglo-Indian Schools, to the Inspector of Anglo-Indian Schools ;

(d) in the case of colleges under the control of the Department of Education, to the Director of Education, in the case of medical institutions to the Surgeon General with the Government of Bombay and in the case of the College of Agriculture to the Director of Agriculture,

(e) in the case of Engineering Colleges and Technical and Industrial institutions and Technical High Schools under the control of the Department of Technical Education to the Director of Technical Education, Bombay.

(f) In the case of the Sir J. J. School of Art, to its Dean.

*Note.*—These concessions shall be admissible to soldiers' children studying in the educational institutions under the control of the Director of Education and the Director of Industries with effect from the date (after the 1st March 1942) from which the pupil may have joined the institution or on which the soldier has joined active service, whichever is later and to the dependents of such soldiers and to the children and dependents of persons employed in the Mercantile Marine, and to the children and dependents of soldiers studying in the medical institutions and the College of Agriculture, with effect from 21st May 1944.

7. The amounts payable under these rules shall be drawn every quarter in arrears by the head of the institution on the ordinary scholarship bill form superscribed " War grants ".

8. Any concession granted under these rules may be withdrawn if, in the opinion of the authority competent to sanction the concessions specified in Rule 6, the progress of the pupil or his conduct is unsatisfactory. The concessions will also be discontinued if the soldier concerned is discharged from service by order of a Court Martial or for misconduct or inefficiency, or if the condition regarding active service or the limit of monthly income of the soldier ceases to be satisfied.

(B2) a.2—C3 (Alone)

9. No concession under these rules shall be granted to any pupil studying in any class unless he has passed the test, if any, prescribed by Institution for his admission to that class.

10. No concession admissible under these rules shall be granted to any pupil unless he had attended school before attaining the age of 10.

11. The educational concessions in the preceding rules are also admissible to—

(1) children and dependents of soldiers domiciled in this State who, for good and sufficient reason, are prosecuting their studies in recognised educational institutions situated in India outside the State of Bombay (G. R., E. D., No. 7574 of 20th July 1944);

(2) children and dependents of soldiers serving in the Indian State Forces Units who, being domiciled in the State of Bombay, had undertaken the liability to serve overseas in a theatre of war; and

(i) were on the active list during the continuance of Second World War, and

(ii) were not in affluent circumstances, that is to say, their monthly pay (inclusive of allowances) in the Army has at no time exceed Rs. 300 or,

(iii) while, on the active list, died or were permanently incapacitated for active service.

(G. R., E. D., No. 7574 of 25th December 1944.)

(3) (i) Children and dependents of the Civil Department clerks who were on deputation to the Military Accounts Department for a period of two years during the war and who had gone on duty overseas; and

(ii) such civilian employees of the M.E.S. Indian Engineers, as, besides being liable for field service, had gone on duty overseas (Government Letter, E. D., No. 7574/F dated 22nd August 1945.)

(4) Students studying in colleges and other institutions affiliated to the Indian Women's University provided otherwise eligible under the rules for the grant of the concessions (G. R., E. D., No. 7574 of 26th September 1945.)

(5) Children and dependents of Indian soldiers who served in the ranks of the East African forces domiciled in the Bombay State (G. R., E. D., No. 7502 of 11th December 1945.)

(6) Children and dependents of the members of the Women Auxiliary Corps (India) who, being domiciled in the State of Bombay, actually served in Burma (G. R., E. D., No. 7574 of 24th July 1946).

(7) Children and dependents of the members of the Indian Medical Nursing Service (Temporary), who being domiciled in the State of Bombay had actually gone overseas on duty (G. R., E. D., No. 7802 of 7th December 1946).

(8) Children and dependents of members of the Auxiliary Nursing Service, who, being domiciled in Bombay State had rendered Military service overseas or in Burma subject to the orders contained in G. R., E. D., No. 7802 of 24th January 1947 (G. R., E. D., No. 7802 of 6th November 1947).

Owing to the partition of India into two dominions viz. Indian Dominion and Pakistan, no children and dependents of persons now serving under Pakistan Government are entitled to the Educational concessions.

(G. R., E. & F. D., No. 7802 of 14th April 1948.)

*Form of Certificate of Eligibility for Educational Concessions.*

From the particulars furnished to me I hereby certify that Shri.  
Smti.  
Kumari

aged \_\_\_\_\_ is eligible for educational concessions offered by the Government of Bombay under Government Resolution, Education Department, No. 7574, dated 14th September 1945 being the son of Shri.  
daughter Smti.  
a British Indian subject domiciled in the State of Bombay, who took part in the World War II (1939-45).

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 195\_\_\_\_  
Collector and President, District Soldiers,  
Soldiers and Airmen's Board/Collector of

*Particulars.*

1. Name of the ex-servicemen through whom the concessions are claimed.
2. Native place (Village, Taluka and District).
3. Place of Birth (Village, Taluka and District).
4. Date of Birth.
5. Unit  
Corps served.  
Deptt.
6. Rank and Reg. No.
7. Whether liable to serve overseas
8. Date of joining service
9. Date of Discharge
10. Cause of Discharge
11. If dead, date of death and whether died on active service.
12. Pay and allowance per month on 1st April 1946 or on the date of death or discharge.

13. Name of the pupil.
14. Date of birth of the pupil.
15. Place of birth of the pupil.  
(Village, Taluka and District).
16. Sex.
17. Relationship with the ex-serviceman  
abovenamed.  
Place  
Date

Signature of the applicant.

[G. R., E. & I. D., No. 7802 of 23rd April 1947.]

"According to the orders issued in G. R., E. D., No. 7802 dated 24th January 1947, the war-concessions are at present available to the following three categories of students only :—

(1) "Children" of other soldiers (i. e. ex-servicemen or servicemen) who are undergoing primary education such pupils are eligible for war-concessions upto the primary stage only.

(2) "Children" and "dependents" who were already in receipt of war-concessions on the date of demobilisation i. e. 1st April 1946. They are to get the concession till they complete their particular course, e.g., Middle school, high school and collegiate etc.

(3) "Children" of soldiers who died or were permanently incapacitated during the last war. Such students are eligible for fresh awards as well as for the continuance of concessions till they complete their education "Dependents" of soldiers, who died or were permanently incapacitated and who were already in receipt of the concession on the date of demobilisation only are to be allowed to hold the concession till they complete their education" (vide also G. R., E. D., No. WAC 1153 dated 25th August 1953).

#### APPENDIX 64

[G. R., E. D., No. 7113, dated 23rd May 1940.]

No. 7113.—The following rules have been approved by the Government of Bombay for the award of scholarship in Government Vocational High Schools and are published for general information :—

#### *Rules for scholarships in Government Agricultural High Schools.*

1. *Number and distribution of scholarships.*—Scholarships are provided from Provincial funds for Government Agricultural High Schools as shown below :—

Name of Agricultural School.	Rate of scholarships.
(1) Government High School, Satara .. .. .	10
(2) Government G. S. High School, Jalgaon. . . . .	10
(3) Telang High School, Godhra . . . . .	5
(4) Government High School, Bijapur . . . . .	10
(5) Government Agricultural High School, Abrama . . . . .	5



2. *Value and period of tenure.*—The scholarships will be tenable for four years ordinarily. The value of these scholarships will be at an uniform rate of Rs. 6 per mensem in all the standards, i. e. Standards VIII to XI.

3. *Eligibility of candidates.*—(a) The scholarships are open to candidates of either sex belonging to the cultivating classes. In the event of a sufficient number of deserving candidates from the cultivating classes not being available the scholarships may be awarded to the deserving pupils belonging to the non-cultivating classes.

The candidates should produce a certificate from a Mamlatdar stating that they belong to the cultivating classes, i.e., those who are engaged in farming.

(b) Candidates whose homes are not in Union Districts are not eligible.

(c) A pupil whose parent or guardian pays per annum income-tax or land revenue of Rs. 200 or more or income-tax and land revenue together amounting to Rs. 200 or more shall not be eligible for a scholarship.

(d) No candidate above the age of 17 on the 1st of June in which he joins Standard VIII of the Agricultural High School will be eligible for a scholarship. In the case of girls, the age limit will be higher by one year.

4. *How awarded.*—The scholarships shall be awarded on the results of a test to be held annually by the Head Master of the Agricultural High School and shall be tenable in Standard VIII of that Agricultural High School.

5. *Subjects and medium of examination.*—The test shall be in the subjects prescribed for the Secondary Standard VII. The medium of examination shall be the regional language of the district or Urdu if so desired in the case of Muslim boys.

6. *Conditions of tenure.*—Each scholarship shall be tenable from the 1st of March conditionally on the regular attendance, good conduct and satisfactory progress of the scholar.

No scholar can hold at the same time any other Government Open or special scholarship, but a scholar may hold in addition a scholarship from an endowment fund specially meant for vocational schools.

7. The scholar may, provided he/she is eligible under the rules regulating the award of free-studentships, be granted a free or half-studentship.

8. *Payment of scholarships.*—The Head Masters of the Agricultural High Schools will draw the scholarships on bills signed by them without the counter-signature of the Educational Inspector and report to him monthly the amounts drawn.

*Rules for Scholarships in Government Technical High Schools.*

1. *Number and distribution of scholarships.*—Scholarships are provided from Provincial funds for Government Technical High Schools as shown below :—

Name of Technical School.	Size of Scholarships.
(1) Elphinstone High School, Bombay .. ..	8
(2) Northcote High School, Sholapur .. ..	6

2. *Value and period of tenure.*—The scholarships will be tenable for four years ordinarily. The value of the scholarships will be as under :—

Standards VIII and IX—Rs. 7 per mensem.

Standards X and XI—Rs. 9 per mensem.

3. *Eligibility of candidates.*—The scholarships are open to candidates of either sex. Candidates whose homes are not in Union Districts are not eligible.

A candidate whose parent or guardian pays per annum income-tax or land revenue of Rs. 200 or more or income-tax and land revenue together amounting to Rs. 200 or more shall not be eligible for a scholarship.

No candidate above the age of 17 on the 1st June in which he joins Standard VIII of the school will be eligible for a scholarship. In the case of girls, the age limit will be higher by one year.

4. *How awarded.*—The scholarships shall be awarded on the results of a test to be held annually by the Head Master of the school and shall be tenable in Standard VIII of the school.

5. *Subjects and medium of examination.*—The test shall be in the subjects prescribed for the Secondary Standard VII. The medium of examination shall be the regional language of the district or Urdu if so desired in the case of Muslim boys.

6. *Conditions of tenure.*—Each scholarship shall be tenable from the 1st of June conditionally on the regular attendance, good conduct and satisfactory progress of the scholar.

No scholar can hold at the same time any other Government Open or Special Scholarship, but a scholar may hold in addition a scholarship from an endowment fund specially meant for vocational schools.

7. The scholar may, provided he/she is eligible under the rules regulating the award of free-studentships, be granted a free or half free-studentship.

8. *Payment of scholarships.*—The Head Master of the school will draw the scholarships on bills signed by him without the counter-signature of the Educational Inspector and report to the Educational Inspector month by month the amounts drawn.

## APPENDIX 65

RULES FOR THE AWARD OF GOVERNMENT OF BOMBAY SCHOLARSHIPS FOR  
SONS OF SOLDIERS AND EX-SOLDIERS STUDYING AT THE KING GEORGE  
ROYAL INDIAN MILITARY SCHOOLS.

1. *Number.*—100 scholarships in all will be awarded annually to boys of this State to enable them to undergo Military training at the King George Royal Indian Military Schools.

2. *Value.*—The value of each scholarship will be Rs. 120 per annum.

3. *Tenure.*—The scholarships will ordinarily be tenable for five years, subject to regular attendance, good conduct and satisfactory progress.

4. *Eligibility.*—The Scholarships will be open to the sons of soldiers and ex-soldiers domiciled in the State of Bombay and will be awarded by the Director of Education to suitable candidates on the recommendation of the Trustees of the Maratha War Memorial Fund.

5. *Applications.*—Applications (in the form prescribed in Appendix A) from candidates, who should have passed Standard IV of a Vernacular school A. V. Standard I and whose age should not exceed 13 on the last date fixed for the receipt of applications should be addressed to the Secretary, Maratha War Memorial Fund, Delgaum. The application must be accompanied by a Medical Certificate from a Recruiting Medical Officer, showing that the applicant is physically fit and has no inherent defect which prevents him from completing his training at the King George Royal Indian Military Schools or which disqualifies him from entering the Indian Army. The annual income of his father or guardian should be clearly shown.

6. *Execution of Bond.*—No Scholarship will be awarded unless the parent or a guardian of a candidate executes a bond agreeing to keep him at the school for the whole course and to send him to the Indian Army at the end of the training.

7. *Payment of Scholarship.*—(a) The Scholarships will be payable through the Trustees of the Maratha War Memorial Fund, Delgaum, subject to regular attendance, good conduct and satisfactory progress.

(b) The Scholarships will be paid in two equal instalments at the beginning of each term in advance after receipt of a report in the attached form (Appendix B) from the head of the King George Royal Indian Military School, on the progress made by each scholar during the previous term.

## APPENDIX A

*Form of application for a Government of Bombay Scholarship at the King George Royal Indian Military School.*

(To be submitted in duplicate.)

1. Name in full (to be typed or hand printed) ..
2. Date of birth (this must be definitely stated) ..
3. Caste and tribe ..
4. Permanent home and address in India ..
5. Name, occupation and address of father or guardian.
6. Brief resume of Military Service rendered by candidate's father and near relatives and statement of his father's or guardian's financial position.
7. Name of the Educational Institution last attended.
8. Total No. of marks obtained at the annual examination of Standard IV of a Vernacular school last attended by the candidate.

Date

Place and address—

Signature of the candidate.

*Endorsement by the Parent or Guardian of the Candidate.*

I have read the regulations and conditions of admission to and training at the King George Royal Indian Military School, , and am prepared to enter my son/ward in the School under these regulations and conditions and to keep him there for the whole course if the scholarship applied for is awarded to him. If, at the end of his course at the King George Royal Indian Military School, , he is ultimately admitted to the Indian Military, I am prepared to send him there.

(Submitted through the Head of the Educational Institution last attended by the applicant, viz. .... )

*Certificate of the Head of Educational Institution concerned.*

1. Whether the statements made above are correct to the best of his belief and knowledge.

2. His remarks regarding candidate's—

(a) attendance—

(b) progress—

(c) conduct—

(d) general ability—

(e) games played and proficiency in games—

3. His general recommendation—

Date

Place and address:

Signature and designation.

## APPENDIX B

## Progress Report

King George Royal Indian Military School

Report on .....

Name and address of Parent or Guardian—

Age in		Class.	Place in class out of	Average age of Class.
Years.	Months.			

Remarks of subject teachers in—

- (a) English—
- (b) Mathematics—
- (c) History—
- (d) Geography—
- (e)
- (f)
- (g)

Remarks by Class teachers—

Physical Development Height.	Chest		Weight	
	Normal.	Expanded.	Stones.	Pounds.
Date .. .. .				

Physical ability.

Physical efficiency tests.

Physical Training tests.

Swimming ability and certificates obtained.

General Remarks.

Remarks by Principal.

Place

Date

Principal,  
King George Royal Indian Military School, .....

## APPENDIX 60

**SCHEME FOR THE GRANT OF SCHOLARSHIPS FOR HIGH SCHOOL GIRLS WHO  
INTEND TO TAKE UP NURSING AS A CAREER AFTER THEIR  
HIGH SCHOOL EDUCATION.**

1. 20 Scholarships as follows will be granted every year to selected girls in High Schools, studying in IX, X or XI standards, who intend to take up "Nursing" as a career after completion of their High School education or after they pass out their Secondary School Certificate examination whichever is earlier :—

- (1) For a student studying in IX standard—Rs. 10 p. m. per student.
- (2) For a student studying in X standard—Rs. 12 p. m. per student.
- (3) For a student studying in XI standard—Rs. 15 p. m. per student.

2. Each scholarship will be tenable for a maximum period of three years or till the completion of the high school education of the scholar whichever is earlier.

3. If any girl fails in the examination she will not be eligible for the scholarship for the repeated year, but will be eligible for the said scholarship after she passes out and is promoted to the higher standard.

4. Candidates applying for the scholarship shall either be unmarried or widows and shall not be below 14, 15 and 16 years of age if they are studying in IX, X and XI standard respectively and shall have to produce—

(1) a certificate of physical fitness i. e., that they are in good health and likely to stand the physical strain of the life of a Nurse in their future career.

(2) a certificate of good character, from a person of respectability.

5. Candidates who desire to take the scholarship should apply to the Principal or the Head Mistress of their School who will recommend the names of suitable candidates to the Director of Education, Poona, for the grant of the scholarship.

6. Girls belonging to backward classes though they may be in receipt of freehips on the ground of their being members of the backward class, will not be treated differently from members of other communities i. e. they can be considered for a scholarship for Nursing under this scheme, in addition to their freehip.

7. Preference will be given to the girls taking the group of subjects of Physics and Chemistry.

8. Candidates to be granted scholarships should produce certificates of physical fitness and good character.

9. The guardians of the girls selected for the scholarship will have to enter into an agreement with Government in the appended form.

10. The candidates on completion of their high school training will be admitted as a student nurse to one of the hospitals recognised for the training of Nurses, where she will have to undergo training in Nursing.

11. The course of training in General Nursing is of 3 years and if the candidate desires to take training in Midwifery, additional training for a period of 9 months after completion of the training in General Nursing will have to be taken.

12. While undergoing training in Nursing at a recognised hospital the candidates are granted suitable stipends and allowances. The rates applicable at present at some of the hospitals are as follows. There is however at present no uniformity in the rates of pay and allowances applicable at all the hospitals :—

Scale of pay or stipend ..	Rs. 15—5—25.
Temporary additional pay ..	Rs. 5 p. m.
Messing ..	Free Board or messing allowance in lieu.
Uniform allowance ..	Varying from Rs. 2-4-0 to Rs. 4 p. m. each.
Dhoti allowance ..	Varying from Rs. 2-8-0 to Rs. 5 p. m. each.
Dearness allowance ..	According to the orders issued by Government from time to time.

13. At present facilities for the training of Nurses exist at the following Government Hospitals :—

(1) J. J. Hospital, Bombay, (2) St. George's Hospital, Bombay, (3) G. T. Hospital, Bombay, (4) Cama and Albless Hospitals, Bombay, (5) Civil Hospital, Ahmedabad, (6) Civil Hospital, Surat, (7) Sassoon Hospitals, Poona, (8) Civil Hospital, Ahmednagar, (9) Civil Hospital, Nasik, (10) Civil Hospital, Jalgaon, (11) Civil Hospital, Dhulia, (12) Civil Hospital, Sholapur, (13) Civil Hospital, Bijapur, (14) Civil Hospital, Dharwar, (15) Civil Hospital, Belgaum.

14. After successful completion of the training in Nursing, the candidates may take up employment as trained nurses at either Government or private or aided hospitals as they may desire according to the vacancies available or do private practice. After some experience the Nurses can also take higher studies in Nursing such as post-graduate training in Hospital Administration course, the Sister-Tutor's course, course in Public Health Nursing, Dietician's course.

15. Agreement to be entered into by the parent of the candidate  
guardian or  
friend

wishing to take the scholarship :—

*Agreement*

Memorandum of agreement made the.....day of.....19.....  
 between the Government of Bombay (hereinafter referred to as the

Government") of the one part and.....(hereinafter referred to as "the parent of the Scholar") of the other part, whereby it is agreed as guardian friend

follows:—

(1).....(hereinafter referred to as "the scholar") shall diligently study in the high school education in any school recognised by the Government of Bombay (hereinafter referred to as "Government" for the purpose of these scholarships, and shall conform to the rules of the school which she may be attending (hereinafter referred to as "the said school") obey the orders of those in authority over her and do her utmost to obtain the proficiency in her studies.

(2) On her passing the Secondary School Certificate Examination or after relinquishing her studies before passing such examination, whichever is earlier, the scholar shall join any of the hospital's training Nurses whichever will be allotted to her by Government for the purpose of taking training in the Nursing Course, and shall diligently study and complete her training at the said hospital.

(3) While under training the scholar shall receive such pay and allowances according to the rates in force at the time at the said hospital.

(4) In case the scholar shall leave the said high school or the said training hospital without permission of the Principal or the Head Master of the High School, or of the Medical Officer in charge of the said training hospital respectively, as the case may be, or shall relinquish her studies, or shall be dismissed for misconduct, or shall refuse or neglect in her studies at the school or in her studies or work at the training hospital, then in any such case the parent/guardian/friend of the scholar shall on demand forthwith pay to the Government the whole of the amount of the scholarship paid to her by the Government while she was under training at the said High School. Such amounts shall be recoverable as a revenue demand.

Provided always, that, if such amounts or any part thereof shall have been recovered from the scholar the said amounts or the part thereof so recovered shall not be recovered from the parent/guardian/friend of the scholar.

Signed by the abovesigned in the presence of—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(Signature of witness.)

Signature of the scholar

Signed and sealed by

Surgeon General with the Government of Bombay on behalf of the Governor of Bombay in the presence of—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(Signature of witness.)



## APPENDIX 67

## EDUCATION DEPARTMENT

Bombay Castle, 18th July 1961

No. SCH. 255D.—The accompanying rules regulating the award of the Government of Bombay Scholarships for Naval training and the annexures containing the form of application and the agreement and the surety bonds are published for general information :—

*Rules regulating the Government of Bombay Scholarships for naval training.*

(1) Three scholarships—first of the value of £135 for Executive Engineering subjects, the second of the value of £125 for supply and Secretariat, and third £140 for Electrical Branches tenable for the period of training in the U. K. will be awarded annually by the Government of Bombay (hereinafter called the Government) to the Bombay cadets who after successfully completing two years training at the National Defence Academy, Dehra Dun, are selected for training for entry into the Commissioned ranks of the Indian Navy in order to enable them to meet a part of the heavy expenses of the training in the U. K.

(2) The scholarships will be open to candidates, who are domiciled in the Indian or Union territory of the State of Bombay and whose parents or guardians are unable to pay the expenses of training with substantial assistance from Government.

(3) Applications for the scholarships must be sent to the Secretary to the Government of Bombay, Education Department, through the Collector of the District and the Director of Education in the form shown in Annexure I, immediately after successfully completing two years training at the National Defence Academy, Dehra Dun.

(4) The award of the scholarships will be provisional and will not be confirmed if the applicant is awarded any other scholarship of a substantial value of £135 or more for Executive Engineering subject or of the value £125 or more for Supply and Secretariat or of the value of £140 or more for Electrical Branches. In case the candidate receives another scholarship of an amount less than the above value he will be paid only the difference so that the total amount of the scholarship that the candidate will receive would be £135 for Executive Engineering subject or £125 for Supply and Secretariat or £140 for Electrical Branches as the case may be.

(5) A person holding a scholarship under this scheme will not be permitted to hold any other scholarship provided wholly or partly from Government funds. He will also not be allowed to hold any other scholarship or stipend awarded by any other Government or Administration, in combination with the Government of Bombay Scholarship of the value of £135 for Executive Engineering subject or of the value of £125 for Supply and Secretariat or of the value of £140 for Electrical Branches.

(6) The amount of scholarship will be payable in two instalments—the first of £75 is required to be remitted so as to reach the official guardian in the U. K. at the time of Cadet's arrival in the country and the balance one year thereafter.

(7) The person holding this scholarship must give written undertaking that he will at once and without discussion of possible alternative devote himself exclusively to the course of training laid down for him, comply with whatever instructions are given and do whatever work they may involve.

(8) Every candidate who has been awarded a scholarship will be required, as soon as the award is confirmed, and before the scholarship is paid, to execute an agreement in the forms shown in Annexures II and III binding himself and one Surety jointly and severally to refund to the Government the amount of the scholarship already drawn by the candidate, in the event of its forfeiture.

(9) Any candidate in receipt of the scholarship who neglects his studies or whose work, conduct and progress are reported to be not satisfactory at any time during the course of his training or who tries to work for any other profession concurrently will render himself liable to forfeiture of his scholarship and, at the discretion of the Government, to the refund of the whole or any part thereof as the Government may decide.

(10) In the event of any doubt arising regarding the interpretation of these rules the decision of the Government shall be final and the Government reserves itself the right of amending these rules as may be considered necessary.

#### ANNEXURE I

##### *Application form for the Bombay Government scholarship for Indian Navy Cadets.*

- (1) Name of the cadet in full beginning with surname (to be written in block letters).
- (2) Date and place of birth.
- (3) Religion and caste.
- (4) Institutions in which the cadet has studied.
- (5) Educational qualifications possessed by the cadet.
- (6) Occupation and present address of parent or guardian.
- (7) Annual income of parent or guardian.
- (8) Whether the cadet was at any time in receipt of a scholarship from the Government or from a private body.

Signature of the cadet.

Remarks by the Collector of the district.  
Place.  
Date.

Signature of the Collector.

## ANNEXURE II

Whereas the Government of India has selected Shri . . .  
 Inhabitant of . . . in the taluka of . . . in the district of . . . in  
 the State of Bombay for training in the United Kingdom for entry into the  
 commissioned ranks of the Indian Navy.

And whereas the Government of Bombay has agreed to grant a scholar-  
 ship of £135 for Executive Engineering Subject, scholarships of £125 for  
 Supply and Secretariat, scholarship of £140 for Electrical Branches per annum  
 to the said . . . in order to enable him to meet a part of the heavy  
 expenses of his training in the United Kingdom on the said . . .  
 executing a bond as herein contained which the said . . . has  
 agreed to do.

2. Now, therefore, the said . . . hereby binds himself and  
 agrees with the Governor of Bombay (hereinafter referred to as "the Govern-  
 ment") that he the said . . . shall—

(1) devote himself exclusively to the course of training laid down  
 by the Authorities concerned for the aforesaid training;

(2) duly comply with the instructions regarding the said course of  
 training issued to him from time to time and shall do whatever work  
 that such training may involve;

(3) diligently attend to his studies and shall conduct himself properly  
 in the course of his said training;

(4) not hold any other scholarship;

(5) not work for any other profession while undergoing the said  
 course of training.

If the said . . . commits a breach of any of the  
 conditions hereinbefore mentioned or in the event of the Government  
 receiving adverse reports regarding his progress in his training or regarding  
 his conduct, he shall refund to the Government on demand the said entire  
 amount of the scholarship paid to him or such part thereof as the Govern-  
 ment may deem fit and the Government may without prejudice to any  
 other rights or remedies of Government recover from him the said sum  
 together with interest thereon at the rate then prevailing on Government  
 loans as an arrear of land revenue.

Dated at

this the . . . day of . . . 195

Signed by the abovenamed  
 in the presence of—

- (1)
- (2)

## ANNEXURE III

I, \_\_\_\_\_ of \_\_\_\_\_, hereby declare myself surety for the abovesigned \_\_\_\_\_ and give the guarantee that he shall do and perform all that he has undertaken to do and perform under the aforesaid Bond executed by him in favour of the Governor of Bombay, and in case of his making default therein. I hereby bind myself to pay to the Governor of Bombay (hereinafter called "Government") the sum of £ \_\_\_\_\_ or such other lesser sum as shall be deemed to be sufficient by the Director of Education to cover any loss or damage which Government may sustain by reason of such default. And I agree that Government may, without prejudice to any other rights or remedies of Government, recover from me the said sum as an arrear of land revenue, under the provisions of the Bombay Land Revenue Code, 1879. And I agree that any variation of the terms of the said Bond will not discharge me from my liability to pay the said amount.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 195.

Signed by the abovesigned Surety in the presence of—

(1)

(2)

## APPENDIX 63

1. The following minimum scales of pay have been laid down by Government for teachers in non-Government Secondary schools:—

A. *Pay Scales for the teaching staff.*—(1) For (untrained) Matriculate or S. L. C.—Rs. 50—5½—58.

(2) For trained matriculates the minimum and maximum should be Rs. 56 and Rs. 120 respectively. The maximum should be reached in 22 to 25 years and the annual increments should not be less than Rs. 2 for the first ten years of the scale and not less than Rs. 3 for the later years.

For Intermediate Trained teachers any scale actually granted to them and admitted hitherto for purposes of Government grant should be allowed to be continued and admitted for Government grant. This concession, however, should be only personal to present incumbents. New Intermediate teachers should be given four advance increments (Rs. 3 only) in the scale of Matric S.T.C., if the teacher has passed the Intermediate and S.T.C. or equivalent examination.

Intermediate trained teachers already in service but not enjoying any special scale should also be given four advance increments in the Madras S.T.C. scale.

(3) For (untrained) graduates—Rs. 70—2—74.

(4) For graduates with S.T.C. or T.D. the minimum and maximum should be Rs. 75 and Rs. 160 respectively. The maximum should be reached in 20 to 23 years and the minimum annual increment should be Rs. 4.

Graduates with S.T.C. who obtained Training qualifications previous to 1939 should be eligible to the scale for Graduates with B.T. on completion of 15 years service as S.T.C. The "deemed trained" Graduates should also be considered eligible, provided the S.T.C. (deemed trained) service starts from a date not later than 31st December 1939.

Teachers who have taken the Diploma of Physical Education of the Training Institute for Physical Education, Kandieli, should be placed on par with those possessing S.T.C. qualifications, the extra allowance or pay at present available to such teachers being merged in increments in the S.T.C. scale now made available. In respect of B.T. Graduates with the Kandieli Diploma of Physical Education, the special allowance for Kandieli Diploma at present available to them should continue on the present terms.

A B. A., S.T.C. with Physical Education, Diploma should also be given the special allowance in addition to the B. A., S. T. C. scale.

(5) For graduates with B. T. the minimum and maximum should be Rs. 80 and Rs. 200 respectively. The maximum should be reached in not less than 20 and not more than 23 years and the annual increment should not be less than Rs. 5.

B. *Pay Scales for non-teaching staff.*—Government have laid down that managements ought to adopt suitable scales for the non-teaching staff with the approval of the Department. The scales applicable to the similar staff in Government service in the Educational Department, should be regarded as model ones for approving the scales of non-Government Secondary schools.

## 2. SPECIAL ALLOWANCES FOR THE HIGH COST OF LIVING.—

A. *Local allowance.*—Secondary teachers at expensive places such as Bombay, Ahmedabad, Sholapur, Surat, Poona and Hubli should be granted compensatory local allowance and/or house rent allowance on the lines allowed to Government servants in G. O., P. D., No. 4567/33-IV of 15th January 1949. As regards Bombay City and Salsette Island, Government will have no objection to managements giving suitable consolidated pay-scales, inclusive of compensatory local allowance and house rent allowance, with the previous approval of the Department.

(B.) No. 2—45 (Muz.)

B. *Dearness allowance*.—The following instructions are laid down for the guidance of the managements in modification of all previous orders issued by Government in this respect :—

(i) The payment of dearness allowance to the teaching as well as non-teaching staff should be continued so long as the scheme of dearness allowance to Government servants continues.

(ii) Government shall continue to pay the 50 per cent. special dearness allowance grant to non-Government secondary schools, provided these schools, pay, with effect from 1st June 1940, to their teaching and non-teaching staff dearness allowance at the rates sanctioned from time to time for Government servants. The present Government rates are as under :—

Pay.	Dearness allowance per month, Rs.			
Upto Rs. 50	..	..	..	35
Rs. 51 to 100	..	..	..	45
Rs. 101 to 150	..	..	..	50
Rs. 151 to 200	..	..	..	55
Rs. 201 to 300	..	..	..	60
Rs. 301 to 500	..	..	..	70
Rs. 501 to 750	..	..	..	85
Rs. 751 to 1,000	..	..	..	100

### 3. PAY SCALES FOR FULL-TIME TEACHERS FOR SPECIAL SUBJECTS.—

The following scales are laid down for full-time teachers for special subjects :—

- |   |  |
|---|--|
| (1) A teacher of Drawing holding the Drawing Teacher's Certificate. | Matric S.T.C. scale.                                 |
| (2) A teacher of Drawing holding the Master's Certificate.          | Rs. 62-3-42—E.E.—4—140.                              |
| (3) A teacher of Drawing holding the Art Master's Certificate.      | B.A., S.T.C. scale with advance increments upto two. |
| (4) Physical Instructor with approved qualifications.               | Matric S.T.C. scale.                                 |
| (5) Hindustani teacher with approved qualifications.                | Matric S.T.C. scale.                                 |

The above scales are, for full-time special teachers only, the part-time teachers being given remuneration proportionate to the hours of work assigned to them.

### 4. ADVANCE INCREMENTS FOR HIGHER ACADEMIC QUALIFICATIONS.—

The following advance increments are prescribed for higher academic qualifications :—

Higher attainments.	Amount. Rs.
First Class in the Bachelor's degree.	15
Second Class Honours in the Bachelor's degree	5
First Class in the Master's degree	15
Second Class in the Master's degree	10

The additional amounts for the Second or First Class Master's degree will not be in addition to the amounts for the Second or First Class Bachelor's degree.

These benefits are admissible to the teachers already in service also.

5. *B*—In case of B.A., D. Sc. there would be no difficulty in fixing the pay of these persons, as the actual increments are of Rs. 5. In case of B.A., S.T.C. the pay with added amounts for higher attainments would not fall in the grade. It should, therefore, be fixed in the nearest higher stage in the grade. Thus a first class B.A.'s pay would be Rs. 70 plus Rs. 15—Rs. 85 which is not a stage in the S.T.C. scale. It should be fixed at Rs. 86 in the scale of Rs. 74—8—114—4—130—6—162.

A fixed amount of Rs. 10 should be given to an M. Ed. and/or T. D. of United Kingdom in addition to what additional amounts the teacher concerned may be getting for other attainments.

5. The pay scales for men and women teachers should be the same. In places where it may be difficult to secure the services of women teachers, managements may give advance increments upto 4.

6. No separate pay scales are laid down for Heads of Middle schools. They may be given a fixed allowance ranging from Rs. 20 to 35 over their pay scales as teachers according to the size of the school, the qualifications and experience of the Head and the financial condition of the management.

7. The following three pay-scales and rates of duty allowance are prescribed for the Heads of High Schools and the managements will be allowed to adopt any of them with due consideration for the size of the school, their financial condition, the qualifications and experience of the candidate and the type of work which the managements aim at:—

		Pay scales	Duty allowance.
		Rs.	Rs.
Class III	..	200—10—300	40—75
Class II	..	250—10—350	50—100
Class I	..	300—15—450	100—200

The managements of schools should be at liberty to choose with the sanction of the Education Department, either of the three scales with due consideration of the size of the school, their financial condition, the qualifications and the experience of the candidate and the type of work which the managements aim at.

Schools with more than 800 pupils are not necessarily required to give the highest scale of pay to the Headmaster.

No procedure is laid down to give credit for past service as assistant and/or Head Master while fixing the pay of the Heads of school in any of the prescribed scale as in the scale of assistant teacher. There should, however, be no objection to the fixation of the initial pay by the managements of schools at a higher stage in the scales provided the qualifications

and experience of the Head Master warrant it. The management should be allowed to sanction a scale suitable to the Head Master according to his qualifications and length of service. Such pay should be held admissible for purposes of Government grant, if the pay and the scale are approved by the Department. Similarly the duty allowance which is to be paid in lieu of Head Master's scale should be allowed to be fixed anywhere within the minimum and maximum of the grades with the approval of the Director of Education.

As in the case of teachers, Heads of High Schools should also be granted compensatory local allowance and/or house rent allowance on the lines allowed to Government servants in G. B., F. D., No. 6567/23-1V, dated 15th January 1918.

8. In large-sized schools where two heads are necessary for the efficient management, the senior Head should be given the scale or the duty allowance which would be reasonable for the size and the type of the school and the junior Head an appropriate lower scale or allowance, out of the three classes prescribed in para. 7 above.

9. If schools catering for the well-to-do classes or other types of schools do not seek Government grant, it is open to them to adopt their own pay scales and fee rates with the approval of the Education Department.

10. Though it is not ordinarily permissible to deviate from the prescribed scales of pay, there is no objection to management giving advance increments ordinarily upto four at the start to teachers in places and areas where it may be difficult to secure teachers with proper qualifications on the prescribed initial salaries.

11. The following procedure should be laid down for fixing the salaries of teachers in the prescribed scales:—

(1) Service in schools which are on the recognised list on the day on which the revised scales come into force should be counted for the purpose of fixation of pay. There is no objection to service in schools while on recognised list in the past and which are either non-existent or un-recognised now being counted for this purpose. The onus of giving satisfaction regarding the period of service to the management shall be on the teacher concerned.

(2) Teachers who have put in a service of 10 years or more in schools which are on the recognised list on the day on which the scales come into force should be deemed to have obtained the S.T.C. and they should be placed in the S.T.C. scale from the date on which they completed 10 year's service. Service prior to such date shall be treated as untrained.

(3) A teacher should be brought up to the minimum of the new scale due to him in case his present salary is less.

(4) Credit for service up to 15 years immediately preceding the date of the adoption of the new scales, should be given in such a way that a teacher may get one increment for every completed service of three years. The previous service of teachers in other schools up



to 15 years should also be taken into account. For "trained" and "untrained" parts of service during this maximum period of 15 years to be credited for, increments should be calculated as shown in the following table :—

	Untrained	S.T.C. or T.D.
Male .. ..	Rs. 2 per year ..	Rs. 2 per annum for the first 10 years and then Rs. 1 per annum.
Female .. ..	Rs. 1 per year ..	Rs. 4 per year. B. T. Rs. 5 per year.

The credit for untrained service is only for past adjustments and will be available for untrained service exceeding 5 years. The limitation of 5 years namely "credit for the untrained service 5 years" should be applicable only in the case of teachers who are not trained at present, trained teachers getting credit for untrained and trained service upto the maximum of 15 years under sub-para. 4 of (3). The number of years of past service should first be multiplied by the increments permissible according to the table given above and the total amount of increments thus worked out should be divided by three. The resultant (excluding fractions) will represent the amount to be added by way of adjustment to the present pay (i. e., basic pay in the pre-revision scale exclusive of special pay, personal pay, technical pay, temporary additional pay (i. e., interim relief) or any other species of pay) or the minimum of the new scales, whichever is greater, provided that salary so revised shall not exceed the salary which the teacher would have obtained if his entire service (i. e., service up to 15 years which is to be taken into account for the sake of adjustments and for which credit is actually admissible under this recommendation) had been in the new scale or scales. The breaks in service in the 15 years' service to be taken into account for adjustment owing to the teacher's having given up the teaching line for better jobs in other lines should not be condoned and service prior to such breaks should not be counted. The breaks due to non-employment during vacations and up to any period in June, if the teacher rejoins in the same or another school, should however, be condoned and service prior to such breaks should be counted for purposes of adjustment.

(5) If the pay so revised does not fit in the new graded scale, the necessary addition should be made to bring the teacher up to the next higher stage of the scale.

(6) If a teacher is in receipt of a salary (inclusive of basic pay and interim relief, if any) which is higher than the maximum permissible under the proviso in (4) above, the existing pay should not be reduced, nor should the excess be absorbed in further increments, but the individual teacher should be allowed to draw regular increments starting from this present pay, provided the maximum salary admissible for grant is restricted to the maximum of the scale applicable to the teachers.

12. Night schools are exempted from the operation of the prescribed pay scales.

(G. O., L. & I. D. No. 650 of 15th May 1943, 6th November 1944, 15th November 1946 and 26th April 1949.)



## APPENDIX 69

## A MEMORANDUM OF GENERAL PRINCIPLES TO REGULATE THE ENFORCEMENT OF RESPONSIBILITY FOR LOSSES SUSTAINED BY GOVERNMENT THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS.

1. Means should be devised to ensure that every Government servant recognises fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or negligence on his part, and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he contributed to the loss by his own action or culpable negligence. The cardinal principle governing the assessment of responsibility in such cases is that every public officer should exert the same vigilance in respect of public expenditure and public funds generally as a person of ordinary prudence would exercise in respect of the expenditure and the custody of his own money. While, therefore, Government are prepared to condone an officer's honest errors of judgment involving financial loss, provided the officer can show that he has done his best up to the limits of his ability and experience, they are determined to penalise officers who are dishonest, careless or negligent in the duties entrusted to them. The extent to which the action or negligence of the officer was culpable must be ascertained by enquiry in each instance.

2. It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, negligence, financial irregularity, etc. If the irregularity is detected by audit in the first instance, it will be the duty of the audit officer to report immediately to the administrative authority concerned. If the irregularity is detected by the administrative authority in the first instance, and if it is one which should be reported to the audit officer in terms of Article 29, Civil Account Code, Volume I, he must make that report immediately. Every important case should be brought to the notice of superior authority as soon as possible—the administrative authority should report to his superior and the audit authority to his superior. Should the administrative authority require the assistance of the audit officer in pursuing the investigation, he may call on that officer for all vouchers and other documents that may be relevant to the investigation; and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance to Government who will then regulate with the audit officer for the services of an investigating staff. Thereafter, the administrative authority and the audit authority will be personally responsible, within their respective spheres, for the expeditious conduct of the enquiry.

Where account offices exist intermediary between audit and the administrative authority, the account offices will discharge the functions prescribed above for audit, but a report, will still be necessary to the audit officer in terms of Article 29 of Civil Account Code, Volume I.

3. In any case in which it appears that recourse to judicial proceedings is likely to be involved, competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence a prosecution should be attempted unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.

4. In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter should also be called strictly to account and his personal liability in the matter carefully assessed.

5. The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of the officer's pecuniary liability it will be necessary to look not only to the circumstances of the case but also to the financial circumstances of the officer, since it should be recognised that the penalty should not be such as to impair the Government servant's future efficiency.

In particular, if the loss has occurred through fraud, every endeavour should be made to recover the whole amount lost from the guilty persons, and if culpable laxity of supervision has facilitated the fraud, the supervising officer at fault may properly be penalised either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay.

It should always be considered whether the value of Government property or equipment lost, damaged, or destroyed by the carelessness of individuals entrusted with their care (e. g., a policeman's rifle, a touring officer's tent, a factory motor lorry, an engineer's instrument) should not be recovered in full up to the limit of the officer's capacity to pay.

6. One reason why it is important to avoid delay (vide paragraph 2 preceding) is that in the course of a prolonged investigation Government servants who are concerned may qualify for pension, a contingency which is in the circumstances undesirable for the following reason. A pension sanctioned under the Civil Service Regulations cannot be reduced or withheld for misconduct committed prior to retirement, and, although an order to reduce or withhold a pension admissible under the Bombay Civil Services Rules would not be irregular Government would naturally feel considerable reluctance in passing such an order in the case of a pension already sanctioned. It follows from this that, as a primary precaution, steps should be taken to ensure that an officer concerned in any loss or irregularity, which is the subject of an enquiry, is not inadvertently allowed to retire on pension while the enquiry is in progress, and accordingly, when a pensionable Government servant is concerned in any irregularity or loss, the authority investigating the case should immediately inform the Accounts or Audit Officer responsible for reporting on his title

to pension and the authority competent to sanction pension, and it will be the duty of the latter to make note of the information and to see that pension is not sanctioned before either a conclusion is arrived at as regards the Government servant's culpability, or it has been decided by the sanctioning authority that the result of the investigation need not be awaited.

7. The fact that officers who were guilty of frauds or irregularities have been demobilised or have retired and have thus escaped punishment, should not be made a justification for absolving those who are also guilty but who still remain in service.

(File G. R., F. D., No. 3191 of 24th May 1930)

The above instructions have been supplemented by G. R., F. D., No. 3191 of 20th September 1934 as under :—

(1) All losses of the kind referred to in Article 29 of the Civil Account Code, Volume I, must be reported forthwith by the officer concerned, not only to the Audit Officer, but also to his own immediate official superior. Reports must be submitted as soon as reasonable grounds exist for believing that a loss has occurred; they must not be delayed while detailed enquiries are made.

(2) Reports submitted under (1) above must be forwarded forthwith to Government through the usual channel with such comments as may be considered necessary.

(3) As soon as a reasonable suspicion exists that a criminal offence has been committed the senior officer of the department concerned present in the station will report to the District Magistrate and ask for a regular police investigation under the Code of Criminal Procedure, 1893.

(4) If the District Magistrate agrees that an investigation may be made, the senior officer of the department concerned present in the station will (a) request the District Magistrate to arrange for the investigation to proceed from day to day, (b) see that all witnesses and documents are made available to the investigating officer; and (c) associate with the investigating officer an officer of the department who is not personally concerned with the irregularity leading up to the loss, but who is fully cognizant of the rules and procedure of the office in which the loss has occurred.

(5) When the investigation is completed an officer of the department (accompanied by the officer who attended the investigation) must be made available for conferences with the authority who will decide whether a prosecution should be instituted. If it is decided not to prosecute, the case must be reported through the usual channel to Government for orders.

(6) If it is decided to prosecute, the departmental representative will ascertain from the prosecuting officer whether, having regard to the engagements of the prosecuting staff, and the state of work in the court which would ordinarily hear the case, it is necessary to move the District Magistrate to make special arrangements for a speedy trial and will request the prosecuting officer to make any application that he may think necessary.

(7) When the case is put into court by the Police the senior officer of the department concerned present in the station will see that all witnesses serving in the department, and all documentary evidence in the control of the department, are punctually produced, and will also appoint an officer of the department (preferably the officer who attended the investigation) to attend the proceeding in court and assist the prosecuting staff.

(8) If any prosecution result in the discharge or acquittal of any person, or in the imposition of a sentence which appears to be inadequate, the senior officer of the department concerned will at once consult the District Magistrate as to the advisability of instituting further proceedings in revision or appeal, as the case may be, and if the District Magistrate is of opinion that further proceedings are necessary, will request him to proceed as he would in any other case.

Appeals against acquittals can be made only under the orders of Local Government.

(9) The senior officer of the department concerned present in the station will see that in addition to the reports required under (1), (2) and (3) above, prompt reports are submitted to Government through the usual channel regarding :—

- (a) the commencement of a police investigation;
- (b) the decision to prosecute in any particular case;
- (c) the result of any prosecution;
- (d) the decision to proceed further in revision or appeal in any case;
- (e) the result of any proceedings in revision or appeal.

(10) Notwithstanding anything contained in (2)-(9) above, the senior officer of the Department concerned present in the station may, if he thinks fit, refer any matter through the usual channel for the orders of Government before taking action.

Note.—In F.O.S., the Superintending Engineer concerned will describe the duties imposed above on the senior officer of the Department concerned, present in the station.

## APPENDIX 70

INSTRUCTIONS ISSUED UNDER SECTION 23(4) AND SECTION 24(1) OF THE  
BOMBAY PRIMARY EDUCATION ACT 1947

Under the powers conferred by sub-section (4) of section 23 and sub-section (1) of section 24 of the Bombay Primary Education Act, 1947, Government is pleased to issue the following instructions:—

1. Instructions to the S&T Selection Committees for the selection of candidates for appointment as primary schools teachers, vide Schedule A.
2. Instructions for the guidance of the Staff Selection Committees for the selection of District School Board and Municipal School Board teachers to be deputed for training in Primary Training Institutions, vide Schedule B.
3. Instructions for the guidance of the Staff Selection Committees for the selection of teachers for deputation for the various short-term Training Courses, vide Schedule C.
4. Instructions to the Staff Selection Committees for the selection of candidates for appointment to the Administrative and Ministerial Branches of the District School Board Service, vide Schedule D.
5. Executive instructions for the guidance of the Administrative Officers, vide Schedule E.

(G. R., E. & I. D., No. 7840 of 20th April 1948.)

## SCHEDULE A :

*Instruction issued by the Provincial Government under section 23(4) of the Bombay Primary Education Act, 1947 to the Staff Selection Committees for the selection of candidates for appointment as Primary School teachers*

1. In framing an estimate of the vacancies likely to arise in the ensuing school year in the teaching staff, as required under Primary Education Rule 62, the Administrative Officer as Secretary of the Staff Selection Committee shall take into account the additional staff required under schemes of expansion as well as for filling vacancies due to normal wastage, deputation to various training courses etc. and shall take steps to invite applications, by advertisement in one or more local papers in the third week of April, from persons who have passed:—

- (i) the Primary School Certificate Examination;
- (ii) the Matriculation Examination;
- (iii) the School Leaving Certificate Examination before 1949 and the Secondary School Certificate Examination from March, 1949;
- (iv) the Lokashala Examination;

(v) in all subjects, except English, at the Matriculation, School Leaving Certificate or Secondary School Certificate Examination and have secured in these other subject 40 per cent or more marks or such lower percentage of marks as may, for the time being, be accepted in any particular District or area in respect of the Primary School Certificate Examination ;

(vi) the Secondary School Certificate Examination of the Shriamaji Nathibai Damodhar Thackersey Indian Women's University, Bombay, and have obtained 40 per cent or more marks ;

(vii) the Entrance Certificate Examination of the S.N.D.T. Indian Women's University, Bombay, in all subjects, except English, and have obtained, 40 per cent or more marks ;

(viii) the Indian Army Special Certificate Examination (in the case of ex-Army personnel).

Applications shall be allowed the minimum period of one month from the date of advertisement within which they should submit their applications.

2. The Administrative Officer shall maintain a register, in the accompanying form separately for qualified and unqualified candidates for the use of the Staff Selection Committee of all the candidates who apply in response to the advertisement for employment as Primary School teachers. Separate registers shall be maintained in respect of candidates who are (1) Advanced, (2) Intermediate and (3) Backward.

3. Applications from qualified candidates should be classified into those from—

- (i) the Advanced Classes,
- (ii) the Intermediate Class and
- (iii) the Backward Classes.

and by languages.

Separate lists of each community and for each language should be prepared as laid down in Rules 4, 5 and 6.

Note.—Applications from unqualified candidates should not be taken into consideration.

4. For interview of the candidates those who are trained i. e. hold the 2nd Year Primary Training College Certificate or have passed the Lokashala or Secondary School Certificate (or an equivalent) Examination should receive preference over those who have passed merely the Primary School Certificate Examination.



5. In the case of candidates who have passed merely the Primary School Certificate Examination, the names should be arranged in each list prepared under Rule 3 in the following order:—

(A) The names of candidates who have passed the Primary School Certificate Examination with the following minimum percentages of marks or more should be arranged in order of merit (i. e. according to the percentage of marks obtained by each candidate). Where two or more candidates have obtained the same percentage of marks the names should be arranged alphabetically:—

(i) Advanced Classes ..	..	..	55 per cent.
(ii) Intermediate Classes ..	..	..	50 per cent.
(iii) Backward Classes ..	..	..	45 per cent.

Notes.—(1) In the case of candidates who passed the Primary School Certificate Examination with the Agricultural Bins prior to 1949 or who pass the Primary School Certificate (Basic) Examination in 1949 or thereafter the minimum percentages indicated above should be lowered by 5, i.e. 50 per cent, 45 per cent and 40 per cent in the case of advanced, Intermediate and Backward Classes respectively.

(2) Marks in compulsory subjects only, i.e. (a) in five heads for the ordinary Primary School Certificate Examination, (b) in six heads in the case of Urdu candidates offering the regional language as the medium of examination in all subjects with Urdu as the compulsory extra language and (c) in six heads for the Primary School Certificate (Basic) Examination, should be taken into consideration. As the maximum marks for candidates under (b) and (c) are 800 each against 700 in the case of candidates under (a), the percentages for (b) and (c) should be calculated on the basis of 800 marks each.

(B) Immediately below the names of candidates in (A) above should be arranged the names of candidates in each list who have passed the Primary School Certificate Examination with less than the minimum percentages of marks indicated in (A) above. The names should be arranged in order of merit as in (A) above.

6. The Administrative Officer shall then place before the Staff Selection Committee the lists of candidates referred to in Rules 3 to 5 with the applications, and after ascertaining from the members of the Staff Selection Committee suitable and convenient dates and place, should arrange for the interview of the candidates referred to in Rules 4 and 5(A) whom the Staff Selection Committee desires to interview and should give the minimum notice of one week to each candidate to appear for the interview. If the number of candidates referred to in Rules 4 and 5(A) is found to be inadequate the Staff Selection Committee should also interview such number of candidates as it may desire from those referred to in Rule 5 (B) above.

7. At the time of the interview each member of the Staff Selection Committee should mark his impressions about each candidate's fitness for a teacher's post under the following heads :—

	Marks
(a) General knowledge including knowledge of a craft and Hindustani.	50
(b) Social Service (Adult Education, previous experience as a teacher in a Voluntary School, Village Uplift, Safai, etc.)	25
(c) Personality- .. .. .	25
Total	100

The marks obtained by each candidate from each member of the Staff Selection Committee should first be separately recorded and then totalled and the average percentage of marks thus obtained by each candidate at the interview should be worked out by dividing the total of the marks recorded by each member of the Committee by the number of such members. Thus if a candidate obtains 42, 54 and 38 marks from the three members of the Committee, the average percentage of marks in the interview of the candidate would be 45. While working out the average marks at the interview a fraction greater than or equal to  $\frac{1}{2}$  should count as one and less than  $\frac{1}{2}$  should be ignored.

In respect of candidates other than those mentioned in 5 (B), the percentage of marks at the interview should decide the order in which the names should be arranged finally for appointment. In the case of candidates referred to in 5 (B), the percentage of marks obtained at the interview should be added to their percentage of marks at the Primary School Certificate, etc. Examination, and their names should be arranged in order of the combined marks. The maximum of these combined marks will be 200.

8. The Staff Selection Committee, after interviewing the candidates, shall prepare on the basis of their final marking panels of selected candidates *separately* for—

- (i) the Advanced Classes.
- (ii) the Intermediate Classes and
- (iii) the Backward Classes.

In all cases candidates holding the qualifications in 5 (B) should be considered only when the lists of the other candidates are exhausted.

8A. Notwithstanding anything contained in instructions 1 and 3, the Administrative Officer may invite applications from, and the Staff Selection Committee may interview and include in the panels of selected candidates, persons whose studies suffered by reason of their participation in the Civil Disobedience Movement of 1942, notwithstanding their lack of the educational qualifications prescribed, provided that such persons

establish satisfactorily the fact of their participation in the said Civil Disobedience Movement and the participation had resulted in their not obtaining the prescribed qualifications.

9. If a candidate in the opinion of the Staff Selection Committee has such physical deformity as will not enable him to carry out his duties satisfactorily he need not be placed on the panel.

10. All available vacancies and those occurring in the course of the ensuing year shall be filled by the Administrative Officer by the selected candidates in the order referred to in rule 7 and in accordance with the percentages of appointments allotted to the various communities as in Schedule F.

All teachers so appointed shall be required to undergo training in such courses as may be laid down by Government from time to time and to execute agreements in such forms as may be provided by Government.

Note.—In the case of authorized Municipalities percentage of the District concerned as given in Appendix F, should be taken into consideration unless there are reasons to the contrary in which case the Staff Selection Committee should make a reference to Government through the Director.

11. For meetings of the Staff Selection Committee a week's minimum notice shall be given, and two members shall form a quorum.

12. To meet the needs of Backward and Forest Areas the Staff Selection Committee should give preference, as far as possible, to persons born and brought up in such areas provided they satisfy the minimum conditions laid down. The panels prepared by the Staff Selection Committee should contain the names of an adequate number of candidates belonging to this category.

13. No candidate may be selected for an appointment by the Staff Selection Committee unless his/her age is more than 18 years and less than 25 years. The Staff Selection Committee may, in special cases, to meet the shortage of teachers, select for the approval of the School Boards candidates whose age is above 25 years and who are otherwise eligible for employment. No person who is less than 16 years of age shall, however, at any time be selected for appointment as a Primary Teacher. The cases of persons whose age exceeds 25 years have to be approved by the School Board.

14. (1) Cases of teachers working in such private schools as may be taken over by a District School Board or an Authorized Municipality, shall be placed before the Staff Selection Committee, for consideration with a view to their selection for appointment in the service of the School Board concerned. The Staff Selection Committee should consider their cases sympathetically provided they are qualified and suitable.

(2) Cases of teachers who, prior to the coming into force of the Bombay Primary Education Act, 1947, were working in a temporary capacity and also of teachers, who were working in primary schools of merged State areas which have been completely merged in the area of the District School Board or Authorised Municipalities concerned, shall be placed before the Staff Selection Committee for review. The Committee should consider their cases sympathetically provided they are qualified and suitable.

15. Candidates for appointment in a District should, as far as possible, be selected from the district concerned.

16. Care should particularly be taken to see that teachers for village schools are normally selected for appointment from among candidates coming from the rural areas.

17. Names of candidates suggested by the Administrative Officer in accordance with the directions of the Staff Selection Committee and subject to the provisions of these instructions should be communicated to the Educational Inspector every quarter.

#### SCHEDULE B.

*Instructions issued by the Provincial Government under section 23(f) of the Bombay Primary Education Act, 1947, for the guidance of the Staff Selection Committees for the selection of District School Board and Municipal School Board teachers to be deputed for training in Primary Training Institutions.*

(1) In selecting School Board teachers for deputation for training the aim should be to ensure as far as practicable that—

(a) all qualified and untrained teachers below the age of 35 years, and

(b) all First Year Trained teachers below the age of 35 years,

are deputed for training—those under (a) for the full two years' course and those under (b) for the second year's course to complete their training.

(2) Teachers already in the permanent service of School Boards should be selected for training strictly according to their seniority, service and age, irrespective of their record, and without regard to the percentages fixed for communal quotas in Appendix F.

(3) In selecting teachers in School Board service for training, teachers with longer service should be given preference and ordinarily those with more than 30 years of age should be selected first, preference being given to those who are likely to complete the age of 35 years during the next year.

(4) First Year Trained teachers in the service of School Boards within the age group of 35 to 40 years should ordinarily be selected for deputation as a matter of course for the completion of their training.

(5) First Year Trained teachers in the service of School Boards within the age group of 40 to 45 years may be selected for deputation to complete their training if they show keenness, provided they are fit and are likely to benefit by such training and provided places can be found for them in Training Institutions.

(6) All School Board teachers below the age of 40 years who had passed or failed previously in the First Year Examination, and all women School Board teachers below the age of 40 years who passed or failed previously in the Senior First year Examination may be selected for training in the Second Year Class provided they are fit and are likely to benefit by such training. Similarly all School Board teachers within the age group 40 to 45 years who had passed or failed previously in the First Year Examination and in the case of women in the Senior First Year Examination may be selected for training in the Second Year Class if they show keenness to complete their training, are fit and are likely to benefit by such training and provided places can be found for them in Training Institutions.

(7) Qualified untrained teachers within the age group 35 to 45 years should only be selected for a Term's Training in Pedagogy, but if such teachers show keenness to undergo the full training Course and are fit and are likely to benefit by such training they may be selected for deputation for training, provided places can be found for them in Training Institutions.

#### SCHEDULE C

*Instructions for the guidance of the Staff Selection Committee for the selection of teachers for deputation for the various Short-term Training Courses issued by Government under section 23(4) of the Bombay Primary Education Act, 1947.*

(1) Fresh candidates selected for appointment as teachers may be required to undergo a Short-term Training Course. They should clearly given to understand that this Short training does not replace the usual training for 2 years which they will have to take in due course.

(2) Untrained qualified teachers of the age group 35-45 already in the service of School Boards who were treated as "deemed trained teachers" may be required to undergo a Short-term Training Course. While selecting teachers for these courses, those who are likely to complete their 45th year within a year or two should be first selected.

#### SCHEDULE D

*Instructions issued by the Provincial Government under section 23(4) of the Bombay Primary Education Act, 1947, to the Staff Selection Committee for the selection of candidates for appointment to the Administrative and Ministerial Branches of District School Board Service.*

##### (I) ADMINISTRATIVE BRANCH

1. The Administrative Officer, as Secretary of the Staff Selection Committee, shall follow the procedure laid down in Rule 62 of the Bombay Primary Education Rules, 1948, for the selection of candidates for posts

in the Administrative and Ministerial Branches. The instructions providing for advertisements, the issue of notices for the interview of candidates, and for a quorum for the Staff Selection Committee meeting etc. issued in respect of the selection for appointment of Primary School teachers should generally be followed in this case also so far as they may be applicable.

2. Candidates possessing the following minimum qualifications shall only be selected for appointment by the Staff Selection Committee for the undermentioned posts :—

<i>Assistant Administrative Officers</i>	.. Trained graduates (B.A., B.T.) with at least 3 years' teaching experience.
<i>Attendance Officers and Supervisors</i>	.. (i) Trained graduates (B.A., B.T.) with 3 years' teaching or administrative experience. (ii) Non-graduates or Matriculates with the Secondary Teachers' Certificate and with at least 10 years' teaching experience. (iii) Trained Primary teachers with at least 15 years' teaching experience.

*Notes.*—(i) 50 per cent of the posts of Attendance Officers should be treated as reserved for the appointment of selected and suitable primary school teachers. Teachers selected for these posts should be men of integrity and should possess considerable amount of initiative, enthusiasm and local influence.

(ii) The maximum age limit in the case of fresh recruits for recruitment to the Administrative Branch shall ordinarily be 30 years. Cases requiring the relaxation of the upper age limit shall be referred to the School Board.

3. The Staff Selection Committee should also review the Assistant Administrative Officers, Attendance Officers and Supervisors who have been appointed temporarily before the coming into force of the Bombay Primary Education Act, 1917, provided they have not been confirmed.

## (II) MINISTERIAL BRANCH

1. *Clerks.*—No person shall be appointed as a clerk unless he has passed the Matriculation, the School Leaving Certificate, the Secondary School Certificate or such equivalent qualifying examination as may be prescribed by Government from time to time for recruitment for the ministerial Branch in Government service.

*Note.*—As regards confirmation etc. in the Ministerial Branch, the conditions as in Schedule G shall apply.

2. The age limits prescribed for recruitment to the Ministerial Branch in Government service in the Bombay Civil Services Rules and the Bombay Civil Services Classifications and Recruitment Rules shall apply in the case of direct recruitment to the Ministerial Branch under the School Boards.

3. If in the opinion of the Administrative Officer, there is no suitable person in the office of the School Board who can be promoted to the post of office Superintendent, the post should be filled by direct recruitment through the staff Selection Committee. The candidates for the post shall have passed at least—

(i) the Matriculation or such equivalent qualifying examination as may be prescribed by Government from time to time for recruitment to the Ministerial Branch in Government Service, and

(ii) the School Board Accounts Clerks' Examination, and

(iii) have put in a minimum service of 15 years as School Board Clerks.

4. The Staff Selection Committee should also review the cases of the candidates who have been appointed temporarily before the coming into force of the Bombay Primary Education Act, 1947, provided they have not been confirmed.

#### SCHEDULE B

*Executive instructions for the guidance of the Administrative Officers issued by the Provincial Government.*

1. The Administrative Officer as a Government servant shall follow the rules in the Bombay Education Manual, the Bombay Civil Services Rules and such other rules applicable to Government servants of his class and such orders etc. as may be issued from time to time by Government or other competent authorities, so far as they may be applicable. In regard to casual leave, he should observe generally the instructions issued from time to time by the Department to regulate such leave. Before proceeding on casual leave he should invariably inform the Chairman of the School Board and the Educational Inspector of the District.

2. The Administrative Officer of a Municipal School Board should comply with the request of the Authorised Municipality to attend any of its meetings at which such body may consider the Administrative Officer's presence necessary. He need not, however, attend party meetings of any party in the Authority Municipality.

## SCHEDULE F

*Statement showing the Distribution of appointments among the different communities*

Serial No.	District.	Percentage of appointments.		
		Advanced.	Intermediate.	Below.
1	2	3	4	5
1	Bombay Suburban District	20	60	20
2	Thane	10	50	40
3	Kolaba	10	70	20
4	Ramagiri	10	65	25
5	Kank	10	60	30
6	Purna	10	70	20
7	Satara	10	70	20
8	Nhalepur	10	70	20
9	Ahmednagar	10	65	25
10	East Khandesh	10	70	20
11	West Khandesh	10	65	25
12	Ahmedabad	15	65	20
13	Kaira	10	65	25
14	Bhavnagar	10	60	30
15	Panch Mahals	10	55	35
16	Surat	10	65	25
17	Dharwar	10	70	20
18	Holgaum	10	70	20
19	Dapoor	10	70	20
20	Karnata	20	60	20



## SCHEDULE G

1. All new entrants shall appear for the Accounts Clerk's Examination within four years of recruitment, provided that in the case of any such entrant the said period may be extended by the Director on the recommendation of the Administrative Officer in the case of the District School Boards by a period not exceeding two years. All new entrants shall be on probation and shall not be confirmed or given any increment until they pass the said examination, provided that those who fail to pass the examination may, if their work is otherwise satisfactory, be confirmed in the lowest grade of the clerical cadre and given increments after confirmation but shall be debarred permanently from promotion to a higher grade.

2. Save as otherwise provided in Rule 3, no clerk already in service shall be promoted to a higher grade unless he has either passed the Accounts Clerk's examination, or been exempted by the Director on the recommendation of the Administrative Officer in the case of District School Boards for reasons to be recorded in writing. Before giving or withholding his approval the Director shall consult the Examiner, Local Fund Accounts, and in the case of disagreement between the Director and the Examiner, Local Fund Accounts, the case shall be submitted for orders to Government.

3. No person shall act as an Accountant of a School Board for more than six months or be confirmed in the post of Accountant or given any increment unless he has passed the School Board Accountant's examination or obtained a certificate of competency from the Examiner, Local Fund Accounts, or been granted full or partial exemption from these provisions by the Director with the concurrence of the Examiner, Local Fund Accounts, on the recommendation of the Administrative Officer in the case of District School Boards. In case the Director and the Examiner, Local Fund Accounts, disagree, the case shall be submitted for orders to Government.

4. When a vacancy occurs in the post of an Accountant of a School Board, if there are more candidates than one who have passed the School Board Accountant's Examination or obtained a certificate of competency from the Examiner, Local Fund Accounts, or who have been granted full exemption under the provisions of Rule 3, the appointment shall be made having regard to the seniority in service and the general efficiency of the candidates.

If on the date on which any such vacancy occurs, there is no clerk who has passed the School Board Accountant's examination or obtained a certificate of competency from the Examiner, Local Fund Accounts, or who has been granted full exemption from the provisions of Rule 3, the clerk who passes the said Accountant's examination first after such date shall be appointed to the post, but if more clerks than one pass the said examination on the same date, the appointment shall be made having regard to their seniority in service and general efficiency.

Note.--For the purposes of Rule 4, where no separate post of an accountant has been sanctioned, the head clerk shall be deemed to be the accountant.

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5. Any increment withheld under Rule 1 shall become payable on the date of the declaration in the *Bombay Government Gazette* of the new entrant concerned having passed the said examination or of his confirmation, whichever is earlier.

6. Any increment withheld under Rule 3 shall become payable on the date of the declaration in the *Bombay Government Gazette* of the Accountant concerned having passed the said examination or on the date of his obtaining the certificate of competency or full or partial exemption under the said Rule.

7. The period during which any increment shall have been withheld under Rule 1 or Rule 3 shall at the time of restoring the increment be taken into consideration in calculating the future increments to which the new entrant or accountant, as the case may be, would otherwise be entitled.

Provided that such new entrant or accountant shall not be entitled to recover any arrears of increments for the period for which such increments were so withheld. -

## APPENDIX 71

## PART II

*Instructions regarding inspection and examination of Primary Schools.*

1. An Inspecting Officer will pay as many visits as may be practicable to each school in his District during the year. During the course of these visits, he will investigate thoroughly the organization of the school, the enrolment and attendance of children of school-going age, the character of the instruction, the attitude, working habits, progress and attainments of the pupils, and the place which the school fills in the community. He will endeavour to discover whether the school life aims at inculcating ideals of social service and whether adequate opportunities are provided for the practice of such service.

2. The Inspecting Officer will, from time to time, meet members of the village school committee and parents and teachers in order to discuss with them the main problems of primary education in the village and attendance of children and projects for increasing the usefulness and efficiency of the school.

3. (a) The head teacher with the help of his assistants will examine his school fully at least twice a year in September and in February and will record in the Examination Register the results in each subject in each standard, and will write a report thereon in the space provided.

(b) The examination papers of the pupils, a copy of the questions in the case of the upper standards and the Examination Register containing results and reports are to be kept in the school for reference for twelve months, or for such further period as the Inspecting Officer may direct. Such papers, questions, results and reports should be closely scrutinized at his next visit by the Inspecting Officer. As soon as the head teacher's examination is completed the class-marks should be entered in the progress form (individual record of pupils).

4. Pupils will be classified in the standards according to their attainments and mental development. As a general rule, pupils will be expected to advance through a standard each year. The system of promotions and general organization of the school should allow of the promotion of pupils at other than yearly intervals, in order to avoid either premature promotion or undue retardation. The classification of pupils will be based mainly upon their capacity and attainments in the Mother-tongue and Mathematics. The progress form showing the progress of the child will be valuable as showing the position of the child with regard to future opportunity. This form should be closely scrutinized by the Inspecting Officer, at each visit.

5. In considering the character of the organization of a school, and particularly of the larger schools, the Inspecting Officer will take into account the distribution of the staff, the amount of actual teaching done by the head teacher, the allotment of duties to assistant teachers, the methods of grading pupils, the measures adopted to prevent or remedy retardation of pupils, the means for dealing with backward pupils, the training and work of the junior teachers, the help and training given to weak teachers, and

generally, the arrangements of the head teacher for securing concerted and progressive effort throughout the school. The Inspecting Officer will also give consideration with due regard to the circumstances of each school, to the class room and school environment, and to the acquisition by the pupils of habits of prompt and cheerful obedience, and of self-activity, dexterity of hand, regularity, punctuality, neatness and cleanliness. He will further ascertain whether judicious use is made of a free period in each week.

In schools where two or more standards are taught by one teacher, the Inspecting Officer may require the pupils to be so arranged in groups that there will be full scope for individual work. This will be secured advancement for individual pupils at their proper rate of progress—the pupils above the average in ability at more than normal rate, and the slower pupils at their own proper pace.

In gauging the progress of pupils, the Inspecting Officer will attach due importance to a half-yearly examination conducted by the head teacher and recorded in the "Examination Register". At any visit during the year the Inspecting Officer may, at his discretion, examine any portion of the school, in order to obtain sufficient data for his estimate of the progress of the pupils and the general efficiency of the instruction. Such examination will be based upon the work as set out in the work-programmes of the school, and will take into account the amount, the order of development, and the character of the work presented. This is to be regarded as a test examination for inspection, not a regular promotive examination.

6. When assessing the value of the work of any teacher, the Inspecting Officer will take into account the length of time such teacher has been in charge of the school, or of the standard, or of the group of subjects, and will make such allowance as he may consider necessary.

7. In estimating the efficiency of the instruction, the Inspecting Officer will observe the standard of the class lessons, and ascertain their connection with the pupils directed silent study either preceding the class lessons or developing from them. Inspecting Officer will also note the part taken by the pupils in the work of instruction, their responsiveness and capacity to think and work for themselves, their power of expression, their interest in their work, and whether they are being incited to seek further information about the subject of the lesson. The Inspecting Officer will examine the recorded work to discover its standard and quality as shown from day to day. He will ascertain further from the teacher, and by discussion with the pupils whether a taste for reading is being cultivated through books obtained from the school library or other sources, and whether one of the aims of the school is to encourage the growth of special interests among the pupils.

8. At one of his visits, the Inspecting Officer will report upon the condition of the buildings and their suitability for the proper carrying out of the work of the school. He will also ascertain whether the Physical Training of the pupils is receiving adequate attention, whether in their school work pupils are required to assume bodily positions conducive to health, and whether the hygienic conditions of the class-rooms and premises, so far as they are within the teachers' control, are satisfactory.

9. During his visit, the Inspecting Officer will take note of any educational agencies connected with the school, such as craft work, school garden, the library, organised games, and will give due weight to their value in promoting the well-being of the school.

10. As a result of his inspection, the Inspecting Officer will assign the term "excellent" or "good", or "fair", or "poor", and his remarks will be regarded as the measure of the efficiency of the instruction given.

11. While the number of pupils presented by the school for the Primary School Certificate Examination and for Scholarships will furnish an important indication of the efficiency of the instruction, the Inspecting officer will take into account the character of the work of the school as a whole. In his estimate, he will give credit to a teacher who has successfully encouraged the senior pupils to take up courses of work in special or higher schools. At the same time, he will take into consideration the surroundings of each school so far as they are likely to affect the number of pupils presenting themselves for qualifications of these higher courses.

He will also give credit to a teacher if he has encouraged the growth of special interests among the pupils, and if he has paid particular attention to the pupils' personal and individual needs, to matters of adult education, social and community life, to training in matters of personal hygiene, habits of self-control and self-help. While assessing the work of a teacher, the Inspecting Officer should be thoroughly impartial and unbiased and guided by no consideration other than the interests of the school.

12. During his first visit to the school, in any school year, the Inspecting Officer may take what steps he considers necessary to satisfy himself that the work of the school has been conducted systematically in accordance with the work-programme during the period between the latest visit paid in the preceding school year and the close of that year. To enable this to be done, the work-programme covering this period, and all the recorded work, must be preserved and made available for inspection.

13. A confidential report on the work of the teacher should be submitted once every year in duplicate in the prescribed form.

14. The Inspecting Officers should abstain from making any remarks in matters administrative in the Visitors' Books. It should be noted that any remarks, pertaining to administration, should be communicated separately and officially to the Administrative Officer.

15. The Inspecting Officers shall, as far as possible, devote time to office work and the inspection of Primary schools as under :—

	Number of days to be devoted.
(i) Inspection of a 2nd grade school (not exceeding 100 pupils) .. .. .	1 day.
(ii) Inspection of a 1st grade school (exceeding 100 but not exceeding 300 pupils) .. .. .	2 days.
(iii) Inspection of a 1st grade school of over 300 pupils .. .. .	3 days.
(iv) Office work, (e. g., writing out Inspection Reports, reports enquiries held, etc. etc.), .. .. .	1 day per week.

(D. P. L. No. S. 55/422-D of 25th July 1933, No. P. 5/251-D of 27th March 1941  
and No. S. 54/453-D of 13th May 1940.)

(Bk) No. 2—68 (21st-4)

## II

*Progress Record*

Name of Pupil .....

Name of School .....

Marks obtained in

Spent.	Year.	Term.	Attendance	Remarks.
	First			
	Second			
	First			
	Second			
	First			
	Second			
	First			
	Second			
	First			
	Second			

N. B.—This form should be signed by the Head Master and attached to the Leaving Certificate when the pupil leaves the school.

*Annual Report*

on Mr.

Master,

School.

(1) Academic qualifications—

(2) Whether permanent, probationary or acting .....

(3) Length of service	Total service.	Service in this school.
on 1st April	Years. Months.	Years. Months.

(4) Whether resides in the village or not .....

I have formed the following opinion of his work, character and conduct :—

I. Class work—

II. School Activities—

(a) Interest in Physical Education and Games.

(b) Interest in community life and social activities.

III. Interest in adult literacy work.

IV. Personal—

(a) Private character .....

(b) Influence in the village .....

(c) Personal appearance, dress, manners .....

I give him the general mark—

Excellent, Good, Fair, Poor. \*

Dated 19 ..

(Designation of the Reporting Officer.)

(The following will be on the back of the Form.)

Deputy Educational Inspector's remarks (if any):—

Date Deputy Educational Inspector.

Administrative Officer's Note regarding action taken (if any).

Date Administrative Officer.

\*Excellent=Work much above the average, and teacher deserving of special promotion. (This is likely to be a very small class. This mark should not be given unless it is thoroughly deserved.)

Good=Up to satisfactory and deserving of promotion in the ordinary course.

Fair=Fairly satisfactory, but sufficiently below the mark as to deserve punishment.

## APPENDIX 73

RULES FOR PRIMARY TRAINING INSTITUTIONS FOR  
MEN AND WOMEN*General Rules*

*Rule 1*—Primary Training Institutions, Government as well as recognized, are maintained for the training of teachers in Primary Schools.

*Rule 2*—(a) Teachers in service of Local Authorities or of aided or voluntary schools or fresh candidates shall be admitted to a Government Training Institution on behalf of Local Authorities with the sanction of the Educational Inspector and subject to such restrictions as may be laid down by Government from time to time. A few persons from other States in India may be admitted by the Educational Inspector with the sanction of the Director of Education on payment of the fees prescribed for them.

(b) Teachers in service under Private Bodies or candidates seeking admission on their own initiative shall be selected and admitted to a non-Government recognized Training Institution by the Management concerned subject to such restrictions as may be laid down by the Department from time to time.

A few teachers in service may be deputed for training on behalf of School Board by the Educational Inspector to such of the recognised Training Institutions as are selected for the purpose by the Director of Education in consultation with the Managements concerned. Such teachers are not required to pay the tuition fees charged by the institutions. The loss in fee income on this account is made good by the payment of special fee grants to such institutions.

(c) Students who are admitted for training either to a Government or non-Government Training Institution shall ordinarily join the institution within one week from the date of the beginning of the term.

*Rule 3*—Selection of candidates to be admitted for training on behalf of a Local Authority or a Private Body is made by the Staff Selection Committee and by the Educational Inspector after considering the recommendations of the Administrative Officer of the School Board concerned in the case of the former, and of the Deputy Educational Inspector of the District in the case of the latter. Only those who are considered to be generally suitable for training and who satisfy the prescribed conditions of age and qualifications will be selected. In every case the decision of the Staff Selection Committee and the Educational Inspector as to the fitness of any student to be admitted for training shall be final.

*Rule 4*—(a) No fees are charged in Government Training Institutions to students under training except those admitted from other States in India the rate of fees charged to them being Rs. 250 per year in the case of Training Institutions for Men and Rs. 410 per year in the case of Women.



(b) A teacher who holds a permanent appointment under a School Board is paid by the Board his grade pay for the whole period of his training and is considered as on duty for purposes of Leave, Pension and Increment.

(c) Stipends at the rate of Rs. 20 per month for men and women are paid by Government to non-permanent teachers deputed for training on behalf of a Local Authority. The number and value of such stipends and the conditions under which they are to be awarded are determined by Government from time to time. Each stipend is ordinarily payable for 22 months during the period of 2 years' course of continuous training and for 11 months in the case of a year's training.

(d) No tuition fees are charged to any Backward Class candidates studying in a non-Government Training Institution, the loss in the fee income on this account being made good to the institution concerned by Government by the payment of a special fee grant.

(e) A few scholarships of the value of Rs. 20 per month each, tenable for the full course of training are awarded to Backward Class students (men and women).

**Rule 5.** Candidates admitted to a Training Institution shall be required to reside in the hostel attached to it, provided that accommodation is available. A student permitted to reside outside must satisfy the Head of the Institution as to the suitability of his residential arrangements.

**Rule 5-A.**—Every boarder will be required to join in such out-door games and to take such physical exercise as may be prescribed by the Head of the Institution, unless he obtains from the medical attendant a certificate stating that he is physically unfit. Every boarder will also be required to take part in the community life of the hostel, which may include such programme as Safai, celebration of festivals, organisation of committees to carry out special duties in connection with the hostel or the college, arrangements to keep a watch over hostel or college precincts or to look after the college or hostel property in times of emergency.

**Rule 6.**—Every teacher or candidate sent for training on behalf of a School Board shall, if he is a major, execute an agreement in the prescribed form (*vide* Special Educational forms, Group D, Numbers 12 and 37). If he is a minor, his legal guardian shall execute the agreement on his behalf (*vide* Special Educational Forms, Group D, Numbers 13 and 38). The agreement requires that the teacher or candidate, shall serve the School Board on whose behalf he is trained, for a period of at least 4 years on the completion of his training and that, if he fails to do so, he shall refund to Government or to the School Board as the case may be, such part of the amount of the stipend or duty pay received by him as is proportionate to the time by which the period of service actually rendered falls short of four years.

**Rule 7.**—The academic year is divided into two terms. The approximate dates on which the terms begin and end are:—

First term—From 15th June to 21st October.

Second term—From 15th November to 30th April.

**Rule 8.**—Students whose attendance, conduct or progress has been found to be unsatisfactory are liable to be sent down or punished by withdrawal or reduction of stipends or in any other manner according to the discretion of the Educational Inspector.

**Rule 9.**—An examination for the award of the Primary Teachers' Certificate in the case of Men's and Women's Training Institutions will be held at the end of the course by the Educational Inspector with the assistance of Heads of Training Institutions and such other Officers or Non-officials as he may appoint and the names of successful candidates (arranged in order of merit in each District) will be published by the Educational Inspector in the Bombay Government Gazette.

All candidates except those belonging to the B. Ca. shall be required to pay an examination fee of Rs. 5 each. An examination fee of Rs. 2 shall be levied from each of the candidates of the B. Ca.

**N.B.**—If there is an Inspector of Girls' Schools for a Division, she will do all the work in connection with the Training College examinations for women instead of the Educational Inspector.

**Rule 10.**—(i) All applications for admission to the Departmental Primary Teachers' Certificate Examination shall be made on behalf of candidates under training by the Heads of their Training Institutions who will certify that each candidate in respect of character and progress is a fit and proper person to be admitted to the examination and that each of them has given the prescribed number of practice lessons.

(ii) No candidate who has not undergone training for the full period of the prescribed course shall be allowed to appear for any Primary Teachers' Certificate Examination.

**Rule 11.**—To pass the examination a candidate must obtain not less than 40 per cent. of the maximum marks allotted to the sub-head (b) of the first Head Education, viz. "Teaching in the presence of Examiners", and not less than one-third of the maximum marks assigned to the sub-heads (c) and (d) of Head I and the other Heads of the course of studies.

**N.B.**—The rule requires that, in the case of the first Head, a successful candidate must not only pass in sub-head (b) but must obtain 40 per cent. or more marks. For passing in the remaining sub-heads of this Head and in the other Heads it will suffice if he obtains 40 per cent. or more marks. It is also not essential for him to pass in each sub-head in the case of other Heads having sub-heads, viz. Heads II and III.

**Rule 12.**—(i) A candidate, who has failed but has obtained 50 per cent. or more marks under any Head, may be exempted from appearing in that Head at a subsequent examination.

(ii) A candidate, who has failed in one Head only and has obtained 45 per cent. marks in the aggregate, may be permitted to appear for re-examination in that Head only.

**N.B.**—For the purpose of the above concession, failure in one or more sub-heads under the first Head, will be treated as failure in one Head only, though for purposes of passing each sub-head under this Head is treated as a separate Head (Rule rule 11).

(iii) No candidate shall be allowed to appear for the Examination for more than five times in all i.e. a candidate will be given only four opportunities to appear for the examination after the first failure. Permission to reappear at the examination after a failure must be obtained from the Educational Inspector or the Inspector of Girls' Schools concerned.

(iv) Candidates failing in the examination shall ordinarily reappear for the examination in the year immediately following. If prevented from doing so by illness or by some other difficulty, they may appear for the next examination with the permission of the Educational Inspector or the Inspector of Girls' School concerned.

N. B. 1.—A candidate who has been declared to have failed in the examination but who has passed in Handwork (including Needlework in the case of women), shall be exempted from preparing fresh specimens in these subjects when he/she appears for re-examination.

N. B. 2.—If there is an Inspector of Girls' Schools for a Division, she will deal with the applications from women candidates for permission to reappear for the examination.

**Rule 13.**—Students who fail to pass the Primary Teachers' Certificate Examination held at the end of the course will not ordinarily be retained in the Training Institution.

**Rule 14.**—Students who have passed the examination held at the end of the course will be granted a certificate signed by the Educational Inspector in the form appended (Schedule C).

N. B.—If there is an Inspector of Girls' Schools for a Division, she will sign with the certificates to be granted to women candidates.

**Rule 15.**—The Heads of Training Institutions have power to make regulations regarding the internal management and discipline which must be complied with by all the students. The Head of a Training Institution has also power, in consultation with the Educational Inspector of the Division, to send back any student without assigning any reason.

**Rule 15-A.**—The marks obtained in each subject by an unsuccessful candidate will be communicated to him by the Educational Inspector or the Inspector of Girls' Schools concerned on payment of fee of Re. 1.

#### *Training Institutions for Men.*

N. B.—Men's Training Institutions are governed by the general rules laid down in Chapter I and, in addition, by the following rules.)

**Rule 16.**—(i) A fresh candidate for admission to the first year's course shall be above 16 and below 22 years of age, and shall have passed the Primary School Certificate Examination.

(ii) A candidate who has passed the Matriculation Examination, the Lokashala Examination, the S. L. C. Examination from the Agricultural Vocational High Schools, or any other equivalent or higher examination or a failed Matriculate who has passed in all subjects except English and has secured in those other subjects 40 per cent or more marks or such other

lower percentage of marks as may, for the time being, be accepted in any particular district or area in the matter of appointment of a P.S.C. candidate will be admitted to the second year's course direct. Such a candidate will be required to give 40 lessons under supervision.

(ii) In the case of permanent or temporary teachers serving under School Boards or Private Bodies only those between the ages of 22 and 45, who are willing and are considered fit to undergo training shall be admitted.

A temporary teacher or a fresh candidate for admission shall be required to procure a certificate of physical fitness from a competent medical authority.

*Rule 17.*—The College curriculum comprises a continuous course of training for two years in the case of qualified teachers. Teachers holding the First Year Certificate are given further training for a period of one year only. The course of studies followed is printed separately (vide Coll. Slip No. 1 to std. Form No. Edcl. 200A c.)

*Rule 18.*—There shall be a College examination at the end of the first year and the Certificate Examination at the end of the second year.

*Rule 19.*—The number of practice lessons shall not be less than 20 in the case of candidates appearing for the College Examination and not less than 25 for the Certificate Examination. In the case of Training institutions which have been fully converted into Basic Training Institutions the candidates will be required to give 20 practice lessons as provided for in the Basic Syllabus irrespective of the Examination for which they are appearing.

### *Training Institutions for Women.*

*N. B.*—Women's Training Institutions are governed by the general rules laid down in Chapter I and, in addition, by the following rules.

*Rule 20.*—(a) A fresh candidate for admission to the first year's course shall be above 18 and below 25 years of age.

(b) The applicant must apply for admission in the prescribed form Schedule (A).

(c) The application for admission of a candidate, who is a minor, must be accompanied by a written statement in the prescribed form (Schedule B) signed by her legal guardian. Special cases arising under this rule will be dealt with by the Educational Inspector.

*N. B.*—In the case of minor unmarried girls, and those married women, who are not supported by their husbands or who have been deserted by them, the legal guardian will have to be designated by an affidavit before a Magistrate, and such an affidavit should accompany the application for admission.

If the husband is mentally deficient, the wife, if minor, must procure a certificate from a Doctor to this effect attested by a Magistrate before any relation can stand as her legal guardian.

(d) In the case of permanent or temporary teachers serving under School Boards or private Boards only those between the ages of 22 and 45, who are willing and are considered fit to undergo training, shall ordinarily be admitted.

(e) A temporary teacher or a fresh candidate for admission shall be required to procure a certificate of physical fitness from a competent medical authority.

(f) A candidate who has passed the Matriculation Examination or any other equivalent of higher examination or who has passed the Entrance Examination of the S. N. D. T. Indian Women's University with not less than 45 per cent marks in the aggregate (the principal and subsidiary subjects being taken together) or a failed Matriculate who has passed in all subjects except English and has secured in those other subjects 40 per cent or more marks or such other lower percentage of marks as may, for the time being, be accepted in any particular district or area in the matter of appointment of a P. S. C. candidate will be admitted to the second year's course direct. Such a candidate will be required to give 45 lessons under supervision.

Rule 21.—A candidate with babies or other dependants shall not be admitted as a boarder in the college hostel.

Rule 22.—The College curriculum comprises a continuous course of training of two years in the case of qualified teachers. Teachers holding the Senior I Year Certificate are given further training for a period of one year only. The course of studies followed is printed separately (vide correction slip No. 1 to Standard Form No. Edcl. 208 Ac.)

Rule 23.—There shall be a College Examination at the end of the first year course, and Certificate Examination at the end of the second year course.

Rule 24.—In addition to the conditions mentioned in Rule 10 under Chapter I the admission of a candidate from a Government or non-Government Training Institution to the Departmental Certificate Examination will be subject to the following conditions :—

The number of practice lessons shall not be less than 20 in the case of candidates appearing for the College Examination and not less than 25 for the Certificate Examination. In the case of Training institutions which have been fully converted into Basic Training institutions the candidates will be required to give 20 practice lessons as provided for in the Basic Syllabus irrespective of the Examination for which they are appearing.

## SCHEDULE A [vide Rule 20(b)]

## FORM A

*Application for admission to a Government Training Institution  
for Women*

Dated

19

To

The Lady Superintendent,  
Training College for Women,

Madam,

I desire to apply for admission to the \_\_\_\_\_ class at the  
Training College for Women. I agree to abide by the rules and  
regulations of the College. I enclose herewith written statements from my  
<sup>husband</sup>  
~~legal guardian~~ which supplies the required information.

Yours faithfully,

(Signature and full address of Applicant).

## SCHEDULE B [vide Rule 20 (c)]

## FORM B

Statement to be signed by the <sup>husband</sup>  
~~legal guardian~~—if the applicant is a minor.

- (a) Name—
- (b) Date of birth—
- (c) Caste and sub-caste—
- (d) Attainments—
- (e) Status (married, unmarried, or widow)—
- (f) Name, occupation and address of the guardian—
- (g) Relation of ward to guardian—
- (h) Homes and addresses of surties—
- (i) Whether willing to give the agreement—

Address —

Dated

19 .

(Signature of <sup>husband</sup>  
~~legal guardian~~ ).

\*The statement is not necessary if the applicant is a major.

SCHEDULE C (*vide* Rule 14)

## DEPARTMENT OF EDUCATION, BOMBAY.

*Primary Teachers' Certificate.*

This is to certify that \_\_\_\_\_ student,

Training College for Men \_\_\_\_\_ passed the Departmental Training College Certificate  
Training College for Women \_\_\_\_\_ Year Training College

Examination for Men \_\_\_\_\_ held in the month of \_\_\_\_\_ 19 \_\_\_\_  
Certificate Examination for Women

Percentage of marks obtained }  
 to the total number of marks. }

Additional subjects studied :—

1.

2.

3.

4.

Place—

Educational Inspector,

Date—

District.

## APPENDIX 73

## RULES FOR THE SYDENHAM COLLEGE DIPLOMA IN ACCOUNTANCY

Since the discontinuance of the G. D. A. Examination, formerly conducted by the Accountancy Diploma Board, Bombay, there is no examination of a similar high standard and status which can be taken by persons desirous of obtaining a recognized qualification for employment in public offices and commercial firms. With a view to meet the demand for such an examination the Sydenham College Diploma in Accountancy has recently been instituted and it will be awarded to those persons who will undergo the requisite course of study prescribed for the Diploma for a period of two years and who will pass an examination to be held by the College at the end of the said period. The standard of attainment expected of candidates at this examination will be the same as that formerly expected of candidates at the G. D. A. Examination.

The examination will be held in the subjects comprised in the following three groups :—

*Group I.*—Advanced Accounting and Auditing—(Three papers three hours each) :

Paper (i) Advanced Accounting.

Paper (ii) Advanced Accounting.

Paper (iii) Auditing.

*Group II.*—Mercantile Law, Company Law and Income Tax Law (Two papers of three hours each) :

Paper (i) Mercantile Law.

Paper (ii) Company Law and Income Tax Law.

*Group III.*—Economics and General Commercial Knowledge (papers of three hours each) :

Paper (i) Economics.

Paper (ii) General Commercial Knowledge.

*N.B.*—Candidates who pass in any one Group are exempted from appearing in the Group as a subject of examination.

#### RULES FOR THE SYDENHAM COLLEGE DIPLOMA IN SECRETARIAL PRACTICE.

This Diploma has been instituted with a view to meet the demand for a recognised Indian qualification in Secretarial Work and Practice. With the growth of business conducted on up-to-date lines and the formation of many new joint stock companies there is a demand for the services of persons well versed in Indian Company Law and Secretarial Practice. The course of studies for the Diploma has been so framed as to enable persons who qualify for the Diploma to obtain a good knowledge of several subjects of commercial importance and will thus be found very useful by those who are already employed in business offices.

This Diploma will be awarded to those persons who will undergo the two years' course of study prescribed for the Diploma and will pass an examination to be held by the College at the end of the said period of two years.

The Examination will be held in the following subjects :—

- I. English—(One Paper).
- II. Company Law and Procedure—(One Paper)
- III. Secretarial Practice, Procedure at Company Meeting and Principles of Common Law relating to Meetings—(Two Papers).
- IV. Book-keeping—(One Paper).
- V. Economics—(One Paper).
- VI. General Commercial Knowledge—(One paper).

Government have permitted the College Diploma holders in Accountancy and Secretarial Practice to suffix letters "Dip. A" (Sydenham College), and "Dip. S. P." (Sydenham College) respectively to their names.



## APPENDIX 74

## INSTRUCTIONS ISSUED BY GOVERNMENT UNDER SECTION 20(2) OF THE BOMBAY PRIMARY EDUCATION ACT, 1947.

Under sub-section (3) of section 20 of the Bombay Primary Education Act, 1947, the rates of pay and allowances as well as terms of employment in respect of the staff mentioned in that sub-section shall be fixed from time to time by Government. Government is accordingly pleased to direct that the rates of pay and allowances and also the terms of employment in respect of all the members of the staff maintained by a district school board and of the primary school teachers maintained by an authorised municipality should, with effect from the 1st April 1949, be regulated in accordance with the orders mentioned in the following paragraphs:—

2. (a) The following scales of pay and allowances should be made applicable to the teaching staff of the district school board and the authorised municipalities except the authorised municipality of Ahmedabad:—

## Scale of Pay.

(i) Untrained qualified primary teachers.	Rs. 35—1—40 (probation for two years on Rs. 35).
(ii) Trained teachers	Rs. 40—1—50—E. B. 1—65 with a selection grade of Rs. 65—2½—80 for 15 per cent of the cadre.

(b) The teachers serving under the authorised municipalities of Sholapur, Poona, Surat and Hubli should be held eligible for house rent allowance at the following rates:—

Pay range	House rent allowance
	Rs.
Below Rs. 55	5
Rs. 55 to 100	7

(c) The primary teachers under the District School Board, Bombay Suburban District, and the authorised municipality of Bandra should be held eligible for house rent allowance and compensatory local allowance as shown in Schedule "A".

(d) (1) The following pay scales and allowances should be made applicable to the primary teachers in the employ of the Ahmedabad Municipality:—

## Scale of Pay.

(i) Untrained teachers (whether permanent or temporary, qualified or unqualified).	Rs. 35—1—40.
(ii) Trained and deemed trained teachers.	Rs. 40—2—50—3—80—4—100.

(2) The primary teachers under the employ of the authorised municipality of Ahmedabad should also be held eligible to receive house rent allowance on the scale admissible to non-gazetted Government servants on morisal scales stationed at Ahmedabad. All primary teachers should also be held eligible for dearness allowance at the rates sanctioned for Government servants from time to time so long as such allowance is admissible to Government servants.

(c) All primary school teachers stationed at places mentioned in the Schedule to Appendix "V" of the Bombay Civil Service Rules should be paid bad climate allowance in accordance with the scale laid down in that Appendix in all the districts concerned.

(f) The following pay scales should be made applicable to the Hindustani teachers in the employ of District School Boards and authorised municipalities :—

(i) Hindustani teachers who possess any of the qualifications, viz :—

Pay Scales.	
(a) Rashtra Bhasha Kovid of Prayag	Rs. 35—1—40 with probation for 2 years.
(b) Rashtra Bhasha Visharad of Madras	
(c) Visharad of Allahabad	

(ii) Hindustani teachers who have passed the—

(a) Shikshak Sanad Examination ; or	Rs. 40—1—50—K. R. 1½—65.
(b) Teachers' Training Course of Jamia Mills ; or	
(c) Teachers' Course of Wardha Adhyapan Mandir.	

(iii) Part-time Hindustani teachers.. Fixed pay of Rs. 20 per mensem.

Hindustani teachers who are Matriculates with Urdu or Hindi as second language, or who have passed any of the examinations mentioned in sub-paragraph (i) above or any other equivalent examination and are acquainted with one of the regional languages and with both the Devnagri and Urdu Scripts should start on Rs. 40 in the scale of Rs. 35—1—40.

In addition to these scales these teachers should be held eligible for the local allowance sanctioned for primary teachers in paragraph 1 (c) (i) and 1 (c) (ii) of Government Resolution, Education Department. No. S. 72, dated 1st October 1916.

(g) All members of the teaching staff under the District School Boards or Authorised Municipalities should be held eligible for dearness allowance at the rates sanctioned for Government servants as long as such allowance is admissible to Government servants.

3. The non-teaching staff of district school boards, under section 20 of the Bombay Primary Education Act, 1947, comprises of—

- (1) Assistant Administrative Officers.
  - (2) Attendance Officers.
  - (3) Supervisors.
  - (4) Office Superintendents.
  - (5) Head Clerks.
  - (6) Accountants.
  - (7) Senior Clerks.
  - (8) Clerks.
  - (9) Overseers.
  - (10) Mistries.
  - (11) Inferior Servants borne on—
    - (a) regular establishments,
    - (b) paid from contingencies.
- (a) The pay scales and allowances mentioned in Schedule "B" should be made applicable to the aforesaid non-teaching staff of District School Boards.
- (b) The non-teaching staff maintained by the District School Boards and authorised municipalities should possess the following qualifications :—

(i) *Assistant Administrative Officers.*—He should be a trained graduate with at least three years teaching experience. His selection shall be made by the Staff Selection Committee. Persons in the service of a District School Board or Authorised Municipality or outsiders are allowed to apply for the post. No age limit is necessary in the case of candidates already in service of a School Board. In the case of outsiders, however, the maximum age-limit should be 35 years, subject to relaxation in case suitable candidates within the prescribed age-limit are not forthcoming.

(ii) *Supervisors and Attendance Officers.*—The Supervisors or Attendance Officers should be either trained primary teachers or Matric S. T. Cs. or trained graduates. Not more than 60 per cent of these posts should be filled by the Primary Teachers who are not Matriculates. These officers shall be selected by the Staff Selection Committee. Persons in the service of the District School Board, or Authorised Municipality, or outsiders may apply for these posts. The condition regarding age limit will not apply in the case of candidates already in the service of the School Board. In the case of outsiders, however, the maximum age of the candidate should be 35.

(iii) *Office Superintendent.*—There should be one office Superintendent in a School Board office (the clerical staff of which consists of 12 or more clerks. He should have passed :—

(i) the Matriculation or such equivalent qualifying examination as may be prescribed by Government from time to time for recruitment to the Ministerial Branch in Government Service, and

(ii) the School Board Accounts Clerks' Examination, and

(iii) should have put in a minimum service of 15 years as a School Board Clerk.

He shall be selected by the staff selection committee. If the appointment is made by promotion, due regard should be paid to claims of the most senior person among the incumbents of the posts of the Head Clerks and Accountants provided he possesses the other qualifications mentioned above.

If the appointment is made by promotion, due regard should be paid to claims of the most senior person among the incumbents of the posts of the Head Clerks and Accountants provided he possesses the other qualifications mentioned above.

(iv) *Head Clerk*.—The candidate for the post of a Head Clerk of a School Board should have passed the School Board Accounts Clerks' Examination. The post should be filled by promotion by the Administrative Officer of the School Board concerned from among the School Board clerks regard being had to the qualifications, seniority in service and the general efficiency of the candidates.

(v) *Accountant*.—He will be mainly responsible for dealing with financial matters of School Boards concerned. He must pass both the School Board Accounts Clerks' Examination and School Board Accountants Examination. The post shall be filled by promotion by the Administrative Officer of the School Board concerned from among the School Board Clerks, regard being paid to the qualifications, seniority in service and the general efficiency of the candidates.

(vi) *Other Clerks*.—They should at least be Matriculates and not more than 25 years of age at the time of their entry in the School Board Service. They should be selected by the Staff Selection Committee in the case of a District School Board and by the Authorised Municipality after taking into consideration the recommendations of the Administrative Officer in the case of a Municipal School Board. No clerks shall be confirmed in his post unless he has passed the School Board Clerks' examination. Failure to appear for and pass the examination within 4 years of recruitment for whatever reasons may entail cancellation of appointment.

4. The following terms of employment are laid down for the teaching staff of the District School Boards and authorised municipalities :—

(1) *Qualifications*.—Passing of the Primary School Certificate Examination with such minimum percentage of marks as may be prescribed by the Director of Education. As a rule, no unqualified teacher should be employed. If for any special reason he is employed, it should be on the distinct understanding that his appointment is only temporary and liable to be terminated when a qualified teacher becomes available.

(2) He should be selected by the Staff Selection Committee.

(3) *Age of admission into service*.—Except as otherwise provided, no persons shall ordinarily be eligible for admission into permanent service whose age is less than 18 years and more than 25 years.

(4) *Age of retirement*.—Ordinarily the date of compulsory retirement from service shall be the date on which the person in service attains the age of 65 years. Any extension of service of not more than one year at a time may be granted by a District School Board on the recommendation of the Administrative Officer and by an Authorised Municipality on the recommendation of the Municipal School Board on public grounds. Extension of service after 60 should be sanctioned only in special circumstances to be recorded in writing by the District School Board or Authorised Municipality.

(5) The number of temporary teachers should not ordinarily exceed 20 per cent of the total number of posts and no teacher should ordinarily be employed on a temporary basis for more than 3 years.

(6) Every teacher shall be required to undergo training at a training college and to execute an agreement in the forms prescribed for the purpose to serve under the District School Board or Authorised Municipality concerned for at least four years after the completion of training.

(7) The teachers shall be liable to serve anywhere in the area of the District School Board or Authorised Municipality concerned.

(8) Promotions to Selection grade or other posts may be made with due regard to the seniority in service and general efficiency of the teacher concerned.

(9) The Tshaka teachers shall furnish such security as may be fixed from time to time.

5. Inferior Staff of the District School Boards should possess the same qualifications as are applicable for Government inferior servants in the same locality.

6. The terms of employment in respect of the teaching and non-teaching staff of District School Boards and the teaching staff of Authorised Municipalities shall be as under :—

(1) The provisions of the Bombay Civil Services Rules shall apply *mutatis mutandis* in respect of (1) pay, (2) joining time, (3) removal, suspension and dismissal, (4) compulsory retirement, (5) maintenance of records of service, (6) additions to pay, (7) travelling allowance and (8) leave.

2k) No.2—70 (Mona)

(2) As regards the production of a medical certificate of health on first appointment, no officer or a clerk of District School Board shall be employed permanently unless he produces a medical certificate of physical fitness signed by an officer of the I. M. S. or B. M. S. or by an officer of the Bombay S. M. S. in charge of a dispensary or by the Medical Committee or Health Officer of the District Local Board or of the authorised municipality concerned or in cases where the officer or committee is of opinion that the candidate is not physically fit in consequence of any disability, unless the Surgeon General with the Government of Bombay reports that such disability is not, in his opinion, likely to interfere with the efficiency of the candidate for the service and may be condoned. The report of the Surgeon General shall be obtained by the District School Board, or the authorised municipality through the Director of Education. The medical examination shall be free of charge.

(3) Subject to the provisions made in rules 40 and 196 of the Bombay Primary Education Rules, 1948, the relevant foreign service rules in the Bombay Civil Services Rules shall apply generally in the case of the teaching and non-teaching staff of District School Boards and the teaching staff of authorised municipalities, so far as they may be applicable.

7. The provisions in the Bombay Civil Services Conduct, Discipline and Appeal Rules should be made applicable *mutatis mutandis* to the teaching and non-teaching staff of District School Boards and the teaching staff of authorised municipalities except that in regard to procedure for appeals, the provision made in Section C of Chapter V of the Bombay Primary Education Rule, 1948, shall apply to such staff.

8. The Director of Education should be requested to review the position, in the light of the experience gained, after a period of three years.

(G. R., E. & I. D., No. 7436 of 29th April 1948)

### SCHEDULE "A"

STATEMENT SHOWING THE HOUSE RENT AND COMPENSATORY ALLOWANCE ADMISSIBLE TO THE PRIMARY SCHOOL TEACHERS UNDER THE AUTHORIZED MUNICIPALITY, BANDA.

*Authorised Municipality, Banda.*

Pay.		Compensatory Local Allowance	House Rent Allowance.	
			Rs. a. p.	Rs. a. p.
Teachers drawing pay of less than	Rs. 35 per mensem	5 0 0	10 0 0	
Do, between	Rs. 35-54	7 8 0	13 0 0	
Do, do.	Rs. 55-80	7 8 0	15 0 0	
Do, do.	Rs. 61-80	10 0 0	15 0 0	
Do, do.	Rs. 81-120	12 8 0	15 0 0	

*Karla Municipal Area.*

Pay.				Compensatory Local Allowance.	Housing Allowance.
				Rs. ss. p.	Rs. ss. p.
Teachers drawing pay of less than	Rs. 35	per mensem	..	5 0 0	10 0 0
Do.	between	Rs. 35-54	..	7 8 0	10 0 0
Do.	do.	Rs. 55-60	..	7 8 0	15 0 0
Do.	do.	Rs. 61-80	..	10 0 0	15 0 0
Do.	do.	Rs. 81-100	..	12 8 0	15 0 0

*Salsetts Island.*

Pay.				Compensatory Local Allowance.
				Rs. ss. p.
Teachers drawing pay of less than	Rs. 35	per month.	..	5 0 0
Do.	between	Rs. 35-60	..	7 8 0
Do.	do.	Rs. 61-80	..	10 0 0
Do.	do.	Rs. 81-100.	..	12 8 0

## SCHEDULE "B"

## PAY SCALES OF NON-TEACHING STAFF OF DISTRICT SCHOOL BOARDS.

Name of post. Revised scales of pay.

*Administrative staff*

- (1) Assistant Administrative Officers. Rs. 70-5-130-E.B.-6-160-8-200 plus special pay of Rs. 40 per mensem for Trained Graduates with at least 3 years' teaching experience.
- (2) Attendance Officers .. (1) Rs. 70-5-130-E.B.-6-160-8-200 for Trained Graduates with 3 years' teaching or administrative experience.  
 (2) Rs. 61-3-85-E.B.4-125-5-140 for non-graduates or matriculates, with the Secondary Teachers Certificates and at least 10 years' teaching experience.  
 (3) Rs. 61-3-85-E.B.-4-125-5-140 for trained primary teachers with at least 15 years' teaching experience. The graded allowance of Rs. 10-5/2-25 given to primary teachers promoted as Attendance Officers should be taken into account while fixing their initial pay in the revised scale of pay for Attendance Officers.

Name of post.	Revised scales of pay.
(3) Supervisors ..	(1) Rs. 70-5-130-E.B.-5-150-8-200 for Trained Graduates with 3 years' teaching or administrative experience. (2) Rs. 61-3-85-M.B.-4-125-5-140 for non-Graduates or Matriculates with the S. T. C. and at least 10 years' teaching experience. (3) Rs. 61-3-85-E.B.-4-125-5-140 for trained primary teachers with at least 15 years' teaching experience.

*Ministerial staff*

(4) Office Superintendents ..	Rs. 150-10-250 for those officers in which the number of clerks is 12 or more.
(5) Head Clerks ..	Rs. 100-8-140-10-150, if a School Board Office has 8 or more clerks, or Rs. 100-8-140, if the School Board has less than 8 clerks.
(6) Accountants ..	Rs. 100-8-140-10-150 in the case of those District School Boards, the annual expenditure on Primary Education of which exceeds Rs. 5 lakhs; or Rs. 100-8-140 in the case of other District School Boards.
(7) Senior Clerks ..	Those Senior Clerks who were in the scale of Rs. 85-5½-100 or Rs. 80-6½-95 should be given the revised scale of Rs. 100-8-140.
(8) Clerks ..	In the case of permanent Clerks, Rs. 46-3-85-E.B.-4-125-5-130, with a starting pay of Rs. 55 for Matriculates, Rs. 64 for Graduates and Rs. 70 for Honours Graduates. In the case of temporary clerks, Rs. 46-3-85 with a starting pay of Rs. 55 for Matriculates, Rs. 64 for Graduates and Rs. 70 for an Honours Graduate.

*Engineering staff*

(9) Overseers ..	Rs. 80-5-120-8-140-E.B.-10-220-E.B.-10-270.
(10) Mistries ..	Rs. 55-3-85-4-105.



Name of post.

Revised scales of pay.

*Inferior servants*

## (11) (a) Full-time borne on regular establishment—

- |                        |    |              |
|------------------------|----|--------------|
| 1. Naik                | .. | Rs. 35—1—46. |
| 2. Peon                | .. | Rs. 30—1½—35 |
| 3. Peons and boy peons | .. | Rs. 25.      |

- (b) Full-time paid from contingencies      This class of servant is eligible for fixed scales of pay on the lines of the rates prescribed in Statement A, accompanying Government Resolution, Finance Department, No. 6567/33 of 3rd February 1948.

- (c) Part-time servants should be held eligible for revised rates of pay in accordance with the rates prescribed for part-time Government servants as in Statement B, accompanying Government Resolution, Finance Department, No. 6567/33 of 3rd February, 1948, subject to suitable reductions being made in the rates of pay prior to 1st April 1948 in cases in which such rates were inflated or were consolidated at the rates inclusive of the element of dearness allowance.

2. The non-teaching staff of District School Boards should be held eligible to receive compensatory local allowance and house rent allowance in accordance with the rates, terms and conditions mentioned in Government Resolution, Finance Department, No. 6567/33-IV, dated 15th January 1948. They should also be held eligible to receive dearness allowance in accordance with the rates, terms and conditions mentioned in Government Resolution, Finance Department No. 6567/33-II, dated the 15th January 1948.

## APPENDIX 75

**RULES FOR SCHOLARSHIPS TO BACKWARD CLASS STUDENTS IN TRAINING CLASSES FOR THE S. T. C. EXAMINATION**

1. Two scholarships of Rs. 15 per mensem each will be awarded to Backward class students in the Training Classes recognised by the Educational Department for the S. T. C. Examination.

2. The scholarships are open to candidates of either sex belonging to the Backward classes.

No candidate is eligible whose permanent home is not in one of the Union Districts of the State of Bombay.

3. Candidates should apply in the form prescribed through the Head of the Training Class in which they are studying to the Educational Inspector of the Division concerned, and in the case of teachers also through the Head of the school in which they are serving.

4. The scholarships will be awarded by the Director of Education on the recommendations of the Educational Inspector of the District concerned. The age, character, ability and physical fitness of the candidate and the circumstances of his/her parent or guardian will be taken into consideration.

5. The scholarships will be awarded for one academic year (i.e., for 11 months from 1st June to 30th April, which is the present duration of the Training Classes) subject to good conduct, regular attendance and satisfactory progress.

6. Scholarships will be paid monthly in arrears on bills signed by the scholar and countersigned by the Head of the Training Class in which the scholar is studying and passed by the Director of Education.

(Accompaniment to G. R., E. D., No. 7128, dated 20th November 1939.)

*Form of application for scholarships in Training Classes recognised by the Educational Department for the S. T. C. Examination.*

To  
The Educational Inspector,  
District.

Sir,

I beg to apply for a Backward class scholarship in a Training Class recognised for the S. T. C. Examination.

I certify that the accompanying information concerning myself is correct.

Yours faithfully,

(Signature of the Candidate)

Date

1. Name with father's name and surname.
2. Religion, caste and sub-caste.
3. Date of birth (according to Christian era).
4. Age on next birthday.
5. Place of birth (Village and District).
6. College/School or place of education.
7. Academic qualifications—  
Examination results and colleges attended.

Examination

Year

Result

College

3.

Matriculation, etc.

8. Parent's or Guardian's
  - (a) Name in full.
  - (b) Occupation.
  - (c) Annual income from all sources.
  - (d) Annual amount of income-tax paid.
  - (e) Annual amount of Land Revenue paid.
  - (f) Permanent home (Village, District, etc.)

9. Prizes and scholarships, if any.

10. (In the case of teachers) Length of teaching experience.

From \_\_\_\_\_ to \_\_\_\_\_  
Schools.

11. Whether in receipt of pay during the course of training, if so, monthly rate.

*Certificate by the Head of the Training Class attended by the Applicant,*

\* I certify that \_\_\_\_\_ has been a *bona fide* student in my Training Class recognised by the Department for the S. T. C. Examination, from \_\_\_\_\_ and that the date of his/her birth in the class Register is \_\_\_\_\_.

The other statements made by the applicant above are true to the best of my knowledge and belief.

My remarks regarding his progress, conduct, etc., are as under:—

1. Character of candidate including his honesty and industry.
2. Ability.
3. Regularity of attendance.
4. Health.
5. Proficiency in games.
6. General remarks and recommendations.

Place \_\_\_\_\_ (Signature)

Date \_\_\_\_\_ (Designation)

*Certificate by the Head of the Institution in which the applicant holds lien as a teacher*

I do hereby certify that \_\_\_\_\_ is a teacher in my school and that his emoluments will be Rs. \_\_\_\_\_ per mensem during the course of his training.

Place \_\_\_\_\_ (Signature)

Date \_\_\_\_\_ (Designation)

## APPENDIX No. 78

*Rules regulating the Inspection of and the Payment of Special Grants to Basic Schools run by Private Agencies.*

I. Non-Government agencies undertaking the spread of Basic Education and already engaged in work of an experimental or pioneering nature in the field will be entitled to special grants, in lieu of the ordinary grants under the grant-in-aid rules, provided they fulfil the following conditions:—

(1) (a) that the institution follows generally the syllabus approved by the Department for its Basic schools;

(b) that the institution teaches one of the Basic crafts approved by the Department and provides for co-related teaching centering round that craft;

(c) that every day at least 2 hours are devoted to the Basic craft adopted and  $\frac{1}{2}$  an hour is also devoted to community work, health education including sanitation and gardening.

(2) That the institution is under the management of some educational worker who has had adequate experience in the field of Basic Education.

(3) That the staff includes teachers who are either Basic trained or experienced in Basic Education or know fully the craft adopted as Basic craft in the institution.

(4) That the institution is fully equipped for the teaching of the craft adopted as the Basic craft and has adequate equipment and facilities for community work including individual and community cleanliness and health.

(5) That the institution has a sufficiently well-sized plot for kitchen gardening.

(6) That the institution keeps a complete and faithful record of the craft work done in the different standards and also of the community and social work undertaken by it.

(7) That so far as possible it carries on some experimental work in the field of education and makes the record of such work available to the Department from time to time.

II. Institutions fulfilling the above conditions will be entitled to the following special grants:—

(1) Full grants on the salaries of teachers on the basis of one teacher for every 30 pupils subject to the understanding that the maximum grant will be limited to the pay scales sanctioned by Government for primary teachers. Grant on the salary of a Headmaster in addition to the full number of teachers at one teacher for 30 pupils will also be payable provided the total number of children in the institution is not less than 150.

(2) Full grant on rent of buildings limited to Rs. 8 per mensem per batch of 25 children. In case there is a separate room for weaving, additional grant may be given up to Rs. 10 per mensem.

(3) Full grant on school contingencies up to Rs. 1 per teacher per month.

(4) A non-recurring grant at 2/3 of the reasonable cost of equipment for craft, kitchen gardening, etc. Similar grant may also be paid on expenditure on books, school museum, laboratory and other educational equipment and furniture.

*Notes.*—No grant will be paid on raw materials, rent of land, etc., as the expenditure on these items is expected normally to be recouped from the sale of articles produced by the children.

(5) Any special grant which the Inspection Committee referred to in Section II below may recommend for research in post-basic or pre-basic work in addition to Basic Education work done by the institution.

III. A panel should be formed consisting of a few members of the Basic Education Board and other experts on Basic Education. Two members out of this panel and the Educational Inspector of the District should inspect these institutions. This Committee should at the time of inspection scrutinize the expenditure and take into account the nature of the management, the qualifications and suitability of teachers, the progress of the institution, the productive aspect of craft work, the general level of children's attainment, their standards of health and cleanliness and the social work done by the institution in the locality before recommending grants for the institution.

(G. R., E. & I. D., No. 7806 of 27th July 1948.)

## APPENDIX 77

### Physical Culture Organisations :

Grant-in-aid to the  
Conducting tournaments and  
Competitions.  
Rules regarding the—

## GOVERNMENT OF BOMBAY,

### EDUCATION DEPARTMENT

Resolution No. PHE. 1053,

Bombay Castle, 22nd December 1953.

Read Government Resolution, Education Department, No. 6757, dated 13th July 1943.

Letter from the Director of Education No. 170/31-C, dated the 26th October 1953.

(Sk) No 2-71 (Mans)

**RESOLUTION :—**In supersession of the orders contained in Government Resolution, Education Department, No. 6737, dated the 1st July 1943. Government is pleased to prescribe the accompanying revised rules regarding payment of grant-in-aid to Physical Culture Organisations conducting tournaments and competitions in Bombay State.

By order and in the name of the Governor of Bombay,  
Y. D. JABEL,

for Under Secretary to Government.

To

The Director of Education,  
The State Inspector for Physical Education,  
The Director of Publicity,  
The Accountant General, Bombay,  
(through the Finance Department)  
The Finance Department.

ACCOMPANIMENT TO GOVERNMENT RESOLUTION, EDUCATION  
DEPARTMENT, No. PHIL 1633, DATED THE 22ND DECEMBER 1953.

*Rules regarding the payment of Grant-in-aid to Physical Education  
Organisations conducting tournaments and competitions*

1. Any well established organisation conducting tournaments and sports for School children or adults will be recognised for grant-in-aid every year by the State Inspector for Physical Education, Bombay State, Poona.

2. The organisation should have a regular constitution passed by the members of the organisation.

3. The organisation should maintain records, registers and accounts in the forms prescribed by the Director of Education, Bombay State, Poona and should be open for inspection of the Departmental Officers at any time.

4. Entries should be open to all castes and communities.

5. The tournaments should be conducted atleast in more than one event each of which is participated by not less than eight teams.

6. The games should be conducted according to the rules followed by a large number of institutions working in the field of physical education in that locality.

7. It is expected that the conduct of players, officers and spectators at all games will be sportsmanlike. This fact will be taken into consideration in assessing grants.

8. The organisations should apply to the State Inspector for Physical Education, Bombay State, Poona for grant-in-aid every year before 31st of July. Such an application should be accompanied by the statement of accounts as per the accompanying form and also a brief report of the activities.

9. The financial accounts of the organisation should be duly checked and audited by an internal auditor of the organisation.

10. The Assistant Deputy Educational Inspector for Physical Education of the district will scrutinize and check the accounts and will recommend the organisation to the State Inspector for Physical Education, Bombay State, Poona, for grant-in-aid if the work of the organisation of the tournaments is found satisfactory.

11. Grant will be based on the expenditure of the preceding year and will be paid in arrears in the current year.

12. The maximum amount of grant to be paid to an organisation should be limited to Rs. 250 and should in no case exceed the net expenditure (i. e. the total expenditure incurred on the tournaments minus gate receipts, if any.)

13. A new association may receive a token grant subject to its fulfilment of conditions given above and further funds being available at the disposal of the State Inspector for Physical Education, Bombay, State, Poona.

*Statement of Receipt and Expenditure of the Association conducting Tournaments for the year*

Name of the Association \_\_\_\_\_

Place \_\_\_\_\_

RECEIPTS		EXPENDITURE	
Rs. as. p.	Particulars	Particulars	Rs. as. p.
	Balance of the preceding year	Payment to staff	
	Contributions of the participants	Payment to servants.	
		Printing	
	Gate money	Stationery	
	Donations	Postage	
	Government grant	Playground rent.	
		Repairs :	
		(a) Playground.	
		(b) Equipment	
		Travelling allowance to staff	
		Equipment	
		Books and charts	
		Prizes.	
		Refreshments and eatables	
		Miscellaneous (Details to be given separately)	
	<b>Total receipts</b>	<b>Total expenditure</b>	
	Non-recurring receipts	Non-recurring expenditure	
		Balance by the end of the financial year.	
	<b>Grand Total</b>	<b>Grand Total</b>	

Checked and found correct.

Assistant Deputy Educational Inspector  
for Physical Education.

Signature of the Secretary.

## APPENDIX 16

*Pre-Primary Training Institutions.*  
Syllabus of studies for the—

## GOVERNMENT OF BOMBAY.

## EDUCATION DEPARTMENT.

Resolution No. PTT, 1950.

Bombay Castle, 16th November 1950.

Read Government Resolution, Education and Industries Department, No. 8693, dated the 1st August 1949.

Letter from the Director of Public Instruction, No. 149/395-D, dated the 7th March 1950.

Government Letter, Education Department, No. 6613/21055-A, dated the 27th May 1950.

Letter from the Director of Public Instruction, No. 149/305-D, dated the 28th September 1950.

**RESOLUTION.**—The accompanying course of studies for introduction in the Pre-Primary Training Institutions is approved.

2. Government wants to ensure that the teachers under training should grasp intelligently the main ideas taught and should be able to apply them in practice. The Director of Public Instruction should, therefore, be requested to issue appropriate instructions to see that the treatment should be practical and elementary.

By order of the Governor of Bombay,  
V. N. SARDesai,  
Secretary to Government.

To

The Educational Advisor to Government.  
The Director of Public Instruction.  
All Collectors,  
The Accountant General, Bombay.  
The Examiner, Local Fund Accounts.  
All Educational Inspectors and Inspectresses of Girls' Schools,  
All Deputy Educational Inspectors,  
The Finance Department,  
The Chief Secretary to the Government of Saurashtra (by letter).  
No. of 1950

Copy forwarded for information and guidance to—



Accompaniment to Government Resolution, Education Department,  
No. PTT 1050, dated the 16th November 1952.

## SYLLABUS FOR PEE PRIMARY TEACHERS' DIPLOMA EXAMINATION.

### GENERAL RULES.

1. (As in the G. R. No. PPT 1052 of 4th December 1952).

2. No candidate below 16 and above 35 years of age, will be, as a general rule, admitted to the examination.

3. The examination will be open to those who have kept terms at a Training Institution recognised for the purpose. For being eligible to appear at the examination, a candidate must attend a Training Institution for at least 140 days in a year and the head of the Institution shall have to certify that the candidate has filled in attendance of at least 110 days up to the 10th of March. During the period every candidate must give at least 20 lessons and write criticism on 20 lessons given by pupil teachers, have the experience of class management for about a week's practical conduct of the class, must attend 40 demonstrations and put in 40 class observations of children working in the Mandir. The head of the institution shall forward a certificate about the fulfilment of these conditions while forwarding the application forms for appearing at the examination.

4. The examination will consist of two parts—

*Part I shall consist of the following papers:—*

- (i) Theory of Education.
- (ii) Practice of Education.
- (iii) Current Topics and School Management.
- (iv) General Science and School Hygiene.

N. B.—For non-Matriculates, there will be three additional papers.

- (v) Language Paper I and Paper II.
- (vi) History and Geography.

*Part II shall consist of :—*

(i) Practical and Oral examination, and the year's work in Drawing, Needle work and Educational Hand work.

The Examination in Part I and Part II may be taken together at the same time or separately in succeeding years. Besides the above subjects a candidate shall have to receive instruction in (i) Physical Exercise, (ii) Hindustani and (iii) Singing. She will be examined in these subjects by the college authorities before appearing for the final examination.

5. A candidate may not be ordinarily allowed to appear more than three times for the examination, i. e., she may appear only twice after her first failure.

6. In order to pass the examination a candidate must obtain 33 per cent of marks in the individual subjects of Part I and 40 per cent in the individual items of Part II and in the grand total. Candidates passing the examination in both the parts at one and the same time with 60 per cent or more of the total number of marks will be declared to have passed the examination in First Class. Candidates passing as mentioned above with 50 per cent or more of the total number of marks will be declared to have passed the examination in Second Class. Candidates passing with less than 50 per cent of the total number of marks will be declared to have passed the examination in Pass Class. Candidates passing in any of the Parts as mentioned above with a total of more than 40 marks in any of the Part shall be declared to have passed in that part only, and that they may appear for the remaining part in the following year, after passing which they will be declared to have passed the examination in Pass Class.

7. Candidates failing only in one subject in Part I may re-appear only in that subject in subsequent years if at least 45 per cent marks are secured in that Part. Candidates in only one item of Part II shall be examined in that item only if 50 per cent marks are secured in that Part.

8. The medium of Examination shall be the regional languages of this Province.

### PRE-PRIMARY TEACHERS' DIPLOMA EXAMINATION COURSES OF STUDIES

#### *Part I.*

1. THEORY OF EDUCATION. 1 paper—3 hours—100 marks.

#### I. *Elementary knowledge of General Psychology.*

- (a) Nervous system, Sensory and motor nerves.
- (b) Mental processes, Sensation, Perception, Cognition, Affection.
- (c) Attention, interest, joy and fatigue.
- (d) Association, memory, imagination.
- (e) Thinking processes, such as reasoning, generalisation and judgment.
- (f) Instincts, emotions and sentiments.
- (g) Will, development of character and personality.
- (h) Heredity and environment.

## II. *Study of child mind and stages of development.*

- (a) Child from birth to seven, sensitive periods, muscular movements, etc.
- (b) Characteristics and types of children.
- (c) Play and spontaneous activities.
- (d) Formation of habits.
- (e) Child's adjustment to the social environment.

## III. *Child as the centre of School Activity.*

- (a) New concept of a teacher.
- (b) New concept of a lesson, individual and collective lesson.
- (c) Principles of freedom and spontaneity.
- (d) Self-discipline and obedience.
- (e) Competition, Prizes and punishment.

## 2. PRACTICE OF EDUCATION. 1 paper—3 hours—100 marks.

Study and presentation of the educational material used in Bal Mandir under the following heads :—

### (i) *Education of Practical and Social Life : Exercises concerned with—*

- (1) Care of one's own person and the environment.
- (2) Exercise of social habits and acts of courtesy.
- (3) Exercises for control of movement where precision is required such as filling and pouring of liquids, cutting vegetables, cleaning various objects, etc.

### (ii) *Montessori Material for Sensorial Education :* Solid insets, long stair, broad stair, touch boards, tactile sense tablets, sound boxes, iron insets, knobless cylinders ; material for the senses of smell and taste, material for stereognostic sense, tower, geometrical box, construction boxes, colour spools.

### (iii) *Language :* Enriching and developing vocabulary based on the experience of the world and things in the environment of the child. Use of oral and written games based on grammar and correct pronunciation, sand paper letters, movable alphabets, games of double letters, writing mechanical and interpretative, reading correctly and with proper expression, dramatics recitation and story telling.

### (iv) *Mathematics :* Presentation of quantities and symbols of numbers from 1 to 9 ; idea of zero ; presentation of decimal units ; construction of numbers ; presentation of four simple operations, addition, subtraction ; multiplication and division ; squares and cubes of numbers up to 10. Presentation of the material of vulgar and decimal fraction. Presentation of plane, solid and geometrical forms ; construction of geometrical figures ; presentation of area material. Presentation of binomial and trinomial use of compass box.

### (v) *Physical Education :* Proper use of playground materials such as slide jungle gym, different types of ladders ; seesaw ; pendulum games ; swings, balancing beam, etc. Rhythmic exercises, breathing exercises, Nursery, games with and without music.

### (vi) *Art and Craft materials and methods of using them,*

3. **CURRENT TOPICS AND SCHOOL MANAGEMENT.** 1 paper—3 hours—100 marks.

(a) General information about a crèche, a nursery School, Kindergarten, Montessori method, Project Method, Play Way, Scheme of Basic Education, Dalton Plan, Bal Mandir, Balwadi and Bal Kivedangan in rural and urban areas including slum area, General objections raised against nursery Schools and such other current topics. Mass education and adult education, sex education, co-education, mental tests, children's libraries, museums and clubs.

(b) The management and organisation of the pre-primary school, timetable, testing and progress record, homework.

Relation between teacher and parent, school and home, Parents' Associations.

Care of School furniture and other school belongings, School equipment, type of furniture, care of apparatus required for teaching and for games, School libraries.

Knowledge of School forms and returns.

General School management and office work, including correspondence.

4. **GENERAL SCIENCE AND SCHOOL HYGIENE.** 1 paper—3 hours—100 marks.

I. *The Universe* : Ideas about our universe, the Stars, Solar System, Story of our Planets.

II. *General Aims and Objects of Nature Study*.—Distinction between living and non-living (growth, re-production, response to stimuli, respiration).

Two main Courses.—Animal (Zoology) (i) Vertebrate, (ii) Invertebrate. Vegetable (Botany) (i) Flowering plants, (ii) Flowerless plants.

*Plant Life*.—The cycle, plant, flower, fruit, seed.

*Sources of food*.—Soil, water, air, sunlight.

*Parts of the plant and their functions* :—

(a) *Roots* :—Structure, kinds, extraction of food from soil, kind of food extracted, storage of food, attachment.

(b) *Stem* :—Structure, kinds, functions, underground and above ground stem, function of each, food storage.

(c) *Leaves* :—Structure, kinds, functions, preparation of starch, Experiment to show presence of starch in leaf. Necessity of sunlight (carbon dioxide) for its production.

(d) *Respiration* :—Adaptation to physical conditions, i. e., water supply, soil, manuring, temperature. Why trees shed their leaves.

(e) *Flowers* :—Structure, function, connection with colour and scent instances to be collected.

(f) *Pollination* :—Self and cross.

(g) *Fruits* :—Structure, function and seed dispersal.

(h) *Seeds* :—Mono-cotyledon and Dicotyledon—structure, germination study of characteristics of local trees and common plants, Natural selection in plant life.

### III. *Studies in Animal and Bird Life—*

**Instincts**—including gregariousness and non-gregariousness—

- (a) **Primary**—Their individual application to different conditions—habits.
- (b) **Secondary**—Result of trial and error working through law of natural selection.

**Emotions :**

**Animal**—Class : Sudden gratification of instincts and automatic reactions. **Mind** : Frustration.

**Bird**—How Birds and Animals communicate. Sight, smell and hearing of birds and animals as compared to human.

#### 1. **Birds :**

- (a) Classification according to feeding habits, structure, external characteristics.
- (b) **Habits**, **Migratory and Non-Migratory**, reasons for migration, **Nesting habits**. **Singing birds and non-singing birds**—(Causes of song), colouring, size, protection and sex. Colouring of eggs and birds : male and female. Study of local birds, e.g., common Myna; Crow (Jungle and house : two kinds); Dove (King and Pink—two kinds), Blue Pigeon, etc.

#### 2. **Animals :**

**Carnivorous**—Tiger, panther, cat, dog.  
**Herbivorous**—Cow, sheep, horse, rabbit.  
**Omnivorous**—Man, ..  
 structure, reproduction, Development.

#### 3. **Cold blooded animals**—Fish, Frog.

#### 4. **Insects** :—Structure, season when prevalent and why, life and histories of bee, housefly, and mosquito, butterfly, spider, dragon-fly.

**Natural selection in animal, insect and bird-life and functional adaptation. Selective Breeding.**

### IV. **Gardening.**—Digging, double digging, drabbing, ridging (on heavy wet soils). Grow one crop, i.e., lettuce or matoes or flowers, across the double-dug and single-dug portions to show the effect on the crop.

Preparation of seed-beds, seed-sowing. Hoeing half of a plot across the crops twice as often as other half. Observe the results.

Planting thinning of seedlings, sowing and hoeing. Leave some seedlings unthinned, some thinned to the usual distance.

**N.B.**—In towns and for students intending to teach the schools where gardens are not available, practice in applying relevant portions of above to cultivation of flowers in tabs, pots, hanging baskets and boxes should be given. Candidates are expected to set easy and simple experiments requiring such apparatus as are available in village schools. Candidates are required to maintain collections necessary for the practical work and the journal with their observations duly entered in.

Use of scientific toys such as colour-disc, Syphon (Vasudoor Pyala), magnetic needles, and simple scientific experiments in Physics and Chemistry, use of common instruments such as magnifying glass, binocular, stereoscope, kalsidoscope, periscope, etc.

#### V. *Physiology and Hygiene*—

*The School* :—Ventilation, Space, Sanitation, Equipment.

*The Child* :—Relation of physical and mental development. Healthy body required for healthy brain. Physical growth and development in first five years proportionately greater than that for any subsequent span of years. Repairs to wear and tear of existing tissues and new tissues required, hence importance of adequate and well balanced diet. Susceptibility to infectious diseases—chicken-pox, measles, mumps—greater in these years. Hence power of resistance to be built up. Study of food value and vitamin and their value to the growing child. Reasons for under-development and mal-development. Economy to be borne in mind while planning suitable diet. Importance of water to the general system. Sources of water, how to ensure purity. Storage of drinking water in the school. General structure of the body with special reference to development of children. The bones—gradual ossification—muscles, bones need for care during infancy to prevent deformity, also during School-age. Study of common malformation and deformities. Their causes and effects on general system, prevention and remedial treatment of rickets, flat feet, curvature. Importance of open air and good ventilation in Nursery school. Value of sunlight in increasing resistance to disease germs and building up vitality.

*Breathing* :—Importance of the habit of correct breathing, defective breathing (through mouth) causes (tonsils, adenoids, debility), its effects—air not filtered and warmed, see structure of respiratory organs, hence proneness to chest and lung diseases and lowering of general vitality. Importance of breathing exercises in the school and vigilance on the part of teachers to train in habits of correct and deep breathing. Also handkerchief drill, a part of daily routine in the Nursery Schools. Muscular control and co-ordination of muscle movement. Speech undeveloped in the young child to be developed gradually through play activities, rhythm, handwork, etc. Neat and fine work

such as Needlework of any kind causes strain and actual harm. Importance of guarding against strain due to restless activity of children. Importance of routine in conjunction with freedom, assignment of duties—need for quiet occupation, need for period of sleep (rest, sleep—in the school and at home). Importance of time required for children—bed-time hours. Cleanliness of nails, hair, teeth. Importance of daily inspection of these as part of school routine to train in the habits of personal hygiene and neatness. General personal tidiness and cleanliness—washing if necessary. Regular use of lavatories, lunch hours to teach habits of orderliness, correct eating, washing of hand before and after eating. Infectious and contagious diseases to which children are liable. Their symptoms, how carried, precautions against infections of others—Vaccination, inoculation—Isolation, segregation-disinfection. Precaution for welfare of child affected by (a) measles, chicken-pox, whooping cough, mumps, (b) Itch, ring-worm, sore eyes. First aid treatment of school accidents—what to do in cases of fainting, fits, foreign bodies in eye or nose, bleeding, burns, cuts, and abrasions, suffocation by foreign bodies in throat. Co-operation between the teacher and parents on questions of nutrition, health and habits.

## 5. SYLLABUS IN LANGUAGE, HISTORY AND GEOGRAPHY :

The same as that for Basic Training Institutions laid down by the Department.

### Part II.

#### (1) PRACTICAL EXAMINATION .. .. (300 marks.)

##### (a) Candidates are expected—

- (1) To observe and keep notes of lessons given by the teachers.
- (2) To observe and criticise lessons given by the pupils.
- (3) To give 20 lessons and
- (4) To conduct classes for at least a week under the guidance of supervisors.

The above work will carry 100 marks and will be marked by the college.

##### (b) Candidates shall—

- |  |          |
|--|----------|
| (1) Prepare a material book or Teaching Aids ..                            | 40 marks |
| (2) Keep a file of class and office records ..                             | 10 marks |
| (3) Keep a record of the behaviour and development of one or two children. | 50 marks |

The above work will carry 100 marks as divided above to be given by the examiners.

2. *Hindustani* (Written and oral) 50 marks.  
The syllabus equivalent to the Prarambbhik Pariksha of the Rashtriya-Musika Prachar Samiti should be followed.
3. *Singing* (Oral) 50 marks.  
Musical recitations of children's poems and children's action songs, dance, games, etc.

### प्रत्येकीं दोन पाठ करणे.

- अंगुली गीतें : पाळणी.  
बाळन गीतें : इथे इथे दस रे मोरा,  
वडगुळे मडगुळे.  
बडबड गीतें : चिमगाचीं चिवडेंच, किसावळी किसणी.  
खेळ गीतें : किस काई किस, फुगडी—याचीं गाणीं बगैरे.  
आमनस गीतें : गौळणी होऊं, मिळून खेळूं या.  
काळ गीतें : आला वच नदीं बैल, पोपट पोपट निहूनिचा.  
लोक गीतें : ओळख, जानपद गीतें.  
नृत्य गीतें : रास किंवा गर्जागीत, फेराचीं गाणीं.  
कूच गीतें : माझिग सोग.

### संगीत.

दरेक विद्यार्थींमे ये गीत भोडे करव.

हाडराः

- जेडाः ( आचरे वरसाद. भाय बाध. )  
आख्याः ( लवाराणीनां आभा; कुंगर छिपर गेडी. )  
रमत गीताः ( आचरे आचरे प. धी; सुखकेशी तुं लुकोरा ना. )  
अखिलय गीताः ( इळ जेडा के गोर; रमततां गेय ने जेनाणेआ. )  
हेर गीताः ( ताणो हेनां, तळी हेनां; दारे अमे धरती माता-ज्याण. )  
तुल गीताः ( सेकुलो आळे ने भायर नावे. )  
दूय गीताः ( रचने हाड अचने छे. )  
अ.व. गीता.



## APPENDIX 1

*Grouping of Subjects and Distribution of Marks for  
Pre-Primary Teachers Certificate Examination*

No. 1.	Subject.	Written Examination.		Practical Examination.	Remarks.
		Marks.	Time (Hrs.)	Marks.	
1	2	3	4	5	6
<b>PART I</b>					
1	Theory of Education .. ..	100	3	....	
2	Practice of Education .. ..	100	3	....	
3	Current Topics and School Management ..	100	3	....	
4	Essential Science and Hygiene .. ..	100	3	....	
<b>PART II</b>					
5	I. Year's Work—				
	(a) Practice and Observation .. ..	....	....	100	
	(b) Drawing, Needlework and Handwork ..	....	....	100	
	II. Practical and Oral Examination—				
	(a) Material Book and Teaching Aids ..	....	....	50	
	(b) Child Study .. ..	....	....	50	
	III. Examination lessons .. ..	....	....	50	
	Oral .. ..	....	....	50	
		400	....	400	800

*N.B.*—Candidates taking the examination after two years take in addition Language, two papers (200 marks, and History and Geography, one paper (100 marks).

*Pre-primary Training Institutions*  
Syllabus of studies for the—  
A candidate in the General rules

## GOVERNMENT OF BOMBAY.

## EDUCATION DEPARTMENT.

## Resolution No. PPT 1052.

Bombay Castle, 4th December 1952.

Read Government Resolution, Education Department, No. PPT 1050, dated the 16th November 1950.

Letter from the Director of Education, No. 149/305-D, dated the 13th February 1952.

*Resolution.*—For rule No. 1 in the accompanying to Government Resolution, Education Department, No. FTT 1690, dated the 16th November 1960, substitute the following revised rule :—

"1. The course consists of one year for Matriculates and two years for non-Matriculates, with an examination at the end of respective courses. Admission For the one year course will be open to those who have passed the Secondary School Certificate or the Matriculation Examination or the Lekshala Certificate Examination or many equivalent or higher examination. (The Government Second Year Training Certificate, the Entrance Examination and the Second Year Training Primary School Teachers' Diploma of the S. N. D. T. Indian Women's University and the Purva Pad Certificate of Baroda are considered equivalent to the Matriculation or Secondary School Certificate Examination, provided that candidates who though failing on the whole at the Matriculation or the Secondary School Certificate Examination, have passed in individual papers consisting of - (i) Regional Language, (ii) Mathematics or Science, (iii) any one of the remaining subjects, shall be treated for the purposes of those rules as on par with those who have passed either of the two examinations and be admitted to the one year course and provided further that non-matric, or persons failing in the Secondary School Certificate Examination to become eligible for admission, should have at least passed the Primary School Certificate Examination or its equivalent.) Candidates appearing for the examination will have to pay a fee of Rs. 5 each."

By order of the Governor of Bombay,  
A. L. DIAS,  
Secretary to Government.

To

The Director of Education, Poona.  
All Educational Inspectors,  
All Inspectresses of Girls' Schools,  
All Administrative Officers of School Boards,  
All Deputy Educational Inspector cum administrative Officers,  
All Deputy Educational Inspectors,  
The Accountant General, Bombay, (through the Finance Department).  
The Deputy Accountant General, Baroda, (through the Finance Department).  
The Political and Services Department,  
The Finance Department,  
The Director of Publicity (with a request to issue a Press Note),  
The Chief Secretary to the Government of Saurashtra (by letter).