

Immediate

No. EDN-H(5)C(10) 17/2012 Taking Over .
Directorate of Elementary Education
Himachal Pradesh .

To

The Dy. Director of Elementary Education ,
District Bilaspur/ Mandi/Hamirpur/Kangra at Dharmshala /Una/
Solan and Shimla
Himachal Pradesh .

Dated Shimla the 04th January 2013.

Subject: Regarding taking over the services of privately managed 95% aided schools in Himachal Pradesh and release of due and admissible 95% Grant-in-aid w.e.f. 1.4.2012 to their joining under Government .

Memo:

The matter regarding release of due and admissible 95% GIA to the staff of privately managed 95% aided schools w.e.f. 1.4.2012 to till their joining under Government was under active consideration of the Government of Himachal Pradesh. Now the Government has decided vide letter No Shiksha-II-Chha(10)-8/2011-L dated 31.12.2012 that :-

“Generally the salary of the taken over staff should be released from the date of their joining the Govt. and 95% grant should be released from 1.04.2012 to their joining.

In compliance to the above decision all those employees whose services have been taken over by the Government as per policy decision dated 20.7.2011 and notification dated 5.12.2011 are entitled for due and admissible 95% GIA from 1.4.2012 to till the date of their joining under Government according to the provisions of Grant-in-aid Rule 1997.

SANCTION OF THE GOVERNMENT DEPARTMENT

It is the responsibility of grantee to prepare the submit bill in the form prescribed to the (i) Countersigning authority and (ii) Treasury Officer for payment . In no case, therefore should the office of sanctioning authority do this work on behalf of the grantee.

CONDITION ON WHICH GRANT IS GIVEN

- (a) That there is a managing committee to run the educational institution which undertakes to bear the burden of 5% expenditure.
- (b) That the institution should have at least 60 children in Primary classes and not less than 150 combined with Primary and Middle classes in the age group of 6-14 years .
- (h)The fee levied and concessions allowed are strictly in accordance with the rules laid down by the Department from time to time.
- (k) That all information and returns called for by the Department are furnished.
- 1. That the school in all its Departments, is open to inspection as provided in the relevant guidelines.
- (x) If the amount of the grants to be institution in a particular financial year exceeds Rs. 25 lakhs, a copy of the annual accounts duly certified by the authorized audit agency should be submitted to the Accountant General(Audit) Himachal Pradesh Shimla by the grantee institution.

GRANTS HOW BASED

The grants are based on attendance and for the purpose awarding grant to each school, a school shall be considered as a Unit. The grant shall be based on average attendance for the proceeding year or for such shorter period as the school may have been in existence. The management will ensure monthly salary to the teachers working in the private institution . The payment of salary shall be made through cheques and by opening an account in the name of each teacher in a scheduled bank. Formal acutance in the register may be had by the management for the purpose of audit and Accounts from each member of staff. In no case the payment will be made in cash to any staff members, where no banking facility exists in the vicinity of school, the accounts may be opened in the Post Office in the name of each member of the staff. Management of the school shall be required to meet 5% of the net approved expenditure in any school year meaning thereby academic year. The balance of net expenditure being met from the Government grant. The total expenditure approved by the Education Department minus the income from the fee fines etc. will be treated as the net approve expenditure, while calculating the amount of grant-in-aid . The following staffing pattern of Privately run Primary Middle school shall be taken into consideration as laid down by the Education Department for its institution.

MIDDLE SCHOOLS HAVING CLASSES VI TO VIII

- 1.Trained Graduate (Science) One.
 - 2.Trained Graduate (Arts) One.
 - 3.OT or LT One
- (If the students in Middle classes is 90 or more)

4. Arts and Craft teacher One
(Only when number of students learning the subject is not less than 20)
5. PTI One
6. Peon One
(When the number of students is not less than 100)

PRIMARY SCHOOLS

JBT Teachers – Two for strength up to 60 students . Thereafter one additional JBT for addition of each slab of 1 to 40 students.


GRANT HOW PAID

Except when otherwise stated, grants are annual grants and take effect from the beginning of the school year following that in which they are assessed. Grants are payable to the manager of the institution.

AVERAGE ATTENDANCE TO BE RECEIVED IN CERTAIN CASES

Grants may under the orders of the Department be reduced, suspended or withdrawn at any time if the discipline, organization or instruction is unsatisfactory, or for any other serious reason, provided that of such action is taken any enquiry in which the school authority shall be allowed a full opportunity of explanation, shall be conducted by the department , the result of which shall be communicated to the Management.

You are therefore requested to depute the Dealing Assistant/Supdt. with 95% GIA to all the privately managed 95% aided schools of your district and get the GIA claims prepared from 1.4.2012 to till the joining of these employees in Govt. Sector and send these cases through special messenger to this Directorate on or before 16th Janaury 2012 so that the matter could be decided accordingly.

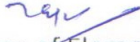

Director of Elementary Education
Himachal Pradesh.

Endst. No. Even. dated 04.01.2013.

1. The Secretary(Education) to the Government of Himachal Pradesh with reference to his letter No .Shiksha-II-Chha(10)-8/2011-L dated 31.12.2012.
2. The Director of Higher Education Himachal Pradesh .
3. All the Presidents privately managed 95% aided schools in Himachal Pradesh with the advise that the GIA claim for the year 2012-13 (**w.e.f. 14.2012 to till joing in respect of taken over staff** may be prepared immediately **on the performa enclosed** and handed over to the concerened

Dy. Director of the respective District / his representative for necessary verification alongwith the complete detail of income of the management etc. **In case any false information is furnished by the management the entire responsibility will rest with the management for such false information .**

1.	Adarsh Middle School Ghumarwsin District Bilaspur
2.	Blue Star High School Hamirpur Tehsil & District Hamirpur.
3.	Adarsh Middle School Hamirpur Tehsil & District Hamirpur.
4.	Satguru Partap High School Ramnagar Tehsil & Distt. Mandi.
5.	MIE High School Devdhar Tihra Tehsil Sarkaghat Distt. Mandi.
6.	DAV Sr.Sec.School Una Tehsil & District. Una.
7.	Himotkarsh High School Dangoli Tehsil Una Distt. Una
8.	Shivalik High School Solasinghi Una.Tehsil Una Distt Una.
9.	Public Middle School Dhanet Tehsil Bangana Distt. Una.
10.	S.D.Sr.Sec.School Shimla.
11.	Prem Public Middle School Shimla
12.	Arya (G) High School Shimla
13.	F.C.Sikh High School Shimla
14.	S.D.Sr.Sec.School Solan
15.	Woodstone High School Solan
16.	BVN High School Nalagarh District Solan.
17.	GAV Sr.Sec.School Kangra Tehsil & Distrit Kangra.
18.	Pub.Sr.Sec.School Sug Bhatoli Distt. Kangra.
19.	Pub.Sr.Sec.School Matlahar at Samlana Distt. Kangra.
20.	BBMP Sr.Sec.School Indira Colonay Haripur Tehsil Dehra Distt. Kangra.
21.	BRMP Sr.Sec.School Garan Kangra Distt. Kangra.
22.	GA Sr.Sec.School Patta Jattian Kangra Distt. Kangra.
23.	Pub Sr.Sec.School Thora Distt. Kangra.
24.	VNM Sr.Sec.Schoo Raja Ka Talab Distrct Kangra .
25.	Sarswati Middle School Salan Tehsil Palampur District Kangra.
26.	Pub. Model High School Jassure Tehsil Nurpur Distt. Kangra.
27.	S.D.Chand Pub. SSS Ghuggar Tehsil Palampur .District Kangra


 Director of Elementary Education
 Himachal Pradesh.

Annexure-A

1. Name of the School.....
2. Tehsil..... District.....
3. Education BlockTelephone No.....

PRIMARY UNIT .

SN	Contents.	Information to be filled up.												
1.	Registration of the school and constitution of the Education Society along with copy of recognition of the school.	Copy may be enclosed.												
2.	Date since when covered under 95% GIA.	.												
3.	Statement of staff strictly as per GIA Rule 1997 .													
4.	Income and expenditure statement for the year (a)(i) Tuition Fee (ii) Admission Fee. (iii) Late Fee ,Fine (b). Misc Income (i) Donation (ii) Subscription (iii) Endowments (iv) Grant other than from H.P. Govt. (v) Misc. income if any specify source. Total Income	Amount may be mentioned below												
II	EXPENDITURE (i) Total pay and allowance of teaching staff Total pay and allowances of non teaching staff Total expenditure													
7.	Rate fee and funds being charged from the students by the management .	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">1 st class</td> <td style="width: 20%;">fee</td> <td style="width: 50%;">funds per student</td> </tr> <tr> <td>2nd class</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3rd class</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4th Class</td> <td>.....</td> <td>.....</td> </tr> </table>	1 st class	fee	funds per student	2 nd class	3 rd class	4 th Class
1 st class	fee	funds per student												
2 nd class												
3 rd class												
4 th Class												

		5 th Class
8.	Class wise enrolment of students.	Class	Total number of students	
		1 st class	
		2 nd class	
		3 rd class	
		4 th Class	
		5 th Class	
		Total	
9.	Affidavit of the management regarding the correctness of facts.	Original affidavit may be enclosed.		
10.	List of the office bearers of the management may be enclosed.			
11.	Certificate regarding no other grant-in-aid received by the managements from any other source.			
12.	Bond of the management with two sureties regarding the GIA in case the GIA claim is falsely prepared excess amount of GIA claim shall be recovered from the concerned management.			

Certified that information given above has been verified physically and found correct and the grant-in-aid be released to school as per above information.

authorized person
Of the management

Section Officer
office of the DDE

Dy. Director of Education.
concerned District.

Annexure-B

1. Name of the School.....
2. Tehsil..... District.....
3. Education BlockTelephone No.....

MIDDLE UNIT

SN	Contents.	Information to be filled up.																								
1.	Registration of the school and constitution of the Education Society along with copy of recognition of the school.	Copy may be enclosed.																								
2.	Date since when covered under 95% GIA.	.																								
3.	Statement of staff strictly as per GIA Rule 1997 .	Amount may be mentioned below																								
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7.	Rate fee and funds charged from the students.																									
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	6 th class	fee	funds per student																							
																								
	7 th class																									
																								
	8 th class																									
																								

8.	Class wise enrolment of students	6 th class..... 7 th class..... 8 th class..... Total.....
9.	Affidavit of the management regarding the correctness of facts.	Original affidavit may be enclosed.
10.	List of the office bearers of the management may be enclosed.	
11.	Certificate regarding no other grant-in-aid received by the managements from any other source.	
12.	Bond of the management with two sureties regarding the GIA in case the GIA claim is falsely prepared excess amount of GIA claim shall be recovered from the concerned management.	

Certified that information given above has been verified physically and found correct and the grant-in-aid be released to school as per above information.

authorized person
Of the management

Section Officer
office of the DDE

Dy. Director of Education.
concerned District.

Annexure -A

Performa for calculation of 95% due and admissible grant-in-aid in respect of
PRIMARY UNIT .

Posts admissible as per GIA Rule 1997: JBT Teachers two for strength up to 60 students. Thereafter one additional JBT for addition of each slab of 1 to 40 students.

1. Sl.	2. Name of the JBT Teacher	3. Date of Birth	4. Edu.& Prof. qualificati ons.	5. Date of fist appoint ment.	6. Whether the appointment has been made as per provision of GIA Rule 1997 or not.	7. Pay scale admissible. (Only the candidate having the qualification JBT shall be entitled for JBT scale and otherwise not.)	8. Total salary of the teacher	9. Income of the school from donation, endowm ents and contribut ion received.	10. Net deficit of the total expenditur e on salary .	11 Net 95% GIA pay able
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										

President/Manager

Verified by S.O. (SAS)

Dy. Director of Elementary Education

Annexure -B

Performa for calculation of 95% due and admissible grant-in-aid in respect of **Middle Unit .**

Posts admissible as per GIA Rule 1997, TGT(SC)-1, TGT(A) -1, OT/LT-1, Arts& Cr.Teacher-1 PET-1,Peon-1

1. Sl.	2. Name of the Teacher	3. Date of Birth	4. Edu.& Prof. qualifications.	5. Date of fist appointment.	6. Whether the appointment has been made as per provision of GIA Rule 1997 or not.	7. Pay scale admissible.	8. Total salary of the employee	9. Income of the school from donation, endowment etc.	10. Net deficit of total expenditure .	11. Net 95% GIA pay able
1.										
2										
3										
4										
5										
6	Total									

President/Manager

Verified by S.O. (SAS)

Dy. Director of Elementary Education