

**EDUCATION CODE
FOR
KENDRIYA VIDYALAYAS**



NIEPA DC



D02754

KENDRIYA VIDYALAYA SANGATHAN
(CENTRAL SCHOOLS ORGANIZATION)
Bahadur Shah Zafar Marg
New Delhi

Printed in India by
Kendriya Vidyalaya Sangathan
(Central Schools Organization)
Bahadur Shah Zafar Marg
New Delhi

370.26
KEN-1

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Subj. ... Unit
National ...
DCU ... 110016
Date ... 14/11/80

PRINTED IN INDIA BY HINDUSTAN PUBLISHING CORPORATION
6.U.B JAWAHAR NAGAR. DELHI-7.

P R E F A C E

The Scheme for the establishment of Central Schools was approved by the Government of India in 1962 and its implementation was started by the Ministry of Education in 1963, when 20 of the Regimental Schools, run by the Ministry of Defence, were taken over and converted into Central Schools. For the smooth administration of these Central Schools, it became necessary to provide some Rules, Regulations, Instructions etc. Therefore, it was decided that, to begin with, as a guide, provisions of the Delhi Education Code be followed in Central Schools (Kendriya Vidyalayas) and accordingly orders, instructions, and directions to Kendriya Vidyalayas had been issued from time to time on various matters connected with the administration of Kendriya Vidyalayas based largely on the provisions of the Delhi Education Code.

Later, the Kendriya Vidyalaya Sangathan, an autonomous body, was set up by the Ministry of Education, and was registered as a Society in December, 1965. It actually assumed charge of these Kendriya Vidyalayas with effect from 1-4-1966. During the course of these years, various executive orders, instructions and directions have been issued both by the Ministry of Education and the Kendriya Vidyalaya Sangathan, with regard to the functioning of Kendriya Vidyalayas, both in the academic and administrative fields.

Over these years the number of orders issued from time to time has become so large and they are so continued in different communications that it has become difficult for Principals of Kendriya Vidyalayas readily to lay their hands on them, By this time the Sangathan has also developed its own set of instructions for the administration of Kendriya Vidyalayas. This has led to the need for compiling an Education Code for Kendriya Vidyalayas, which should serve the purpose of a guide and a ready reference in the daily working of Kendriya Vidyalayas. Thus, various orders issued by the Ministry of Education and Youth Services and the Kendriya Vidyalaya Sangathan in the past have been compiled and brought up-to-date in this Education Code. Any orders issued in the past, on subjects dealt with in this Code should, in case of variations from this Code, be deemed to have been repealed to that extent.

3. The unstinted co-operation of Officers of all grades has contributed to the preparation of this Code, which would not, otherwise, have been completed so soon, but special mention should be made of the untiring and sincere efforts of Shri U.S. Kaushik, Administrative Officer, who prepared the manuscript of the Code. Thanks are also due to the Secretary, Regional Officers and the Accounts Officer of the Sangathan, all of whom had made valuable suggestions, most of which have been incorporated in the text.

4. Any suggestion to bring about improvement and/or any errors of omission or commission that may have escaped notice of the draftsman of the Code or the editor may be brought to the notice of the Secretary, Kendriya Vidyalaya Sangathan, for rectification.

New Delhi,
the 16th February, 1970

(D.L. Sharma)
Commissioner,
Kendriya Vidyalaya Sangathan.

INTRODUCTION

In November 1962, the Govt. of India approved the scheme to provide educational facilities for children of the Defence Personnel and Central Govt. employees liable to transfer, subject *inter alia* to the conditions that (i) the new schools would be started only at those places where it was essential to do so (*i.e.*, places having concentration of transferable Defence personnel and Central Govt. employees, and (ii) the existing schools run in Defence etc. establishments would be utilised as far as possible.

The idea for encouraging the growth of Secondary Schools with a common syllabus and medium of instruction for the benefit of the children of Central Govt. employees liable to frequent transfer, was first mooted by the Second Central Pay Commission who recommended provision of this facility by Govt. for its employees, the education of whose children occasionally suffered great setbacks due to their frequent and sudden transfers in the public interest. This gained momentum following the war that started in October 1962, and the consequent declaration of National Emergency and the conditions created by it. The need to provide adequate schooling facilities for the children of Defence personnel and transferable Govt. servants became paramount. Accordingly, the Government of India decided to implement this recommendation of the Pay Commission by launching the Scheme of establishing about 100 Kendriya Vidyalayas at different places in the country having large concentration of transferable Central Government employees including Defence personnel. The main features of the Scheme are

- (i) Places chosen for establishing Kendriya Vidyalayas are those having concentration of Defence personnel and other transferable Central Government employees. The places for the former category are the Regimental Centres, where schools are established on the recommendation of the Ministry of Defence. The latter category of Government employees are largely employed in big towns and capitals of States ; and schools at these places are established in collaboration with and on the recommendation of the concerned State Governments.

- (ii) For admission, the Vidyalayas give priority to the children of transferable Defence personnel, Central Government employees and personnel of all-India Services, but other floating population, desirous of having such common pattern of education are also eligible for admission to the remaining seats.
- (iii) Instruction is imparted through the media of Hindi and English in these Vidyalayas, the ultimate object being to enable the pupils to achieve a reasonable measure of proficiency in both the languages.
- (iv) The Vidyalayas prepare pupils for the All-India Higher Secondary Examination conducted by the Central Board of Secondary Education, New Delhi.
- (v) The Vidyalayas are to be residential-cum-day Vidyalayas ; hostel facilities are to be provided to some pupils, particularly those whose parents are transferred in the middle of a term or course or to a station not having a Kendriya Vidyalaya.
- (vi) The Vidyalayas are being developed as quality Vidyalayas with some of the useful features of popular residential Vidyalayas, without making the schooling very expensive.
- (vii) The Vidyalayas have to be provided with their own buildings and for this, existing suitable buildings, wherever available, are secured and new construction taken up, where absolutely essential, on austerity standards.
- (viii) The management and property of the Vidyalayas vest in an autonomous body called the Kendriya Vidyalaya Sangathan (Central Schools Organization) set up by the Ministry of Education for running and administering the Vidyalayas.

As a first step towards implementation of the Scheme, 20 Regimental Schools (already functioning) at places having large concentration of service personnel, were taken over as Central Schools or Kendriya Vidyalayas during the academic year 1963-64.

The following table shows the number of Kendriya Vidyalayas set up in the country each year since the launching of the Scheme :

(iii)

<i>Year</i>	<i>No. of Vidyalayas opened</i>
1963-64	20
1964-65	34
1965-66	35
1966-67	21
1967-68	8
1969-70	4
Total	<u>122</u>

No schools could be opened during 1968-69 due to financial stringency. A complete list of Kendriya Vidyalayas in existence in the country as on 31st March 1970 is given in Appendix I.

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SECTION I

Organization and Services

CHAPTER I

DEFINITIONS

In this Code, unless the context otherwise requires :—

1. **Academic Year** means a period of 12 months beginning from 1st May, comprising four terms.

2. **Board** means the Board of Governors of the Kendriya Vidyalaya Sangathan.

3. **Central Board** means the Central Board of Secondary Education, New Delhi.

4. (a) **Commissioner** means the Commissioner, Kendriya Vidyalaya Sangathan (Central Schools Organization) and shall include any officer, irrespective of designation, appointed as Chief Administrator of the Kendriya Vidyalayas.

(b) **Deputy Commissioner** means the Deputy Commissioner of the Kendriya Vidyalaya Sangathan (formerly he was designated as Secretary).

(c) **Assistant Commissioner** (formerly called Regional Officer) means an officer appointed to look after the administration of the Kendriya Vidyalayas of an educational region in accordance with the policies laid down by the Sangathan from time to time.

5. **Director** means the Director of the Kendriya Vidyalaya Sangathan.

6. **Examination :**

(a) *Terminal Examination* means an examination conducted at the end of a term.

(b) *Half Yearly Examination* means the examination conducted at the end of the 2nd term (*i.e.* in the middle of the year).

(c) *Annual Examination* means the examination conducted at the end of the 4th term or academic Year.

7. **P.G.T.** means the Post Graduate Teacher,

8. **Principal** means the Head of a Vidyalaya appointed by the Commissioner to be in charge of and responsible for the running of the Vidyalaya in accordance with the policy of the Sangathan.

9. **Region** means the educational region comprising specified areas of the country and placed under the charge of a Regional Officer (now re-designated as Assistant Commissioner).

10. **Sangathan or Organization** means the Kendriya Vidyalaya Sangathan (Central Schools Organization), an autonomous body (Registered as a Society under the Societies Registration Act, XXI of 1860), set up by the Ministry of Education to administer and manage the Kendriya Vidyalayas.

11. **Term** means a time unit of continuous work into which an academic year is divided normally comprising a quarter of an academic year.

12. **T.G.T.** means the Trained Graduate Teacher.

13. **Vacation** means the Summer/Winter/Monsoon Vacation normally comprising of 50 days or such period as may be notified by the Commissioner in this behalf for which the Kendriya Vidyalaya is closed. This is different from short breaks which are in the nature of holidays.

14. **Vidyalaya or School** means the Kendriya Vidyalaya (or Central School) set up or taken over to the Central Schools Scheme or approved for association by the Kendriya Vidyalaya Sangathan (Central Schools Organization).

15. **Vidyalaya Management Committee** means a Committee of management appointed by the Sangathan to look after the general management of the affairs of a Kendriya Vidyalaya.

16. **Unless the context otherwise indicates** :—

- (a) Words importing the singular number shall include the plural number and *vice versa*.
- (b) Words importing the masculine gender shall include the feminine gender.

CHAPTER II

THE ORGANIZATIONAL SET-UP OF THE SANGATHAN

17. **The Sangathan :** The Kendriya Vidyalaya Sangathan was registered as a Society under the Societies Registration Act (XXI of 1860) on the 15th December, 1965. The objects for which the Sangathan is established are detailed in the Memorandum of Association and Rules reproduced at Appendix II. The primary aim of the Sangathan, in a nutshell, is to administer the Central Schools Scheme formulated by the Government of India in the Ministry of Education and Youth Services.

The Minister of State in the Ministry of Education and Youth Services in charge of school education is the Chairman of the Sangathan. The Vice-Chairman is an officer of the Ministry of Education and Youth Services specifically nominated by the Government of India. The other members are appointed by the Government of India from amongst senior officers of the Ministries of Home Affairs, Finance, Defence and Works and Housing as well as distinguished educationists including representatives of the Central Board of Secondary Education, National Council of Educational Research and Training and State Governments. The composition of the Sangathan is given in Rule 3 of the Memorandum of Association and Rules, reproduced at Appendix II.

The annual general meeting of the Sangathan is held once in a year usually on the 15th of December, which is the Foundation Day of the Sangathan. Special meetings may, however, be convened by the Chairman, whenever he thinks necessary.

18. **The Board of Governors :** The Board of Governors is charged with the responsibility of carrying out the objects of the Sangathan as set forth in the Memorandum of Association. The Board is responsible for the management of all affairs and funds of the Sangathan and has authority, to exercise all the powers of the Sangathan. The Minister of State in the Ministry of Education and Youth Services, who is the Chairman of the Sangathan, is also its Chairman. The Deputy Commissioner of the Sangathan is the Secretary and the Commissioner of the Sangathan is one of the members of the Board. The composition, functions and powers of the Board of Governors are given in Appendix II.

The Board shall meet whenever the Chairman thinks necessary. It shall, however, meet at least three times in a year. For every meeting of the Board, at least 10 days' notice shall be given in writing to each member. Four members of the Board present in person shall constitute a *quorum* at any meeting.

19. Committees of the Board of Governors : The Rules and Regulations of the Sangathan, *inter alia*, provide that the Board of Governors may, by a resolution, appoint advisory boards or committees or bodies including Management Committees for Vidyalayas, with such powers as it may think fit. Accordingly, the Board of Governors has constituted the following Committees :—

(i) FINANCE COMMITTEE

The following will be the composition of the Finance Committee :

1. Vice-Chairman, Kendriya Vidyalaya Sangathan (Chairman).
2. Finance Member, Kendriya Vidyalaya Sangathan.
3. Representative of the Ministry of Defence who is on the Kendriya Vidyalaya Sangathan.
4. Commissioner, Kendriya Vidyalaya Sangathan/Director, Kendriya Vidyalaya Sangathan, when appointed.
5. Deputy Commissioner, Kendriya Vidyalaya Sangathan (Secretary)

The functions of the Finance Committee will be as under :—

- (a) to scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board ;
- (b) to consider and make recommendations to the Board on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Board.
- (c) to scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Board.
- (d) to review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary ; and
- (e) to give advice and make recommendations to the Board on any other financial question affecting the affairs of the Sangathan,

(ii) WORKS COMMITTEE

The following will be the composition of the Works Committee :

1. Vice-Chairman, Kendriya Vidyalaya Sangathan (Chairman).
2. Finance Member, Kendriya Vidyalaya Sangathan.
3. Commissioner, Kendriya Vidyalaya Sangathan, Director, Kendriya Vidyalaya Sangathan, when appointed.
4. Superintending Surveyor of Works I, Central Public Works Department, New Delhi.
5. Superintending Engineer/S.O.I. (PLG), E-in-C's Branch, Army Headquarters.
6. Director of Army Education.
7. Director of Military Lands and Cantt., Ministry of Defence.
8. Under Secretary, Works Division, Ministry of Finance.
9. Deputy Commissioner, Kendriya Vidyalaya Sangathan (Secretary).

The function of this committee will be to advise the Sangathan on the detailed programme of major works and to provide expert technical advice, when necessary, in regard to construction of buildings for the Sangathan from time to time.

(iii) APPOINTMENT COMMITTEE

The following will be the composition of the Appointment Committee :

- (1) Chairman, Kendriya Vidyalaya Sangathan (Chairman).
- (2) Vice-Chairmen, Kendriya Vidyalaya Sangathan.
- (3) One other member of the Kendriya Vidyalaya Sangathan.
- (4) Commissioner, Kendriya Vidyalaya Sangathan.

Its main function is to make appointments to posts in the Sangathan corresponding to Class I posts under the Government of India.

20. Commissioner : The Commissioner is the Executive Head of the Sangathan and Chief Administrator of Kendriya Vidyalayas, responsible for the due discharge of functions and policies laid down by the Board.

At the Headquarters office, he is assisted in his work by the Deputy Commissioner, Assistant Commissioners, Accounts Officer and the Administrative Officer and other officers and staff, as sanctioned and appointed from time to time.

21. **Deputy Commissioner** : The Deputy Commissioner of the Sangathan is the Principal Officer, under the Commissioner, in-charge of the registered office of the Sangathan. His main functions are reproduced below :—

- (a) He shall exercise general supervision over all accounts of the Sangathan, shall pass all bills for payment on behalf of the Sangathan, shall arrange for the keeping of up-to-date accounts of the Sangathan and do all other things which are necessary and incidental to the efficient conduct of the Sangathan ;
- (b) He shall prepare the budget for approval of the Board of Governors ;
- (c) He shall attend all meetings of the Sangathan and the Board and record proceedings thereof in the Minutes Book ;
- (d) He shall execute the decisions and resolutions passed by the Sangathan and the Board ;
- (e) He shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurances of property, unless duly empowered in this regard by the members of the Board of Governors ;
- (f) He shall be responsible for the efficient administration of the Headquarters office and shall be the Principal Adviser of the Commissioner in all matters concerning formulation of policies, accounts, administration and discipline ;
- (g) For the purpose of Section 6 of Societies Registration Act, 1860 (XXI of 1860), the Deputy Commissioner shall be considered the Principal Executive of the Sangathan and the Sangathan may sue or be sued in the name of the Deputy Commissioner.

22. **Assistant Commissioner** (previously designated as Regional Officer) : For proper administration, supervision, inspection and control of Vidyalayas the country has been divided into regions of the Sangathan. Each such region shall be under the charge of an Assistant Commissioner. The Assistant Commissioner, under the over-all guidance of the Commissioner, will be responsible, for administering the Vidyalayas, falling in the region, in accordance with the policies laid down by the Sangathan.

23. (a) **Accounts Officer** : He shall assist the Deputy Commissioner in all matters concerning accounts and budget.

23. (b) **Administrative Officer** : He shall assist the Deputy Commissioner in all matters concerning administration of the Headquarters office and look after the house keeping duties in Headquarters office, including preparation and printing of the Annual Report of the Sangathan, Souvenir (or Smarika), and any other forms, material or journal that may be issued by the Headquarters office of the Sangathan. He shall also act as

- (i) the Disbursing Officer for the Headquarters office, and
- (ii) controlling officer for the staff-car.

CHAPTER III

DUTIES AND POWERS OF OFFICERS OF THE SANGATHAN AND THE PRINCIPALS

24. The main duties and powers of the various officers of the Sangathan including the Principal are given below. All residual powers which are not specifically assigned to any of the organs/officers, vest in the Sangathan/Board. These powers shall be exercised by the respective officer in accordance with the rules and regulations in force at the particular time.

25. **Functions of the Board of Governors.** (i) The Board shall generally carry out the objects of the Sangathan as set forth in the Memorandum of Association at Appendix II.

(ii) The Board shall manage all affairs and funds of the Sangathan and shall have authority to exercise all the powers of the Sangathan.

(iii) The Board shall have powers to frame regulations, consistent with the rules of the Sangathan, for the administration and management of the affairs of the Sangathan. These regulations shall provide for the following matters in particular :

- (a) The preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contracts, investment of funds of the Sangathan and the sale or alteration of such investment, and accounts and audit.
- (b) Procedure for appointment of the officers and staff of the Sangathan, the schools, and other institutions managed by the Sangathan and the various programmes and services established and maintained by it.
- (c) The terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.
- (d) Terms and conditions governing scholarships, freeships, financial and other concessions, grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.

- (e) Such other matters as may be necessary for the furtherance of the objects of the Sangathan and the proper administration of its affairs.

(iv) The Board may by resolution appoint advisory board or other committees or bodies including Vidyalaya Management Committees with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

26. Chairman of the Sangathan/Board of Governors. The Chairman shall ensure that all decisions taken by the Sangathan/Board are implemented. He shall have powers equal to those exercised by a Minister of the Government of India. He shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported at the next meeting of the Sangathan or the Board, as the case may be. The following powers have been specifically delegated to the Chairman by the Board :—

- (i) Creation of posts for the headquarters of the Sangathan in class I and II cadres.
- (ii) Creation of posts for the headquarters of the Sangathan in class III and IV cadres for periods exceeding six months.
- (iii) Renting of accommodation for schools in excess of the rent of Rs. 7,500 per annum at Bombay, Calcutta and Madras and Rs. 6,000 p.a. at other places.

27. The Commissioner

A. ADMINISTRATIVE POWERS

(1) To make appointment to all posts corresponding in status to class I up to and including Assistant Commissioner, on the recommendation of the Appointment Committee, constituted by the Board of Governors.

(2) To make appointment to the post of Principal and all other posts corresponding in status to class II at headquarter's office, on the recommendation of Selection Committees, constituted by him (Commissioner).

(3) To post, transfer and assign any duties to all class I and Class II officers at the headquarters of the Sangathan as well as Vidyalayas.

(4) To grant leave (other than special Disability Leave) to officers of class I and class II status).

(5) To approve probation and grant confirmation to class I and II officers.

(6) To forward applications of the class I and II employees of the headquarters' office of the Sangathan and Vidyalayas for posts outside the Sangathan subject to any general orders.

(7) To grant permission to class I and II employees of the head-quarter's office as well as Vidyalayas for appearing at public examinations.

(8) To arrange seminars, refresher courses, in-service training and workshops for Principals and other class I and II officers of the head-quarter's office.

(9) To depute officers of the headquarter's office of the Sangathan and Principals of Vidyalayas for training in India and for participation in educational programmes, seminars and conferences in India where such training-participation is considered to be in the Sangathan's interest, subject to general directions, if any, given by the Board.

(10) To depute officers of the headquarter's office of the Sangathan and Principals of Kendriya Vidyalayas for training abroad, subject to general directions, if any, given by the Board.

(11) To inspect and supervise the working of the Vidyalayas and to issue directions for development of education in Kendriya Vidyalayas to Principals and other officers of the headquarters.

(12) To approve and prescribe text-books for classes I to VIII.

(13) To approve and prescribe text-books for classes IX to XI out of those recommended by the Central Board.

(14) To formulate plans and schemes for development of higher education on the lines of the scheme embodied in the Central Schools Scheme and to obtain the approval of the Board and the Government of India.

(15) To promote physical education and issue directions for organising sports, games, meets and other ancillary activities.

(16) To look after the welfare and professional education (including in-service training) of teachers and other school staff of Vidyalayas.

(17) To grant permission to Principals and all classes of officers of the headquarter's office of the Sangathan to write books or to prosecute higher studies or take up other literary work.

(18) To prescribe admission, examination and promotion rules for Vidyalayas.

(19) To prescribe timings of Vidyalaya meetings, Vidyalaya term, Vidyalaya year, vacation and other breaks.

(20) To prescribe the headquarters and territorial jurisdiction of Assistant Commissioner and other officers of the headquarter's office.

(21) To grant scholarships and stipends to students in accordance with the scheme approved by the Board.

(22) To issue orders on the analogy of F.R. 9(6) (b) of the compilation of the Fundamental Rules that an employee corresponding in status to class I and II in certain circumstances be treated as on duty. In the case of deputation of an employee abroad, this power is subject to the concurrence of the Finance Member of the Sangathan.

(23) To dispense with a medical certificate of fitness in respect of class III and IV employees before their appointment.

(24) To sanction annual increments to class I officers in the prescribed time-scale.

(25) To sanction increments beyond the efficiency bar to class I employees.

(26) (a) To sanction advance increments in a time-scale to teaching staff of Vidyalayas *on their initial appointment*, subject to the recommendation of the Selection Committee.

(b) To sanction advance increments in a time-scale to non-teaching staff of the Vidyalayas up to a maximum of 5 increments on initial appointment, subject to the recommendation of the Selection Committee.

(27) To sanction the undertaking of work for which a fee is offered and acceptance of the fee by an employee of the Sangathan subject to the maximum fee of Rs. 1200/- in each case.

(28) To require class I and class II employees to produce a medical certificate of fitness before return from leave.

(29) To extend leave of class I and class II employees in order to regularise overstay of leave.

(30) To appoint a person who is more than 25 years of age or less than 18 years of age (Cf. Appx. 3—Section I of F.R. Vol. II).

(31) To decide in a case of doubt whether an employee is vocational or non-vocational.

(32) To appoint a substitute in place of an absentee on quarantine leave (Cf. Appx. 3—Section V(3)—Note 3 of F.R. Vol. II).

B. FINANCIAL POWERS, powers under the Supplementary Rules, General Financial Rules, Central Treasury Rules, Medical Attendance Rules and Central Schools (Employees) Contributory Fund Rules.

The Powers of the Commissioner under the above-mentioned rules are detailed in the statement at Appendix III (a).

(28) Deputy Commissioner

A. ADMINISTRATIVE POWERS

(1) To make appointment to posts in class III establishment at the headquarters of the Sangathan.

(2) To grant leave to class III employees at headquarter's office.

(3) To approve probation and grant confirmation to class III employees of headquarter's office.

(4) To forward applications of class III employees of the headquarter's office of the Sangathan for posts outside it and for registration with the Employment Exchange.

(5) To grant permission to class III employees at the headquarters of the Sangathan for appearing at public examinations.

(6) To depute class III officers at the headquarters of the Sangathan for training and for participation in educational programmes, etc., where such training/participation is considered to be in the Sangathan's interest subject to general directions, if any, given by the Board.

(7) To inspect and supervise the administrative set-up of the Vidyalayas and to issue directions, wherever necessary.

(8) To act as Controlling Officer for purposes of T.A. in respect of class II, III and IV staff at the headquarters of the Sangathan.

(9) To assist the Commissioner in the formulation of plans and schemes for development of higher education on the lines of the Scheme embodied in the Central Schools Scheme.

(10) To look after the welfare of the employees of the Sangathan.

(11) To ensure implementation of the decisions and resolutions passed by the Sangathan and the Board.

(12) To execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurances of property, unless duly empowered in this regard by a Power of Attorney executed by the members of the Board.

(13) To sue or be sued for and on behalf of the Sangathan.

(14) To issue orders of transfer of any official of the headquarter's office from one post to another and/or assign any duties to him.

(15) To sanction annual increments in the prescribed time-scale to class II, III and IV officers.

(16) To sanction increment beyond the efficiency bar to class II and III staff of the headquarters.

(17) To require class II and III employees to produce a medical certificate of fitness before return from leave.

(18) To extend leave of class II and class III employees in order to regularise overstay of leave.

B. FINANCIAL POWERS, powers under the Supplementary Rules, General Financial Rules, etc.

The powers of the Deputy Commissioner under the above-mentioned rules are detailed in Appendix III(a).

29. Assistant Commissioner

A. ADMINISTRATIVE POWERS

(1) To make appointments to teaching and non-teaching posts in class III in Vidyalayas.

(2) To approve probation and grant confirmation to class III employees in Vidyalayas.

(3) To forward applications of class III employees of Vidyalayas for posts outside the Sangathan and to grant permission for registration with the Employment Exchange.

(4) To grant permission to class III employees of Vidyalayas for appearing at public examinations.

(5) To depute teaching staff of class III establishment of the Vidyalayas for training and for participation in educational programmes etc., where such training/participation is considered to be in the Sangathan's interest.

(6) To allow alterations in the date of birth of students of

Vidyalayas till the time the applications of students for admission to the All-India Higher Secondary Examination are not forwarded to the Board. After the applications have been forwarded to the Board, the approval of the Board is also necessary.

(7) To inspect and supervise Vidyalayas to ensure that curricular, co-curricular and extra-curricular activities are properly carried on in the Vidyalayas, and to suggest reforms, if any.

(8) To inspect, supervise and to suggest reforms in the administration of Vidyalayas.

(9) To allow alteration in the name of the class III employees of the Vidyalayas.

(10) To look after the welfare of the employees of the Vidyalayas.

(11) To grant permission to the class III employees of Vidyalayas to prosecute higher studies or to write books or take up any literary work.

(12) To issue orders on the analogy of F.R. 9(6)(b) of the Fundamental Rules in respect of class III employees of the Vidyalayas that an employee in certain circumstances be treated as on duty, subject to such instructions as may be issued.

(13) To dispense with a medical certificate of fitness in respect of class III employees of Vidyalayas and his headquarters.

(14) To transfer Vidyalaya staff other than the Principal from one post to another, subject to ceiling limits etc. for travelling allowance prescribed for his region.

(15) To sanction annual increments to class III staff of his headquarters in the prescribed time-scale.

(16) To sanction increments beyond the efficiency bar to class III employees of his headquarters and to class III employees of Vidyalayas including P.G.T.(s).

(17) To sanction the undertaking of work for which a fee is offered and an acceptance of the fee by the staff of the Vidyalaya (other than the Principal) and his headquarters, subject to a maximum of Rs. 500/- in each case.

B. FINANCIAL POWERS, powers under the Supplementary Rules, etc.

The powers of the Assistant Commissioner under the above-mentioned rules are detailed in the statement at Appendix III(a).

30. **Administrative Officer at the Headquarters of the Sangathan**

(i) To make appointment to posts in class IV establishment at headquarter's office.

(ii) To grant leave to class IV employees of the headquarter's office.

(iii) To approve probation and grant confirmation to class IV employees at the headquarters.

(iv) To grant annual increments to class IV employees at the headquarters.

(v) To forward applications of class IV employees of the headquarters for posts outside the Sangathan and for registration with the Employment Exchange for higher posts.

31. **Principal**

A. ADMINISTRATIVE POWERS

(1) To function as the administrative head of the Vidyalaya and to act as the drawing and disbursing officer of the staff employed in the Vidyalaya, subject to detailed instructions given in this regard in the Account Code.

(2) To make appointments to class IV posts in the Vidyalaya.

(3) To approve probation and grant confirmation to class IV employees in the Vidyalaya.

(4) To forward applications of class IV employees of the Vidyalaya for posts outside the Sangathan and to grant permission for registration with the Employment Exchange.

(5) To grant permission to class IV employees of the Vidyalaya for appearing at public examinations.

(6) To implement the instructions and policies of the Sangathan in respect of curricular, co-curricular and extra-curricular activities, and to take steps to bring about healthy development of the Vidyalaya in all these fields.

(7) To administer the Vidyalaya on sound lines and to develop healthy teacher-pupil relationship.

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

- (9) To look after the welfare of the employees of the Vidyalaya.
- (10) To handle the official correspondence relating to the Vidyalaya and to furnish within the prescribed dates all returns and information required by the Sangathan.
- (11) To formulate and to submit to the Assistant Commissioner for approval, proposals for teaching staff, furniture, laboratory equipment and teaching aids etc. well before the commencement of the academic session.
- (12) To make all payments (including salaries etc., of teachers and other staff) in time and according to rules.
- (13) To ensure that tuition fees, where levied, are realised and credited to the Vidyalaya account.
- (14) To make purchases of stores etc., required for his Vidyalaya in accordance with the prescribed rates, to enter all such stores in Stock Register, to scrutinise the bills and make payment.
- (15) To conduct physical verification of Vidyalaya property and stocks at least once a year and to inspect the stock registers occasionally to ensure their proper maintenance in accordance with the rules.
- (16) To be responsible for proper utilization of the Pupils' Fund, for which a separate account shall be maintained. This account will be operated and utilized in accordance with the rules laid down by the Sangathan from time to time.
- (17) To make satisfactory arrangements for supply of drinking water and tiffin facilities for the pupils and to ensure that the school building and its fixtures and furniture, office equipment, lavatories, play-grounds, school garden etc., are properly and carefully maintained.
- (18) To grant to his Vidyalaya local holidays, not exceeding seven in a school year for educational and other *bona fide* purposes.
- (19) To supervise, guide and control the work of the teaching and non-teaching staff of the Vidyalaya.
- (20) To be in charge of admissions in the Vidyalaya, preparation of school time-table, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of examinations and tests in accordance with the rules prescribed by the Sangathan from time to time.
- (21) To plan the year's academic work in advance in consultation with his colleagues and to hold staff meetings at least once a month to

review the work done during the month, and to assess the progress of the pupils.

(22) To help and guide the teachers and promote their professional growth and towards this end actively encourage their participation in courses designed for in-service education.

(23) To promote initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound.

(24) To organise the teachers for study of the curriculum and the syllabuses in use with a view to analysing the objectives of teaching of the various topics and adapting the instructional programme to them, with due regard to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced.

(25) To ensure that the teacher's diary is maintained in a manner that (i) it helps the teacher in his day-to-day work and (ii) it helps others to understand and appreciate his work and that six best notes of lessons are sent to the Assistant Commissioner each year.

(26) To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as inter-subject co-ordination.

(27) To provide special help and guidance to teachers newly entering the profession on first appointment.

(28) To plan and prescribe a regular time-table for the scrutiny of pupils' written work and home assignment and to ensure that their assessment and correction are carried out effectively.

(29) To make necessary arrangements for organising special instruction for the pupils according to their need.

(30) To inform the teachers about the new rating schedule which may be prescribed from time to time for assessing their yearly work, and not only to evaluate their work objectively but also to bring to the notice of the Assistant Commissioner/Sangathan meritorious work done or a successful experiment undertaken by any teacher to improve the Vidyalaya.

(31) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way.

(32) To organise periodically educational excursions after proper pre-planning.

(33) To develop and organise the library resources and reading facilities in the Vidyalaya and ensure that the pupils and teachers have access to and use books and journals of established value and usefulness.

(34) To encourage the formation of parent-teacher associations in order to establish contacts with and secure the co-operation of parents/guardians in the programmes of the Vidyalaya.

(35) To send regularly the progress reports of the students to their parents/guardians.

(36) To promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examination of his students and to send medical reports to parents/guardians.

(37) To sanction increments in the approved time-scale in the case of all staff up to P.G.T's grade.

(38) To sanction increments next above the efficiency bar in respect of staff below the P.G.T's grade, after obtaining the approval of the Chairman, Vidyalaya Management Committee.

B. FINANCIAL POWERS, Powers under the Supplementary Rules, General Financial Rules, etc.

The powers of the Principal under the above-mentioned rules are detailed in Appendix III (b).

CHAPTER IV

VIDYALAYA MANAGEMENT COMMITTEE

32. Vidyalaya Management Committee

For proper running of the Vidyalaya the day-to-day management of the Vidyalaya is entrusted to a Vidyalaya Management Committee constituted by the Sangathan, consisting of Senior officers of State Governments, Army, Navy or Air Force Officers, representatives of State Education Department and Central Government employees and distinguished local educationists. Such committees manage the Vidyalayas with funds provided by the Sangathan and within the frame-work of the policies laid down by the Sangathan.

The Management Committee shall meet at least three times in a year and special meetings may be called by the Chairman of that Committee.

33. The composition of the Vidyalaya Management Committee is given below :

*Kendriya Vidyalayas in Defence
Establishments*

*Kendriya Vidyalayas outside the
Defence Establishments*

1. **Chairman** : A senior officer of the Army, Navy or the Air-Force, in the Establishment to be appointed by the Sangathan in consultation with the Ministry of Defence.

1. **Chairman** : Education Secretary/ Director of Education/Director of Public Instruction/Divisional Commissioner/District Magistrate/ Vice-Chancellor of a University/ eminent educationist, as may be decided by the Chairman of the Sangathan according to the location of the Vidyalaya.

<i>Kendriya Vidyalayas in Defence Establishments</i>	<i>Kendriya Vidyalayas outside the Defence Establishments</i>
2. Member } Three members from amongst the senior	2. Member } Representatives of the
3. Member } service personnel as well as officers of the other civil depts. of the Central Govt. located at that station.	3. Member } Central Govt. employees of the depts. functioning at the station.
4. Member }	4. Member }
5. Member : Eminent educationist to be nominated by the Chairman, Kendriya Vidyalaya Sangathan	5. Member : Eminent educationist to be nominated by the Chairman, Kendriya Vidyalaya Sangathan.
6. Member : } Representatives of the concerned State Govts. Union Territories to be nominated by the Kendriya Vidyalaya Sangathan	6. Member } Representatives of the concerned State Govts/ Union Territories to be nominated by the Kendriya Vidyalaya Sangathan.
7. Member }	7. Member }
8. Member : Principal of another neighbouring Kendriya Vidyalaya.	8. Member : Principal of another neighbouring Kendriya Vidyalaya.
9. Member-Secretary : Principal of the Kendriya Vidyalaya.	9. Member-Secretary : Principal of the Kendriya Vidyalaya.

34. Tenure of the Vidyalaya Management Committee

- (a) The tenure of office of the Members of the Management Committee of a Vidyalaya shall be three years, but they will be eligible for renomination. This will operate even in the case of Kendriya Vidyalayas located in Defence Establishments.

Note. The term Vice-Chancellor of a university or an eminent educationist will include Directors of Institutes of all-India character, e.g., I.I.Ts.

- (b) The Sangathan will have the discretion to nominate the same Chairman of the Management Committee for the second or subsequent terms. The Members of the Management Committee will not normally continue to serve on the Committee beyond two years except the Secretary-Principal of the Kendriya Vidyalaya.

35. **Functions/Powers of the Management Committee**

- (1) To exercise control over expenditure in respect of the funds released by the Sangathan for the Vidyalayas, its Pupils' Fund and other receipts of the Vidyalaya in the manner laid down by the Sangathan. (In the case of Pupils' Fund, the powers be exercised through a sub-committee to be constituted, including students' representatives, in the manner prescribed by the Sangathan.) This specifically implies proper custody of funds, due control over expenditure, ensuring of payments to proper persons and parties of correct amounts and proper maintenance of accounts.
- (2) To prepare budget-estimates for the next financial year and sending suggestions in respect of new items of expenditure with justification therefor. This will include non-recurring items such as buildings, special repairs, furniture, equipment etc.
- (3) To make selection of staff for the Vidyalaya as may be authorised and in accordance with the procedure prescribed by the Sangathan.
- (4) To exercise general supervision over the proper running and functioning of the Vidyalaya including maintenance of discipline among students as well as members of the staff, subject to procedures, rules and regulations prescribed by the Sangathan.
- (5) To make recommendations to the Sangathan about additional classes and sections, if any, to be formed in the Vidyalaya during the forthcoming academic year in order to accommodate children belonging to the eligible categories.
- (6) To make suggestions to the Sangathan for any improvements or reform in the academic or other procedures relating to the Vidyalaya, including amendments in the prescribed rules and regulations.
- (7) To assist the Vidyalaya to secure local assistance and cooperation for its better working and growth.
- (8) To scrutinise and approve the annual report of the Vidyalaya.

- (9) To discharge such other functions relating to the Vidyalaya as may be prescribed by the Sangathan from time to time.

Note : Vidyalaya Management Committee shall meet whenever required by its Chairman. It should meet at least three times in a year ordinarily in the school premises. These should be in the *1st week of August, 1st week of December and 1st week of February.*

36. **Sub-Committees of the Vidyalaya Management Committee.**

The Vidyalaya Management Committee may appoint two Sub-Committees, *viz.*, Vidyalaya Appointment Committee and the Purchase Advisory Committee charged with the responsibility of making appointment of staff in the Vidyalaya and for making purchases beyond the Principal's powers in accordance with the rules and procedures laid down by the Sangathan.

The Vidyalaya Appointment Committee shall consist of the following members :

- *(i) Chairman of the Vidyalaya Management Committee.
- (ii) Education Officer of the State Govt.
- (iii) Distinguished local educationist.
- (iv) The local senior officer of the Central Government serving on the Management Committee.
- (v) Principal of the Vidyalaya.
- (vi) Local subject expert, if any.

**If a Chairman is an Education Officer of State Government, member (ii) may be Administrative Officer of State Government.*

Members at (i), (ii) and (iv) should invariably be present. The decision of the Vidyalaya Appointment Committee will not be valid unless at least four out of the members (i) to (v) are present.

PURCHASE ADVISORY COMMITTEE

This Committee shall consist of only members of the Vidyalaya Management Committee with such co-option of the other experts as may be considered necessary for advice in respect of specific items of purchase.

Detailed instructions regarding the functions etc. of this Committee are given in the Accounts Code.

37. Conveyance Allowance to members of the Vidyalaya Management Committee, Vidyalaya Appointment Committee, and Purchase Advisory Committee

The local non-official members of the above Committees whenever required to attend official meetings convened by the Chairman, will be paid at a flat rate of Rs. 10/-per diem for attending the meetings. The amount involved will be met from the Vidyalaya funds.

The official members of the above Committees will draw the conveyance charges from their office and the amount involved may be refunded to their respective pay offices by the Vidyalayas, if claimed.

CHAPTER V

**CLASSIFICATION, RECRUITMENT, QUALIFICATION,
APPOINTMENT AND TERMS & CONDITIONS
OF SERVICE**

38. **Classification.** The posts in the Kendriya Vidyalayas have been classified as under :—

<i>Designation</i>	<i>Classification</i>
Principal	Class II
Postgraduate Teacher	Class III
Trained Graduate Teacher	—do—
Drawing Teacher	—do—
Domestic Science/Home Science Teacher	—do—
Craft Teacher	—do—
Physical Training Instructor	—do—
Primary Teacher	—do—
Music Teacher (Whole time)	—do—
Librarian	—do—
Upper Division Clerk	—do—
Lower Division Clerk	—do—
Laboratory Assistant	Class IV
Peon	
Farash	
Sweeper	
Chowkidar	
Waterman	
Mali	
All to be designated as class IV servants.	Class IV

39. **Recruitment.** All recruitment to posts in Kendriya Vidyalayas shall be made by the competent authorities through the agencies of the Employment Exchanges in the country in the following manner :—

(a) *Posts of Principals, Postgraduate Teachers and Trained Graduate Teachers (Science).*

Recruitment to the posts of Principal, Post Graduate Teacher and Trained Graduate Teacher (Science) shall be made centrally by the Sanga-

than at the beginning of each calendar year. The total number of vacancies in these grades estimated to occur during the academic year shall be intimated by the Sangathan to the Central Employment Exchange in the Directorate General of Employment and Training in the month of January every year along with the draft of an advertisement. The Central Employment Exchange will collect names of suitable applicants registered in the Exchanges and also simultaneously advertise the vacancies through the Directorate of Advertising and Visual Publicity on an all-India basis. This advertisement will appear in selected important newspapers early in January. All applications (on a form prescribed by the Sangathan) received from qualified persons will be forwarded to the Sangathan after scrutiny by the Central Employment Exchange by the end of February. Suitable candidates will be interviewed at convenient centres by the Sangathan. Panels of selected candidates will be maintained in the Sangathan's office. These panels will be large enough to cater for future vacancies which may arise during the course of the academic year.

Vidyalayas shall intimate their requirement in the above grades to the Sangathan who will provide suitable candidates out of the selected panels maintained in its office.

(b) Posts of Trained Graduate Teachers (Humanities), Drawing Teachers and other Teachers in equivalent or lower grade, Librarian, Upper Division Clerk, Lower Division Clerk and Class IV.

Recruitment to these posts shall be made by the Vidyalaya Appointment Committee to meet their individual requirement during the course of the academic year in the following manner :—

(i) For posts where the total emoluments exceed Rs. 200/- p.m., the vacancies in such grades shall be notified by the individual Vidyalaya to the Central Employment Exchange endorsing a copy of the requisition to the local Employment Exchange and the Professional and Executive Exchanges nearer to the Vidyalaya. The Central Employment Exchange on receipt of an intimation from the Vidyalaya, will arrange for suitable applicants to be sponsored by the Employment Exchanges of the regions concerned or, failing this, for issuing advertisements in the local papers. Three weeks time may be given to the Central Employment Exchange for making submission of suitable persons.

The procedure outlined in the preceding para will also be followed by the Vidyalaya for making *ad hoc* recruitment to the grade of Post

Graduate Teacher or Trained Graduate Teacher (Science) for the duration of the academic session only *when the Sangathan is unable to provide a suitable person from the Central panel and grants permission for such ad hoc recruitment.*

(ii) Other vacancies with emoluments less than Rs. 200/- p.m. may be notified by the Vidyalaya to the local Employment Exchange by giving seven days' notice.

If the Central Employment Exchange or the local Employment Exchange fails to submit names or intimate the action taken *within 21 and 7 days respectively from the date of receipt of vacancies*, it may be presumed that they have no applicants to offer and the Vidyalaya may arrange for recruitment through advertisement in the local Press.

A list of the Professional and Executive Exchanges where persons with higher qualifications are registered, is at Appendix IV.

The selection of candidates by the Vidyalaya Appointment Committee will be made on the basis of the qualifications and experience prescribed for the post by the Sangathan and the ability of the teacher to teach through the prescribed medium of instruction.

In the case of selected candidates who fulfil the prescribed qualifications and experience and who are to be appointed on the minimum of the pay scale, no formal prior approval of the Sangathan is necessary and an order of appointment can be issued straight away by the Chairman of the Vidyalaya Management Committee on behalf of the Assistant Commissioner if the post to be filled is a class III post. In the case of class IV post, the order of appointment will be issued by the Principal out of the select-list prepared by the Management Committee. The particulars of each such appointment will, however, be sent to the Sangathan in Proforma I placed at Appendix V, immediately after the appointment is made. A copy of the appointment order need not be sent to the Sangathan.

Prior approval of the Sangathan shall have to be obtained in the following cases before actually making the appointments :—

- (i) Cases in which any relaxation of the prescribed qualifications/ experience or age etc., is involved ; and
- (ii) Cases in which initial pay higher than the minimum of the prescribed scale is recommended by the Vidyalaya Appointment Committee.

Such cases shall be referred to the Sangathan in Proforma II placed at Appendix VI.

40. All recruitment to various posts shall be made in accordance with the procedure indicated in the preceding Article.

An exception to recruitment in accordance with the prescribed procedure can be considered only in the following two cases :

- (a) Proposal for appointment of a son/daughter/other near relative of an employee who dies in harness, leaving his family in indigent circumstances ; and
- (b) Proposal for appointment of such persons as had ceased to be in service on the ground that they failed to resume duty after the expiry of the maximum period of extra-ordinary leave admissible to them as temporary employees, for reasons beyond their control.

Proposals for relaxation of the normal procedure of recruitment through the Employment Exchange shall be made to the Sangathan giving full justification. The Commissioner for Kendriya Vidyalayas may, in deserving cases, pass orders individually, relaxing the normal procedure of recruitment through the Employment Exchange.

41. Filling up of leave vacancies

Leave vacancies in the teaching staff sometimes arise at an awkward time thereby creating a serious handicap in the instruction of children. For filling up these temporary vacancies it is necessary to take immediate steps, sometimes in advance. The following guidelines are laid down in this matter :—

- (a) If the vacancy occurs at a time of the year when the school work can be carried on without serious handicap or dislocation, the vacancy may not be filled at all. There is no objection to a trained graduate teacher teaching the highest classes in such a situation or a primary teacher teaching the middle or higher classes. The post-graduate teachers and trained graduate teachers are always welcome to teach also in the lower classes.
- (b) If the vacancy is of more than a month's duration and occurs at a time when the teaching work cannot be managed without filling up the vacancy, the Principal should make necessary arrangement of a purely temporary and time-limit nature. This may be by appointing some qualified candidate on the waiting list in the same grade or in the lower grade. No commitment for permanent absorption should be made in respect of

such arrangements and the duration of appointment should be clearly specified. This period can be extended later if the teacher concerned extends his leave. In case there is no qualified candidate on the waiting list in the same grade or lower grade, the vacancy may be filled through the Employment Exchange.

(c) In the situation mentioned under (b), if a whole time teacher is not available, the Principal may make some part-time arrangement on such payment as may be, by and large, reasonable, after obtaining the approval of the Chairman, Vidyalaya Management Committee. The actual amount of the remuneration should bear a relation to the time devoted by the person appointed. However, the amount so fixed should not in any case exceed half the emoluments of the post at the minimum of the scale.

(d) Arrangements made under (b) or (c) should be reported simultaneously to the Assistant Commissioner concerned and to the Accounts Officer, Kendriya Vidyalaya Sangathan.

42. While making fresh appointments of ladies to teaching or non-teaching cadres, it may be ensured that no maternity leave will be required by the candidates within six months of their joining service. Before actual appointment, the Vidyalayas should get the lady candidates to produce a medical certificate from a Government/Municipal Hospital to this effect in case a formal medical examination will take time and the appointment cannot be postponed. The Vidyalayas will be free to withdraw the appointment letter in any case where maternity leave is likely to be required by a selected candidate within six months of her joining service.

Female employees appointed on regular basis/on probation even though temporary, but who have not completed service for one session, may be granted maternity leave, where necessary. This relaxation is not applicable to employees appointed on *ad hoc* basis up to the end of an academic session.

43. **Appointing Authority**

The appointing authorities of the various categories of employees in Kendriya Vidyalayas, as from the 1st April, 1966, will be as under :

<i>Category of Employee</i>	<i>Name of the Appointing Authority</i>
Principal	Commissioner for Kendriya Vidyalayas
All other teaching and non-teaching staff in the Vidyalaya, except class IV staff.	Assistant Commissioner
Class IV staff including Laboratory Assistants.	Principal

44. **Qualifications**

The following are the essential educational qualifications and minimum experience required for the various categories of posts :—

(i) *Principal :*

Second Class Master's Degree or equivalent Degree in any of the Subjects—Physics, Chemistry, Biology, Mathematics, English, Hindi, Sanskrit, History, Economics or Geography and a Degree or Post-Graduate Diploma in teaching/education. At least 7 years' experience of educational administration including teaching in a recognised school at the Secondary or higher stage, preferably in public schools, Sainik Schools and Regimental Schools.

(ii) *Post Graduate Teachers in English, Mathematics, History, Economics, Geography, Physics, Chemistry, Biology, Hindi and Sanskrit :* Second Class Master's Degree in the subject concerned (in the case of Sanskrit, an Oriental Degree will be considered as equivalent): University Degree/Diploma in teaching, relaxable in the case of those with adequate teaching experience (5 years or more) in a recognised school at Secondary or higher stage in the subject concerned.

(iii) *Trained Graduate Teachers in English, Mathematics, History, Economics, Geography, Physics, Chemistry, Biology, Zoology, Hindi and Sanskrit :*

Second Class Degree (45% marks and above in the Degree Examination considered as equivalent) in the subject concerned with University Degree/Diploma in teaching with at least 3 years'

teaching experience in a recognised school at the middle, secondary or higher stage in the subject concerned.

Note. Degree/Diploma in teaching is relaxable for the posts of teachers in Physics/Chemistry/Biology/Hindi/Sanskrit mentioned in (i) and (ii) in the case of highly qualified/experienced candidates.

(iv) *Home Science/Domestic Science Teachers Grade I :*

University Degree with Diploma in Domestic Science or University Degree in Home Science.

(v) *Home Science/Domestic Science Teacher, Grade II :*

Matric plus Home Science Diploma of Lady Irwin College, Delhi or its equivalent. Alternatively, a University Graduate who has taken Domestic Science as a subject at the Higher Secondary or Intermediate Examination. Adequate teaching experience.

(vi) *Drawing Teachers :*

Matriculation plus approved/recognised Diploma/Certificate in Art and Drawing after full time course of 3 years' duration, or part time course of 5 years' duration. 3 years' teaching experience in a recognised school.

(vii) *Physical Training Instructors ;*

University Degree with Diploma in Physical Training. B.P.E. Degree of Laxmi Bai College of Physical Education, Gwalior, will be treated as equivalent.

(viii) *Craft Teachers (for the subject "Electric Gadgets and their repairs") :*

Matriculation. 2 years' Diploma in the trade from a recognised institution. 2 years' practical/teaching experience in the trade.

(ix) *Craft Teachers (For the subject "Sewing, Needle Work and Embroidery") :*

Matriculation. Diploma in tailoring, needle work and embroidery from a recognised college or Government Industrial or Technical Training Institute. 2 years' teaching experience in a recognised institution.

(x) *Music Teacher* :

B.A. (Music) from a recognised University.

Or

Sangeet Visharad from Gandharava Mahavidyalaya.

or

Sangeet Visharad from Morris College of Music, Lucknow.

or

B. Music Degree of the B.H.U.

or

Matriculation plus a Diploma/Certificate in Music from a recognised Institution.

(xi) *U.D.C./L.D.C.* :

As prescribed in the Recruitment Rules placed at Appendices VII and VIII.

(xii) *Laboratory Assistant* :

Matriculation/Higher Secondary with Science.

(xiii) *Class IV Servants* :

Middle Pass.

Note 1. In making recruitment of teachers to any grade preference should be given to those who possess good working knowledge of Hindi and English and are able to teach through both the media.

Note 2. The selection and appointment of clerical staff will be made in accordance with the Recruitment Rules placed at Appendices VII and VIII.

45. **Age-Limits** :

The following age-limits have been generally prescribed for the posts in the Vidyalayas :

Principal : Not below 35 years and not exceeding 45 Years.

P.G.T : Up to 35 years.

<i>T.G.T. and all other Teachers including Librarian :</i>	} Up to 30 years.
<i>U.D.C. L.D.C.</i>	} As in the Recruitment Rules.
<i>Lab. Asstt. :</i>	18 to 25 years.
<i>Class IV :</i>	18 to 25 years.

The upper age limits are relaxable in the case of special categories as follows ;

Extent of Relaxation

- (i) Scheduled Caste/Tribe —5 years
- (ii) Retrenched Central Govt. employees including defence personnel : Period of their service in Civil/ Military Departments increased by 3 years.

The appointing authority can, in his discretion, relax these age-limits in deserving cases on the recommendation of the Appointment Committee.

46. The members of the Vidyalaya Appointment Committee including the Principal will scrupulously observe the healthy convention of not selecting a son/wife/near relative in the same Vidyalaya. Any contravention of this convention will entail removal from service of the person so appointed, apart from any further action that may be considered necessary by the Sangathan,

47. Sanctioned Strength :

The staff strength for each Vidyalaya will be determined and sanctioned by the Commissioner on the basis of the work-load and other special features, if any, and in accordance with the norms which may be laid down in this behalf from time to time. There shall, however, be one post of Principal sanctioned for each Vidyalaya. A post of Vice-Principal may also be sanctioned to assist the Principal in the discharge of some of his administrative duties if the enrolment in any Vidyalaya goes beyond 1000.

48. Appointment Order :

Subject to availability of a duly sanctioned post, all appointments in the Vidyalaya shall be made strictly in order of merit out of the panel of candidates selected by the Vidyalaya Appointment Committee. Though

the Assistant Commissioner is the appointing authority for all class III employees of the Vidyalaya, powers have been delegated to the Chairman of the Vidyalaya, to issue appointment order signed by him *for and on behalf of* the Assistant Commissioner in favour of the following grades of employees :

- (1) All class III employees other than P.G.T. and T.G.T. (Science).
- (2) *Ad hoc* appointment to the grade of P.G.T. and T.G.T. (Science), wherever authorised by the Assistant Commissioner.

Regular appointment to the grades of P.G.T., T.G.T. (Science) and Principal will be made by the Sangathan. A specimen copy of the Appointment Order to be issued to the candidate is placed at Appendix IX.

Note :—No travelling allowance or joining time is permissible in the case of fresh appointees. Existing teachers of Kendriya Vidyalayas holding regular appointments, shall, however, be eligible, on their selection through one of the Central Selection Committees and on appointment to a higher post, to travelling allowance as on transfer. Joining time shall, however, be restricted to two days for preparation, in addition to the actual journey period involved in transit.

49. Terms and Conditions of Service

- (a) *Appointment.* Except in cases where *ad hoc* appointments are made, the appointment of an employee will be on probation (*i.e.* trial) for a period of one year, which may be extended to two years by the appointing authority. During the period of probation and thereafter, for so long as the appointee holds the appointment in a temporary capacity and is not confirmed, the services of the appointee are terminable by one month's notice on either side, without any reasons being assigned. The appointing authority, however, reserves the right of terminating the services before the expiry of the stipulated period of notice by making payment to the appointee of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- (b) *Confirmation.* Persons who have completed their probation satisfactorily, will, after completion of a minimum of two years' service in Kendriya Vidyalaya, be eligible for confirmation in accordance

with the rules of the Sangathan issued from time to time. Superannuated people, if appointed, will not be eligible for confirmation,

- (c) *Pay Scale.* The scales of pay will be as determined by the Sangathan from time to time. The existing scales of posts in Kendriya Vidyalayas will continue for the present.
- (d) *Allowances and Benefits admissible in addition to Pay (at Central Government rates, as decided from time to time).* Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Medical Benefits, Children's Educational Allowance, Reimbursement of Tuition fees paid for children in Secondary Schools, Hostel subsidy in Kendriya Vidyalayas for employees of low-income groups.
- (e) *Leave Rules.* Leave will be admissible to employees in accordance with the provisions of the Revised Leave Rules, 1933, as amended from time to time and as extended to Kendriya Vidyalaya employees. A copy of the instructions governing the grant of casual leave, quarantine leave and special casual leave etc. is placed at Appendix X. Detailed instructions regarding leave rules are given in the Account Code.
- (f) *T.A. Rules (including leave travel concession).* In accordance with the relevant provisions of the Kendriya Vidyalaya Account Code.
- (g) *Terminal Benefits.* May opt either for the benefits of Contributory Provident Fund or for the benefits of pension plus gratuity, as admissible to the Central Government servants.
- (h) *Discipline.* In accordance with the Disciplinary Rules of the Vidyalaya.
- (i) *Age of Retirement.* The age of retirement shall be 60 years provided that in individual cases, on merit, an extension in service can be granted year by year thereafter for a period not exceeding three years, with the permission of the Commissioner for Kendriya Vidyalayas, if he is satisfied that such an extension is in the interest of the Sangathan. No extension shall be granted beyond the age of 63 years.
- (j) *Foreign Service Terms.* The Central Government employees or State Government employees, appointed on deputation, on

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foreign service, to posts in the Sangathan, will be governed by the terms and conditions of deputation as agreed to by the parent Department and the Sangathan.

- k) *Transfer Liability.* Employees up to the grade of T.G.T. will be recruited from and posted in their home state only as far as possible. They will not ordinarily be shifted from the place of initial posting and more particularly outside their home state and requests for transfer will not be entertained in the Sangathan except on grounds of extreme hardship to the individual. The Kendriya Vidyalaya Sangathan, however, reserves the right to transfer personnel, in special cases, in its discretion. The Principal, P.G.T., will not normally be transferred from one station to another before 5 years (2 to 3 years in the case of those posted in areas declared difficult by the Sangathan) except on administrative grounds or on grounds of extreme hardship to the individual. No T.A. will be admissible where transfer is effected on one's own request except when a transfer is effected from a difficult area on the expiry of the prescribed period. The liability for transfer of a P.G.T. is within the Region only, whereas a Principal is liable to be transferred any where in India where a Vidyalaya is located.
- (l) *Production of Certificates.* The appointment will be further subject to :
- (i) Declaration and production of certificate of fitness from competent medical authority [Civil Surgeon or Medical Officer of equivalent rank (c.f. Appendix X (a) and (b)).
 - (ii) Submission of declaration about marriage (c.f. Appendix XI).
 - (iii) Taking of oath of allegiance/faithfulness to the Constitution of India, or making solemn affirmation to the effect. (Oath to be taken before Chairman/Principal, (c.f. Appendix XII).
 - (iv) Production of the following original certificates :—
 - (a) Character certificates from two Gazetted officers of Central/State Government or stipendiary magistrate in the prescribed form (in the case of candidates not already in Government Service) (Appendix XIII) pending receipt of satisfactory report through District Authorities on the character and antecedents of the appointee.

- (b) Degree/Diploma/Certificates of educational and teaching qualifications.
- (c) Certificate of age.
- (d) Discharge certificate, in the prescribed form, from previous Government employer, if any. (Appendix XIV).

Note. Requirements in respect of items (i) to (iii) and (iv) (a) be waived in respect of candidates who are in the service of Government or autonomous bodies and have already satisfied these requirements.

If any declaration given or information furnished by the appointee proves to be false or he is found to have wilfully suppressed any material information, he will be liable to removal from service and such other action as the appointing authority may deem necessary.

50. The services of any employee appointed to a class III post in a Vidyalaya shall not be terminated by an authority other than the appointing authority, *i.e.*, the Assistant Commissioner.

In cases where an employee tenders resignation and seeks to be relieved before the expiry of one month from the date of notice, the appointing authority has the discretion either to insist on full month's notice or to relieve the employee before the end of the notice period without asking for payment of salary in lieu of notice, provided that it is satisfied that alternative arrangements can be made and/or the Vidyalaya's work can be carried on effectively.

51. **Officiating arrangement during the absence of Principal**

(a) *When the vacancy is of less than two months' duration :*

During the absence of the Principal from the Vidyalaya, whether on account of illness or otherwise, the Vidyalaya Management Committee may call upon the seniormost P.G.T. of that Vidyalaya who is willing to take the additional responsibility, to take over charge of the duties of the Principal. For this purpose, the seniority among P.G.Ts viz. direct recruits *vis-a-vis* those working on deputation shall be reckoned from the date of appointment as P.G.T. in the Sangathan only. Where two or more persons joined on the same date, the person oldest in age will be regarded as senior. The P.G.T. so appointed will be in charge of routine duties of the Principal in addition to his own. No charge allowance will be

admissible for such officiating arrangements, but an intimation may be sent to the Sangathan about the arrangements made by the Vidyalaya Management Committee.

(b) When the vacancy is of more than two months' duration :

In the case of long term vacancies exceeding two months, warranting the grant of charge allowance of Rs. 75/- p.m. or such other allowance as may be fixed by the Commissioner from time to time, the person to be appointed will hold current charge of the duties of the post of Principal, such arrangements being made after prior consultation with the Sangathan. Such a vacancy shall be offered to the P.G.T. in that Vidyalaya, who is on the waiting list maintained in the Sangathan's office for appointment as Principal. If there is no such P.G.T. available in the Vidyalaya, the vacancy shall be filled in the manner indicated in sub-para (a) above.

52. Appointment of Supervisors in the Primary Department

With a view to provide relief to the Principals in the day-to-day administrative and other work, a Supervisor may be appointed for the Primary Department of a Vidyalaya with the prior approval of the Assistant Commissioner concerned in the following cases :—

- (1) In Kendriya Vidyalayas, which have both Primary and Secondary Departments and where the total strength of the students is more than 700, the primary classes may be put under the charge of the senior-most primary teacher to be called "Supervisor".
- (2) In Kendriya Vidyalayas where the primary classes are located in a separate building away from the main school building or are functioning in a different shift, the Primary classes may be put under the charge of the senior-most primary teacher to be called "Supervisor".
- (3) The Supervisor will be in full charge of the Primary Department (in addition to his/her normal teaching work) and will keep the Principal informed of the day-to-day developments and problems through various daily returns to be prescribed by the Principal.

For taking this additional responsibility, the Supervisor will be

allowed a special pay of Rs. 25/- P.M. No additional post of Primary Teacher will be sanctioned on this account and the Supervisor will be expected to take classes as usual. However, where necessary, minor adjustment in the number of periods allotted to the Supervisor may be made by the Principal.

53. Issue of “No Objection Certificate” for Registration with the Employment Exchange

Such of the employees of the Vidyalayas (including class IV employees) as are educationally qualified for a higher post, may be permitted by the appointing authorities to register with the Employment Exchange for higher post as outsiders, on the condition that in the event of their selection for the higher post, they will have to resign their post in the Vidyalaya with proper notice and sever all connections with the Sangathan.

CHAPTER VI

CODE OF CONDUCT FOR TEACHERS

54. A person who chooses teaching as a career, assumes the obligation to conduct himself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his work and conduct, setting an example which will command the respect of the pupils, the parents and his colleagues.

Teaching, in its true sense, is not mere instruction but influence. The teacher's duty is not merely to communicate knowledge in specific subjects but also to help children grow to their fullest stature and unfold their personality. In this responsible task what matters most is the personal example of the teacher.

55. The following code of conduct is, therefore, laid down for the guidance of the teachers of the Kendriya Vidyalayas :

- (1) Every teacher shall, by precept and example, instil in the minds of the pupils, entrusted to his care, love of the motherland.
- (2) Every teacher shall, by precept and example, inculcate in the minds of his pupils respect for law and order.
- (3) Every teacher shall organise and promote all school activities which foster a feeling of universal brotherhood among the pupils.
- (4) Every teacher shall, by precept and example, promote tolerance for all religions among his pupils.
- (5) No teacher shall be a member of any political party or carry on activities either openly or in camera in support of any such party.
- (6) The teacher shall always be on the alert to see that his pupils also do not take an active part in politics.
- (7) No teacher shall be a member of the State or Central Legislature. He shall resign his job before standing for election as a candidate.

- (8) Every teacher must take his stand against the unhealthy competition in modern society and must strive his best to instil in the minds of his pupils the principles of co-operation and social service.
- (5) Every teacher shall co-operate with and secure the co-operation of other persons in all activities which aim at the improvement of the moral, mental and physical well-being of pupils.
- (10) Every teacher must be strictly impartial in his relations with all his pupils. He should be sympathetic and helpful particularly to the slow learners.
- (11) Every teacher must be a learner throughout his life not only to enrich his own life, but also of those who are placed in his care. He should plan out his work on approved lines and do it methodically, eschewing vigilantly all extraneous activities.
- (12) Every teacher must regard each individual pupil as capable of unique development and of taking his due place in the society, and help him to be creative as well as co-operative.
- (13) Every teacher should be temperate and sober in his habits. He should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the Vidyalaya.
- (14) Every teacher should have an exemplary moral character. His dealings with the members of the other sex in the Vidyalaya or outside it, should not be such as would cause reflection on his character or bring discredit to the Vidyalaya.
- (15) Every teacher should take pride in his calling and try to promote the dignity and solidarity of his profession.
- (16) Every teacher must be an advocate of freedom of thought and expression.
- (17) No teacher shall indulge in or encourage any form of mal-practice connected with examinations or other school activities.
- (18) Confidential matters relating to the Institution and the Department shall not be divulged by any teacher.
- (19) No teacher shall accept any job of a remunerative character

from a source other than the Vidyalaya or give private tuition to pupils without the written permission from the competent authority.

- (20) Every teacher should be clean and trim, not casual and informal, while on duty. His dress should be neat and dignified. He should on no account be dressed so as to become an object of excitement or ridicule or pity at the hands of the students and his colleagues.
- (21) Every teacher should be punctual in attendance, in respect of his class work as also for any other work connected with the duties assigned to him by the Principal.
- (22) Every teacher should abide by the rules and regulations of the Vidyalaya and show due respect to the constituted authority, diligently carrying out instructions issued to him by the superior authority.
- (23) Every teacher shall avoid monetary transactions with the pupils and parents and refrain from exploiting his Vidyalaya influence for personal ends. He shall generally conduct his personal matters in such a manner that he does not incur a debt beyond his means to repay.
- (24) No teacher shall prepare or publish keys or assist directly or indirectly in their preparation or use of such publications without obtaining prior approval of the Sangathan.
- (25) No teacher shall engage himself as a selling agent or canvasser for any publishing firm/trader.
- (26) No teacher shall apply for an assignment or job outside the Sangathan direct. He shall invariably forward his application through proper channel, *i.e.* through the Principal and the Assistant Commissioner if he is a teacher other than the Principal, and through the Chairman of the Vidyalaya and the Commissioner if he is the Principal.
- (27) No teacher shall represent his grievances if any, except through proper channel, nor will he canvass any non-official or outside influence or support in respect of any matter pertaining to his service in the Vidyalaya.
- (28) Every teacher shall consider Vidyalaya property and funds as if placed in trust with him and shall exercise the same prudence and care as he would do in respect of his own property or funds.

- (29) (a) No teacher shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift from any pupil, parent or any person with whom he has come into contact by virtue of his position in the Vidyalaya.

Explanation : The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him.

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

- (b) On occasions, such as weddings, anniversaries, funerals or religious function when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gifts if the value thereof does not exceed Rs. 25/-.
- (30) No teacher shall, except with the previous sanction of the Sangathan, give any talk on the radio or publish any statement or document either in his own name or anonymously, pseudonymously or in the name of any other person, which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government, or which is capable of embarrassing the relations between the Central Government and a State Government or between the Central Government and the Government of any foreign State.
- (31) No teacher shall, except with the previous sanction of the competent authority, ask for or accept contribution to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any object, whatsoever.

56. The above rules of conduct will apply *mutatis mutandis* to the members of non-teaching staff of the Vidyalaya as well as the Principal.

**MISCELLANEOUS MATTERS RELEVANT TO SERVICE
IN VIDYALAYAS**

57. Service Records

- (a) *Service Book* : In respect of each individual member of staff on rolls of the Vidyalaya, a *Service Book* in the form as applicable to Central Government servants may be maintained, to show the date of appointment, name of the post, rates of pay, date of increment, date of promotion, period of leave and nature of leave taken, leave travel concession taken, suspension awards and certificate of crossing efficiency bar, etc. In short, every event in the official career of the employee should be noted therein. Detailed instructions regarding maintenance of service book are given in the Account Code. The cost of the service book will be met by the Vidyalaya out of "Contingencies."
- (b) *Personal File* : For each employee of the Kendriya Vidyalaya a *Personal File* should be opened both in the Sangathan's office as well as in the respective Vidyalaya soon after he/she joins the Vidyalaya. On his/her first appointment in the school, the particulars of the employee may be filled in a prescribed proforma (Appendix XV) and one copy thereof sent to the Sangathan after counter-signature of the Principal. The proforma in respect of the Principal should be countersigned by the Chairman of the Vidyalaya before being sent to the Sangathan. The duplicate copy of the proforma should lie incorporated in the personal file of the respective employee maintained in the Vidyalaya.
- (c) *Verification of Character and Antecedents* : The character and antecedents of the employee of a Vidyalaya shall be got verified through the District Police authorities concerned within six months from the date of appointment of such an employee. The verification has to be done by the respective Vidyalaya for each employee up to and including the grade of P.G.T. For

Principals, verification will be done by the Sangathan's office. A copy of the Attestation Form in which the particulars are to be sent to the District Police authorities, in duplicate, is placed at Appendix XVI.

(d) *Annual Confidential Report* : The work and conduct of each member of the staff has to be reported on at the end of the calendar year in the prescribed *Confidential Report Forms*, made available to the Vidyalayas from time to time. Detailed instructions for the preparation and maintenance of Annual Confidential Reports are given in Appendix XVII.

(e) *Report on Probationers* : One of the principal terms and conditions of appointment applicable to the staff in the Vidyalayas is that the appointment will be on probation for a period of one year, which may be extended to two years by the appointing authority. For this purpose, two special reports on probationers, one on completion of six months of service and the other, on completion of 11 months of service, shall be forwarded by the Chairman of the Vidyalaya to the Regional Officer in the Sangathan who has jurisdiction over the particular Vidyalaya. The specimen forms of the Report on Probation for Principal and for staff other than Principal are placed at Appendices XVIII and XIX.

(f) *Leave Account* : Leave account should be maintained in the prescribed form and it should be consulted, before any staff is sanctioned leave, to verify if the leave is actually admissible to him. Detailed instructions regarding maintenance of leave account are given in the Account Code.

(g) *Last Pay Certificate* : In case of transfer of any teacher from one Vidyalaya to another Vidyalaya under the orders of the Sangathan, the teacher transferred should be paid only up to the date of relief from the school and a *Last Pay Certificate* in form No. CS 34 showing the particulars of pay drawn, date up to which the teacher was paid, etc., should be issued by the former Vidyalaya to the Management of the Vidyalaya to which the transferee comes. Detailed instructions regarding preparation of the Last Pay Certificate are given in the Account Code.

(h) *Annual Increment* : The Principal is the competent authority for sanctioning *annual increments* to the staff of the Vidyalaya

and in case of the Principal, the Chairman of the Management Committee is the competent authority, subject, of course, to the fulfilment of other conditions. The withholding of increment is a measure of punishment and unless that punishment is inflicted through an order issued by the competent authority, the annual increments should be released as and when they fall due. In the first bill, in which a periodical increment is drawn for an employee of the Vidyalaya, a certificate in form C S. 16 duly signed by the competent authority should be appended.

58. Vacation Staff

The following staff of the Vidyalaya shall be treated as belonging to the Vacation Department :

- (1) Post Graduate Teacher
- (2) Trained Graduate Teacher
- (3) Drawing Teacher
- (4) Domestic Science/Home Science Teacher
- (5) Craft Teacher
- (6) Physical Training Instructor
- (7) Primary Teacher
- (8) Music Teacher (Whole time)
- (9) Librarian
- (10) Laboratory Assistant

The following staff of the Vidyalaya shall be treated as Non-Vacational Staff :

- (1) Principal
- (2) Upper Division Clerk
- (3) Lower Division Clerk
- (4) Class IV Servants other than Laboratory Assistants.

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

The teachers and other staff of Vidyalayas who have been classified as Vacational and who are not called for duty during the long vacation (Summer/Winter/Monsoon) shall be entitled to vacation pay only when

they complete five months' continuous service (excluding the long vacation break), either on the date on which the vacation begins or subsequently.

In cases where a staff member does not complete the minimum period of service of five months mentioned above when the vacation begins, he may be paid the "*Vacation Pay*" for that period of vacation later on when he completes five months' service excluding vacation period. In other words, the vacation pay can be paid to such a staff member, but only on his completing five months' period of service in the Vidyalaya. The staff member should have been on duty on the last working day before the vacation and should have continued to work after vacation.

Part-time teachers are not entitled to any vacation pay.

60. Local appointments to vacant posts should not be made just before the vacation, unless there are strong reasons therefor and the same has been approved by the Sangathan.

61. Payment of City Compensatory Allowance and House Rent Allowance during vacation.

Payment of House Rent Allowance and City Compensatory Allowance during leave or vacation is subject to the condition that the payee has continued to incur the expenditure for which these allowances are admissible and in the case of City Compensatory Allowance it is further subject to the condition that either the payee or any member of his family continued to reside at the place of duty for which the City Compensatory Allowance is drawn. The allowance is drawn automatically and no certificate is required provided the vacation plus leave, if any taken, does not exceed 4 months (*i.e.*, 120 days).

62. Except in cases where teachers are specifically employed in temporary vacancies sanctioned up to the beginning of long vacations only, a teacher who is appointed and joins his duty before the Winter break against a regularly sanctioned post, shall be entitled to the full vacation pay.

63. Payment of "**Vacation Pay**" *in advance* to teachers and other staff members who are otherwise entitled to the same is not permissible.

64. **Leave Salary of Deputationists**

During the period of regular leave of the deputationist leave salary will be paid by parent department and not by the Vidyalaya authorities. As and when a deputationist applies for regular leave, his leave case is to be referred to the parent department, when he actually proceeds on regular leave his parent department should be intimated of this fact with the Last Pay Certificate to enable them to pay the leave salary for the period of his leave. The allowances, like Dearness Allowance, etc. should however be borne by the Vidyalaya at the appropriate rates. (Dearness Allowance per month on the basis of rate of leave salary per month, H.R.A. and C.C.A. at the rates drawn prior to proceeding on leave subject to fulfilment of other conditions). On rejoining, the L.P.C. should be called for from the parent department before making further payment of salary.

65. **Transfer of Staff at their own Request**

Transfer of staff made at their own request from one Vidyalaya to another will be regulated as follows :

- (i) The minimum period of transit required for the actual journey will be allowed.
- (ii) The period of transit will be treated as follows :
 - (a) As earned leave, or as half-pay leave, if such leave is due.
 - (b) As extraordinary leave without pay, if neither earned leave nor half-pay leave is due.
- (iii) No transfer T.A. will be admissible.

66. **Forwarding of Applications of Teachers**

The teaching staff should be discouraged from applying to outside posts, specially during the period of their probation and, after that, the applications should be forwarded to the Sangathan for consideration on merits.

The above restrictions are not applicable in cases, where the teachers in question apply for Commissions in the Armed Forces or competitive examination conducted by the U.P.S.C. or the State Public Service Commissions.

67. **Representation from Staff of Vidyalayas**

- (i) All representations from the staff (other than Principal) should be submitted through the Principal of the Vidyalaya. The same

shall be forwarded to the Sangathan with the Principal's comments. As regards the representation from the Principal, it should be routed through the Chairman of the Management Committee. No action shall be taken on the advance copies of any representation received in the Sangathan directly.

- (ii) No action shall normally be taken on any anonymous and/or pseudonymous complaints made to the Chairman etc., in respect of the affairs of Vidyalayas.

68. Appointment of Kendriya Vidyalaya Teachers as Centre Superintendents of Examination Conducted by the Central Board of Secondary Education

If any of the staff (including the Principal) is appointed by the Central Board to act as Centre Superintendent at any centre of the all-India Higher Secondary Examination, they are permitted to take up these duties and co-operate with the Central Board. The absence from the Vidyalaya on this account will be treated as duty. The Principal and other staff are also permitted to accept the travelling allowance and honorarium, which is usually paid by the Central Board for this purpose, particulars of which are indicated by the Board itself to the candidates concerned.

69. Permission to Teachers to appear at Higher Examinations

There is no objection to any of the teachers employed in a Vidyalaya appearing at some higher examination privately, provided that such pursuit of higher studies is not prejudicial to the discharge of his duties and responsibilities in the Vidyalaya.

Such permission can be granted in the case of teachers other than the Principal by the Chairman of the Vidyalaya on the recommendation of the Principal subject to the condition that the number of teachers in a particular grade so permitted, does not at any time exceed the limit of 10% of the strength in that grade. If the Chairman in any case feels that permission to more than 10% of the teachers in any grade is necessary on human or public considerations, prior approval of the Assistant Commissioner shall be obtained before the teacher concerned is granted any permission in this regard.

In the case of a Principal, such permission shall be obtained from

the Assistant Commissioner by an application submitted through the Chairman of the Vidyalaya.

The permission to appear at an examination will further be subject to the condition that no preparatory leave for such examination shall be granted to the teacher concerned. He will only be allowed leave of the kind due, and if no leave is due, extra-ordinary leave for the days of the examination plus the actual transit time to the place of the examination (both ways). If any departure is intended from this rule, prior approval of the Assistant Commissioner shall be obtained.

70. Provision of Uniforms for Class IV Employees

Among the class IV employees, only the Peon, Waterman, Farash, Sweepers and Chowkidars, employed in Kendriya Vidyalayas are entitled to uniform. For this purpose, the locations of Kendriya Vidyalayas have been classified into "All Summer, All Winter and Both Summer and Winter" stations. The employees of the categories mentioned above employed at "All Summer" stations will be issued only summer uniforms, while those employed at "All Winter" stations, will get Winter uniforms only. The employees working at "Both Summer and Winter stations" will be provided with both summer and winter uniforms. The list of stations classified under the three heads mentioned above is given at Appendix XX.

Laboratory Assistants working in Kendriya Vidyalayas shall be supplied with apron and gloves.

71. Pattern of Uniform

The standard pattern of uniform for male employees will consist of a short buttoned-up coat, a pant, a cap/turban and shoes/chappals. Turbans should ordinarily be issued only to Sikh employees, but the Vidyalaya Managements may, in their discretion, issue turbans to such non-Sikh employees as are habitually accustomed to wear them.

For female class IV employees, the standard pattern will consist of a white saree, blouze and chappals/shoes.

Only Khadi cotton cloth shall be used for all summer uniforms, but where Khadi cloth of the requisite specification is not available, mill-made cloth may be used instead. Winter uniform will be made from mill-made serge cloth. Purchase of cloth etc., should be finalised on the basis of competitive rates after inviting quotations from dealers.

The stitching of uniforms should be arranged through co-operative agencies and other social welfare organizations etc., where available, otherwise through private tailors at competitive rates. The distribution of uniforms should be made by the Vidyalayas direct and not through any outside agency.

The expenditure on the preparation and purchase of uniforms shall be met from the head "Contingencies" of the Vidyalayas.

72. Washing Allowance

Those who are supplied with uniforms (other than Laboratory Assistants) may be allowed washing allowance of Rs. 1.00 per mensem except during periods of regular leave. The aprons and gloves provided to Laboratory Assistants will be washed periodically by the Vidyalayas and the washing charges debited to "Contingencies".

73. Malis will not be given any uniform as they mainly work in the garden and the fields attached to the Vidyalaya and the decorum and discipline of the Vidyalayas is, therefore, not affected by their not being dressed in uniform.

74. In the event of discharge/resignation and promotion of an employee, all items of uniform issued to him should be withdrawn or proportionate cost thereof recovered. These may be re-issued to other entitled employees, particularly the blanket. Uniforms should not be withdrawn from employees suffering from infectious or contagious diseases or those who die in harness.

75. In case of loss of uniform by an employee due to theft or fire which was not due to his own negligence, the Vidyalaya Management may, in its discretion, issue fresh uniform on receipt of a copy of the F.I.R. from the Police or Fire authorities.

76. The scale and pattern of uniforms to be issued to peons, farash, sweepers and chowkidars are given in Appendix XXI.

77. Working Days, Holidays and Vacation, etc.

(i) The total number of working days during the academic year, *i.e.*, from the 1st May of a year to the 30th April of the next year, should be 220 days comprising a total of 1,200 instructional hours, excluding time spent on activities such as examinations and afternoon sports and games. A break-up of working days and holidays etc., is given below :

	<i>Days</i>
(a) No. of working days (excluding Sundays).	220
(b) No. of examination days (excluding Sundays).	14
(c) Summer vacations (including Sundays and Government of India Holidays falling within the period).	50
(d) Autumn break (coinciding with the Dussehra Holidays and including Sundays and Government of India Holidays).	10
(e) Winter break ending on 31st of December (including Sundays and Government of India Holidays).	10
(f) Special Holidays at the discretion of the head of the Vidyalaya.	7
(g) Sundays and Government of India Holidays not accounted for in (c), (d) and (e) above.	54
	<hr style="width: 100%; border: 0.5px solid black;"/>
	365
	<hr style="width: 100%; border: 0.5px solid black;"/>

(ii) The Kendriya Vidyalayas will reopen after the Summer Vacations on the *Fourth Monday in June* of each year and the date in May, of the commencement of the Summer Vacations of 50 days, should be fixed accordingly, in advance.

(iii) The long vacation of 50 days and two breaks of 10 days each at the following hill and monsoon stations will be as indicated below :

For the Vidyalayas at Lansdowne, Ranikhet and Simla

- | | |
|---------------------|--|
| (a) Winter Vacation | 50 days—from 1st January to 19th February. |
| (b) Autumn break | 10 days—coinciding with Dussehra holidays. |
| (c) Summer break | 10 days in June. |

For the Vidyalayas at Pachmarhi and Lonavla

- | | |
|----------------------|---|
| (a) Monsoon Vacation | 50 days—from 1st July to the 19th August. |
| (b) Autumn break | 10 days—coinciding with the Dussehra holidays or Diwali holidays. |
| (c) Winter break | 10 days in February. |

(iv) The Vidyalayas are required to intimate to the Sangathan the actual dates covering the duration of the Autumn, Summer and Winter

breaks as decided by them. The clerical staff put on duty during the breaks, may be granted compensatory leave if considered necessary.

78. Telegraphic Address

The telegraphic address of the Sangathan is “*Kevisang*” and all telegrams should be addressed accordingly.

79. Law Suits Against the Sangathan or Kendriya Vidyalaya

In cases where a law suit is filed in a Court of Law against the Vidyalaya/Vidyalaya Management Committee/Sangathan, immediate arrangements for defence should be made in consultation with the Government Pleader/Counsel, wherever available. The expenditure for this purpose shall be met out of the contingent grant sanctioned to the school. However, all such legal cases with detailed background history thereof, should be immediately reported to the Sangathan and prior concurrence of the Assistant Commissioner/Commissioner obtained before filing counter affidavit in the law court, indicating details of the law suit, the defence proposed, the particulars of the lawyer proposed to be appointed, the amount of legal charges payable etc.

80. Medical Facilities

All categories of staff employed in Vidyalayas on regular basis (*i.e.*, not part-time) are entitled to medical benefits on the same scale and under the same terms as is admissible to corresponding categories of Government employes under the Central Services (Medical Attendance) Rules, 1944, and the orders and Government of India decisions issued thereunder, from time to time.

The controlling authority for the purpose of sanctioning claims for re-imbusement of staff other than Principal will be the Principal of the Kendriya Vidyalaya concerned while for Principal, it will be the Chairman of the Vidyalaya.

A list of authorised Medical Attendants for various categories of employees of the Vidyalaya shall be obtained from the State Administrative Medical Officer. The employees obtaining medical treatment from such authorised Medical Attendants only will be entitled to re imbusement of expenditure incurred on their own treatment as well as treatment of their dependent members of the family.

CHAPTER VIII

DISCIPLINE

81. **Discipline—Extension of the Application of Central Civil Services (Classification, Control and Appeal) Rules, 1965**

All the employees of Kendriya Vidyalayas as well as at the head-quarter's office of the Sangathan are subject to the disciplinary control of the Sangathan. It has been decided that the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, will apply *mutatis mutandis* to all members of the staff of the Sangathan and that the appointing, disciplinary and appellate authority for the various posts will be as in the Appendix XXII. (In the above Rules, for the words "Government Servant" wherever they occur, the words "Member of staff of Kendriya Vidyalaya/Kendriya Vidyalaya Sangathan (Headquarter)", may be substituted).

All employees suspected of corrupt practices or breach of discipline shall normally be proceeded against in accordance with the provisions of the C.C.S. (C.C.A.) Rules, 1965, as it is only fair in accordance with the principles of natural justice that the accused employee is given an opportunity to explain his conduct before he is given any punishment.

82. **Termination of Services under the Terms of Appointment**

An exception to the rules mentioned in the preceding Article may, however, be made in the following types of cases :

- (i) In the case of a purely temporary employee who is known to be of doubtful integrity or conduct, but where it is difficult to bring forth sufficient documentary or other evidence to establish the charges, and whose retention in the Vidyalaya, etc., will be prejudicial to the interests of the institution.
- (ii) In the case of a temporary employee suspected of grave misconduct, where the initiation of regular proceedings against him in accordance with the provisions of the C.C.S. (C.C.A.) Rules, 1965, is likely to result in embarrassment to a class of employees and/or is likely to endanger the reputation of the institution.

In cases of the above type, the appointing authority may record the reasons for termination of the services of the employee in its own record and thereafter terminate the services of the employee under the terms of appointment without assigning any reason. Where the appointing authority is the Principal, action to terminate the services of an employee under the terms of appointment shall be taken only after obtaining the prior approval of the Assistant Commissioner.

A specimen form of letter of termination of services of employees is placed at Appendix XXIII.

83. **Suspension**

- (1) The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Chairman of the Sangathan, by general or special order, may place an employee under suspension
 - (a) Where a disciplinary proceeding against him is contemplated or is pending ; or
 - (b) where a case against him in respect of any criminal offence is under investigation, inquiry or trial ; or
 - (c) where, in the opinion of the aforesaid authority, the employee has engaged himself in activities prejudicial to the interest of the security of the State.

Provided that where the order of suspension is made by an authority lower than the *Appointing Authority*, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

- (2) An employee shall be deemed to have been placed under suspension by an order of the appointing authority :
 - (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours ;
 - (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation : The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account

- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations for which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by an authority to which that authority is subordinate.

84. Standard forms of (i) order of suspension, (ii) certificate to be furnished by the suspended employee, (iii) order for revocation of suspension order, (iv) charge sheet for major penalties, (v) order relating to appointment of Inquiry Officer/Board of Inquiry, (vi) form for issue of show cause notice (Forms Nos 1 & 2), (vii) memorandum of charges for minor penalties, and (viii) order for taking disciplinary action in common proceedings, are placed at Appendices XXIII to XXXI.

SECTION II

**Admission, Examination and
Promotion Rules etc.**

CHAPTER IX

COMMON PRAYER

85. Common Prayer

The common prayer approved for Vidyalayas is given in the Appendix XXXII. The entire material is intended to be sung/recited by the students during the daily morning assembly and prayer in the order in which it occurs in the appendix. The National Anthem will form an integral part of the prayer and will be sung after the main text of the prayer as given in the Appendix XXXII.

87. Common Uniform

All students of Kendriya Vidyalayas should have a common uniform showing combinations of white and navy blue. The pattern of the uniform for boys and girls shall be as given in the Appendix XXXIII.

All students should be persuaded to come to school invariably in the prescribed uniform. Cases of default, if any, observed in a Vidyalaya, should be dealt with in a personal and persuasive manner, and no punitive action should be taken. The parents, if necessary, may be reminded of their responsibility to send their wards in proper uniform.

87. Common Badge

All students should wear a common badge either embroidered on the uniform or printed with the words written in Hindi and English———

Kendriya Vidyalaya,———(name of station)

(Crest of the Sangathan).

CHAPTER X

ADMISSION RULES

88. Admission

Admission of new students to the various classes in all Kendriya Vidyalayas shall be made from the beginning of the academic session—1st May each year, up to the 31st August, but not beyond this date except as specified below :

- (i) Admission on transfer from a Kendriya Vidyalaya any time during the academic year ;
- (ii) Admissions made in special situations on the express and written undertaking from the parent that the student will not appear for the annual examination in March/April subsequently ;
- (iii) Exceptionally deserving cases will be considered by the Sangathan on a reference made by the Principals with full justification. Pupils in such cases may be allowed by the Principal to attend the class provisionally on the strict understanding that in case the Sangathan rejects the application for admission, the permission to attend classes will be cancelled and no transfer certificate will be issued.

89. Priorities for Admission

The eligible categories which receive priority in admission to Kendriya Vidyalayas, will be as under :

- (i) Children of transferable defence personnel;
- (ii) Children of transferable Central Government employees ;
- (iii) Children of officers of all-India services, autonomous bodies/projects (fully financed by the Government) and Public Undertakings/Corporations etc., whose services may be transferable ;
- (iv) Children of non-transferable defence personnel and Central Government employees ;
- (v) Other floating population which includes civilian population desirous of joining the pattern of studies adopted in the Kendriya Vidyalayas.

Within the above-mentioned priorities, the students belonging to Scheduled Castes/Scheduled Tribes shall be given first preference in admission provided they qualify in the prescribed admission test.

Exceptions

(1) Kendriya Vidyalayas located in the campuses of the Indian Institute of Technology, will however, accord priority in admission to the children of the employees of the I.I.Ts. along with the children belonging to category (i) mentioned above. That is to say, in these Vidyalayas, the children of the employees of the I.I.Ts. will be bracketed with the children of the transferable defence personnel, other terms of admission remaining the same.

(2) The children of Vidyalaya and Kendriya Vidyalaya Sangathan staff will get preference in admission along with the children belonging to priority (i).

Explanation

The term "children" used in the above-mentioned "priorities", means sons/daughters of the categories of employees mentioned therein including their legally adopted children and step-children only. The grand-sons, dependent real brothers and sisters of such employees will, however, be accorded second priority, i.e., these children will enjoy priority next to what their own children are accorded.

90. Admission Test

The Principal will arrange admission tests in the subjects as specified in the next Article and decide whether the student can be admitted and if so, to which class. On this point his decision shall be final. The standard of the admission test will be of the level of the annual examination of the class preceding that to which admission is sought.

91. Subjects for Admission Test

The admission test shall be held in the following subjects :—

<i>For Admission in</i>	<i>Subjects</i>
Primary classes	English, Hindi and Arithmetic
Middle classes	English, Hindi, Mathematics and General Science.

<i>For Admission in</i>	<i>Subjects</i>
Higher Secondary classes, <i>i.e.</i> , Class IX (non-science course)	English, Hindi, Mathematics and General Knowledge.
Higher Secondary classes, <i>i.e.</i> Class IX (science course).	English, Hindi, Mathematics and General Knowledge plus Science.

Admission to class I shall not be based on any test requiring prior academic attainment of the student in order to ensure that such students as have not had any pre-primary education are not put to a disadvantage in comparison with those who have had such education.

Some concession shall be given in admission tests for deficiency in languages (English, Hindi and Sanskrit). This shall not be so liberal that the deficiency may not be made good by combined efforts of the School and parents in one session.

Note. The assurance of removing language deficiency within a year shall be given in writing by the parent/guardian of the pupil, if admitted.

92. Admission to Science Group

The selection of a pupil for the Mathematics and Science group in class IX shall be determined solely on the basis of merit evidenced by his/her performance in Mathematics and Science in the Common Examination of class VIII. A pupil securing less than 50% marks in the aggregate of Science and Mathematics subjects shall not be admitted to the Science Course.

Note. Students of Kendriya Vidyalayas who fail to obtain 50% marks in Science and Mathematics subjects taken together in the annual examination of class VIII, may, if they so desire, be permitted to sit in the admission test for class IX intended for pupils coming from outside the Kendriya Vidyalaya family for admission to Science group.

93. Admission shall not be made to Class X and XI unless the student has taken the same course in the IX and X Class respectively and has passed the promotion examination or has secured the permission of the Central Board of Secondary Education for counting the earlier period as giving the candidate eligibility to take the All-India Higher Secondary Examination.

94. Students coming from Kendriya Vidyalayas on transfer will not appear for an admission test in the new school if they have completed one academic session in the previous school and their academic record has been received with the transfer certificate. Otherwise, they will also have to take an admission test in the new school and admission will be offered to them according to the decision of the Principal of the new school.

95. Those seeking new admission as well as those coming on transfer from a Kendriya Vidyalaya shall have to produce a transfer certificate from the school last attended. In case, this school is not a Kendriya Vidyalaya, the certificate should be endorsed by the District Education Officer of the district in which the school is located. The endorsement should specifically indicate whether it is a recognised institution.

96. Admission without Transfer Certificate

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

97. A pupil coming from a recognised school or a Kendriya Vidyalaya shall not be admitted to a class higher than the one in which he was studying at his former school, except in the case of those who have successfully passed the annual examination and have been promoted to a higher class.

98. Except in very special circumstances students will not be admitted on transfer to a Kendriya Vidyalaya if they are moving from another Kendriya Vidyalaya in the same station or city.

99. If on administration of an admission test for admission to a particular class, a pupil is found unsuitable for the class, this shall not entitle the pupil for admission to the next lower class automatically without an admission test.

100. A pupil who fails once at the annual examination (classes I-X) may be admitted to the same class in the next session of the same or of any other Kendriya Vidyalaya. A pupil who fails twice at the annual examination shall not be admitted even in special cases.

101. A pupil who fails in the Board's final examination, shall be admitted only as *casual* student and the fee will be charged at the same rate as from a regular student of Science or Humanities group, as the case may be.

Note. A separate register will be maintained for the casual students and they will appear in the Board's final examination as *private* candidates. Admission of such casual students shall further be subject to the availability of accommodation and laboratory facilities.

102. The above rules are supplementary to the "Rules regarding admission and migration of students" laid down by the Central Board.

103. **Age-Limit**

Keeping in view the requirement of the Central Board of Secondary Education that the All-India Higher Secondary Examination shall be open to pupils who have *inter alia* attained the age of 16 years on 30th September of the year in which they take the examination, the age of admission to the various classes in Kendriya Vidyalayas shall be regulated as indicated below :—

<i>For Admission to Class</i>	<i>the student should complete the under-mentioned years of age on the 30th September of the School year in which admission is sought</i>
I	5 Years
II	6 Years
III	7 Years
IV	8 Years
V	9 Years
VI	10 Years
VII	11 Years
VIII	12 Years
IX	13 Years

- Note 1.** The above-mentioned age stipulations shall not apply to children coming from other Kendriya Vidyalayas with valid transfer certificates.
- Note 2.** Students should not be admitted on the assumption that exemption in the age limit will be secured from the Central Board at the appropriate time.
- Note 3.** If there are any pupils who might be short of age for the All-India Higher Secondary Examination, the Principals shall notify the parents of such pupils of this fact immediately and they shall, by no means, be promoted to Class XI.

104. Equivalence of Classes

For the purpose of deciding admission to any class of a student who joins the Kendriya Vidyalaya after completing a stage of education in any State/Union Territory in India, the equivalence of classes in Kendriya Vidyalayas and classes in High/Higher Secondary Schools of various States should be strictly observed.

- Note 1.** For the guidance of the schools, the following formula has been evolved by the Ministry of Education and Youth Services :—
- (i) Migration from a 10 Year High School to another 10 Year High School or from an 11 year Higher Secondary School to another 11 Year Higher Secondary School, the child may be admitted to the same class as he was studying in.
 - (ii) Migration from a school where the duration of the school course is different from that in the school to which migration is sought, the top classes leading to the High School/Higher Secondary Examinations should be considered equal and the equivalence in the lower classes should be worked out on the basis of number of years required to reach the top class.
 - (iii) Migration from a 11 Year High School to a 11 Year Higher Secondary School, the child may be admitted to one class lower.
 - (iv) Migration from a 11 Year or 12 Year or 13 Year

Higher Secondary School to a 11 Year High School course, the child may be admitted to one class higher.

Note 2 : Higher Secondary would in these contexts include the Intermediate classes and P.U.C. classes.

105. Strength of a Section

The total strength of a section shall in no case exceed the maximum limit which may be specified by the Sangathan from time to time. At present this limit is 40 students to a section. The sections should have 30 to 35 students at the beginning and the vacant seats should be a cushion to accommodate candidates who may seek admission on transfer from a Kendriya Vidyalaya.

106. If the number of eligible categories of students seeking admission to a Vidyalaya warrants opening of new sections/classes and necessary accommodation for opening such additional sections/classes is available, the Vidyalaya Management Committee should secure prior approval of the Sangathan before actually starting more sections/classes in the Vidyalaya. Admissions to such sections/classes should not be made in anticipation of the approval of the Sangathan. In making such proposals, the Vidyalaya Management should clearly indicate whether built accommodation for these sections/classes would be available and if not, how the additional units would be accommodated in the existing campus

107. The form of transfer certificate to be issued to students desirous of migrating out of the Vidyalaya has been prescribed for uniform adoption in all Kendriya Vidyalayas. A copy of the same has been placed at Appendix XXXIV.

108. In some States, there is a rule that transfer certificates should be countersigned by the Regional Inspector of Schools or the District Educational Officer or other State authority designated for the purpose in order to facilitate admission to other schools. The State Educational authorities have been requested to countersign transfer certificates issued by the Principals of Kendriya Vidyalayas. Where the State Educational authorities do not countersign such transfer certificates they may be got countersigned by the Assistant Commissioner of the Sangathan.

RULES OF EXAMINATION AND PROMOTION

109. Examinations

In each academic year the Vidyalaya will hold the following tests and examinations :—

- (i) First Quarterly Test.
- (ii) Half-Yearly Examination.
- (iii) Third Quarterly Test.
- (iv) Annual Examination.

The tests shall be at least of 1½ hours duration in each subject. The examinations will devote 3 hours for each paper. The schedule of these tests and examinations may be as under :—

- 1st Test : First week of September.
- Half-Yearly Examination : First fortnight of December.
- Third Test : Second week of February (In the hill Stations—this may be held in the last week of February).
- Annual Examination : Second and third weeks of April.

- Note :** (1) The course to be covered in each test/examination shall be cumulative.
- (2) The above schedule of tests/examinations should be uniformly adhered to, the actual dates being left to the discretion of the Principal within this schedule.

110. The objective of the tests and the examinations is not merely to record the pupils' achievement but also to assess and identify their needs and their points of weakness and strength. The results disclosed by these tests should be used by the teachers to adapt instruction more closely to the individual needs and capabilities of the pupils and, wherever necessary, to organise special instruction for the pupils in areas where their individual weakness has been disclosed.

111. Minimum Attendance Necessary for Annual Examination

A pupil may not be allowed to sit in the annual examination if he has not put in a minimum of 75 per cent of the total attendance of the academic session, including attendance put in a previous school if the student has been admitted on transfer. The Principal is authorised to condone shortage in attendance up to 15 per cent in special circumstances meriting this concession, *e.g.*, illness etc.—*i.e.*, permit a student with 60% attendance to take the annual examination.

112. Register of Examination Results

The Principal shall maintain a register of examination results in which the consolidated results of all the examinations held shall be recorded, class-wise and subject-wise together with a description of the measures taken to remedy the weaknesses disclosed. The question papers, marks sheets and answer books of the half-yearly and annual examinations shall also be preserved for one year for reference.

The results of the annual examination shall be declared by the Principal in the first week of May.

114. Assessment Rules

The final assessment of a pupil at the end of the academic year shall be based on his achievement in the periodical tests, half-yearly and Annual examinations and the regular work done by him throughout the year.

115. Promotion

The final assessment of the pupil for promotion shall be decided on the basis of the annual record of the pupil for a maximum of 100 marks in each subject, distributed as follows:

(a) Periodical tests	10
(b) Class-work and home assignments	10
(c) Half-yearly examination	20
(d) Annual examination	60

The percentage of marks shall be calculated separately for (a), (b), (c) and (d).

Note 1 : This rule shall apply to all classes from I to X.

Note 2 : In the elective science subjects in classes IX and X, practical examinations and record books shall be assigned $\frac{1}{3}$ rd of the total marks for the subject.

116. If a pupil fails to appear either in the half-yearly examination or periodical tests on genuine grounds as illustrated in the following Article, he may be allowed proportionate credit for such a test or half-yearly examination for the purpose of final assessment for promotion to the next class in the following manner :—

“The number of marks obtained by the pupil for the various tests, sessional work and annual examination minus the periodical test/half-yearly examination, which he has missed, may be worked out. The total so arrived at, may be proportionately increased taking into account the maximum marks for the missing test.”

For example, for a pupil who has not appeared in the half-yearly examination, the total marks obtained by him on the basis of his annual record may be worked out for the maximum of 80 marks (20 marks being assigned to half-yearly examination), and then projected to the maximum base of 100 marks. Thus, if the credit for a pupil for periodical tests, class work and home assignments and annual examination works out to say, 60 out of 80, excluding the credit for half-yearly test which he has missed due to illness, the total credit on the basis of the above formula will be 75 marks out of the maximum of 100 marks.

The same criterion shall be adopted for working out credit for any other periodical test which a pupil might have missed on account of illness etc.

117. Circumstances under which the Concession mentioned in Article 116 would be Admissible

The above concession will be admissible only in the *bona fide* cases (i) of illness supported by medical certificate from a Government/ Municipal Hospital, (ii) of transfer of parents during the period of the examination, and (iii) where a student could not take the test/examination for reasons beyond his control. In the latter case, prior permission of the Sangathan shall be obtained immediately after the periodical test or half-yearly examination is over and not at the end of the annual examination, so as to avoid delay in the declaration of the result of the annual examination.

118. A pupil who fails to appear in the annual examination even though he had secured sufficient marks in periodical tests and half-yearly examination, will be deemed to have failed in the annual examination and shall not be promoted to the next higher class. Where however, the absence from the annual examination was due to reasons beyond the control of the pupil, the question of giving him a supplementary examination may be referred to the Assistant Commissioner for consideration on merits. The decision of the Assistant Commissioner will be final.

119. Pass Percentage

In classes I to X, to pass the examination, a candidate must obtain not less than 33 per cent marks in each of the subjects taught and 40 per cent marks in the aggregate.

120. In classes I to VIII, a candidate failing in one or two subjects may be granted promotion provided he has secured at least 25 per cent marks in each of the subjects in which he has failed and maintained the aggregate of 40 per cent.

121. In classes IX and X, a candidate scoring an aggregate of 40% but failing in one or two subjects by not more than 8 marks (*i.e.* getting not less than 25% in each of these subjects) will be eligible to take a supplementary examination in those subjects. This examination will be held in the last week of June and the candidate will be promoted to the next higher class only if he secures at least 33% in each of the subjects.

Note 1. These instructions will apply only to the school examination and not the Board examinations.

Note 2. A candidate who has been promoted to the next higher class has the option to repeat for one more year in the lower class for improving his pass percentage provided an express request in this behalf is made by the parents/guardian of the candidate and he gives an unconditional consent in writing to the Principal.

122. Committee of Moderation

There shall be set up two Committees of Moderation in each Vidyalaya—one for seniors (classes VI to X) and the other for juniors (classes I to V). Each Committee shall have at least two and not more than three members besides the Principal. The Principal shall be the Chairman of both the Committees. The other members will include teachers of Arts and Science groups. These Committees

will consider the type of questions to be asked in the annual examinations and also the standard of marking the answer papers. The Committees may meet before the examination papers are set and again they may meet after the examinations are over and the scripts are marked and tabulation made, to decide the cases of promotion/detention etc., before the results are actually announced.

These will be the internal Committees of the Vidyalaya and will be constituted every year by the Principal. No publicity about their constitution or the names of members should be given.

123. After the marking of the scripts is done and the result declared, there shall be no attempt made either to increase or decrease the marks with a view to ensure that no body fails marginally. If this is done anywhere, it will constitute an act of gross impropriety on the part of the Principal.

124. **Candidates for Board's Examination**

The Principals should bear in mind the following provision in the Central Board's regulation regarding detention of candidates from the Board Examination :—

“Heads of recognised institutions are not entitled to detain candidates who have fulfilled the conditions for permission to appear at the examination of the Board *except for very grave reasons and with the previous sanction of the Chairman of the Board.*”

If suitable precautions are taken at the lower levels particularly in classes IX and X there would be hardly any occasion to detain students under this clause for academic deficiencies. If such cases have to be recommended for other reasons, the Principal should obtain the Chairman's endorsement to the recommendation and send a copy of the same to the Sangathan. The parents in such cases should also be apprised of this well in time.

125. The Central Board permits students to take the examination in either English or Hindi. The Vidyalaya should give this option to the students regardless of the language in which instruction has been given in that Vidyalaya.

Similar choice should be given to the students in the school tests and examinations also.

126. Ordinarily, candidates will not be permitted to take the Central Board's Examination by private study in languages (other than Hindi) in Vidyalayas where class room instruction is not provided for. The Chairman of the Central Board, however, can permit candidates in hard cases, provided the language is already being offered by candidates studying in any other institution recognised by it. Accordingly, where a pupil is proposed to be allowed to offer for examination of the Central Board a language other than Hindi, which he has prepared by private study, the prior approval of the Sangathan may be obtained by forwarding full justification for the step recommended. The Sangathan may, if satisfied, seek the approval of the Central Board for the purpose.

127. Re-examination of Answer Papers in Annual or other Internal Examination

(1) In case a complaint is received either by the Principal or by the Chairman, Vidyalaya Management Committee, in respect of marking of answer papers in any subject, the Principal may re-examine the paper himself or get it re-examined by any other examiner, and after satisfying himself that the paper has been properly re-assessed, inform the guardian of the result of such re-examination.

(2) No further representation against such decision taken by the Principal shall be entertained.

(3) Unless the answer books are being given back to the students in accordance with any existing practice already prevalent in the Vidyalaya, these books should be preserved for a period of twelve months from the date of the examination, after which they may be disposed of under normal procedure.

128. Students promoted in January in their previous schools will not be allowed to appear in the annual promotion examination held by Kendriya Vidyalayas in April of the same year. This principle should be strictly observed in order to prevent double promotion in a single academic year.

SCHEME OF STUDIES AND SYLLABUS

129. The scheme of studies for the All-India Higher Secondary Examination as adapted to Kendriya Vidyalayas envisages three years' course in the Higher Secondary stage after eight years' of previous schooling. The following pattern is followed in Kendriya Vidyalayas :—

Pattern of the Scheme

A. CORE SUBJECTS

(a) Three Languages :

(i) English.

(ii) Sanskrit.

(iii) Hindi.

Notes :—

- (1) One of the three languages at Nos. (ii) and (iii) above will be studied at higher level and the other at lower level.
- (2) Under the language at the lower level, a student is expected to have only an elementary knowledge of the language offered by him.
- (3) Pupils desiring to study any language other than Hindi or Sanskrit, namely, Assamese, Bengali, Gujarati, Kannada, Kashmiri, Malayalam, Manipuri, Marathi, Oriya, Punjabi, Tamil, Telugu, Urdu, Sindhi, French, German or Russian may do so under private arrangements, but no class-room instruction in such languages can be provided in Kendriya Vidyalayas in view of their all-India character. Under the rules of the Central Board of Secondary Education, candidates are not ordinarily permitted to take the Board's examination by private study in languages where class-room instruction is not provided for, but the Chairman of the Board may, in hard cases, permit candidates to offer a particular language by private study for the Board's examination provided that the language is already being offered by candidates

studying in any institution recognised by the Board. Accordingly, before a student of a Kendriya Vidyalaya is allowed to offer to take the examination of the Board in a language by private study, full justification for the relaxation of the Board's rules in this regard in the case should be forwarded by the Principal to the Assistant Commissioner concerned in the Kendriya Vidyalaya Sangathan and in very special circumstances, the Sangathan may seek the approval of the Board for necessary relaxation. The decision of the Central Board will be final in all such cases.

(b) Other Subjects

- (i) General Science, Elementary Mathematics, Social Studies, Indian Culture and Civilization, Special Mathematics—two sections to be offered as under ;—

	<i>Where Maths. is offered</i>	<i>Where Maths. is not offered</i>
For candidates having elective subjects from Group I	(i) General Science (ii) Social Studies or Indian Culture and Civilization.	(i) General Science (ii) Elementary Maths.
For candidates having elective subjects from Group II or VI.	(i) Social Studies (ii) Indian Culture and Civilization	(i) Special Maths. (ii) Social Studies or Indian Culture and Civilization.

If any candidate offers a combination of elective subjects belonging to Group I on the one hand and Group II or VI on the other, a reference will be made by the Principal along with his recommendation to the Secretary of the Central Board who shall decide the sections to be offered by the candidate under the Core Subjects in question.

(ii) any one Craft out of the following :—

- (1) Sewing, needle work and embroidery.
- (2) Electric gadgets and their repairs.

B. ELECTIVE SUBJECTS

A candidate has to offer three elective subjects. If any student desires to study a fourth elective subject privately outside school hours he may be allowed to do so and to appear at the examinations along with the students who study that subject at school.

A candidate may offer up to two elective subjects only from amongst the subjects against (1), (2) and (3) under the group Humanities. Those offering two from amongst these must take up at least one subject out of History, Geography, Economics and Mathematics.

The subjects under each group are mentioned below :—

Group I—(Humanities)

- (1) Classical language with emphasis on literature —Sanskrit.
- (2) Modern Indian language with emphasis on literature —Hindi.
- (3) English language and literature.
- (4) History.
- (5) Geography.
- (6) Economics.
- (7) Mathematics.
- (8) Drawing and Painting.
- (9) Elements of House Decoration and Home Science.

Group II—(Science and Technology)

- (1) Physics.
- (2) Chemistry.
- (3) Biology.
- (4) Mathematics.
- (5) Elements of House Decoration and Home Science.

Group VI—(Home Science)

- (1) Household Management and Human Relationship.
- (2) Textiles and Clothing and Laundry.
- (3) Food, Nutrition and Cookery.
- (4) Home Nursing, Child Development and Mothercraft.

Internal and External Examination

A. INTERNAL EXAMINATION

- (i) The examination in craft will be held at the end of class IX.
- (ii) The examination in (a) the language at the lower level and (b) Elementary Mathematics, General Science, Social Studies, Indian Culture and Civilization, and Special Mathematics will be held at the end of class X.

B. EXTERNAL EXAMINATION

An external examination will be held at the end of class XI for testing two languages *i.e.*, (i) English and (ii) the language at the higher level (core subject) and three or four elective subjects as may be offered by a candidate. To pass the examination it will be essential to pass in the two core subjects and in three elective subjects at one and the same occasion.

130. Bunching of Electives

For the purpose of fitting the subjects in the time table of the Vidyalayas, the above electives have been classified into four bunches. A student may, as already indicated, offer up to four electives, choosing not more than one from any bunch subject to the proviso that a student choosing two languages (*e.g.* English and Hindi or English and Sanskrit) must also take at least one out of the following :—

History, Geography, Economics, Mathematics.

This pattern of elective subjects shall be uniformly followed in every Vidyalaya, so that there shall arise no difficulty in adjusting a student migrating from another Vidyalaya in the present Vidyalaya's time-table. For this purpose, teaching of all the subjects within any bunch will have to be done simultaneously.

The bunches and subjects under them will be as follows :—

<i>Bunch I</i>	<i>Bunch II</i>	<i>Bunch III</i>	<i>Bunch IV</i>
(i) Household management and human relationship	(i) Textiles and clothing and laundry.	(i) Food, nutrition and cookery.	(i) Home nursing, child development and mother craft.
(ii) Physics	(ii) Chemistry	(ii) Mathematics	(ii) Biology.
(iii) English	(iii) Hindi	(iii) History	(iii) Economics
(iv) Elements of house decoration and home science.	(iv) Sanskrit	(iv) Geography	(iv) Drawing and painting.

131. Syllabus

The syllabus and text-books for Higher Secondary Classes (IX—XI) in Kendriya Vidyalayas will be the same as prescribed by the Central Board of Secondary Education, New Delhi.

The syllabus and text-books for classes I to VIII, are prescribed by the Sangathan from time to time.

132. Study of Regional Languages

As the Vidyalayas are intended to meet primarily the needs of the transferable Central Govt. servants, the basic pattern of studies in them has to be uniform throughout the country, thus precluding the possibility of teaching regional languages as part of the curriculum of studies. However, in the case of Vidyalayas where there is a demand from a substantial number of students for the teaching of the regional language of the region in which the Vidyalaya is situated, a part-time teacher can be employed on a consolidated remuneration of Rs. 100/- p.m. There may be two batches of students—one junior and the other senior, having a minimum of 30 students in each batch. The teacher will take two periods a day (one for each batch) outside the normal school hours and without reducing the school periods and the classes will be held from July to February on working days. The Vidyalayas will not hold any examination in the regional languages, nor will instruction be arranged class by class.

The remuneration of the teacher will be shared between the Sangathan and the beneficiaries, the Sangathan's share not exceeding Rs. 50/- p.m., which will be debited to the head "Pay and Allowances". The teaching of the regional language will be optional and will be started only if there is an adequate number of students forthcoming who are willing to learn and to pay throughout the session their special share of fees.

There is no objection to a regular teacher of the Vidyalaya taking up the part-time job, provided that his work-load in the Vidyalaya is not reduced. The part-time teacher will be under the administrative control of the Principal.

SECTION III

Miscellaneous

CHAPTER XIII

FEES AND FUNDS ETC.

133. Admission Fee

An admission fee of Rs. 3/- is chargeable at the time of first admission to a Kendriya Vidyalaya. Promotions from the Middle to Higher Secondary Department even in the same Vidyalaya shall be treated as first admission and an admission fee is chargeable in such cases. No admission fee is to be charged on promotion from the Primary Department to the Middle Department. Admission fee shall, however, be charged from students coming on transfer from other Kendriya Vidyalayas also. A fresh admission fee is also payable on admission of a student who has either withdrawn his name or whose name is struck off the rolls of the Vidyalaya as a disciplinary measure on account of absence, non-payment of fees, etc.

134. Tuition Fee

No tuition fee will be charged from students of classes I-VIII. In the case of students admitted to classes IX-XI, the following tuition fees will be charged :

<i>Class</i>	<i>Rate of consolidated tuition fee per month</i>
IX	Rs. 6.00
X	Rs. 7.00
XI	Rs. 8.00

The fee shall be payable for all the twelve months of the Vidyalaya year from May to April and shall be collected in advance by the 10th of the month in which they are due without payment of fine, and thereafter with fine at the rate of 5 P for every working day of delay up to the 20th of the month. Non-payment of fee by any student by the latter date will render him liable to be struck off the rolls of the Vidyalaya, and the student will be re-admitted on payment of full dues

together with a re-admission fee of Rs. 3/-. No fine will be recovered, but only the re-admission fee shall be charged.

Note 1. Tuition fees and Pupil's Fund should be collected quarterly in advance in all Vidyalayas. If any parent expresses objection or difficulty in making payment on quarterly basis, collection in such cases may be made monthly.

Note 2. During vacation when the Vidyalaya is closed, fees may be paid on the usual dates as the Principal's office continues to function during the vacation. In case parents are away from the station and they are not in a position to pay the fees on the usual dates during vacation for whatever reason, the following extended dates may be adopted for collection of tuition fees and Pupil's Fund contribution without any fine :

- | | |
|---|---------------------|
| (a) For Vidyalayas situated in plains, which observe vacation in May-June | Last day of June. |
| (b) For Vidyalayas situated at hill stations which observe vacation in January-February | Last day of Feb. |
| (c) For Vidyalayas at Monsoon stations which observe vacation in July-August | Last day of August. |

Note 3. If after payment of fees for a quarter in advance, a student is issued a transfer certificate for joining another Vidyalaya, no refund will be necessary, but the transfer certificate may indicate the period for which recoveries have been made. In the event of a student wishing to migrate to other school, proportionate refund may be allowed.

A. EXEMPTIONS

- (i) If more than one child of the same parent (including dependent brothers and sisters) is studying in classes IX-XI of the Kendriya Vidyalayas, the child in the highest class shall pay full tuition fee and the others only half of the tuition fee.
- (ii) No tuition fee will be charged from children of teachers employed under the Scheme.
- (iii) Students belonging to the Scheduled Castes or Scheduled Tribes (as recognised by the Government of India from time to time) shall be exempted from payment of any tuition fees. The claim

should be supported by a certificate on the prescribed form from the District Magistrate.

B. CONCESSIONS

Deserving students whose parents/guardians are not in a position to pay the prescribed tuition fees may be exempted from payment of such fees to the extent indicated below :—

- (i) Full and half fee concession may be granted at the discretion of the Principal to not more than 20% of the total number of students on rolls in each of the Higher Secondary classes as on the 31st July of the year provided the cost of this concession does not at any time exceed 10% of full concession. For the purpose, the total number of students on rolls shall be exclusive of the total number of students of the exempted categories availing of fee concessions.
- (ii) The number of fee concessions shall not be altered during the year but any free-ship or half-freeship within the prescribed limits not granted at the beginning of the year or which has become available in the course of the year by reason of a free or half-free scholar ceasing to be a student may be awarded to other deserving students.
- (iii) If the number of eligible students entitled to the concessions mentioned in (i) above exceeds the number permissible within the financial limits laid down therein, the concession shall be awarded to the more deserving amongst such students on the basis of merit, such merit being determined on the basis of their relative performance at the preceding annual examination or by holding, where necessary, a special examination for the purpose of determining their *inter-se* merit.

135. The Vidyalayas are required to report to the Sangathan the number of exemption and concession holders as on 1st November every year.

136. Pupil's Fund

Pupil's Fund has been created in each school for promoting the specific activities aimed at improving the educational standard and promoting useful co-curricular activities in the Vidyalayas. This fund will consist of contributions by students. Students of classes I-V will be charged

at the rate of Re. 1/- and the students of classes VI-XI at the rate of Rs. 2/- p.m.

If Pupil's Fund is not paid up to the 10th of the month, no fine for late payment is imposed, but an extra contribution of 50 paise is levied if the delay is less than a week (7 working days) and Re. 1/- if the delay is up to two weeks (14 working days). If payment of Pupil's Fund is delayed beyond two weeks, re-admission fee of Rs. 3/- will also be collected together with the extra contribution of Re. 1/- prescribed for two weeks' delay.

137. Ordinarily, tuition fee and pupil's fund should be recovered for the twelve months from the 1st May to the 30th April. Necessary adjustments should, however, be made as indicated below :—

(a) *If the student was previously studying in a Kendriya Vidyalaya and has come on transfer.*

The tuition fee and pupil's fund, if any, already paid to the previous Kendriya Vidyalaya, should be taken into account in recovery of the dues payable at the new Kendriya Vidyalaya.

(b) *If the student had been studying previously in any other recognised school.*

Tuition fee and pupil's fund should be charged from the month of admission, or from the month next to the one up to which the fees had been paid in the previous recognised school whichever month is earlier, if payment had been made for the period from May onwards. If no payment had been made from the month of May, then the fees should be charged from May onwards in the Vidyalaya.

The point that is being ensured is that tuition fee and pupil's fund are paid for all the twelve months of the Vidyalaya year of Kendriya Vidyalayas and that no student who comes from another recognised School is made to pay fees at two places for the same period.

138. **Hostel Charges**

Hostel charges should be recovered in full from the boarders from month to month together with an *advance deposit* amounting to Rs. 125/- (comprising caution money of Rs. 50/- and one month's hostel charges of Rs. 75/-) which is refundable, after necessary adjustment, when the boarder finally leaves the hostel.

The messing charges are Rs. 55/- per month and besides this each boarder is required to pay Rs. 20/- p.m. as lodging, water, electricity and

establishment charges. The messing charges are subject to changes depending on fluctuations in the rates of food stuffs etc.

130. **Eligibility of Students for Admission to Hostels**

Students of Kendriya Vidyalayas whose parents/guardians are not residing in the town in which the Vidyalaya is located or which is served by the Vidyalaya, are eligible for admission to Vidyalaya hostels in the order of priorities laid down for admission to Vidyalayas.

140. **Staff for Hostels**

- (a) One Warden and one Assistant Warden, selected from amongst Vidyalaya teachers for their special competence, should be provided for every unit of 60 boarders. The Warden will be provided with married residential quarters near the hostel, when such quarters are built. The Assistant Warden will live in single accommodation, provided as part of the hostel, when such accommodation has been built. These will be rent-free. The Warden and Assistant Warden are not entitled to any other concession, such as free food. They will pay for water and electricity.

The Warden will be in overall control of the hostel and function as the Hostel Superintendent. He will be assisted by a hostel clerk in the L.D.C's grade, for making day-to-day arrangements in the hostel, including purchases, storage and accounts. The hostel clerk will be treated as a regular employee of the Vidyalaya. He should be required to deposit a security deposit of Rs. 1000/-.

- (b) The kitchen staff will comprise the following :

(i) 1 head cook, with consolidated emoluments in the grade of Rs. 80-2-100.

(ii) 1 cook, 1 masalchi (assistant cook), 1 bearer, (for dining hall service), 1 sweeper for kitchen and dining hall with consolidated emoluments in the grade of Rs. 60-1-80.

The masalchi and the bearer will help in washing the utensils.

All the above personnel will get free food and lodging during term time. They will not be treated as regular employees of the Vidyalaya, and therefore not entitled to any

leave as leave is earned by regular staff only. They will not be entitled to any compensatory leave or a weekly day off as the nature of their duty is such that they will have to work all the seven days of the week.

The kitchen staff is also not entitled to be paid during vacation provided that the hostel does not function. In short, they will be paid only for the period when the hostel and the kitchen function.

- (c) For keeping the dormitories and surroundings clean, one sweeper, and for security purposes, one night chowkidar, in the scale of Rs. 70-1-80-EB-1-85, should also be provided. These two posts will be treated as on regular establishment of the Vidyalaya.

141. **Medical Unit**

A medical service unit to serve the needs of both the Vidyalaya and the hostel, shall also be provided if there are sufficient number of boarders in the hostel.

The Medical Unit will comprise the following :—

- (a) A multi-purpose room.
- (b) Dispensary and Dressing.
- (c) A two-bedded sick-room. In addition, in the case of hostel unit of 120 or more boarders, a single-bedded isolation room.
- (d) A nurse's quarter.

The multi-purpose room, the dispensary and dressing, should be attached to the Vidyalaya and the sick-room, nurse's quarter and the isolation room in the case of bigger hostels, should be attached to the hostel.

The nurse will be appointed in the scale of Rs. 150-5-175-6-205 and will be treated as a regular employee of the Vidyalaya. She will be provided with free accommodation when the nurse's quarter has been built. She will have free food in the mess during term-time.

142 (a) **Non-Recurring expenditure (initial outlay during the first year only).**

Expenditure on all non-recurring items (including furniture and

equipment for dormitory, dining hall, kitchen, sick room and nurse's quarter—not exceeding Rs. 15000/-.

(b) Recurring expenditure (per annum)

All recurring expenditure (including expenditure on the emoluments of kitchen staff, water, electricity, contingencies, maintenance and replacement of furniture and equipment) should be met out of the collections at the rate of Rs. 20/- p.m. from each boarder under the heading "Lodging, Water, Electricity and Establishment charges."

CHAPTER XIV

DATE OF BIRTH OF STUDENTS

143. The Principal should ensure with particular care that the date of birth of a pupil is furnished by the parent/guardian supported by a satisfactory evidence of the date of birth of the pupil, such as an extract from the birth register from Municipal/Village/Baptismal record etc. which should be preserved in the Vidyalaya records. If, for any convincing reason to be recorded in writing, the parent/guardian is unable to furnish documentary evidence, he should be asked to furnish an affidavit declaring the correct date of birth of the child, stating *inter alia* that the date of birth now furnished, shall not be changed at a subsequent date. The date of birth of the child as given in the affidavit or extract from the birth register should be recorded with scrupulous accuracy on his first admission to the Vidyalaya. In the case of pupils coming on transfer from another Vidyalaya or any other recognised institution, the date shown in the transfer certificate should be noted in the Vidyalaya records. The date of birth once recorded shall not subsequently be altered except with the special permission of the Sangathan, and shall be entered accurately in all subsequent age entries in registers, certificates or applications for admission to a public examination.

144. Rules for Correction of Date of Birth

The parent/guardian requesting for a change in date of birth of a student should submit an application in duplicate in the prescribed proforma given in Appendix XXXV. The application should be accompanied by the following documents

(i) An affidavit, declaring the correct date of birth, made before a First Class Magistrate ;

OR

(ii) A certified extract of the Municipal/Village Birth or Baptismal Register, showing the entries pertaining to the date of birth of the student;

OR

- (iii) A certified extract from the service record of a Defence Service personnel, showing the date of birth of all the children born to him.

Note : The affidavit to be furnished by the parent of a child shall *inter alia* give the dates of birth of all the children born to him, irrespective of whether they are dead or living.

145. On receipt of such an application together with the above documents, the Principal should carefully check up the particulars and put up the case to the Chairman of the Vidyalaya Management Committee. If the Chairman of the Vidyalaya Management Committee is satisfied that the request for change in date of birth is genuine and that wrong entry in this connection was originally made due to a *bona fide* mistake on the part of the parent/guardian, he may recommend the proposed change to the Sangathan under his own signature. On receipt of this specific recommendation, the Sangathan will take a decision as to whether or not the request for change in the date of birth is to be agreed to and accordingly, communicate its decision to the Principal of the Vidyalaya.

146. Once the application form of the candidate for the All-India Higher Secondary Examination has been forwarded to the Central Board of Secondary Education and Qualifying Certificate etc. has been issued by the Central Board, no correction in the entry with regard to the date of birth shall be made without the previous sanction of the Chairman of the Central Board.

147. The Chairman of the Central Board may permit correction in the date of birth of any candidate if it is proved that wrong entry was made in the Vidyalaya record or in the application of the candidate by a *bona fide* error.

148. No application for correction in date of birth shall be entertained by the Central Board unless it is accompanied with the prescribed fee and forwarded and recommended by the Chairman of the Vidyalaya Management Committee who shall, before forwarding the application to the Central Board, satisfy himself after inquiry and inspection of the Vidyalaya records that the mistake is a genuine one and may be corrected.

149. When the correction has been sanctioned by the Chairman of the Central Board, all the record of the Central Board and of the Vidyalaya concerned shall be corrected accordingly.

150. In case the Qualifying Certificate has already been issued to the candidate, the same shall be surrendered to the Central Board and the Secretary shall issue a fresh Certificate bearing the corrected date of birth in lieu of the Certificate so surrendered, after charging the prescribed fee from the candidate.

151. No correction in the date of birth shall be made after one year of the date of issue of the Qualifying Certificate by the Central Board.

CHAPTER XV

GENERAL

152. **Inspection of Vidyalayas**

One of the main features of the Central School Scheme is to develop Vidyalayas as quality schools, with some of the good features of Public Schools, without unduly raising the cost of education. In keeping with this ideal and in order to have an effective and close watch on the quality, content and standard of teaching in these Vidyalayas, a detailed programme of periodic inspections has been prescribed. The inspections are carried out by a team of three or four inspecting officers drawn from the National Council of Educational Research and Training/State Institutes of Education Department and National Awardees including a local senior non-official educationist. The Assistant Commissioner is the convener of the Inspection Team.

A detailed Instrument of Inspection has been drawn up and is placed at Appendix XXXVI.

153. **Furniture**

Physical comfort, economy in material and labour and durability should be the main consideration in the design of furniture for Vidyalayas. All furniture, fixtures and equipment should be scaled to the size of the pupils for whom they are intended. Great care and prudence should be exercised while ordering furniture for different classes. In particular, it should be ensured that all items of furniture, particularly desks, chairs and tables purchased by the Vidyalaya are elegant and conform to the size and height of the age-group of children for whom it is intended.

All purchases of equipment and furniture should be made in accordance with the "Procedure for purchase of articles" laid down by the Sangathan.

The number of pupils/teachers in a Vidyalaya will be the yardstick for determining the number of pieces of articles of furniture required to furnish the Vidyalaya.

Details and scales of standard articles of furniture for Vidyalayas drawn up by the Sangathan are given in the Account Code.

154. No articles outside the standard list of furniture and in excess of the quantities stated therein should be purchased out of the grants sanctioned by the Sangathan. If any article of greater utility outside the above list of furniture, is proposed to be purchased, prior sanction of the Sangathan should be obtained before making a commitment.

It may be ensured that only articles of good quality are purchased and that the prices paid for them are competitive and reasonable.

155. Vidyalaya Magazine—Its purpose

- (i) The main purpose of the Vidyalaya Magazine is to encourage the art of writing among the students and to train the young minds to express themselves freely. The teachers may also contribute articles in the magazine, but the articles should be thought-provoking and should deal with matters of scientific, historic, or literary interest. To encourage writing habit, the teachers should guide the students on proper lines and give hints to them on various topics with a view to bring out the hidden talent and creative art in them.
- (ii) The magazine should encourage children's participation in various co-curricular programmes. Accordingly, pictures exhibiting their activities on the play-fields, or on the stage or in debates etc. should be given prominent place in the magazine. Photographs of pupils winning prizes and shields in inter-district or inter-state tournaments or winning credits in all-India or inter-national competitions should appear in the magazine with suitable captions so as to inspire a spirit of healthy competition among them.
- (iii) In short, the magazine should mirror the various activities of the Vidyalaya, progress made and distinctions achieved in academic, cultural and athletic fields etc.

156. Every Vidyalaya shall bring out the magazine between November and January every year.

157. No advertisement of a commercial nature shall be accepted by the Vidyalaya from outsiders for publishing in the magazine.

158. With a view to keep the Members of the Sangathan informed

about the activities and progress of the Vidyalayas, a copy of the magazine shall invariably be forwarded to the Members of the Sangathan.

159. At times requests are received from the Principals, soliciting messages from various authorities such as the Education Minister, the Minister of State in the Ministry of Education and Youth Services, the Commissioner or other officers of the Sangathan etc. for publication in the Vidyalaya magazine. It is the view of the Sangathan that, except on special occasions, such messages from dignitaries should not be solicited as they do not in any manner enhance the value or popularity of the magazine. What is valuable in the magazine is the quality and variety of its content, on which alone stress should be laid.

160. **Vidyalaya Library**

A library plays a very important job as an instrument of education. The main purpose of the library is to increase the level of information of students, to help develop in them attitudes of devotion to work and help build their character by exposing them to well chosen ideas and examples given in books. It is a matter of paramount importance and priority to promote the desire and habit of general reading among the students. Every endeavour should be made to ensure that the library adds to scholastic efficiency by providing material to supplement and enrich instruction and guidance given in the class room, besides affording the children mental pleasure. The Vidyalaya library should lead each pupil to discover himself, guide him to adopt higher ideals of life and help him in the choice of a useful career.

161. The library should be the most attractive place in the Vidyalaya so that the students will be naturally drawn to it. It should be housed in a spacious, well-lit and furnished hall with neat and clean surroundings.

162. The success of the library depends largely on the proper selection of books, periodicals and journals and as such proper attention should be paid to this matter. A small committee of teachers headed by the Principal, who have a genuine love for books, may be entrusted with the task of selecting books for the library. This committee will study book reviews and consult catalogues and select books, keeping in view the natural and psychological tendencies of the pupils, their age-group and intelligence. A list of books considered suitable for Vidyalaya libraries has been drawn up by the Sangathan and is placed at Appendix XXXVII. This list should serve as a guide to the committee in the selection of books,

163. The books selected for the library should be graded according to the difficulty level of the content, language and concepts used in them. Thus, the books will be arranged and stacked in 11 sets—one for each grade/class. Each set should have sufficient number of books to satisfy the needs of the class for which it is meant. These books should be diversified in content so that every student will be able to select books to suit his aptitude and interest.

164. Calendar

Each Vidyalaya should have a calendar of its own. In order to ensure uniformity in physical get up (format, size, printing etc.), coverage and contents, the following should be the specifications and contents of the calendar :—

I. FORMAL AND PHYSICAL GET UP

- (i) Size : The size of the calendar should be 8 5" x 5 5".
- (ii) Pages : The Calendar should be about 200 pages in length.
- (iii) Print : The size of the print should not be very small, so that the students of even primary classes should be able to read it properly.
- (iv) It should be hard-board bound.

II. CONTENTS

- (i) The name of the Vidyalaya should be given on the cover. There should be a page which should provide for the student's name, class, section, house, residential address, telephone Number of the parent, if any.
- (ii) The main features of the Kendriya Vidyalaya Scheme should be incorporated in the calendar.
- (iii) A little background information about the Vidyalaya may also be given indicating the year of establishment and information about evaluation and recognition. It is not, however, necessary to give information about qualifications prescribed for different categories of teachers.
- (iv) The various rules of the Vidyalaya given below should also be incorporated in the calendar :—
 - (a) Admission : Categories eligible for admission in order of priority, admission test for new entrants. etc.
 - (b) Examination and promotion.

- (c) Withdrawal.
- (d) Code of conduct prescribed for the pupils by the Vidyalaya.
- (e) Vidyalaya uniform.
- (f) House system.
- (g) Various activities of the Kendriya Vidyalaya.
- (h) Physical education.
- (i) Students' council.
- (j) Fees and fund.
- (v) The courses of studies with combination and groups of subjects etc. should be given.
- (vi) Time table for winter and summer months should be given class-wise. The school timings should invariably be mentioned.
- (vii) List of holidays and vacations.
- (viii) The full school prayer as well as the pledge in Hindi and English. The wordings of the National Anthem should also be given.
- (ix) The calendar should contain information about the availability and use of library service and facilities.
- (x) The calendar should contain information about the use of laboratory in the school.

III. Date-wise blank pages should be given for students to fill in the home assignment given in the school. Each page should cover two dates.

IV. Cost of printing

The entire expenditure on the printing of the Vidyalaya calendar may be met out of the Pupil's Fund and every student supplied with one copy of the calendar free of charge. The cost of bringing out the calendar should not exceed Rs. 2/- per copy in any case.

The number of copies to be printed should be based on the student strength plus a few extra. Unnecessarily large number of copies should not be printed.

165. Provision of Incentives to Students and Teachers

The following measures to provide incentives to students and teachers to raise the standard of attainment and instruction in Vidyalayas, have been adopted :—

- (i) Award of a cash scholarship of Rs. 20/- p.m. to each student standing first in the annual examination in classes VIII, IX and X in accordance with the Scholarship Scheme outlined in Article 166.
- (ii) Award of a Gold Medal to the student standing first in the All-India Higher Secondary Examination from amongst students of all the Kendriya Vidyalayas.
- (iii) Award of a special prize of Rs. 200/- in the shape of books to every student securing a place among the first ten in the merit list of the All-India Higher Secondary Examination.
- (iv) Award of a special rotating silver shield and a miniature silver shield (for permanent retention), to the Vidyalaya which is adjudged the best during the year on the basis of the results of the All-India Higher Secondary Examination.
- (v) A certificate of appreciation to the Vidyalayas showing very good results. A copy of this communication will be kept on the personal record of the Principal concerned.
- (vi) A certificate of displeasure to Vidyalayas showing poor results. A copy of this communication will be kept on the personal record of the Principal and the teacher concerned, unless the letter of disapproval itself specifies any exception.

166. Kendriya Vidyalaya Merit Scholarship Scheme for Classes IX to XI

(a) Object of the Scheme

The Kendriya Vidyalaya Merit Scholarship Scheme will aim at providing incentive to the meritorious students studying in classes IX to XI in Kendriya Vidyalayas.

(b) Scope

The scholarships under the Kendriya Vidyalayas Merit Scholarship Scheme will be available to students studying in classes IX to XI in Kendriya Vidyalayas only. The scholarship will be valid for a period of 12 months beginning from 1st May to 30th April.

(c) Eligibility

The scholarships will be open to *bona fide* students of Kendriya Vidyalayas who attend complete academic session. The students joining

Kendriya Vidyalayas from other State Government/Public/Private schools in the middle of a session will not be eligible for it during that session.

(d) Value of Scholarship

The students of classes IX, X and XI will be paid scholarship at the rate of Rs. 20/- (Rupees Twenty only) per month.

(e) Procedure for the Award of Scholarship and other Conditions

The award of the Kendriya Vidyalayas merit scholarships will be made strictly in order of merit to students securing *first* positions in classes VIII, IX and X in the Annual Examination. The performance in the periodical tests and half-yearly test will also be taken into consideration in assessing the position. If more than one students are bracketed in the first position, all of them will be entitled to the scholarship. Doubtful cases shall be referred to the Kendriya Vidyalaya Sangathan for a decision, whose verdict will be final. No appeal against the decision of the Sangathan will be entertained. The scholarship can be stopped at any time during the session if the awardee does not maintain satisfactory progress or misbehaves during the tenancy of the award.

(f) Mode of Payment

The payment will be made to the awardees every month by Kendriya Vidyalayas and a receipt thereof obtained. The accounts of the payment made in this regard will be reported to the Sangathan quarterly in the following prescribed form :—

Statement of Accounts to be submitted to Kendriya Vidyalaya Sangathan Quarterly

Sl. No.	Name of the student (s)	Class in which studying}	Period for which the scholarship monthly paid	Amount
1	2	3	4	5

CHAPTER XVI

LAND AND BUILDING

167. To provide a suitable campus for Vidyalaya buildings, playgrounds, hostels and teachers' quarters, an area of about 15 acres of land is necessary for each Kendriya Vidyalaya. The Ministry of Defence have agreed to allot free of cost about 15 acres of land in cantonment and Defence Factories Estate for use of Kendriya Vidyalaya. They have also permitted use of existing buildings free of cost, provided such buildings were allotted free of charge to Regimental schools before they were taken over as Kendriya Vidyalayas. The Ministry of Defence would transfer the land to Ministry of Education temporarily till a society was formed to administer the Vidyalayas. A formal lease deed would be executed by the Ministry of Defence in favour of the Kendriya Vidyalaya Sangathan after its formation. A copy each of Ministry of Defence letters Nos. F. 25(3)/63/D(GS-II), dated 13-3-1964, and 2-7-1965, No. 6326/65/D (Lands), dated 19-7-1965 and their letter No. 12(9)/67/I/D(Fy), dated 21-9-1967, giving these concessions are placed at Appendix XXXVIII (a—d).

As the charge of the Vidyalayas has been entrusted to the Sangathan by the Ministry of Education with effect from 1st April 1966, action to get formal lease deeds executed in favour of Vidyalayas by the Military authorities etc. should be taken up by the Vidyalayas, wherever this has not been done already.

168. A special committee of the National Buildings Organization has drawn up a Report of Kendriya Vidyalaya buildings, which lays down the space requirements, norms, specifications, ceiling costs and suggested designs for various kinds of buildings. There is no objection to alternative designs being also adopted, provided the space requirements, norms and specifications laid down in the N.B.O. Report are not varied. Keeping in mind the financial stringency, the emphasis should be on austerity in construction without, of course, weakening the structures.

169. Ordinarily, the construction agency for Vidyalayas in Defence establishments is the M.E.S, while for Vidyalayas outside the cantonment

areas, the agency is the C.P.W.D. or the State P.W.D. Where, however, none of these agencies is willing to accord priority to construction of Kendriya Vidyalaya buildings, there is no objection to work being entrusted to other agencies, *e.g.*, School of Planning and Architecture, New Delhi, or a qualified architect or engineer, but prior approval of the Sangathan should be obtained.

170. When the formal transfer of land has been effected by the Defence authorities/State Government, a copy of the allotment letter together with a copy of the handing over/taking over document along with the lease deed, where necessary, should be sent to the Sangthan for record. Thereafter, the Vidyalaya authorities should obtain the plans and estimate from the construction agency. The estimates should show separately the estimated cost of (i) development, (ii) construction, (iii) services—internal and external, (iv) electrical installations, (v) water supply, and (vi) sanitation etc. These should be prepared and signed by the competent officer of the executing agency.

171. The proposal for construction, accompanied with the plans and estimates etc., should be forwarded to the Sangthan over the signature of the Chairman, Vidyalaya Management Committee, together with a certificate by him that the accommodation in the existing buildings is insufficient and that the additional accommodation suggested is in accordance with the minimum requirements of the Vidyalaya and on the basis of the recommendations of the Report of the National Buildings Organization.

172. The plans and estimates received from the Vidyalaya shall be scrutinised in the Sangathan's office. If they are found to conform to the approved pattern recommended by the National Buildings Organization, a letter intimating administrative approval and expenditure sanction on behalf of the Chairman of the Kendriya Vidyalaya Sangathan, will be issued from Sangathan's office. It is only after the administrative approval and expenditure sanction is received from the Sangathan that the Vidyalayas should ask the construction agency to proceed with the work. In no case should the Vidyalaya authorities permit the construction agency to proceed with the work in anticipation of the administrative approval etc. from the Sangathan.

173. The funds required for construction during each particular year will be placed at the disposal of the construction agency in instalments, consistent with the progress of work, and on the basis of the requirement indicated in the approved estimates. The sanction of the Ministry of Defence permitting deposit of funds in instalments is contained in their letter No. 35594/E2A/3971/D(Works-II), dated 30-5-1967, a copy of which is placed at Appendix XXXIX.

174. Quarters in Cantonment and Factory Areas—Rent for

The Ministry of Defence have agreed to charge rent under para 16 of 'Quarters and Rent' for surplus accommodation, if any, allotted to teachers of Kendriya Vidyalayas, *i.e.*, rent will be recovered as from entitled persons.

LIST OF KENDRIYA VIDYALAYAS
(CENTRAL SCHOOLS AS ON 31ST MARCH, 1970)

ANDHRA PRADESH (5)

1. Kendriya Vidyalaya (Central School), Mohammadi Lines, *Golconda* Hyderabad-8 (A.P.).
2. Kendriya Vidyalaya (Central School), *Picket* Secunderabad-3 (A.P.).
3. Kendriya Vidyalaya (Central School), K.T. Road, P.O. *Tirupati*, Distt. Chittoor (A.P.)
4. Kendriya Vidyalaya (Central School), *Vishakapatnam-7* (A.P.).
5. Kendriya Vidyalaya (Central School), P. O. *Trimulghery*, Secunderabad-15 (A.P.).

ASSAM (5)

6. Kendriya Vidyalaya (Central School), *Gauhati-1* (Assam).
7. Kendriya Vidyalaya (Central School), Cholahera Road, P.O. *Jorhat*, Distt. Sibsagar (Assam).
8. Kendriya Vidyalaya (Central School), *Shillong-3* (Assam).
9. Kendriya Vidyalaya (Central School) *Tura*, Assam Hills.
10. Kendriya Vidyalaya (Central School), *Jowai*, Assam Hills.

BIHAR (6)

11. Kendriya Vidyalaya (Central School), Bokaro Steel City, Distt. Dhanbad (*Bihar*).
12. Kendriya Vidyalaya (Central School), *Dinapore Cantt.* (*Bihar*).
13. Kendriya Vidyalaya (Central School), Rajendra Memorial Building, *Gaya* (*Bihar*).
14. Kendriya Vidyalaya (Central School), *Jawaharnagar* P.O. Sutihara, Distt. Muzaffarpur (*Bihar*).
15. Kendriya Vidyalaya (Central School), Anisabad, *Patna-2* (*Bihar*).
16. Kendriya Vidyalaya (Central School), P.O. Hinoo, *Ranchi* (*Bihar*).

GUJARAT (6)

17. Kendriya Vidyalaya (Central School), Delhi Chakla, R. C. High School Building, *Ahmedabad-1* (*Gujarat*).
18. Kendriya Vidyalaya (Central School), Saroj Bungalow, *Baroda-1* (*Gujarat*).

19. Kendriya Vidyalaya (Central School), Air Force Station, *Jamnagar-3* (Gujarat).

20. Kendriya Vidyalaya (Central School), A.S. Chowdhury High School Building, Kasturba Road, *Rajkot* (Gujarat).

21. Kendriya Vidyalaya (Central School), Dehlavi Road, Mohammed Manzil, Major Gate. Nanpura, *Surat-1* (Gujarat).

22. Kendriya Vidyalaya (Central School), Sardar Patel University, *Vallabh Vidyanagar* (Gujarat).

HARYANA (4)

23. Kendriya Vidyalaya No. 1 (Central School), *Ambala Cantt.* (Haryana).

24. Kendriya Vidyalaya (Central School), Air Force Station, 16, Majumdar Lines, *Ambala Cantt.* (Haryana).

25. Kendriya Vidyalaya (Central School), *N.H. IV, Faridabad* (Haryana).

26. Kendriya Vidyalaya (Central School), *Jhajjar* (Haryana).

JAMMU & KASHMIR (2)

27. Kendriya Vidyalaya (Central School), *Jammu* (Gandhinagar), (Jammu & Kashmir).

28. Kendriya Vidyalaya (Central School), *Batwara, Srinagar* (J. & K).

KERALA (5)

29. Kendriya Vidyalaya (Central School), *Udhampur* (J & K).

30. Kendriya Vidyalaya (Central School), Naval Base, *Cochin-4* (Kerala).

31. Kendriya Vidyalaya (Central School), *Ernakulam-5* (Kerala)

32. Kendriya Vidyalaya (Central School), Panchama School Road, Calicut-1, *Kozhikode* (Kerala).

33. Kendriya Vidyalaya (Central School), Pattom, *Trivandrum-4* (Kerala).

MADHYA PRADESH (7)

34. Kendriya Vidyalaya (Central School), C/o Air Force Centre, Amla Depot, *Amla* (M.P.).

35. Kendriya Vidyalaya (Central School), Vidya Vihar, Professor's Colony, Civil Lines, *Bhopal-2* (M.P.)

36. Kendriya Vidyalaya (Central School), Race Course Road, *Indore-3* (M.P.)

37. Kendriya Vidyalaya (Central School), Shakti Nagar, *Gwalior-2* (M.P.)

38. Kendriya Vidyalaya (Central School), Vidyanagar, G.C.F. Estate, *Jabalpur* (M.P.).

39. Kendriya Vidyalaya (Central School), *Pachmarhi* (M.P.)

40. Kendriya Vidyalaya (Central

School), Opp. Parade Hanuman Mandir, *Saugor Cantt.* (M.P.).

MADRAS (8)

41. Kendriya Vidyalaya (Central School), Near PSGR Krishnammal's College and High School, Peelamedu; *Coimbatore-4* (Madras).

42. Kendriya Vidyalaya (Central School), Gill Nagar, *Madras-14*.

43. Kendriya Vidyalaya (Central School), Heavy Vehicles Factory, P.O. Avadi, Camp, *Madras-54*.

44. Kendriya Vidyalaya (Central School), Avadi, I.A.F. *Madras-55*.

45. Kendriya Vidyalaya (Central School), P.O. Indian Institute of Technology, *Madras-36*.

46. Kendriya Vidyalaya (Central School), *Tambaram IAF*, Madras-46.

47. Kendriya Vidyalaya (Central School), *Madurai-2* (Madras).

48. Kendriya Vidyalaya (Central School), Tennur, *Tiruchirrapalli-1* (Madras).

MAHARASHTRA (15)

49. Kendriya Vidyalaya (Central School), King's Road, (Near Fort), *Ahmednagar* (Maharashtra).

50. Kendriya Vidyalaya (Central School), Ordinance Estate, P.O. *Ambarnath Dt. Thana*, (Maharashtra.)

51. Kendriya Vidyalaya (Central

School), Holiday Camp, Colaba (A), *Bombay-5* (BR).

52. Kendriya Vidyalaya (Central School), Holiday Camp, Colaba (B) *Bombay-5* (BR).

53. Kendriya Vidyalaya, (Central School), Powai (Indian Institute of Technology), *Bombay-76*.

54. Kendriya Vidyalaya (Central School), Station Headquarters, *Dehu Siding* (Maharashtra).

55. Kendriya Vidyalaya (Central School), *Devlali* (Maharashtra).

56. Kendriya Vidyalaya (Central School), Vayir Sena Nagar, *Nagpur-1* (Maharashtra).

57. Kendriya Vidyalaya (Central School), Artillery Centre, *Nasik Road Camp* (Maharashtra).

58. Kendriya Vidyalaya (Central School), *Khadakvasla N.C.*, Poona-4 (Maharashtra).

59. Kendriya Vidyalaya (Central School), C/o Bombay Engineer Group & Centre, *Kirkee*, East Poona-3 (Maharashtra).

60. Kendriya Vidyalaya, (Central School), Air Force Station, *Lohagaon*, Poona-6 (Maharashtra).

61. Kendriya Vidyalaya (Central School), C/o I.N.S. 'Shivaji', Lonavla (Naval), *Poona* (Maharashtra).

62. Kendriya Vidyalaya (Central School), No. 3 Tarapore Road, *Poona-1* (Maharashtra).

63. Kendriya Vidyalaya (Central

School), Pulgaon Camp, *Pulgaon* (Maharashtra).

MYSORE (7)

64. Kendriya Vidyalaya (Central School), A.S.C. Centre (South), P.O. Agram, *Bangalore-1* (Mysore).

65. Kendriya Vidyalaya (Central School), M.E.G. & Centre, Post Box 389, *Bangalore-1*, (Mysore).

66. Kendriya Vidyalaya (Central School), P.O. Box No. 1507, *Hebbal*, Bangalore-6 (Mysore).

67. Kendriya Vidyalaya (Central School), *Jalahalli*, Hospital Town West, Bangalore-15 (Mysore).

68. Kendriya Vidyalaya (Central School), *Malleswaram*, Bangalore-3 (Mysore).

69. Kendriya Vidyalaya (Central School), C/o Kannada Primary Boys School No. 16, Vidyanagar, *Hubli-21* (Mysore).

70. Kendriya Vidyalaya (Central School), C/o Mangalore Harbour Project, Panambur, *Mangalore* (Mysore).

ORISSA (4)

71. Kendriya Vidyalaya (Central School), *Berhampur-3*, Distt. Ganjam (Orissa).

72. Kendriya Vidyalaya (Central School), New Capital, Unit No. I, *Bhubaneswar* (Orissa).

73. Kendriya Vidyalaya (Central School), P.O. *Puri*, Distt. Puri (Orissa).

74. Kendriya Vidyalaya (Central School), *Sambalpur* (Orissa).

PUNJAB (5)

75. Kendriya Vidyalaya (Central School), Air Force Station, *Adampur*, Jullundur (Punjab).

76. Kendriya Vidyalaya (Central School), *Ferozepore Cantt.*, (Punjab).

77. Kendriya Vidyalaya (Central School), *Halwara Aerodrome*, Distt. Ludhiana (Punjab).

78. Kendriya Vidyalaya (Central School), *Jullundur Cantt.*, (Punjab).

79. Kendriya Vidyalaya (Central School) Post Box No. 2, *Pathankot* (Punjab).

RAJASTHAN (6)

80. Kendriya Vidyalaya (Central School), *Alwar* (Rajasthan).

81. Kendriya Vidyalaya (Central School), *Bikaner* (Rajasthan).

82. Kendriya Vidyalaya (Central School), Adarsh Nagar, *Jaipur* (Rajasthan).

83. Kendriya Vidyalaya (Central School), C/o Air Force Flying College, *Jodhpur* (Rajasthan).

84. Kendriya Vidyalaya (Central School), Gumanpora, *Kota-1*, (Rajasthan).

85. Kendriya Vidyalaya (Central School), E-Class, Pratapnagar, *Udaipur* (Rajasthan).

UTTAR PRADESH (21)

86. Kendriya Vidyalaya (Central School), C/o Air Force Station, *Agra-8* (U.P.)

87. Kendriya Vidyalaya (Central School), Grand Parade Road, *Agra-1* (U.P.).

88. Kendriya Vidyalaya (Central School), *Babina Cantt.* (U.P.)

89. Kendriya Vidyalaya (Central School), C/o A.S.C. School, *Bareilly Cantt.* (U.P.).

90. Kendriya Vidyalaya (Central School), C/o The Jat Regimental Centre, *Bareilly Cantt.* (U.P.).

91. Kendriya Vidyalaya (Central School), P.O. Forest Research Institute, *Dehra Dun* (U.P.)

92. Kendriya Vidyalaya (Central School), Survey of India Colony, Hathi Barkala, *Dehra Dun* (U.P.).

93. Kendriya Vidyalaya (Central School), Rajput Regimental Centre, *Fatehgarh* (U.P.).

94. Kendriya Vidyalaya (Central School), Kanpur Road, *Jhansi Cantt.* (U.P.).

95. Kendriya Vidyalaya (Central School), C/o Air Force Station, Chakeri, *Kanpur* (U.P.).

96. Kendriya Vidyalaya (Central School), Indian Institute of Technology, P.O. *I.I.T. Kanpur*, (U.P.).

97. Kendriya Vidyalaya (Central

School), C/o The Garhwal Rifles, *Lansdowne* (U.P.).

98. Kendriya Vidyalaya (Central School), A.M.C. Centre, *Lucknow-2* (U.P.).

99. Kendriya Vidyalaya (Central School), C/o Air Force Station, Manauri, *Allahabad* (U.P.).

100. Kendriya Vidyalaya (Central School), *Mathura Cantt.* (U.P.).

101. Kendriya Vidyalaya (Central School), C/o Dogra Regimental Centre, *Meerut Cantt.* (U.P.)

102. Kendriya Vidyalaya (Central School), C/o Punjab Regimental Centre, *Meerut Cantt.* (U.P.)

103. Kendriya Vidyalaya (Central School), C/o Sikh Regimental Centre, *Meerut Cantt.* (U.P.)

104. Kendriya Vidyalaya (Central School), C/o Kumaon Regimental Centre, *Ranikhet*, Distt. Almora (U.P.)

105. Kendriya Vidyalaya (Central School), C/o Bengal Engineer Group and Centre, *Roorkee Cantt.* (U.P.)

106. Kendriya Vidyalaya (Central School), Banaras Hindu University, Campus, *Varanasi-5* (U.P.)

WEST BENGAL (5)

107. Kendriya Vidyalaya (Central School), *Barrackore*, P.O. Bengal Enamel, Palta, 24-Parganas (West Bengal).

108. Kendriya Vidyalaya (Central School), Fort William, *Calcutta-21* (West Bengal).

109. Kendriya Vidyalaya (Central School), P.O. Kalaikunda, Air Field, Distt. Midnapore, *Kalaikunda* (West Bengal).

110. Kendriya Vidyalaya (Central School), P.O. Indian Institute of Technology, *Kharagpur* (West Bengal).

111. Kendriya Vidyalaya (Central School), P.O. *Panagar*, Distt. Burdwan (West Bengal).

A. & N. ISLANDS (1)

112. Kendriya Vidyalaya (Central School), *Port Blair*, A. and N. Islands.

CHANDIGARH (1)

113. Kendriya Vidyalaya (Central School), Sector No. 47, Air Field Post Office, *Chandigarh*.

DELHI (5)

114. Kendriya Vidyalaya (Central School), *Delhi Cantt-10*.

115. Kendriya Vidyalaya (Central School), Greater Kailash Road, Andrews Ganj East, *New Delhi*.

116. Kendriya Vidyalaya (Central School), Ramakrishanapuram, *New Delhi-22*.

117. Kendriya Vidyalaya (Central School), Tagore Garden, New Delhi.

118. Kendriya Vidyalaya (Central School), Gole Market, *New Delhi*.

HIMACHAL PRADESH (1)

119. Kendriya Vidyalaya (Central School), Jakoo Hill, Near Ashoka Hotel, *Simla-1* (Himachal Pradesh).

MANIPUR (1)

120. Kendriya Vidyalaya (Central School), Johnstone School Building, *Imphal* (Manipur).

PONDICHERRY (1)

121. Kendriya Vidyalaya (Central School), *Pondicherry*.

TRIPURA (1)

122. Kendriya Vidyalaya (Central School), *Agartala* (Tripura).

KENDRIYA VIDYALAYA SANGATHAN

(CENTRAL SCHOOLS ORGANISATION)

MEMORANDUM OF ASSOCIATION AND RULES

(Registered as a Society, under the Societies Registration Act XXI of 1860).

PART I—MEMORANDUM OF ASSOCIATION

1. The name of the Society is “Kendriya Vidyalaya Sangathan”, (hereinafter referred to as the ‘Sangathan’).
2. The office of the Sangathan will be situated in Delhi or at such other place or places as the Sangathan shall determine.
3. The objects for which the Sangathan is established are :
 - (a) To provide, establish, endow, maintain, control and manage schools, hereinafter called the “Kendriya Vidyalayas” for the children of transferable employees of the Government of India, floating population and others, and to do all acts and things necessary for or conducive to the promotion of such schools.
 - (b) To take over the assets, properties and engagements of the institutions already set up for the purpose mentioned in (a) and known as Kendriya Vidyalayas, the names, addresses and particulars whereof appear in Annexure ‘A’ hereto ;
 - (c) To establish, develop, maintain and manage hostels for the residence of students of the Kendriya Vidyalayas.
 - (d) To aid, establish and conduct other institutions, including Kendriya Mahavidyalayas, as may be required for the furtherance of the Sangathan’s object in any part of India ;
 - (e) To prepare, introduce, supervise and amend the curricula, syllabi

and other programmes regarding the education of pupils of Kendriya Vidyalayas ;

- (f) To create teaching, administrative, technical, ministerial and other posts under the Sangathan and to make appointments, promotions and transfers thereto and to arrange training for them ;
- (g) To constitute boards, committees or other bodies as may be deemed fit and to prescribe their powers, functions, tenure etc.
- (h) To acquire, hold and dispose of property in any manner whatsoever for the purposes of the Sangathan provided that the prior approval of the Government of India is obtained in the case of disposal of immovable property ;
- (i) To construct, improve, alter, demolish, repair and maintain any building or buildings for purposes of the Sangathan ;
- (j) To deal with any property belonging to the Sangathan in such manner as may be deemed fit for advancing any of the objects aforesaid ;
- (k) To give pension, gratuities or cheritable aid to teachers, staff and other employees or ex-employees of the Sangathan or to their wives, children and other dependents, to make payment towards insurance and to form and contribute to provident and benefit funds for the benefit of any person employed by the Sangathan or of the wives, children or other relatives or dependents of such persons ;
- (l) To maintain a fund to which shall be credited :
 - (i) all moneys provided by the Central Government,
 - (ii) all fees and other charges received by the Sangathan,
 - (iii) all moneys received by the Sangathan by way of grants, gifts, donations, benefactions, bequests or transfers, and
 - (iv) all moneys received by the Sangathan in any other manner or from any other source.
- (m) To subscribe to or become a member of or to take over or to co-operate or amalgamate with any other organisation, institution or association having objects wholly or in part similar to those of the Sangathan, and to aid any such existing institution in such manner as the Board of Governors may think fit ;
- (n) To fix and arrange to collect such fees and other charges as may be laid down by the Rules and Regulations under them ;

- (o) To deposit all moneys credited to the Fund in such banks or to invest in such a manner as the Sangathan may decide ;
- (p) To borrow or raise moneys with or without securities or on the security of a mortgage, charge, hypothecation or pledge, over all or any of the immovable or movable properties belonging to the Sangathan or in any other manner whatsoever ;
- (q) To draw, make, accept, endorse and discount cheques, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurances and deeds as may be necessary for the purposes of the Sangathan ;
- (r) To do all such things as may be considered necessary, incidental, or conducive to the attainment of all or any of the objects of the Sangathan ;

4. The Government of India in the Ministry of Education and Youth Services may, from time to time, appoint one or more persons to review the work and progress of the Sangathan and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Government of India may stipulate.

5. The Government of India may *suo motto* or on the report of review referred to in the preceding paragraph issue such directions to the Sangathan as it may consider necessary for the furtherance of the objects of the Sangathan and for ensuring its proper and effective functioning, and the Sangathan shall be bound to comply with such directions.

6. The income and property of the Sangathan howsoever derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association, subject to such conditions or limitations as the Government of India in the Ministry of Education and Youth Services may, from time to time, impose. No part of the income and property of the Sangathan shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profits, to the persons who are or at any time have been members of the Sangathan or Board of Governors or to any of them or to any person claiming through them or any of them provided that nothing herein contained shall prevent the payment, in good faith, of remuneration to any members thereof or other persons in return for any services rendered to the Sangathan or for travelling allowance, halting, or other similar charges.

7. The names and addresses and occupations of the first members of

the Governing Body of the Sangathan (referred to in the Rules as the Board of Governors) to whom by the Rules of the Sangathan the management of its affairs is entrusted are as follows as required under Section 2 of the Societies Registration Act XXI of 1860 (Punjab Amendment Act 1957 as extended to the Union Territory of Delhi) :

<i>S. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Address</i>	<i>Occupation</i>
1.	P.N. Kirpal	Chairman	Secretary, Ministry of Education	Govt. service
2.	L.O. Joshi	Vice-Chairman & Commissioner for Central Schools.	Jt. Secretary, Ministry of Education	—do—
3.	Prem Narain	Financial Member	Deputy Financial Adviser, Ministry of Education	—do—
4.	S.P. Srinivasan	Member	Deputy Secretary, (JIO) Ministry of Defence	—do—
5.	L.S. Chandrakant	Member	Joint Director, National Council of Educational Research & Training	—do—
6.	S. Mishra	Member	Director of Public Instruction, Orissa, Cuttack	—do—
7.	V.V. John	Member	Director of Education, Rajasthan	—do—
8.	(To be appointed)	Director of Organisation	Director, Central Schools Organisation	—do—
9.	S.N. Dutt	Secretary of the Organisation	Under Secretary, Ministry of Education	—do—

We, the several persons whose names and addresses and occupations are given below, having associated ourselves for the objects mentioned in this Memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands hereto form ourselves into

a society under Act XXI of 1860, this 15th day of December, 1965 at Delhi.

<i>S. No.</i>	<i>Names, addresses and occupations of Members</i>	<i>Signature of Members</i>	<i>Names, addresses and occupations of witnesses</i>	<i>Signature of witnesses</i>
1.	P.N. Kirpal, Secretary, Ministry of Education	Sd/-		
2.	L.O. Joshi, Joint Secretary, Ministry of Education	Sd/-		
3.	Prem Narain, Deputy Financial Adviser to Ministry of Education	Sd/-		
4.	S.P. Srinivasan, Deputy Secretary (JIO), Ministry of Defence	Sd/-		
5.	L.S. Chandrakant, Joint Director, National Council of Educational Research & Training	Sd/-		
6.	S. Mishra, Director of Public Instruction, Orissa, Cuttack	Sd/-		
7.	V.V. John, Director of Education, Rajasthan, Jaipur	Sd/-		
8.	S.N. Dutt, Under Secretary, Central Schools Unit, Ministry of Education	Sd/-		
9.	D.V. Navathe, Assistant Educational Adviser, Ministry of Education, New Delhi.	Sd/-		

Part II— RULES OF THE KENDRIYA VIDYALAYA SANGATHAN

Definition

1. In these rules, unless the context otherwise requires :
 - (i) The 'Sangathan' means the Kendriya Vidyalaya Sangathan.
 - (ii) 'Vidyalayas' means the Kendriya Vidyalayas set up or taken over to the Kendriya Vidyalaya Scheme or approved for association by the Kendriya Vidyalaya Sangathan and includes Kendriya Mahavidyalaya and any other educational institutions set up by the Sangathan for the furtherance of its objects.
 - (iii) The 'Board' means the Board of Governors constituted under Rule 19 of these Rules.
 - (iv) The 'Chairman' means the Chairman of the Sangathan or the Board as the case may be.
 - (v) The 'Commissioner' means the Commissioner for Kendriya Vidyalaya Sangathan appointed by the Government of India under Rule 11.
 - (vi) Unless where the context otherwise indicates :
 - (a) Words importing the singular number shall include the plural number and *vice versa*.
 - (b) Words importing the masculine gender shall include the feminine gender.

2. The office of the Sangathan will be situated in Delhi or at such other place as the Sangathan shall determine.

Members of the Sangathan

3. (a) The Sangathan shall consist of the following Members :
 - (i) Minister or Minister of State or Deputy Minister in the Ministry of Education and Youth Services in-charge of the Kendriya Vidyalaya Scheme ...Chairman
 - (ii) Secretary or Additional Secretary of the Ministry of Education and Youth Services, as specified by the Government of India in the Ministry of Education and Youth Services, for this purpose ...Senior Vice-Chairman
 - (iii) Joint Secretary or Joint Educational Adviser in the Ministry of Education and Youth Services in-charge of the Kendriya Vidyalaya Scheme ...Junior Vice-Chairman

- (iv) Financial Adviser to the Ministry of Education and Youth Services or his representative ...*Member*
 - (v) Representative of the Ministry of Home Affairs not below the rank of Joint Secretary ...*Member*
 - (vi) Chief Welfare Officer, Ministry of Home Affairs...*Member*
 - (vii) Representative of the Ministry of Defence, to be nominated by that Ministry, not below the rank of a Joint Secretary ...*Member*
 - (viii) Director of Education, Army Headquarters ...*Member*
 - (ix) Director of Education, Naval Headquarters ...*Member*
 - (x) Director of Education, Air Headquarters ...*Member*
 - (xi) A representative of the Ministry of Works and Housing to be nominated by that Ministry, not below the rank of a Joint Secretary ...*Member*
 - (xii) A representative of the Ministry of Railways to be nominated by that Ministry, not below the rank of a Joint Secretary ...*Member*
 - (xiii) Chairman, Central Board of Secondary Education ...*Member*
 - (xiv) Director, National Council of Educational Research and Training ...*Member*
 - (xv) Two Education Secretaries of the State Government to be nominated by the Ministry of Education and Youth Services ...*Members*
 - (xvi) Two Directors of Public Instructions or & (xvii) Directors of Education of State Governments to be nominated by the Ministry of Education and Youth Services ...*Members*
 - (xix) Two other educationists, to be nominated by & (xx) the Ministry of Education and Youth Services ...*Members*
 - (xxi) Three Members of Parliament—one from the (xxii) Rajya Sabha and two from Lok Sabha to be & (xxiii) nominated by the Ministry of Education and Youth Services ...*Members*
 - (xxiv) Commissioner of the Sangathan ...*Member*
 - (xxv) Deputy Commissioner and ex-officio Secretary of the Sangathan
3. (b) The Government of India, may at any time, appoint any other person or persons to be member or members of the Sangathan.

Roll of Members

4. The Sangathan shall keep a roll of members giving their addresses and occupations and every member shall sign the same. If a member of the Sangathan changes his address, he shall notify his new address to the Secretary, who shall thereupon enter his new address in the roll of members. If the member fails to notify his new address, his address in the roll of members shall be deemed to be his address.

Duration of Membership

5. Where a person becomes the member of the Sangathan by reason of the office or appointment he holds, his membership of the Sangathan shall *ipso facto* terminate when he ceases to hold that office or appointment. This rule applies to all members mentioned in Rule 3 above, except those under items (xix) and (xxi) who shall be members of the Sangathan for a period of three years from the date of nomination by the Government of India in the Ministry of Education and Youth Services, provided that a member may be recommended for a further period of three years by the Government of India in the Ministry of Education and Youth Services.

Termination and Resignation

6. The authority which nominates or appoints a person to be a member of the Sangathan shall have the power to terminate that membership at any time and to nominate or appoint another person in his place.

7. A member of the Sangathan or the Board shall cease to be such member if :

- (a) he becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude ; or
- (b) he does not attend three consecutive meetings of the Board of Governors without obtaining leave of absence from the Chairman of the Sangathan.

8. *Resignation.* A resignation from the membership of the Sangathan shall be tendered in writing to the Secretary and shall not take effect until it has been accepted on behalf of the Sangathan by the Chairman.

Vacancies

9. Any vacancy in the membership of the Sangathan caused by any of the reasons mentioned in Rules 6, 7 and 8 above, or by death, shall be

filled up by nomination or appointment by the authorities entitled to make nomination or appointment, as the case may be.

10. The Sangathan or the Board shall function notwithstanding that any person, who is entitled to be a member by reason of his office, is not a member of the Sangathan or the Board for the time being and notwithstanding any other vacancy, whether by non-appointment or otherwise, and no act or procedure of the Sangathan or the Board shall be invalidated merely by reason of the happening of any of the above mentioned events or of any defect in the appointment or nomination of members of the Sangathan or the Board.

Authorities and Officers of the Sangathan

11. *Authorities.* The following shall be the authorities of the Sangathan :

- (i) The Board of Governors
- (ii) The Chairman
- (iii) The Senior Vice-Chairman
- (iv) The Junior Vice-Chairman
- (v) Such other authorities that may be constituted by the Board of Governors.

12. *Officers.* The officers of the Sangathan shall be the Commissioner, the Deputy Commissioner, the Assistant Commissioner, and such other persons as may be designated as such by the Board. The Deputy Commissioner will also be the ex-officio Secretary of the Sangathan.

The Commissioner and the Deputy Commissioner of the Sangathan shall be appointed by the Government of India for such period and on such terms and conditions as the Govt. of India may think fit and proper.

Proceedings of the Sangathan

Meetings of the Sangathan

13. (i) The Annual General Meeting of the Sangathan shall be held at such time, date and place as may be determined by the Chairman.

(ii) The Chairman may convene a special meeting of the Sangathan whenever he thinks fit.

14. All meetings of the Sangathan shall be called by a written notice

under the signature of Secretary, or any other officer authorised by the Chairman.

15. Every notice calling a meeting of the Sangathan shall state the date, time and place at which such meeting will be held and shall, except in case of a special meeting, be served upon every member of the Sangathan not less than twenty-one clear days before the day appointed for the meeting.

16. (i) If the Chairman is not present at the meeting of the Sangathan, the Senior Vice-Chairman shall be the Chairman of the meeting.

(ii) If the Chairman and the Senior Vice-Chairman are both not present, Junior Vice-Chairman or any other member of the Board of Governors appointed for this purpose by the Chairman in writing shall be the Chairman of the meeting.

17. Eight members of the Sangathan present in person shall form a *quorum* at every meeting of the Sangathan.

18. (i) All disputed questions at meetings of the Sangathan shall be determined by vote.

(ii) In case of an equality of votes, the Chairman shall have another or casting vote.

19. The Secretary shall keep a record of the proceedings of the meetings of the Sangathan and a copy thereof shall be sent to the Government of India in the Ministry of Education and Youth Services.

Board of Governors

20. The following members of Sangathan shall form the Board of Governors :

- (i) Chairman of the Sangathan.
- (ii) The Secretary or the Additional Secretary specified by the Government of India in the Ministry of Education and Youth Services.
- (iii) The Joint Secretary or the Joint Educational Adviser specified by the Government of India in the Ministry of Education and Youth Services, to be the Junior Vice-Chairman of the Sangathan.

- (iv) Financial Adviser to the Ministry of Education and Youth Services or his representative.
- (v) Representative of the Ministry of Defence
- (vi) Representative of the Ministry of Home Affairs
- (vii) Director, National Council of Educational Research and Training or his representative.
- (viii) One Director of Public Instruction or Director of Education of State Government, nominated by the Government of India in the Ministry of Education and Youth Services as member of the Sangathan.
- (ix) One Education Secretary of the State Government nominated by the Government of India in the Ministry of Education and Youth Services as member of the Sangathan.
- (x) One or more members of the Sangathan, who may be nominated by the Government of India in the Ministry of Education and Youth Services for this purpose from time to time.
- (xi) One of the Members of Parliament, who is a member of the Sangathan, nominated by the Government of India in the Ministry of Education and Youth Services for this purpose.
- (xii) Commissioner of the Sangathan.
- (xiii) Deputy Commissioner and ex-officio Secretary of the Sangathan.

21. Any person who ceases to be a member of the Sangathan shall *ipso facto* cease to be a member of the Board.

FUNCTIONS, AND POWERS OF THE BOARD OF GOVERNORS

22. The Board shall generally carry out the objects of the Sangathan as set forth in the Memorandum of Association.

23. The Board shall have the management of all affairs and funds of the Sangathan and shall have authority to exercise all the powers of the Sangathan.

REGULATIONS

24. (i) The Board of Governors shall have powers to frame regulations, not inconsistent with these rules, for the administration and management of the affairs of the Sangathan,

(ii) Without prejudice to the generality of the foregoing provision, such regulations may provide for the following matters :

- (a) The preparation and sanction of budget estimates, sanctioning of expenditure, making and execution of contract, investment of funds of the Sangathan and the sale or alteration of such investment, and accounts and audit.
- (b) Procedure for appointment of the officers and staff of the Sangathan, the schools, and other institutions managed by the Sangathan and the various programmes and services established and maintained by it.
- (c) The terms and tenure of appointment, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Sangathan.
- (d) Terms and conditions governing scholarships, freeships, financial and other concessions, grant-in-aid, deputation, research schemes and projects in relation to students and staff of the schools and other institutions managed by the Sangathan.
- (e) Such other matters as may be necessary for the furtherance of the objects of the Sangathan and the proper administration of its affairs.

25. The Board of Governors may by resolution appoint advisory boards or other committees or bodies including local management committees for schools with such powers as it may think fit, and also dissolve any of the committees and advisory bodies set up by it.

26. It shall be the duty of the Chairman to see that all decisions taken by the Board are implemented.

27. The Chairman shall exercise such other powers as may be delegated to him by the Sangathan or the Board, provided that the action taken in exercise of such powers shall be reported to the next meeting of the Sangathan or the Board, as the case may be.

28. The Chairman may in writing delegate such of his powers as may be necessary to the Vice-Chairman, Director or to any other officer of the Sangathan.

29. (i) The Deputy Commissioner of the Sangathan shall be the Secretary of the Board.

(ii) The Deputy Commissioner

- (a) Shall be in charge of the registered office of the Sangathan ;
- (b) Shall have general supervision of all accounts, shall pass all bills for payment on behalf of the Sangathan, shall arrange for the keeping of up-to-date accounts of the Sangathan and do all other things which are necessary and incidental to the efficient conduct of the Sangathan ;
- (c) Shall prepare the budget for approval of the Board ;
- (d) Shall attend all the meetings of the Sangathan and the Board and record proceedings thereof in Minute Books ;
- (e) Shall execute the decisions and resolutions passed by the Sangathan and the Board ;
- (f) Shall execute and sign on behalf of the Sangathan or the Board all contracts, deeds and other instruments, except instruments relating to assurances of property, unless duly empowered in this regard by a power of attorney executed by the members of the Board.

30. The Board shall provide a seal and also provide its safe custody and the seal shall never be used except by the authority of the Board previously given and one member of the Board shall sign every instrument on which the seal is affixed and every such instrument shall, if the Board so decides, also be signed by the Deputy Commissioner or by some other person appointed therefor by the Board.

PROCEEDINGS OF THE BOARD OF GOVERNORS

31. The Board shall meet whenever the Chairman thinks fit.

32. For every ordinary meeting of the Board at least ten days notice shall be given in writing to each member.

33. Four members of the Board present in person shall constitute a *quorum* at any meeting of the Board.

34. (1) Each member of the Board, including the Chairman, shall have one vote.

- (2) (a) All disputed questions at meetings of the Board shall be decided by vote ; and
- (b) In case of equality of votes, the Chairman shall have an additional casting vote,

35. Any business which it may be necessary for the Board to perform may be carried out by circulation of the draft resolution among all its members and any resolution so circulated and approved by a majority of the members by affixing their signature thereon shall be as effectual and binding as if such a resolution had been passed at a meeting of the Board, provided that at least four members of the Board had recorded their views on the resolution.

36. The Board shall keep a record of the proceedings of each meeting of the Sangathan and the Board shall send a copy thereof to the Government of India.

Functions and Powers of the Director

37. The Director shall be the principal executive officer of the Sangathan and subject to any decision that may be taken by the Board and to the over-all guidance of the Commissioner for Kendriya Vidyalayas, he shall be responsible for the proper administration of the affairs of the Sangathan and the properties and institutions, such as the schools, playgrounds, gymnasias, hostels, residential quarters for teachers and other employees, etc., under the direction and guidance of the Chairman and the Board.

38. It shall be the duty of the Director to co-ordinate and exercise general supervision over all educational, training, residential, administrative, financial and other activities under the Sangathan.

39. The Director may, with the concurrence of the Chairman, delegate in writing any of his powers and functions to any other officer or authority appointed or established under the rules.

40. The Director shall have such other powers and duties as may be assigned or delegated to him by the Board or the Chairman in accordance with the objects of the Sangathan.

41. The Director shall prescribe the duties of all officers and staff of the Sangathan and shall exercise such supervision and disciplinary control as may be necessary subject to these Rules and the Regulations that may be framed under them.

42. The Bankers of the Sangathan shall be the State Bank of India. All funds shall be paid into the Sangathan's account with the State Bank of India and shall not be withdrawn except through a cheque signed and countersigned by such officers as may be duly empowered in this behalf by the Board of Governors.

Financial Adviser

43. (a) The Financial Adviser to the Ministry of Education (or his nominee) shall be the Financial Adviser to the Sangathan.

(b) Before the Board/Sangathan take any decision on matters concerning financial aspects of the affairs of the Sangathan, the advice of the Financial Adviser shall be sought.

(c) If the advice tendered by the Financial Adviser on any matter referred to him is not accepted, the issue will be referred to the Government of India, Ministry of Education and Youth Services by the Chairman.

44. The Board may appoint a Finance Committee consisting of five members of which the Vice-Chairman, the Financial Member and the Director shall be *ex-officio* members.

45. The Finance Committee, if appointed, shall have the following duties :

- (i) To scrutinize the accounts and budget estimates of the Sangathan and to make recommendations to the Board ;
- (ii) To consider and make recommendations to the Board on proposals for new expenditure on account of major works and purchases which shall be referred to the Finance Committee for opinion before they are considered by the Board ;
- (iii) To scrutinize re-appropriation statements and audit notes and make recommendations thereon to the Board ;
- (iv) To review the finances of the Sangathan from time to time and have concurrent audit conducted whenever necessary ; and
- (v) To give advice and make recommendations to the Board on any other financial questions affecting the affairs of the Sangathan.

Accounts and Audit

45. The Sangathan shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Government of India.

47. The accounts of the Sangathan shall be audited annually in such manner as the Government of India may direct and any expenditure incurred in connection with the audit of the accounts of the Sangathan shall be payable by the Sangathan.

48. The accounts of the Sangathan as certified by the Auditors together with the audit report thereon shall be forwarded annually to the Government of India.

Management Committees of the Vidyalayas

49. For each Vidyalaya, at the time considered appropriate by the Board there shall be appointed a Management Committee responsible for the general supervision of the Vidyalaya within the framework of Rules and directives issued from time to time by the Board.

50. The composition of the Management Committees of the Vidyalayas shall be prescribed by the Board and may vary from Vidyalaya to Vidyalaya. Until the Board prescribes this composition, the existing arrangement in Kendriya Vidyalayas will continue with such modifications, if any, as the Board/Sangathan may direct.

51. The Management Committee shall have such functions and powers as may be assigned to it by the Board provided that the Board may add to, alter or withdraw any of the functions and powers from the Management Committee.

52. The Management Committee shall meet at least three times in a year and special meetings may be called by the Chairman of that Committee.

Annual Report

53. The Sangathan shall submit annually within six months of the closing of the previous financial year, to the Government of India in the Ministry of Education, a report on the working of the Kendriya Vidyalayas and other institutions managed by it in the previous year together with an audited statement of accounts showing the income and expenditure for the previous year.

Alterations

54. Subject to the prior approval of the Government of India, the Sangathan may alter, extend or abridge any object or purpose for which it is established, by following the procedure prescribed in that behalf by the Societies Registration Act, 1860 (XXI of 1860).

55. The Rules of the Sangathan may be altered with the consent of the Government of India at any time by a resolution passed by a majority of the members present at any meeting of the Sangathan which shall have been duly convened for the purpose.

56. If upon the dissolution of the Sangathan there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Sangathan or any of them : but any property whatsoever remaining after the satisfaction of all its debts and liabilities shall be transferred to the Government of India to be utilized for any of the purposes referred to in the object clause of the Memorandum of Association of the Sangathan or Section I of the Societies Registration Act, 1860 (XXI of 1860).

Suits by and Against the Sangathan

57. For the purpose of Section 5 of Societies Registration Act, 1860 (XXI of 1860), the Deputy Commissioner shall be considered the Principal Secretary of the Sangathan and the Sangathan may sue or be sued in the name of the Deputy Commissioner.

Certification

58. We, the following members of the Board of Governors, certify that the above is a correct copy of the Rules of the Sangathan.

S. No.	Names	Designation	Signatures
1.	P.N. KIRPAL	Chairman	Sd/-
2.	L.O. JOSHI	Vice-Chairman and Commissioner for Central Schools	Sd/-
3.	PREM NARAIN	Financial Member	Sd/-

**STATEMENT SHOWING THE POWERS DELEGATED TO THE VARIOUS OFFICERS
OF THE KENDRIYA VIDYALAYA SANGATHAN**

Sl. No.	NATURE OF ITEMS	POWERS DELEGATED TO			REMARKS
		COMMISSIONER	DEPUTY COMMISSIONER	ASSISTANT COMMISSIONER	
1	2	3	4	5	6

(A) FINANCIAL POWERS

CONTINGENT EXPENDITURE

1. ITEMS NOT SPECIFIED

BELOW :

- | | | | |
|----------------------|-------------------------------------|--|-----------------------------------|
| (i) Recurring : | Rs. 1,600/- per annum in each case. | Up to Rs. 500/- per year in each case. | Rs. 200/- per annum in each case. |
| (ii) Non-recurring : | Rs. 5,000/- in each case. | Up to Rs. 2,500/- per year in each case. | Rs. 1,000/- a year in each case. |

ITEMS SPECIFIED

BELOW :

- | | | | |
|-------------|--|-------------------------------------|--|
| 2. Bicycles | (a) <i>Purchase</i> : Full Powers (same conditions as for heads of depts). | (a) <i>Purchases</i> : Full Powers. | (a) <i>Purchases</i> : Full powers up to one cycle for each school and for his headquarters. |
|-------------|--|-------------------------------------|--|

(b) <i>Renewals</i> :	Full powers	Full powers	Full powers up to Rs. 50/- per Bicycle per year
(c) <i>Repairs</i> :	Full powers	Full powers	Full powers for condemnation of old Bicycle subject to general orders regarding the average life of a Bicycle being adhered to
3. Conveyance Hire :	Up to Rs. 30/- for an official in any one month. (Same conditions as for Head of the Department) — Full powers.	Up to Rs. 30/- for an official in any one month, subject to a maximum of Rs. 1000/- per annum. — Full powers.	Up to Rs. 30/- for an official in any one month, subject to a maximum of Rs. 500/- per annum per school for headquarters—Full powers.
4. Electric, Gas and Water Charges :	Full powers	Full powers	(a) <i>For schools</i> : Not necessary (b) <i>For his HQ</i> Full Powers
5. Furniture and Fixture : (Purchase and Repairs)			
(i) <i>For schools</i> :	as per norms fixed—no delegation necessary	Rs. 1000/- per annum.	No delegation necessary.
(ii) <i>For Headquarters</i> :	Rs. 2,500/- per annum		Rs. 750/- per annum

1	2	3	4	5	6
6.	(i) Freight charges : (ii) Demurrage/ Wharfage charges :	(i) Full powers (ii) Rs. 250/- in each case.	(i) Full powers Up to Rs. 50/- in each case.	(i) Full powers Up to Rs. 30/- in each case.	
7.	Hire of office furniture, electric fans, heaters, clocks and call bells :	Rs. 2,500/- per annum per office/school.	Up to to Rs. 500/- per annum for office headquarters.	Up to Rs. 200/- per school per annum.	
8.	Legal charges :				
	(i) <i>Fees to barristers</i>	Full powers subject to scales, etc., laid down as for Govt. Deptts.	<i>Not necessary.</i>	<i>Not necessary.</i>	
	(ii) <i>Arbitration cases</i>	Rs. 2,500/- in each case.			
9.	Municipal rates and taxes :	Full powers	Full powers	Full powers for his headquarters.	
10.	Petty Works and Repairs :				
	(i) <i>Minor Works</i>	Full powers	—	Up to Rs. 400/- in each case (for each school).	

(ii) <i>Ordinary Repairs</i>	Full powers	—	Full powers in respect of schools, subject to authorised budget provision for each school.	
(iii) <i>Repairs and alterations to hired buildings.</i>	(a) Non-recurring— Rs. 2,500/- per annum	—	(a) Non-recurring— Rs. 1,000/- per annum	
	(b) Recurring— Rs. 500/- per annum	—	(b) Recurring— Rs. 200/- per annum	
11. Postal & Telegraph and Telephone charges :	Full powers	Full powers	Full powers for his Headquarters.	
(i) <i>Commission on Money Order</i>	Full powers as applicable to the head of Department.	Full powers	Full powers for his Headquarters. **	M.O. commission is to be borne by the official except when he is on duty/training at an out-station in schools interest/Office interest. **
(ii) <i>Installations</i>	Full powers in respect of schools and Headquarters Office.	Full powers for payment of charges for sanctioned telephones.	Full powers in respect of schools (installation of one telephone for each school). (b) Payment of charges for duly sanctioned office phone in respect of his Headquarters Office.	No, residential phone to Principal is to be allowed.

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12.	Printing and binding :	Full powers	Non-recurring printing job up to Rs. 1000/- in each case.	Up to Rs. 500/- in each case (for each school and for his Headquarters)	
13.	Purchases of Stationery Stores :				
	(i) <i>Local purchase of stationery</i>				
	(a) <i>For Schools :</i>	Full powers.	Rs. 5000/- p.a.	Rs. 2000/- per annum per school/for his Headquarters.	
	(b) <i>For Headquarters :</i>	Full powers.	Full powers for Headquarters office.	Full powers in respect of schools and his Headquarters	
	(ii) <i>(Local purchase of rubber stamps and office seals)</i>				
14.	Publications :				
	(i) <i>Official publications</i>	Full powers (Conditions as prescribed for the head of Department cannot apply).	Full powers.	Full powers.	
	(ii) <i>Non official publications</i>	Full powers.	Up to Rs. 500/- per annum.	Up to Rs. 300/- per annum per school/for his Headquarters	

15. **Rent :**

- (a) *For accommodation to be used for schools :* Rs. 7,500/- p. a. at Bombay, Calcutta and Madras. Rs. 500/- p.m. at other places.

The powers are to be exercised after obtaining certificate of reasonability of rent from the P.W.D. or other authorities concerned.

- (b) *For headquarters :* The matter may be considered when necessary.

16. **Staff paid from 'Contingencies' :**

Full powers, subject to the condition that the total emoluments do not exceed that admissible to a class IV employee with reference to minimum of the scale of pay.

Casual employee : on part time basis up to Rs. 100/- p.m. for a maximum period of 3 months.

Casual employee : On part time basis up to Rs. 75/- p.m. for a maximum period of 3 months. (For both schools and his H.Q.)

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17. **Stores :**(i) *For Works*

Full power in respect of minor works sanctioned by him.

(i) Full powers in respect of repair works sanctioned by commissioner.

(ii) *Others Stores :*

Full powers.

(ii) Up to Rs. 1000/- in each case.

(ii) Up to Rs. 500/- in each case. (For both schools and his H.Q.)

18. **Supply of uniforms, badges and other articles of clothing, etc. and washing allowance:**

Full powers, subject to the scales and rates to be prescribed for the purpose.

Full powers, subject to the scales and rates prescribed for the purpose.

Full powers, subject to the scales and rates prescribed for the purpose.

19. **Typewriters, calculating machines, etc.**

Full powers (including hiring).

Purchase : Full powers.
Hiring : Up to 3 months.*Repairs:* Full powers
Condition: Purchase to be made through D.G.S. & D., if possible.*Condition :* Purchase to be made through D.G.S. & D., if possible.(a) *Purchases for school* (covered by norms of expenditure)
Hiring : Up to one month.
Repairs : Full powers.(b) *For Headquarter :* Purchase up to two typewriters for his headquarter.
Hiring : Up to one month.
Repairs : Full powers.

<p>20. Entertainment expenses: At the time of Foundation stone-laying ceremonies, opening of buildings, etc.—(Refreshments served at inter Deptt. meeting not included. These are not in accordance with orders of Govt. of India.)</p>	<p>Rs. 500/- per annum.</p>	<p>Nil</p>	<p>Rs. 200/- per annum in respect of schools only.</p>
<p>21. Write off of irrecoverable losses :</p>			
<p>(a) Losses of stores/ money (including stamps).</p>	<p>Up to Rs. 1000/- in each case.</p>	<p>— —</p>	<p>Nil.</p>
<p>(b) Losses of loans</p>	<p>Nil.</p>	<p>— —</p>	<p>Nil.</p>
<p>(c) <i>Loss of revenue :</i></p>	<p>Rs. 500/- in each case in cases of irrecoverable fees, fines and other school dues.</p>	<p>— —</p>	<p>Nil.</p>
<p>Note :</p>	<p>The power is to be exercised only after it is established that the amounts are irrecoverable from the</p>		

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parties or from the employees of the Sangathan held responsible for the loss.

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| (d) <i>Deficiencies and depreciation in the value of stores.</i> | Up to Rs.10,000/- in each case. Same conditions as in D.F.P. Rules. | Up to Rs. 1000/- in each case. Same conditions as in D.F.P. Rules. | (d) Up to Rs. 2500/- for each school and up to Rs. 1000/- for his head-quarter |
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22. (a) **Creation of permanent and temporary posts :**
Staff for schools (both) teaching and non-teaching.

Full Powers

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| (b) Creation of temporary posts :
<i>Staff for head-quarter's office of the Sangathan.</i> | Full powers for creation of temporary posts corresponding to Class III and IV posts up to a period of 6 months, provided the expenditure can be met out of the provision in the budget. | — — | — — |
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23. **Sanction of funds to schools and re-appropriation of funds:**

(i) *Sanction of funds/ reappropriation:*

Full powers subject to budgeted limits.

(ii) *Diversion of funds from one head (e.g. Pay & Allowances, Contingencies, etc.) wherein there is surplus, to another head wherein there is shortage.*

Full powers

(iii) Condonation of irregular utilisation of funds sanctioned under the head (Pay & Allowances, Contingencies, etc.) *i.e.*, utilization for a purpose other than for which funds were sanctioned.

Full powers subject to concurrence of Finance Member of the Sangathan.

Full powers in respect of H.Q, budget.

Full powers (except in respect of construction works) subject to the total budget allotment for his region and subject to prescribed norms of expenditure.

II. SUPPLEMENTARY RULES

Sl. No.	Supplementary Rule No.	NATURE OF POWER	REFEREN-CE TO F.Rs & S.R. VOL. II	POWERS DELEGATED TO			REMARKS
				COMMISS-IONER	DEPUTY COMMISSIONER	ASSISTANT COMMISSIONER	
1	2	3	4	5	6	7	8
1.	30 (b)	Powers to decide the shortest of two or more routes.	Appx. 13 Sl. No. 12	Full powers	Full powers	...	
2.	31	To allow mileage allowances to be calculated by a route other than the shortest or cheapest.	Sl. No. 13	Full powers provided that the selection of such route is in the interests of the Sangathan.	Full powers with the proviso as in Col. 5	Full powers (for both schools and his Headquarters) with the proviso as in Col. 5	
3.	59	To prescribe the headquarters of employees.	Sl. No. 19	Full powers	Full powers	Full powers in respect of all staff of Kendriya Vidyalapas/staff of Headquarters.	
4.	60	To define the limits of Sangathan's employee's sphere of duty.	Sl. No. 20	Full powers	Full powers	—do—	

5.	62	To decide whether a particular absence is absence from duty.	Appx. 13 Sl. No. 21	Full powers	Full powers	(To be exercised with due regard to the special circumstances and public purpose served).
6.	63	To restrict the frequency and duration of journeys	Sl. No. 22	Full powers	Full powers	Full powers (Schools & H.Q.)
7.	73	To grant exemption from the the rule, limiting a halt on four to ten days.	Sl. No. 26	Full powers upto limit of 30 days	...	Full powers (Schools & H.Q.)
8.	76	To impose restrictions on the exchange of daily allowance on particular days.	Sl. No. 28	Full powers	Full powers	—do—
9.	77	To impose restrictions on the exchange of D.A. for mileage allowance by non-gazetted officials travelling in a hired or public conveyance.	Sl. No. 29	—do—	—do—	—do—

1	2	3	4	5	6	7	8
10.	132	To permit recovery of T.A. for attending an examination other than those mentioned in S.R. 130 & 131	Appx. 13 Sl. No. 45	Full powers	...		Full powers in respect of staff other than Principals
11.	164	To decide the scales of T.A. for journeys on a course of training.	Sl. No. 49	Full powers	...		Full powers in respect of staff other than Principals.
12.	190 (a) & 190(b)	To grant T.A. to non-officials attending public duties in an honorary capacity & to declare the grade to which they belong.	Sl. No. 52	Full powers	
13.	191	To declare who shall be the Controlling Officer.	Sl. No. 54	Full powers (including himself)	
14.	195(e)	Power to make rules for the guidance of Controlling Officers.	Sl. No. 55	Full powers	

			Appx. 13		
15 (a)	206	To grant leave other than Special Disability leave to non-gazetted officials	Sl. No. 55A	(i) <i>Non-deputationist</i> Full powers	(i) <i>Non-deputationist</i> Full powers Full powers in respect of class III & IV of Staff Kendriya Vidyalayas.
15 (b)	208	To grant leave other than Special Disability leave to gazetted officials.	Sl. No. 57	(ii) <i>Deputationist</i> Full powers in respect of Earned Leave/L.P.R. not exceeding 120 days/4 months, other than L.P.R.	(ii) <i>Deputationist</i> Full powers in respect of Earned Leave not exceeding 120 days/4 months, other than L.P.R. (b) <i>Only for Section Officers</i> Full powers in respect of Earned Leave not exceeding 120 days other than L.P.R.
15 (c)	267	To grant maternity leave	Sl. No. 64	(c) Full powers	—do— Full powers in respect of Principals, if no substitute is posted.

1	2	3	4	5	6	7	8
17	233	To grant leave to an employee in respect of whom a medical committee has reported that there is no prospect of the employee returning to duty.	Sl. No. 61	Full power provided the pay of the employee does not exceed Rs. 500/-	Full power for class II, III and IV staff with the proviso as for Commissioner	Full power for class III and IV staff with the proviso as for Commissioner.	
18	265	To decide in a case of doubt whether a particular employee is serving in a vacation department <i>i.e.</i> , whether the employee belongs to the vacational/non - vacational staff.	Sl. No. 63	Full power			
19	296	To permit calculation of joining time by a route other than the normal route.	Sl. No. 68	Full power			

20	302	To extend joining time on certain conditions within a maximum of 30 days.	Sl. No. 70	Full power	—	—
21		To appoint an employee who is above 25 years of age or less than 18 years of age.	Appx. 3 Section-1	--do--	—	—
22		To appoint a substitute in the place of an absentee on quarantine leave.	Appx. 3 Section V (3), Note 3	Full power as of for a Head Department	—	—

III GENERAL FINANCIAL RULES 1963

Sl. No.	NATURE OF ITEM	REFERENCE TO PARA NO.	POWERS DELEGATED TO			REMARKS
			COMMISSIONER	SECRETARY	REGIONAL OFFICER	
1	2	3	4	5	6	7
1.	Power to declare a Gazetted Officer as a 'Head of office'.	Para 2(xvii) read with Rule 10 A of DFP Rules '58.	Full power	—	—	
2.	To investigate arrear claim preferred after the expiry of 3 years, but not after the expiry of 6 years.	83	Full power	Full power	—	
3.	To fix the amount of permanent advance.	90	Full power	—	Full power up to Rs. 250/- in r/o each school (no powers for his own office).	
4.	To vary the amount of instalments of repayment of advances in exceptional cases	184	Full power	Full power	Full power	

5.	Advances for the purchase of conveyances :					
	(i) Other than cycle (Scooter /Motor-cycle)	191 (1)	Full power	—		
	(ii) Bicycle	191 (2)	—	—	—	
6.	Advances of pay and D.A. on transfer and advance of T.A. on tour.	222 and 231	Full power	Full power	Full power	
7.	To determine the form of security bond to be executed at the time of furnishing security.	276 and 270	—	—	—	
8.	(a) Disposal of obsolete, surplus or un-serviceable articles.	Para 12-A	Upto Rs. 10,000/-	Up to Rs. 5,000/-	Upto Rs. 2,000/-	
	(b) Condemnation of typewriters which are un-serviceable.	W.H.S.O.M. No. S & P II-34(9)/59 dt. 12.4.60	Full power	Full power	Full power	Subject to general principle regarding normal life of assets prescribed by the Sangathan.

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IV—POWERS UNDER CENTRAL TREASURY RULES

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|----|--|--------------------|--|--|---|
| 1. | To direct payment of pay and allowances on the last working day of a month, if the first two days (including Sunday) of the following month are public holidays. | Ref to Rule 219(1) | Full powers in respect of non-gazetted staff of Headquarters and all staff of schools. | Full powers in respect of staff at Headquarters. | Full powers in respect of school staff. |
| 2. | To direct payment of pay and allowances to the claimant, on behalf of a deceased employee without the production of the usual legal authority. | 234 | Full powers subject to execution of indemnity bond for double the gross amount with such surities, as may be required. | Full powers for claims up to Rs. 500/- | Full powers for claims up to Rs. 500/- |

V—MEDICAL ATTENDANCE RULES, 1944

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|----|---|----------------------------------|---|--|
| 1. | To authorise refund of medical expenses in relaxation of the rules. | GOID(1) below Item 5 Section VII | (A) Full powers in consultation with the Financial Adviser of the Sangathan.
(B) Full powers | (A) Cases involving above Rs. 100.

(B) Cases involving up to Rs. 100. |
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|----|---|------------------------------------|----------------------------------|-------------------------------|--|
| 2. | To grant advances for medical attendance and treatment | GOID(1) below Item 8, Section VII. | Full powers | Full powers | Full powers in respect of school staff/H.Q. staff. |
| 3. | To grant advance of T.A. in connection with medical attendance and treatment. | Rule 12 Section VI | Full powers (including himself). | Full powers in r/o H.Q. staff | Full powers in r/o school staff/H.Q. staff. |

VI—CENTRAL SCHOOLS (EMPLOYEES) CONTRIBUTORY PROVIDENT FUND RULES, 1965

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|----|--|--------|------------|------------|------------|
| 1. | To permit re-employed pensioner to join the fund. | 4 (iv) | Full power | | |
| 2. | To relax the condition of payment of second advance while the first advance is outstanding. | 11(b) | Full power | Full power | Full power |
| 3. | To order deduction from the final withdrawal of accumulations in the fund of an employee who quits service or dies while in service. | 19 | Full power | Full power | Full power |
| 4. | Power to interpret the Rules. | 24 | Full power | | |

Note. The existing procedure, under which the Chairman of the School Management Committee is authorised to act as the Controlling Officer in respect of Principal.

**STATEMENT SHOWING THE DETAILS OF POWERS DELEGATED TO THE VARIOUS OFFICERS
OF THE KENDRIYA VIDYALAYA SANGATHAN IN RESPECT OF PUPILS' FUND**

Sl. No.	NATURE OF ITEM	POWERS DELEGATED TO THE OFFICERS OF THE SANGATHAN			REMARKS
		COMMISSIONER	ASSISTANT COMMISSIONER	PRINCIPAL	
1	2	3	4	5	6
1.	Incurrence or regularisation of expenditure not specified in the schedule of Pupils' Fund. (Expenditure of a novel or unusual incidence.	Full powers.	Up to Rs. 500/- in each case.	Up to Rs. 100/- in each case in case of emergency.	For Principal : An intimation of the case is to be sent along with the quarterly statement)
2.	Write off of deficiency and depreciation in the value of stores included in the stock.	Full powers, subject to the conditions specified in the Remarks Col.	Up to Rs. 1000/- in each case subject to the conditions specified in the Remarks Column.	Disposal of obsolete, broken or unserviceable articles up to a book value of Rs. 200/- on each occasion.	Provided that (i) The loss does not disclose a defect in the system, the rectification of which requires the order of the higher authority ; and (ii) there has not been any serious negligence on the part of any employee which may call for disciplinary action by a higher authority.

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| 3. Writing off of irrecoverable losses of stores. | Full powers | Up to Rs. 500/- in each case. | ... |
| 4. Writing off of losses due to non-realisation of fund money from the students. | Full powers | Full powers | Up to Rs. 10/- in each case. |
| 5. To permit the utilisation of Pupils' Fund for purposes for which grant is admissible from the Central Govt. | Full powers provided it results in distinct benefit to the student community. | Up to Rs. 1000/- in each case provided it results in distinct benefit to the Student community. | Nil, excepting Library Books, Sports Equipment and Audio-Visual Aids. |
| 6. Purchase of any educational activity, costing about Rs. 1000/- or more at a time. | -do- | -do-
Up to Rs. 2000/- | ... |

POWERS DELEGATED TO THE PRINCIPALS OF KENDRIYA VIDYALAYAS

The financial powers delegated to the Principals, detailed in the attached Annexures I and II to this Appendix, are to be exercised subject to the following conditions :—

1. Funds are available for meeting the expenditure.
2. The purchases are made strictly in conformity with the orders issued by the Ministry of Education/ Kendriya Vidyalaya Sangathan.
3. The powers should not be split up so as to avoid the necessity for obtaining the sanction of the higher authority. It is not also permissible to split up an expenditure, which, on the whole, requires the approval of a higher authority.
4. Expenditure should be incurred with due regard to broad and general principles of financial propriety, viz. :—
 - (a) Excepting in cases where otherwise permitted, the expenditure should not *prima facie* be more than the occasion demands. Every official of the Sangathan is expected to exercise the same vigilance in respect of expenditure authorised/incurred by him as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - (b) No authority should exercise its powers of sanctioning expenditure to pass an order which will be

directly or indirectly to his own personal benefit or advantage. One's own benefit will include benefit to family members.

- (c) The Sangathan's funds are not to be utilised for the benefit of individuals or only some of the students/teachers except in pursuance of a recognised policy or for specifically approved purpose.
- (d) All doubtful cases should be referred to the Sangathan for orders prior to incurring the expenditure.
- (e) Rush of expenditure at the close of the year with a view to spend the funds should, as an absolute rule, be avoided.
- (f) In keeping with the urgent need for economy, strict regard should be paid to avoiding any expensive item where a cheaper one would serve the same, or more or less the same, purpose.

The expenditure should strictly conform to the standards, scales, limitations, etc., as laid down by the Ministry of Education/Kendriya Vidyalaya Sangathan.

Other General Principles

6. The powers are to be exercised only by the Principal and are not to be delegated to anyone else. In cases of long absence of the Principal on leave, etc., the powers are not to be exercised by the Principal in temporary or *ad hoc* charge ; each such case should be referred to the Sangathan for orders.

7. Powers for which annual limits are prescribed are to be exercised in relation to each financial year, *i.e.*, 1st April to 31st March. In order to ensure that the limits are not exceeded, progressive total of the same nature or category should be struck on the vouchers.

**DETAILS OF FINANCIAL POWERS DELEGATED TO THE PRINCIPALS OF
KENDRIYA VIDYALAYAS**

Sl. No.	NATURE OF POWERS	POWERS DELEGATED	REMARKS
1	2	3	4

(A) For Items not Specified below :

(i) Recurring

Up to Rs. 25/- in each case.

(ii) Non-recurring

Up to Rs- 250/- in each case.

Approval of the Sangathan should be taken in cases wherein these limits are exceeded.

(B) For Items Specified below :—

1. Bicycle

(a) Full powers for replacement of condemned ones only. Purchases are to be made only through D.G S. & D.

(b) Repairs up to Rs. 30/- per bicycle per year.

*Note :—*If repairs required to the frame of bicycle including transit charges would cost so much that it would be true economy to purchase a new bicycle, the machine should be condemned and sold under the orders of the Sangathan.

Only one bicycle is sanctioned for a Vidyalaya.

2. Conveyance/Hire

Up to Rs. 250/- per annum (for the entire Vidyalaya) subject to the limit of Rs. 10/- per official per month and subject to the following conditions :—

Conveyance/hire can be reimbursed only to an employee other than the Principal who—

(i) is despatched for duty to a place at some distance from the Vidyalaya if only the employee concerned is not entitled under the normal rules to draw the travelling allowance for the journey; or

(ii) The employee is summoned to office outside normal office hours of duty by the special order of the Principal. Reimbursement of conveyance/hire should be made in accordance with the scheduled scale of charges for the conveyance used. The conveyance/hire should not be granted in respect of a journey for which the employee concerned is granted any compensatory leave or is otherwise to receive any special remuneration for the purpose of the duty which necessitated the journey.

(iii) As far as possible, only public conveyance should be used except for bringing cash, and class IV staff should utilise the office cycle. Where public conveyance is not available, other cheap mode of conveyance may be used.

In respect of the Principal, the approval of Chairman is to be obtained and in such cases also, the conditions set out in Col. 3 will apply.

3. Electric, gas and water charges. Full powers.
4. Fire protection (non-recurring) Up to Rs. 250/- per annum.
5. Instruments, minor equipment and apparatus (other than furniture). Up to Rs. 500/- per annum.

This is only intended for the office of the Vidyalaya and not for laboratory etc.

6. Municipal Rates and Taxes.

Full powers, subject to the conditions mentioned below :—

(i) If the rates and taxes are payable for a group of buildings some of which are not occupied by the Vidyalaya, only proportionate charges based on the accommodation actually occupied by the Vidyalaya shall be paid.

(ii) No Municipal Taxes are payable on public buildings situated in cantonments.

(iii) If any portion of the Vidyalaya building is occupied by an employee of the Sangathan, proportionate charges are to be recovered from the occupant on the basis of area of occupation or any other equitable basis to be got approved by the Chairman.

7. Petty works and repairs to Sangathan's buildings, including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations.

Up to Rs. 250/- in each case of non-recurring expenditure, subject to the following conditions :—

(i) All such petty works and repairs to be executed at a time, should be grouped together for applying the limit.

(ii) In the case of rented buildings, the charges should not be incurred unless the house-owner is not willing to bear the liability for the same. In exceptional cases, where the house-owner refuses to bear the liability, the charges may be borne by the Vidyalaya.

8. Posts and Telegraph charges. Full powers, subject to the following conditions :--

(i) Charges for issue of letters, telegrams, etc. (i) Communications from employees regarding their leave, pay, transfer, leave salary, income tax, fund subscriptions, and other analogous matters, which are private and not official, shall not be sent at Vidyalaya's expense.

(ii) Telegrams should not be issued except on grounds of urgency. Cost of a telegram, which has been issued unnecessarily, will have to be borne by the official at fault.

(ii) Commission or Money Order. Money order Commission is to be borne by the official except when he is on duty /training at an outstation in Vidyalaya's interest.

Note : Vacation pay should not be disbursed through M.O. free of M.O. Commission at the residence of an employee.

9. Telephone charges :

(i) *Installation of new phone* :

Nil

(ii) *Rental charges* :

Full powers

The approval of the Sangathan is to be obtained for installation of a phone at the Vidyalaya. It should be ensured that the calls emanating from telephone relate to Vidyalaya business and the bill does not exceed reasonable limits. Details of every trunk call must be recorded in a specific register before payment is made therefor.

1	2	3	4
10. (a) Freight charges.	Full powers.		
(b) Demurrage and wharfage charges.	Up to Rs. 20/- in each case, subject to a maximum of Rs. 100/- in a year.		
	<i>Note</i> : The justification is to be given in each case wherein demurrage charges are incurred due to no fault of any employee.		
(iii) Printing and binding (including cost of paper and binding material) and stationery.	For stationery binding and printing : Up to Rs. 20/- in each case subject to the limit of Rs. 250/- per annum.		<p>1. Printing of question papers etc. for conducting examination is not covered, as the charge is debitabale to Pupils' Fund.</p> <p>2. Stationery should be purchased in bulk to cover requirements for 6 months or one year after calling for competitive quotations. A consolidated approval for purchase of stationery in a year should be obtained at the time of making requisition for funds under "Contingencies" and stationery should be purchased only within the limit approved by the Sangathan. This is in partial modification of Circular Nos. 60/64-CSU, dated 3-10-64 & 2/65-CSU, dated 6-1-65. In cases wherein the limit so approved is exceeded, the Principal may incur expenditure to the extent given in Col. 2, i.e. Rs. 20/- in each case and Rs. 250/- in all.</p>

11. Advertisement charges.

Up to Rs. 150/- in each case subject to the following conditions :—

Advertisement for posts duly sanctioned and which are vacant should be confined only to three leading newspapers in the region. The expenditure should not exceed Rs. 150/- on each occasion and the advertisements for vacancies should, as far as possible, be planned well ahead and consolidated in respect of all Kendriya Vidyalayas in the neighbourhood and in one or two batches and total expenditure in a year should not exceed Rs. 600/-. (Circular No. Accounts 23/65-CSU, dated 29-1-66).

12. Legal charges.

Up to Rs. 250/- in each case subject to the condition that prior approval of the Sangathan is obtained and payment is made according to authorised schedule of charges. (Circular No. 51 dated 18-5-1965).

13. Liveries & uniforms to class IV staff.

Up to Rs. 250/- in each financial year subject to the eligibility for the different classes of stations, scale and periodicity of supplies.

Instructions contained in this office circular No. F. 27-75/66-Admn., dated 17-6 1967, should be followed.

**DETAILS OF ADMINISTRATIVE POWERS DELEGATED TO THE PRINCIPALS OF
KENDRIYA VIDYALAYAS UNDER VARIOUS RULES**

Sl. No.	RULE No.	NATURE OF POWER	EXTENT OF POWER	CONDITIONS/RESTRICTIONS, IF ANY, IMPOSED
1	2	3	4	5

I UNDER FUNDAMENTAL RULES

- | | | | | |
|----|----|------------------------|--|--|
| 1. | 24 | To sanction increments | Full powers in respect of staff under his control. | Increments next above the Efficiency Bar should be approved by the Chairman, School Management Committee, in case of staff below P.G.T's., by the Assistant Commissioner in case of the P.G.T., and by the Director/Commissioner in case of the Principal. |
|----|----|------------------------|--|--|

II UNDER SUPPLEMENTARY RULES

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|----|-------------|---|--|---|
| 1. | 62 | To decide whether a particular absence is absence on duty. | Full powers in respect of staff under his control. (To be exercised with due regard to the special circumstances and public purpose served). | This power will, however, be exercised only with the approval of the Chairman. |
| 2. | 206 and 208 | To grant leave other than special disability and study leave. | Full powers for all his staff, if arrangements for posting a substitute are not involved. | Officiating arrangements in leave vacancies, if they involve higher emoluments, can be made only with the approval of the Assistant Commissioner. |

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|--------|---|---|---|
| 3. 213 | To accept a certificate signed by any registered Medical Practitioner as evidence of fitness to return to duty. | Full powers for all his staff. | |
| 4. 267 | To grant maternity leave. | Full powers for all his staff, if substitute arrangements are not involved. | Officiating arrangements in leave vacancies, if they involve higher emoluments, can be made only with the approval of the Assistant Commissioner. |

III GENERAL FINANCIAL RULES

- | | | | |
|--------|---|--|---|
| 1. 124 | Disposal of obsolete, broken or unserviceable stores (including furniture). | Write off of the book value of articles broken up to Rs. 200/- on each occasion based on the report of a Condemnation Board. | The power is to be exercised subject to the following requirements :—
According to the prescribed instructions in Circular Nos. 56/65-CSU, dated 31-5-65 and 84/65-CSU, dated 29-11-1965, the Condemnation Board, consisting of 3 members, namely, the Principal, the teacher-in-charge and one member of the Management Committee, nominated by the Chairman, should inspect and prepare a list of broken and unserviceable goods (including laboratory articles like test-tubes, beakers, etc.). Damages/breakages for which the teachers/students are held responsible are to be made good by the individuals concerned. Based on the recommendations of the Condemnation Board, the rest of the items may be written off, if the total book value of all such items is within Rs. 200/-. Otherwise, the approval of the Sangathan is to be obtained. |
|--------|---|--|---|

1	2	3	4	5
2.	222 & 231	Power to sanction advance of pay and T.A. on transfer, in the interest of the Sangathan.	Full powers for the staff of Kendriya Vidyalaya.	All such cases of grant of advances should be reported to the Sangathan by sending copies of the sanctions, along with the monthly accounts returns.
3.	191	To act as Controlling Officer for purpose of T.A.	Full powers for his staff.	T.A. will be admissible only if the particular absence is treated as absence on duty by the competent authority, (see also Sl. 1 under Sec. II above.)

IV UNDER KENDRIYA VIDYALAYAS (EMPLOYEES) CONTRIBUTORY PROVIDENT FUND
RULES, 1965

1.	6	To act as Controlling Officer for the purpose of nomination.	Full powers in respect of staff of Kendriya Vidyalaya.	
2.	8 & 23	To act as Controlling Officer for the purpose of maintaining accounts.	Full powers to act in respect of staff of Kendriya Vidyalaya.	
3.	11	To sanction ordinary advances.	Full powers in respect of staff under him.	Subject to the conditions laid down in the Rules.

V. MISCELLANEOUS

1. ... To act as controlling Officer for the purpose of Leave Travel Concession. Full powers in respect of staff under him. Subject to the conditions, etc., laid down in the Leave Travel Concession Rules.
2. ... To sanction Children's Educational Allowance. Full powers in respect of staff under him. Subject to the conditions laid down in Ministry of Education Circular No. 66/63-CSU, dated 18-10-1968.
3. ... To sanction reimbursement of tuition fees. Full powers in respect of staff under him. Subject to the conditions prescribed by the Sangathan.

APPENDIX IV

ADDRESSES OF PROFESSIONAL AND EXECUTIVE EMPLOYMENT OFFICES

1. Professional and Executive Employment Office, C/o Director of Employment, Gujarat, Mental Hospital Building, Ahmedabad.
2. Professional and Executive Employment Office, C/o Director of National Employment Service, West Bengal, 67, Bentinck Street (Fourth Floor), Calcutta-1.
3. Professional and Executive Employment Office, C/o Regional Employment Officer, Chandigarh.
4. Professional and Executive Employment Office, C/o Director of Employment, Orissa, Durga Bazar, Chowdhry Niwas, Cuttack.
5. Professional and Executive Employment Office, C/o Director of Employment, Training and Technical Education, Dyal Singh Public Library Building, Rouse Avenue, New Delhi.
6. Professional and Executive Employment Office, C/o Director of Employment, Madhya Pradesh, Jabalpur.
7. Professional and Executive Employment Office, C/o Director of Employment, Uttar Pradesh, Civil Secretariat, Lucknow.
8. Professional and Executive Employment Office, C/o Director of Employment and Training, Nungumbakkam, Madras-6.
9. Professional and Executive Employment Office, C/o Director of Employment and Craftsmen Training, Assam, Prim Rose Villa, Shillong.
10. Professional and Executive Employment Office, C/o Director of Employment, Kerala, National Cantonment Bungalow, Trivandrum.

PROFORMA I

NAME OF KENDRIYA VIDYALAYA _____

Particulars of appointments made by the Chairman of the Vidyalaya on the basis of selection of candidates made by Vidyalaya Appointment Committee, (i.e. in cases not involving relaxation of qualifications or grant of higher initial pay).

1. Name of Post :

2. Scale of Pay :

3. No. and date of the Kendriya Vidyalaya Sangathan letter, authorising the post to be filled locally :

4. Name of the candidate selected for appointment :

5. Whether candidate was sponsored by Employment Exchange ; otherwise, whether a non-availability certificate was obtained :

6. Initial pay on which he is to be appointed :

7. Date of birth :

8. Qualifications and experience ;

9. Whether the candidate is able to teach through the medium of English/Hindi :

10. Pay and Scale of Pay drawn prior to selection :

11. Members of the Vidyalaya Appointments Committee, who interviewed the candidates for this post :

<i>Designation</i>	<i>Name</i>
(i) Chairman of the Vidyalaya Management Committee (Chairman).	
(ii) Education Officer of the State Government.	
(iii) Distinguished local educationist.	
(iv) Representative of the Central Government employees of the place.	
(v) Principal of the Vidyalaya.	
(vi) Local subject expert, if any.	

If Chairman is an Education Officer of State Government, member(ii) may be Administrative Officer of State Government.

Note : Members (i), (ii) and (iv) should invariably be present. The decision of the Vidyalaya Appointments Committee will not be valid unless at least four out of the five Members (i) to (v) are present.

12. Date of Interview :

13. Certified that the candidate fulfils the prescribed qualifications and experience and is being appointed on the minimum of the pay scale.

No.....

Date :

Secretary/Principal

PROFORMA II

NAME OF KENDRIYA VIDYALAYA _____

Particulars of appointments proposed to be made by the Chairman of the Vidyalaya on the basis of selection of candidate made by the Vidyalaya.

1. Name of post :
2. Scale of pay :
3. No. and date of the Kendriya Vidyalaya Sangathan letter, authorising the post to be filled locally :
4. Name of the candidate selected for appointment ;
5. Whether candidate was sponsored by Employment Exchange ; otherwise, whether a non-availability certificate was obtained.
6. Initial pay on which he/she is proposed to be appointed :
7. Date of birth :
8. Qualifications and experience :
9. Whether the candidate is able to teach through the medium of English/Hindi.
10. Pay and scale of pay, drawn prior to selection :
11. Members of the Vidyalaya Appointments Committee, who interviewed the candidates for this post :

<i>Designation</i>	<i>Name</i>
(i) Chairman of the Vidyalaya Management Committee (Chairman).	
(ii) Education Officer of the State Government.	
(iii) Distinguished local educationist :	
(iv) Representative of the Central Government employees of the place.	
(v) Principal of the School :	
(vi) Local subject expert, if any.	
*If Chairman is an Education Officer of State Government, member (ii) may be Administrative Officer of State Government.	

Note. Members (i), (ii) and (iv) should invariably be present. The decision of the Vidyalaya Appointments Committee will not be valid unless at least four out of the five members (i) to (v) are present.

12. Date of interview :

13. The case is referred to the Kendriya Vidyalaya Sangathan for the following reason (s) :

- @(i) The Candidate does not fulfil the prescribed qualifications and experience. Relaxation by the Kendriya Vidyalaya Sangathan is requested for the following reasons :
- @(ii) It is proposed to appoint the candidate on an initial pay of Rs..... which is higher than the minimum of the pay scale. Approval of the Kendriya Vidyalaya Sangathan for the grant of this higher initial pay is requested for the following reasons :

No.....

Secretary/Principal

Date.....

@:To be scored out, if not applicable.

**RECRUITMENT/PROMOTION RULES FOR UPPER
DIVISION CLERKS (SENIOR CLERKS) IN THE
KENDRIYA VIDYALAYAS**

1. SHORT TITLE

These rules may be called "the Kendriya Vidyalaya's Upper Division Clerks Recruitment/Promotion Rules."

2. APPLICATION

These rules shall apply for recruitment to the posts of Upper Division Clerks in the Kendriya Vidyalayas under Kendriya Vidyalaya Sangathan.

3. CLASSIFICATION AND SCALE OF PAY

The classification of the post and the scale of pay attached thereto, shall be as specified in Columns 2 and 3 of the Schedule annexed (Annexure I).

4. METHOD OF RECRUITMENT : AGE LIMIT AND OTHER QUALIFICATIONS

The method of recruitment, age limit, qualifications and other matters connected therewith shall be as specified in Columns 4 to 7 of the said Schedule ; provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to Scheduled Castes/ Scheduled Tribes or displaced persons and other special categories in accordance with the general orders issued from time to time by the Government of India.

5. PROBATION

The period of probation shall be as specified in Column 8 of the said Schedule.

6. DISQUALIFICATIONS

No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment to the posts.

Provided that the Commissioner/Director, Kendriya Vidyalaya Sangathan may, if he is satisfied that there exist special grounds for doing so, exempt any such candidate from the operation of this rule.

7. POWER TO RELAX

The Assistant Commissioner, Kendriya Vidyalaya Sangathan, may relax any provision of these rules except Rule 6.

8. INTERPRETATION

If any doubt arises as to the meaning or application of these rules or any of them to any person, the matter shall be referred to the Kendriya Vidyalaya Sangathan whose decision thereon shall be final.

SCHEDULE

**THE KENDRIYA VIDYALAYA'S UPPER DIVISION CLERKS
RECRUITMENT/PROMOTION RULES**

NAME OF THE POST	CLASSIFICATION OF THE POST (WHETHER TEACHING OR NON-TEACHING)	SCALE OF PAY	METHOD OF RECRUITMENT	AGE LIMIT	EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED	APPOINTMENT COMMITTEE	PERIOD OF PROBATION
1	2	3	4	5	6	7	8

Upper Division Clerk (Senior Clerk)	Class III (Non-teaching)	Rs. 130-5-160-8-200-EB-8-256-EB-8-280-10-300.	(i) By promotion of the L.D.C. working in the same Vidyalaya, provided he/she (a) fulfils the qualifications laid down in Col. 6, and	For promotees: no age limit. For Direct Recruits: 18-25 years.	for promotees: Minimum experience of 5 years in a School/ University/ autonomous organization/ Govt. office as L.D.C., of which at least	As Approved by the Kendriya Vidyalaya Sangathan. Quorum: At least 4 Members.	One year.
-------------------------------------	--------------------------	---	---	---	--	---	-----------

(b) is found to be suitable on merit with reference to his/her efficiency, ability and general suitability, particularly in work relating to accounts.

(ii) Failing (i), by promotion from among Lower Division Clerks working in any other Kendriya Vidyalaya who may have indicated a desire to be considered for such promotion, provided he/she fulfils the conditions in (a) and (b) of (i) above. For this purpose, the Principal

2 years should be in a Kendriya Vidyalaya.

For direct recruits.

(i) *Essential :*

Degree from a recognised University.

(ii) *Desirable :*

Three years' experience in a School/ University/Govt. office/ autonomous organization.

concerned should circulate the vacancy to all Vidyalayas calling for applications in the prescribed proforma at Annexure II to Appx. VII, from L.D.Cs. who are willing to go on promotion to that station.

(iii) Failing (i) and (ii) above, by direct recruitment through Employment Exchange.

PROFORMA

*Application for the post of Upper Division Clerk invited by the Principal,
Kendriya Vidyalaya,-----,*

vide his letter No.....Dated.....

**(TO BE FILLED IN CANDIDATE'S OWN HANDWRITING)
(IN INK)**

1. Full Name-----
(In Block letters)
2. Place & Date of birth : Place.....date.....
3. Marital Status : Married/Unmarried.
4. No. of dependants (including wife,
children, parents & others)
5. Educational Qualifications :—

<i>Examination (s) passed</i>	<i>Name of Board/ University</i>	<i>Subjects</i>	<i>Year</i>	<i>Division</i>
-----------------------------------	--------------------------------------	-----------------	-------------	-----------------

6. Date of joining Kendriya Vidyalaya Sangathan as L.D.C. :.....
7. Previous experience including
experience in accounts work, if any.....

I undertake that I shall not withdraw in the event of my selection for the post applied for.

Date

.....
(Signature of applicant)

(TO BE FILLED BY THE PRINCIPAL WHERE THE APPLICANT IS SERVING)

No.....Dated.....

Forwarded. The above particulars correspond to the records available in the School. His Confidential Reports are sent herewith, which in the event of non-selection, may please be returned.

Date

.....
(Signature of the Principal)

Office Stamp :

To

The Principal,
Kendriya Vidyalaya (Central School),

.....

.....

**RECRUITMENT RULES FOR LOWER DIVISION CLERKS
IN THE KENDRIYA VIDYALAYAS**

1. SHORT TITLE

These rules may be called “the Kendriya Vidyalaya’s Lower Division Clerks Recruitment Rules.”

2. APPLICATION

These rules shall apply for recruitment to the posts of Lower Division Clerks in the Kendriya Vidyalayas under Kendriya Vidyalaya Sangathan.

3. CLASSIFICATION AND SCALE OF PAY

The classification of the post and the scale of pay attached thereto, shall be as specified in Columns 2 and 3 of the Schedule annexed (Annexure I)

4. METHOD OF RECRUITMENT : AGE LIMIT AND OTHER QUALIFICATIONS

The method of recruitment, age limit, qualifications and other matters connected therewith shall be as specified in Columns 4 to 7 of the said Schedule ; provided that the upper age limit prescribed for direct recruitment may be relaxed in the case of candidates belonging to Schedule Castes/ Scheduled Tribes or displaced persons and other special categories in accordance with the general orders issued from time to time by the Government of India.

5. PROBATION

The period of probation shall be as specified in Column 8 of the said Schedule.

6. DISQUALIFICATIONS

No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment to the posts.

Provided that the Commissioner/Director, Kendriya Vidyalaya Sangathan may, if he is satisfied that there exist special grounds for doing so, exempt any such candidate from the operation of the rule.

7. POWER TO RELAX

The Assistant Commissioner, Kendriya Vidyalaya Sangathan, may relax any provision of these rules except Rule 6.

8. INTERPRETATION

If any doubt arises as to the meaning or application of these rules or any of them to any person, the matter shall be referred to the Kendriya Vidyalaya Sangathan, whose decision thereon shall be final.

ANNEXURE I

SCHEDULE

THE KENDRIYA VIDYALAYA LOWER DIVISION CLERKS RECRUITMENT RULES

NAME OF THE POST	CLASSIFICATION OF THE POST (WHETHER TEACHING OR NON-TEACHING)	SCALE OF PAY	METHOD OF RECRUITMENT	AGE LIMIT	EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED	APPOINTMENT COMMITTEE	PERIOD OF PROBATION
1	2	3	4	5	6	7	8
Lower Division Clerk (Junior Clerk)	Class III (Non-teaching)	Rs. 110-3-131-4-155-EB-4-175-5-180	100% by direct recruitment through Employment Exchange	18-25 years	(i) Matriculation or equivalent qualification. (ii) Typing speed of at least 30 words per minute.	As approved by the Kendriya Vidyalaya Sangathan. <i>Quorum</i> : At least 4 Members.	One Year

KENDRIYA VIDYALAYA, _____

No.....

MEMORANDUM

Subject: Offer of appointment to the post of.....
Teacher.....

With reference to his/her application for the above post in Kendriya Vidyalaya....., the undersigned is pleased to offer Shri/Smt./Km.a temporary post ofTeacher.....on the initial pay of Rs.....in the scale of Rs.....in this Vidyalaya, subject to his/her character and antecedents being found satisfactory.

2. No travelling allowances will be admissible for joining the appointment.

3. Terms and conditions of service governing the appointment are attached.

If he/she accepts the offer on the terms and conditions stipulated, he/she may please send his/her acceptance within a week in the form attached and report for duty to the undersigned by the..... If he/she fails to join by this stipulated date, this offer will be treated as cancelled and no further correspondence will be entered into with him/her.

5. A set of attestation forms is enclosed. This may please be completed and returned to the undersigned along with his/her letter of acceptance.

Chairman,
For and on behalf of Assistant Commissioner,
Kendriya Vidyalaya Sangathan.

To
.....
.....
.....

ANNEXURE I

ACCEPTANCE OF OFFER OF APPOINTMENT

I hereby accept the offer of appointment contained in your letter No..... dated and agree to join duty at the place and on the date indicated therein.

Dated.....

Signature.....

(Name in block letters).....

.....

**INSTRUCTIONS ON CASUAL LEAVE, QUARANTINE
LEAVE, SPECIAL CASUAL LEAVE ETC.**

A. Casual Leave

The following will be the rules governing the grant of casual leave to the school employees (teachers as well as other staff) :—

- (i) A teacher/employee may be granted casual leave not exceeding 12 days in any one calendar year for emergent requirements. Casual leave cannot, however, be claimed as a right.
- (ii) Not more than 8 days casual leave shall be granted to an employee at any one time except under special circumstances to be recorded.
- (iii) Sundays or closed holidays may be prefixed or suffixed to casual leave. Sundays and holidays falling within the period of any casual leave shall not be counted towards such leave.
- (iv) Normally casual leave shall be applied for and got sanctioned by the competent authority before it is actually availed of except in unforeseen emergent circumstances.
- (v) In cases of casual leave exceeding two days taken on grounds of illness, a medical certificate from a registered medical practitioner may be required to be produced at the discretion of the sanctioning authority.
- (vi) Casual leave not availed of in a calendar year cannot be carried forward to the next calendar year. Such leave shall lapse on the 31st December of the year.
- (vii) Technically, a teacher/employee on casual leave, is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding
 - (a) date of reckoning pay and allowances,
 - (b) charge of office,

(c) commencement and end of leave,

(d) return to duty,

or so as to extend the term of leave beyond the time admissible by rule.

B. Quarantine Leave

Quarantine leave is leave of absence from duty necessitated by orders not to attend office or other place of duty, in consequence of the presence of infectious diseases (cholera, smallpox, plague, diphtheria, typhus fever and cerebro-spinal meningitis, and such other diseases as may have been declared by the health authorities of the State in which the Central School is located as infectious for the purpose of their Quarantine rules) in the family or household of a teacher/employee. Such leave may be granted on the certificate of a Medical Practitioner or Public Health Officer for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period, shall be treated as ordinary leave under the leave rules applicable to the employee. Quarantine leave may also be granted when necessary in continuation of other leave subject to the above maximum. A teacher/employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

NOTE. Quarantine leave is not admissible if a teacher/employee himself is suffering from an infectious disease.

C. The period spent by a teacher/employee in attending courts of law, whether criminal or civil, court-martial, properly constituted authority holding and departmental enquiry or courts in foreign territory,

(i) may be treated as casual or ordinary leave as may be due if summoned to depose facts which came to his knowledge in his private capacity ;

(ii) may be treated as 'duty' if summoned :

(a) to depose facts which came to his knowledge in the discharge of his public duties ; or

(b) to produce official documents ;

provided that he is authorised by the competent authority to give evidence or to produce the documents.

The above concession will apply in respect of civil suits also irrespective of whether the school is a party to the suit or not.

Teachers/employees already on leave will not be given extra leave for the above purpose nor will their leave be considered to have been interrupted by such attendance.

D. Special Casual Leave

Special Casual Leave may be granted to teachers/employees permitted to absent themselves from duty for the following reasons :—

- (i) Training and duty as members of Home Guards, National Volunteer Corps, Prantiya Raksha Dal, and other officially sponsored auxiliary police organisations.
- (ii) Training as a member of St. John Ambulance Brigade (to the extent not covered by ordinary casual leave).
- (iii) Stay in camps of urban units of Territorial Army (may be combined with regular leave).
- (iv) Interview, medical examination in connection with joining Territorial Army ; Auxiliary Air Force/Air Defence Reserve/Army Reserve/Air Force Reserve/Indian Fleet Reserve in case where it is not possible for the employee to attend to his duties after interview, medical examination, etc. (may be combined with regular leave).
- (v) Participation in a sporting event of international importance when selected by a recognised National Sports Federation/Association and approved by the Ministry of Education (subject to a maximum of 30 days ; may be combined with regular leave).
- (vi) Participation in a sporting event of national importance held on an inter-state, inter-zonal or inter-circle basis as a duly nominated representative on behalf of the State/Zone/Circle (subject to a maximum of 30 days ; may also be combined with regular leave).
- (vii) Donating blood to a recognised Blood Bank (for the period of donation only).
- (viii) Attending courts of law as a juror or assessor with the permission of the competent authority ; may be combined with ordinary casual leave.
- (ix) Undergoing sterilization operations (Vasectomy or Salpingectomy) under the 'Family Planning Scheme', (for period not exceeding six working days).

KENDRIYA VIDYALAYA SANGATHAN
CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below :

1. State your name in full.....
(in block letters)
2. State your age and place of birth.....
3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis ?

.....
.....

OR

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.

.....
.....

4. When were you last vaccinated ?
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity ?.....
6. Have you suffered from any form of nervousness due to over-work or any other cause ?

.....

7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board within the last three years ?

.....

8. Furnish the following particulars concerning your family :

Father's age, if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death and cause of death
Mother's age, if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health.	No. of sisters dead, their ages at death and cause of death.

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on account of any disease or other condition.

Candidate's Signature.....

.....

Signed in my presence.....

Signature of Medical Officer.....

Note. The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk of losing the appointment and if appointed, of forfeiting all claims to superannuation allowance or gratuity.

MEDICAL CERTIFICATE

Name of candidate for appointment.....

(in block letters)

Caste or Race

Residence.

Father's name and address

Date of birth by Christian era as

nearly as can be ascertained

Exact height by measurement.....

Personal marks of identification.....

.....

Signature of the candidate.

I do hereby certify that I have examined Shri/Shrimati/Kumari.....

.....

a candidate for employment in the Kendriya Vidyalaya

..... and cannot discover that he/she has any

disease communicable or otherwise constitutional affliction, or bodily in-

firmity, except.....

I do not consider this a disqualification for employment in the Vidyalaya.....His/Her age is, according to his/her own statementyears, and he/she appears about.....years.

Left hand thumb and finger impression of the candidate.

Signature of the candidate.....

Taken before.....

Name of the Officer.....

Designation of the Officer.....

On (date).....

DECLARATION

1. Shri/Shrimati/Kumari.....
declare as under :—

- *(a) That I am unmarried/a widower/a widow.
- *(b) That I am married and have only one wife living.
- *(c) That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- *(d) That I am married and that during the life time of my spouse, I have contracted another marriage. Application for grant of exemption is enclosed.
- *(e) That I am married and my husband has no other living wife, to the best of my knowledge.
- *(f) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

2. **I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date.....Signature.....

*Delete clauses not applicable.

**Applicable in the case of clauses (a), (b) and (c) only.

**(TO BE TAKEN BEFORE THE CHAIRMAN/PRINCIPAL
OF THE VIDYALAYA**

I.....do swear
.....solemnly affirm
that I will be faithful and bear true allegiance to India and to the Consti-
tution of India as by law established and that I will carry the duties of my
office loyally, honestly and with impartiality.

(So help me God)

Date.....

Signature.....

Designation.....

CHARACTER CERTIFICATE

Certified that I have known Shri/Shrimati/Kumari.....
.....son/daughter of.....
.....for the last
years.....and.....months and that to the best of my
knowledge and belief, he/she bears reputable character and has no antece-
~~dent~~ which render him/her unsuitable for employment in the Kendriya
Vidyalaya Sangathan.

2. Shri/Shrimati/Kumari.....
is/is not related to me.

Place.....

Signature.....

Date.....

Designation.....

DISCHARGE CERTIFICATE

Ministry/Department/Office

No..... (Place) Date.....

Shri/Shrimati/Kumari.....
has/had been working asin the
Ministry/Department/Office of
from.....toHe/She
was drawing Rs.....as pay with/without allowances
and his/her services have been or are likely to be terminated with effect
from.....on account of reduction in establishment.
His/Her work and conduct was satisfactory.

2. He/She was employed through the Union Public Service Com-
mission/through the Employment Exchange...../
from the open market after obtaining a non-availability certificate from
the Employment Exchange/with the prior approval of the Ministry of
Home Affairs/direct without reference to the Employment Exchange or
to the Ministry of Home Affairs.

Signature.....
(Designation of Officer and Office Seal).

P R O F O R M A

SHOWING PARTICULARS OF TEACHING/NON-TEACHING STAFF

1. Particulars of School.....
2. Name of the employee.....
- 2.(a) Date of birth.....
3. Designation
4. Scale of Pay and present pay.....
5. Qualifications.

(i) Academic and training quali- Examination Year Division
 fications (with Divisions from
 matriculation onwards).

(ii) Experience and (Indicate scales of pay of posts held earlier).	Post held	Name of Institution where emp- loyed.	Scale of pay	Basic pay last drawn	Period
.....					

(iii) If on the teaching staff, whether he/
 she possesses requisite qualifications
 prescribed for the post by the Min-
 istry of Education Kendriya Vidya-
 laya Sangathan (Answer 'Yes'
 or 'No').

(iv) If answer to (iii) be in the negative,
 whether the case for relaxation has
 been taken up with the Central
 Board of Secondary Education and
 if so, with what result.

6. Was the certificate of medical fitness on first appointment obtained from the appropriate medical authority ? (Answer 'Yes' or 'No')

7. Were the character and antecedents verified and certificates obtained on first appointment ? (Answer 'Yes' or 'No').

8. Whether he/she has accepted the terms and conditions of appointment as circulated under the Ministry of Education letter No. F. 1/11/66-C.S.U., dated 23-3-1966 and whether such acceptance has been communicated to the Ministry of Education. (An attested copy of such communication may be attached).

9. Whether he/she is :

*(a) An existing[‡] employee (Please fill up Annexure I)

*(b) Centrally recruited employee (Please fill up Annexure II)

*(c) Locally recruited employee (Please fill up Annexure III)

*(d) A deputationist from the Central/State Government (Please fill up Annexure IV)

*Strike out whichever is not applicable.

[‡]“Existing employee” means an employee who was already in service when the Kendriya Vidyalaya was established in place of the then existing school.

ANNEXURE I TO APPENDIX XV

(Persons belonging to Category (a) in Col. 9)

(Existing employee)

1. Date of joining the School.
2. A copy of the letter of appointment together with a copy of the letter of confirmation, in case he/she was confirmed by the earlier management, may be sent.
3. Whether he/she has been approved by the Ministry of Education/Kendriya Vidyalaya Sangathan in the Kendriya Vidyalaya scale. If so, an attested copy of the letter issued by the Ministry of Education/Kendriya Vidyalaya Sangathan may be sent.
4. If not approved for the Kendriya Vidyalaya scale of pay, the existing scale may be indicated and an attested copy of the Ministry of Education/Kendriya Vidyalaya Sangathan letter approving the employee's appointment in such scale may be attached.

ANNEXURE II TO APPENDIX XV

(Persons belonging to Category (b) in Col. 9)*(Centrally recruited employee)*

1. Date of appointment. (An attested copy of the letter of appointment may be sent).

2. Whether he/she has successfully completed the period of probation. If so, has the fact been communicated to him/her. (A copy of the communication issued may be sent).

3. Has the period of probation been extended. If so, give full reasons therefor.

4. If the reply to 3 be in the affirmative, indicate the date up to which the period of probation has been extended.

ANNEXURE III TO APPENDIX XV

(Persons belonging to Category (c) in Col. 9)*(Locally recruited employee)*

1. Date of appointment.
2. Whether he/she was appointed by a regularly constituted Appointment Committee. (An attested copy of the relevant communication from the School to the Ministry of Education/Kendriya Vidyalaya Sangathan may be sent.)
3. Whether he/she was appointed at the minimum of the scale of the post. If higher stage was given, whether approval of the Ministry of Education/Kendriya Vidyalaya Sangathan was obtained. If so, an attested copy of the communication from the Ministry of Education/Kendriya Vidyalaya Sangathan may be sent.
4. Whether he/she has successfully completed the period of probation. If so, has the fact been communicated to him/her? (A copy of the communication issued may be sent.)
5. Has the period of probation been extended? If so, full reasons therefor may be given.
6. If the reply to 5 be in the affirmative, indicate the date up to which the period of probation has been extended.

ANNEXURE III APPENDIX XV

(Persons belonging to Category (d) in Col. 9)*(Deputationist)*

1. Date of appointment in the Kendriya Vidyalaya. (An attested copy of the letter of appointment may be sent.)

*From**To.*

2. Period of deputation

.....

3. Terms and conditions of deputation.
(An attested copy may be sent.)

4. Whether he/she has opted for permanent absorption in the Kendriya Vidyalaya Sangathan. If so, whether the option has been communicated to the Ministry of Education/Kendriya Vidyalaya Sangathan. (An attested copy of such communication may be sent.)

KENDRIYA VIDYALAYA SANGATHAN
(Central Schools Organization)

ATTESTATION FORM

<p>1. Name in full (in CAPITALS) with aliases, if any.</p> <p>(Please indicate if you have added or dropped at any stage any part of your name or surname).</p>	SURNAME	NAME
<p>2. Present address in full (<i>i.e.</i> Village, Thana and District with house number, lane/street/road and town).</p>		
<p>3. (a) Home address in full (<i>i.e.</i> Village, Thana and District with house number, lane/Street/road and town).</p> <p>(b) If originally a resident of Pakistan, the address in that Country and the date of migration to Indian Union.</p>	(a)	
<p>4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years.</p>	(b)	
From	To	Residential addresses in full (<i>i.e.</i> Village, Thana and District with house number, lane/street/road and town.)

<p>5. (a) Father's name in full with aliases, if any.</p> <p>(b) Present postal address (if dead give last address.)</p> <p>(c) Permanent home address</p> <p>(d) Profession.</p> <p>(e) If in service, give designation and official address.</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p>
<p>6. I. Nationality</p> <p>(a) Father</p> <p>(b) Mother</p> <p>(c) Husband/wife</p> <p>(d) Candidate</p> <p>II. Place of birth of husband/wife</p>	<p>I.</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>II.</p>
<p>7. (a) Exact date of birth</p> <p>(b) Present age</p> <p>(c) Age at Matriculation</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p>
<p>8. (a) Place of birth, District and State in which situated.</p> <p>(b) District and State to which you belong.</p>	<p>(a)</p> <p>(b)</p>
<p>9. (a) Your Religion</p> <p>(b) Are you a member of Scheduled Caste/Scheduled Tribe? Answer 'Yes' or 'No' and if the Answer is 'Yes' state the name thereof.</p>	<p>(a)</p> <p>(b)</p>

<p>12. Have you ever been prosecuted, kept under detention, or bound down/fined, convicted by a court of law of any offence? If the answer is "Yes" full particulars of the case, detention, fine, conviction sentence etc., should be given.</p> <p>Is any case pending against you in any court of law at the time of filling up this attestation form?</p>	
<p>13. Names of two responsible persons of your locality or two references to whom you are known.</p>	<p>1. _____</p> <p>2. _____</p>

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate _____

Date _____

Place _____

IDENTITY CERTIFICATE

Certificate to be signed by any one of the following

- (i) Gazetted Officers of Central or State Government.
- (ii) Members of Parliament or State Legislature.
- (iii) Non-gazetted Sub-Divisional Magistrates/Officers.
- (iv) Tehsildars or Naib/Dy. Tehsildars authorised to exercise magisterial powers.

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

Place : _____

Signature _____

Date : _____

Designation or
status and address _____

CONFIDENTIAL REPORTS

Instructions for the preparation and maintenance of Annual Confidential Reports on the staff of Kendriya Vidyalayas.

1. Preparation of Reports

The Annual Confidential Reports on the staff of Kendriya Vidyalayas shall be prepared for the year ending 30th June every year. These reports must be completed not later than the 15th July every year.

2. Maintenance of Reports

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

3. Custody of Reports

The reports of all staff other than the Principal will be kept under the custody of the Principal of the School. The report of the Principal will be forwarded by the Chairman of the School to the Kendriya Vidyalaya Sangathan for custody, not later than the 15th July of the year succeeding the year of the report.

4. Period and Frequency of Reporting

Confidential reports should be recorded annually, for the academic year.

Reports should also be written on the staff of the School, when the Principal is either transferred or leaves the school, during the interval between two annual reports. Similarly, if the Chairman of the School Management Committee is transferred during the interval between two annual

reports, he should report on the Principal of the School prior to the former's departure.

No report need, however, be written unless a reporting officer has at least three months' experience on which to base his report.

5. Communication of Adverse Remarks

It is necessary that every employee should know what his defects are and how he can remove them. The best results will be achieved only if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities, but also to give to him at all times the necessary advice, guidance and assistance to correct his faults and deficiencies. If this part of the duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to defects which had persisted despite the reporting officer's efforts to have them corrected. Accordingly, in mentioning any faults/defects, the reporting officer should also give an indication of the efforts he had made, by way of guidance, admonition etc., to get the defects removed and the result of such efforts.

The adverse remarks in the case of class III staff of the Vidyalaya shall be communicated to the employee concerned by the Regional Officer, where considered necessary. For this purpose, the confidential reports of all staff bearing adverse entry or entries should be promptly forwarded by the Principal to the Regional Officer.

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

- (a) Where no adverse entry is made in a confidential report, nothing should be communicated, except in cases dealt with in (c) below.
- (b) Where an adverse entry is made, whether it relates to a remediable or to an irremediable defect, it should be communicated ; but while doing so, the substance of the entire report, including what may have been said in praise of the person should be communicated.
- (c) Where the report of a person shows that he had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the person in a suitable form and a copy of such communication should be added to the character roll.

6. Representations Against Adverse Remarks

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

The following procedure may be adopted in dealing with such representations ;

- (i) All representations against adverse remarks will be examined and disposed of by the Kendriya Vidyalaya Sangathan, in consultation, if necessary, with the reporting and reviewing officers.
- (ii) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the confidential report of the representationist that he did not take correction in good spirit.
- (iii) If the Kendriya Vidyalaya Sangathan feels that there is not sufficient ground for interference, the representation should be rejected and the representationist informed accordingly.
- (iv) If the Kendriya Vidyalaya Sangathan feels that the remarks should be toned down, necessary entries separately, with proper attestation at the appropriate place of the report, will be made ; the correction should not be made in the earlier entries themselves.
- (v) In the event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entirely incorrect or unfounded and therefore deserved expunction, the Kendriya Vidyalaya Sangathan will take necessary action to score through the remark, paste it over or obliterate it otherwise and will make an entry, properly dated and attested, stating that this has been done.

Representations or explanations against adverse entries should not be added to the confidential reports.

7. Propriety of Issue of Letters of Appreciation or Notes of Commendation to the Staff.

The general policy should be to discourage the practice of granting

letters of appreciation or notes of commendation to any member of the staff and placing such letters in the confidential reports. Exception, may, however, be made in the following case :

Letters of appreciation issued by the Kendriya Vidyalaya Sangathan in respect of any outstanding good work done should go into the confidential report dossier.

(Specimen forms of Confidential Reports forms for teaching and non-teaching staff are attached as Annexure I—IV).

Name of Kendriya Vidyalaya.....

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING
30th JUNE, 19 (ON PRINCIPALS)**

(This report should be written by the Chairman of the School Management Committee)

1. Name of Principal :
2. Date of birth :
3. Designation of post held :
4. Date from which continuous appointment is held :
 - (a) in the present school :
 - (b) in the present grade :
5. Basic pay on 30th June of year of Report and pay scale :
6. Educational qualifications (including training degree/diploma) :
7. Class (es)/subject (s) taught at present :
8. Academic competence (*i.e.*, subject knowledge) :
9. Capacity for teaching :

- I0. Ability to teach through the medium of—
 - (a) English
 - (b) Hindi

11. Organizing ability :

12. Initiative and resourcefulness :

13. Capacity to maintain discipline :

14. Popularity with the students and the teachers :

15. General character :

16. Assessment regarding personality, integrity, sense of responsibility and temperament, including relations with superiors, with subordinates and the public:

17. Brief mention of outstanding or notable work, if any, meriting special commendation :

18. Whether reprimanded for indifferent work or for other causes during the period under report :

19. Any other remarks :

**Signature of Chairman of School
Management Committee**

Date :.....

ANNEXURE II TO APPENDIX XVII

Name of Kendriya Vidyalaya :.....

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING
30th JUNE, 19 (ON TEACHERS)**

(This report should be written by the Principal and should be reviewed by the Chairman of the School Management Committee)

1. Name of teacher ;
2. Date of birth :
3. Designation of Post held :
4. Date from which continuous appointment is held :
 - (a) in the present school :
 - (b) in the present grade :
5. Basic pay on 30th June of year of Report and pay scale :
6. Educational qualifications (including training degree/diploma) :
7. Class (es)/subject (s) taught at present :
8. Academic competence (*i.e.*, knowledge of the subjects taught) :

9. Capacity for teaching :

10. Ability to teach through the medium of :
 - (a) English :
 - (b) Hindi :

11. Contribution to extracurricular activities :

12. Organising capacity :

13. Initiative and resourcefulness :

14. Popularity with the students :

15. Capacity to maintain discipline :

16. Amenability to discipline :

- 17. General character :

- 18. Relations with colleagues :

- 19. Relations with superiors :

- 20. Capacity to assume higher responsibility :

- 21. Brief mention of outstanding or notable work, if any, meriting special commendation :

- 22. Whether reprimanded for indifferent work or for other causes during the period under Review :

- 23. Any other remarks :

Signature of Principal

Date :.....

Remarks of the Reviewing Officer :

Signature of Chairman of School Management Committee.

Date :.....

ANNEXURE III TO APPENDIX XVII

Name of Kendriya Vidyalaya :.....

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING
30th JUNE, 19 (ON NON-TEACHING STAFF)**

(This report should be written by the Principal and should be reviewed by the Chairman of the School Management Committee)

1. Name :
2. Date of birth :
3. Designation of Post held :
4. Date from which continuous appointment is held :
 - (a) in the present school :
 - (b) in the present grade :
5. Basic pay on 30th June of year of Report and Pay scale :
6. Educational and other qualifications
7. Brief description of duties allotted :

8. Observations on --

(i) Intelligence :

(ii) Initiative :

(iii) Devotion to duty :

(iv) Skill in the work on which employed :

(v) Whether maintains all registers and accounts tidily and up-to-date :

(vi) Amenability to discipline :

(vii) Relations with other staff :

(viii) Punctuality in attendance :

9. Whether he has been responsible for any outstanding work during the period under review meriting special commendation :

10. Whether he has been reprimanded for any indifferent work or for other causes during the period under review :

11. **General assessment of good and bad qualities :**

12. **Any other remarks.**

Signature of Principal

Date.....

Remarks of the Reviewing Officer :

**Signature of Chairman of
School Management Com-
mittee**

Date.....

Name of Kendriya Vidyalaya.....

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR ENDING
30TH JUNE, 19
(CLASS IV STAFF)**

1. Name :
2. Post held :
3. Date of birth :
4. Present pay and scale of pay :
5. Educational qualifications :
6. Brief description of duties allotted.
7. Date from which continuously working in the school :
8. Can he read and write Hindi :
English :
9. Observations on :
 - (i) Intelligence :
 - (ii) Amenability to discipline :
 - (iii) Honesty and integrity :
 - (iv) Punctuality :
 - (v) Devotion to duty :

10. General assessment of good and bad qualities :

11. Any other remarks.

Signature of Principal

Date.....

Remarks of the Reviewing Officer :

Signature of the Chairman of
School Management Committee

Date.....

CONFIDENTIAL

REPORT ON PROBATIONER
(Principal only)

Note. *Two reports are to be forwarded by the Chairman of the School Management Committee to the Regional Officer concerned: First on the completion of 6 months of service after the date of appointment; and the second report, on the completion of 11 months of service after the date of appointment.*

1. Name of appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. (a) Reference number and date of letter of appointment to the post by the Ministry of Education/Kendriya Vidyalaya Sangathan :

(b) If appointed locally, on a regular basis, after selection by the School Appointments Committee in accordance with the procedure prescribed for the purpose, reference number and date of letter of the Ministry of Education/Kendriya Vidyalaya Sangathan, approving such appointment :
5. Period of probation :

6. Date on which period of probation expires :

7. (a) Chairman's report on the work and conduct of the appointee during the period of probation and subsequently :

(b) If any defects have been noticed, what are those defects ?

(c) Were those defects brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement ?

(d) What are the results of such verbal or written communications ?

8. Does the Chairman recommend :—

(a) that the appointee should be deemed to have completed his period of probation satisfactorily ?

(b) that his probation should be extended and, if so, for what period ?

(c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated ?

9. If the Chairman's recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this Report, to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Dated the.....

Signature of Chairman
School Management Committee

CONFIDENTIAL

REPORT ON PROBATIONER
(Staff other than Principal)

Note. *Two reports are to be forwarded by the Chairman of the School Management Committee to The Regional Officer concerned: First, on the completion of 6 months of service after the date of appointment; and the second report, on the completion of 11 months of service after the date of appointment.*

1. Name of appointee :
2. Designation of the post to which appointed :
3. Date of appointment :
4. (a) Reference number and date of letter of appointment to the post by the Ministry of Education/Kendriya Vidyalaya Sangathan.

(b) If appointed locally, on a regular basis, after selection by the School Appointments Committee in accordance with the procedure prescribed for the purpose, reference number and date of letter of the Ministry of Education/Kendriya Vidyalaya Sangathan, approving such appointment :
5. Period of probation :

6. Date on which period of probation expires :

7. (a) Principal's report on the work and conduct of the appointee during the period of probation and subsequently :

(b) If any defects have been noticed, what are those defects ?

(c) Were those defects brought to the notice of the appointee, either verbally or in writing, with a view to give him an opportunity to remedy those defects and show necessary improvement ?

(d) What are the results of such verbal or written communications ?

8. Does the Principal recommend—

(a) that the appointee should be deemed to have completed his period of probation satisfactorily ?

(b) that his probation should be extended and, if so, for what period ?

(c) that his defects are such that extension of probation would not lead to any improvement in his work/conduct and that therefore his services should be terminated ?

9. If the Principal's recommendation is in favour of either 8(b) or (c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this Report, to enable the Kendriya Vidyalaya Sangathan to consider what action should be taken keeping in mind the terms and conditions of the appointment. (Please state herein whether the copy is attached herewith.)

Signature of Principal.....

Chairman's remarks and recommendation.

Dated the.....

Signature of Chairman School
Management Committee

**LIST OF KENDRIYA VIDYALAYA STATIONS ACCORDING
TO THEIR CLASSIFICATION**

(Both Summer And Winter Stations)

- | | | |
|-------------------|---------------------|---------------------|
| 1. Adampur | 2. Agartala | 3. Agra |
| 4. Ahmedabad | 5. Allahabad | 6. Alwar |
| 7. Ambala | 8. Amla | 9. Anisabad |
| 10. Babina Cantt. | 11. Bareilly Cantt. | 12. Baroda |
| 13. Barrackpore | 14. Berhampur | 15. Bhopal |
| 16. Bhubaneshwar | 17. Bikaner | 18. Bokaro |
| 19. Chandigarh | 20. Dehra Dun | 21. Dehu Siding |
| 22. Delhi | 23. Devlali | 24. Dinapore Cantt. |
| 25. Faridabad | 26. Ferozepur | 27. Fatehgarh |
| 28. Gauhati | 29. Gwalior | 30. Halwara |
| 31. Imphal | 32. Indore | 33. Jabalpur |
| 34. Jaipur | 35. Jammu | 36. Jawahar Nagar |
| 37. Jhansi | 38. Jodhpur | 39. Jorhat |
| 40. Jullundur | 41. Kalaikunda | 42. Kanpur |
| 43. Khadakvasla | 44. Kirkee | 45. Kota |
| 46. Lansdowne | 47. Lonavla | 48. Lucknow |
| 49. Mathura | 60. Meerut | 51. Nagpur |
| 52. Pachmarhi | 53. Panagarh | 54. Poona |
| 55. Pulgaon | 56. Puri | 57. Rajkot |
| 58. Ranchi | 59. Ranikhet | 60. Roorkee |

- | | | |
|------------------------|------------------|--------------|
| 61. Sambalpur | 62. Saugor Cantt | 63. Shillong |
| 64. Srinagar | 65. Udaipur | 66. Udhampur |
| 67. Vallabh Vidyanagar | 68. Varanasi | |

(All Summer Stations)

- | | | |
|----------------|--------------------|----------------------------|
| 1. Ahmednagar | 2. Ambarnath | 3. Bangalore |
| 4. Bombay | 5. Cochin | 6. Coimbatore |
| 7. Ernakulam | 8. Hubli | 9. Trimulgherry |
| 10. Jamnagar | 11. Kozhikode | 12. Madras |
| 13. Madurai | 14. Nasik Road | 15. Panambur,
Mangalore |
| 16. Port-Blair | 17. Secunderabad | 18. Surat |
| 19. Tambaram | 20. Tiruchirapalli | 21. Tirputi |
| 22. Trivandrum | 23. Visakhapatnam | |

(All Winter Stations)

1. Simla

**SCALES AND PATTERNS OF UNIFORMS TO BE ISSUED TO PEONS, CHOWKIDARS,
FARASH AND SWEEPERS**

All Summer Stations	Both Summer and Winter Stations	All Winter Stations
1	2	3

Summer

- | | | |
|--|--|---|
| 1. Cotton suit comprising of buttoned up coat and Pants—4 in 2 years (white). | 1. Cotton suit comprising of buttoned up coat and pants—3 in 2 years (white). | 1. |
| 2. Chappals—one pair in one year. | 2. Chappals—one pair in one year. | 2. |
| 3. Cap (Cotton)—4 in two years.
OR
Turban for Sikh and habitual turban users—4 in 2 years. | 3. Cap (Cotton)—3 in 2 years.
OR
Turban for Sikh and habitual turban users—4 in 2 years. | 3.

Turban for Sikhs and habitual turban users 4 in 2 years. |
| 4. Kula—one in 2 years.
OR
Fifty—4 in 2 years
(for Sikhs only) | 4. Kula—one in 2 years.
OR
Fifty—4 in 2 years.
(for Sikhs only) | 4. Kula—one in 2 years.
OR
Fifty—4 in 2 years
(for Sikhs only) |

Winter

- | | | |
|-----------------------------|--|--|
| 1. Nil | 1. Woollen suit comprising buttoned up coat and pants—one in 2 years (blue). | 1. Woollen suit comprising buttoned up coat and pants—2 in 2 years. |
| 2. Nil | 2. Woollen cap (not for those who are issued with turbans)—one in 2 years. | 2. Woollen cap (not for those who are issued with turbans)—2 in 2 years. |
| 3. Shoes—1 pair in 2 years. | 3. Shoes—1 pair in 2 years. | 3. Shoes—1 pair in 1 year. |
| 4. Nil | 4. Woollen full sleeved jersey (blue)—2 in 3 years. | 4. Woollen full sleeved Jersey (blue)—2 in 3 years. |
| 5. Nil | 5. Woollen socks (blue)—2 pairs in 3 years. | 5. Woollen socks (blue)—2 pairs in 1 year. |
| 6. | 6. Blanket—one in 3 years (for Chowkidars only). | 6. Blanket—one in 3 years. |

(Uniform for Ladies Class IV)

Both Winter and Summer Stations	All Winter Stations	All Summer Stations
1	2	3

Summer

- | | | |
|---------------------------------------|--------------------------------|---------------------------------------|
| 1. Saree (white)—3 in 1 year. | 1. Saree (white)—3 in 1 year. | 1. Saree (white)—3 in 1 year. |
| 2. Blouse (white)—3 in one year. | 2. Blouse (white)—3 in 1 year. | 2. Blouse (white)—3 in 1 year. |
| 3. Chappal (ladies)—1 pair in 1 year. | 3. Nil. | 3. Chappal (ladies)—1 pair in 1 year. |

Winter

- | | | |
|--|--|--|
| 1. Ladies coat (small)—one in 3 years. | 1. Ladies coat (small)—one in 3 years. | 1. Nil. |
| 2. Full sleeves jersey—2 in 3 years. | 2. Full sleeves Jersey—Two in 3 years. | 2. Nil. |
| 3. Woollen socks—2 pairs in 3 years. | 3. Woollen socks—2 pairs in 1 year. | 3. Nil. |
| 4. Shoes (ladies)—1 pair in 2 years. | 4. Shoes ladies—1 pair in 1 year. | 4. Shoes (ladies) — 1 pair in 2 years. |
| 5. Nil. | 5. Blanket—1 in 3 years. | 5. Nil. |

**Schedule Showing the Appointing, Disciplinary and Appellate Authority for the Various Posts
in the Kendriya Vidyalaya Sangathan based on Central Civil Services (Classification Control
and Appeal) Rules, 1965**

Description of posts	Appointing Authority	Authority competent to impose penalties, and penalties which it may impose with reference to items Nos. in Rule 11 of the Central Civil Services (C.C.A.) Rules, 1965		Appellate Authority
		<i>Disciplinary Authority</i>	<i>Penalties vide Rule 11 of CCS (CCA) Rules, 1965</i>	
1	2	3	4	5
Commissioner for Kendriya Vidyalayas	Government of India (Ministry of Education and Youth Services)	Government of India (Ministry of Education and Youth Services)	All	The President
Deputy Commissioner	Government of India (Ministry of Education)	Government of India (Ministry of Education)	All	The President

1	2	3	4	5
All other class I & II posts (excluding Commissioner for Kendriya Vidyalayas and Deputy Commissioner) in Headquarters office and Regional offices and posts of Principals	Commissioner for Kendriya Vidyalayas	Commissioner for Kendriya Vidyalayas	All	Chairman of the Sangathan
Class III posts in Headquarters office and Regional offices.	Secretary	Secretary	All	Commissioner for Kendriya Vidyalayas
Class III posts in Kendriya Vidyalayas.	Assistant Commissioner	Chairman, Vidyalaya Management Committee	Penalties (i) to (iv)	Assistant Commissioner
		Assistant Commissioner	Penalties (v) to (ix)	Deputy Commissioner
Class IV posts in Headquarters office.	Administrative-Officer.	Administrative Officer	All	Deputy Commissioner
Class IV posts in Regional offices:	Assistant Commissioner.	Assistant Commissioner	All	Deputy Commissioner
Class IV posts in Kendriya Vidyalaya	Principal	Principal Chairman, Vidyalaya Management Committee	Penalties (v) to (ix)	Chairman, Vidyalaya Management Committee. Asstt. Commissioner

STANDARD FORM OF ORDER OF SUSPENSION

(RULE 10 (1) CCS (CCA) RULES)

(Place of issue _____ dated _____)

O R D E R

Whereas a disciplinary proceeding against Shri _____ (name and designation of the employee) is contemplated/pending.

Whereas a case against Shri _____ (name and designation of the employee) in respect of a criminal offence is under investigation/inquiry/trial.

Now, therefore, the undersigned (the Appointing Authority or any authority to which it is subordinate or any other authority empowered by the Sangathan in that behalf), in exercise of the powers conferred by sub-rule (1) of rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as extended to Kendriya Vidyalayas, hereby places the said Shri _____ under suspension with immediate effect.

It is further ordered that during the period that this order shall remain in force, the Headquarters of Shri _____ (name and designation of employee) shall be _____ (name of the place) and the said Shri _____ shall not leave the Headquarters without obtaining the previous permission of the undersigned.

Signature

Name and designation of the
suspending authority.

1. Copy to Shri _____ (name and designation of the suspended officer). Orders regarding subsistence allowance admissible to him during the period of his suspension will issue separately.

2. Copy to Shri _____ (name and designation of the Appointing Authority) for information.
3. Copy to Shri _____ (name and designation of the lending authority) for information.
4. The circumstances in which the order of suspension was made are as follows :
(Here give details of the case and reasons for suspension)

NOTE : Endorsements 2 to 4 should NOT be inserted in the copy of the order of suspension sent to the officer to be suspended.

**STANDARD FORM OF CERTIFICATE TO BE FURNISHED
BY THE SUSPENDED OFFICIAL UNDER F.R. 53(2)**

I, _____ (name of employee) having
been placed under suspension by order No. _____
dated _____ while holding the post of _____
do hereby certify that I have not been employed in any business, profession,
or vocation of profit/remuneration/salary.

Signature

Name of the employee

Address

**STANDARD FORM OF ORDER FOR REVOCATION OF
SUSPENSION ORDER**

(RULE 10 (5) (C) OF CCS (CCA) RULES)

(Place of issue _____ date _____)

O R D E R

Whereas an order placing Shri _____ (name and designation of the employee) under suspension was made/was deemed to have been made by _____ on _____

Now, therefore, the Sangathan/the undersigned (the authority which made or is deemed to have made the order of suspension or any authority to which that authority is subordinate) in exercise of the powers conferred by clause (c) of sub-rule 5 of rule 10 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, hereby revokes the said order of suspension with immediate effect.

Signature

Name and Designation of the authority making
this order

1. Copy to Shri _____ (name and designation of the suspended officer).
2. Copy to Shri _____ (name and designation of the Appointing Authority) for information.
3. Copy to Shri _____ (name and designation of the lending authority making the order of suspension).
4. Copy to Shri _____ (name and designation of authority making the order of suspension).

5. The reasons for revoking the order of suspension are as follows :
(Here give in brief the reasons).

- NOTE :**
1. Endorsement as in para 2 should be made where the order of revocation of suspension is made by an authority lower than the Appointing Authority.
 2. Endorsement as in para 3 should be made where the order of suspension has been made against a “Borrowed Officer”.
 3. Endorsement as in para 4 should be made where the order of revocation of suspension is made by an authority other than the authority which made or is deemed to have made the order of suspension.
 4. Para 5 should be inserted only if an endorsement as in para 2, 3, or 4 is made.
 5. Endorsements 2 to 5 should not be inserted in the copy sent to the suspended officer.

**STANDARD FORM OF CHARGE-SHEET FOR MAJOR
PENALTIES**

(RULE 14 OF CCS (CCA) RULES)

KENDRIYA VIDYALAYA, _____

No. _____

Dated _____

M E M O R A N D U M

The undersigned proposes to hold an inquiry against Shri _____ under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as extended to Kendriya Vidyalayas. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures III and IV).

2. Shri _____ is directed to submit within 10 days of the receipt of this memorandum a written statement of his defence and also to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.

4. Shri _____ is further informed that if he does not submit his written statement of defence on or before the date specified in para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rule 14 of the C.C.S. (C.C. & A) Rules 1965, or the orders/directions issued in pursuance of the said Rule, the inquiring authority may hold the inquiry against him *ex-parte*.

5. Attention of Shri _____ is invited to Rule 27 of the Code of Conduct as prescribed in Article 55 of the Education Code for Kendriya Vidyalayas, under which no employee shall bring or attempt to bring any non-official or outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Sangathan. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings it will be presumed that Shri _____ is aware of such a representation and that it has been made at his instance and action will be taken against him for violation of Rule 27 of the Code of Conduct mentioned above.

6. The receipt of the memorandum may be acknowledged.

Signature

Name and designation of competent
Authority

To

Shri _____

ANNEXURE I TO APPENDIX XXVI

Statement of articles of charge framed against Shri _____
 _____ (name and designation of the employee)

ARTICLE—I

That the said Shri _____ while functioning as _____
 _____ during the period _____

ARTICLE—II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri _____

ARTICLE—III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri _____

ANNEXURE II TO APPENDIX XXVI

Statement of imputation of misconduct or misbehaviour in support of the articles of charge framed against Shri _____
 (name and designation of the employee).

ARTICLE—I

ARTICLE—II

ARTICLE—III

ANNEXURE III TO APPENDIX XXVI

List of documents by which the articles of charge framed against Shri _____ (name and designation of employee) are proposed to be sustained :

ANNEXURE IV TO APPENDIX XXVI

List of witnesses by whom the articles of charge framed against Shri _____ (name and designation of the employee) are proposed to be sustained.

**STANDARD FORM OF ORDER RELATING TO APPOINTMENT
OF INQUIRY OFFICER/BOARD OF INQUIRY**

(RULE 14(2) OF CCS (CCA) RULES, 1965)

No.

(Place of issue) _____ dated _____

ORDER

Whereas an inquiry under Rule 14 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as extended to Kendriya Vidyalayas, is being held against _____ (name and designation of the employee).

And whereas the undersigned considers that a Board of Inquiry/an Inquiry Officer should be appointed to inquire into the charges framed against him.

Now, therefore, the undersigned, in exercise of the powers conferred by sub-rule (2) of the said rule, hereby appoints—

A Board of Inquiry consisting of :

1.)
2.) Here enter name and designation of Members of the Board of
3.) Inquiry.

OR

Shri _____ (name and designation of the inquiry Officer) as Inquiry Officer to inquire into the charges framed against the said Shri _____

Signature

Name and designation of the competent authority

Copy to (name and designation of the employee).

**STANDARD FORM FOR THE ISSUE OF SHOW CAUSE
NOTICE**

FORM NO. 1.

(RULE 15(4) OF CCS (CCA) RULES, 1965)

Place of issue _____ dated _____

MEMORANDUM

The undersigned is directed to enclose a copy of the inquiry report submitted by the officer appointed to inquire into the charges against

Shri _____ (*name, designation and Vidyalyaya of the employee in which he is employed*) (*under suspension).

2. On a careful consideration of the inquiry report aforesaid, the undersigned agrees with the findings of the Inquiry Officer and holds that the article (s) of charge is/are proved. The undersigned has, therefore, provisionally come to the conclusion that

Shri _____ is not a fit person to be retained in service and so the undersigned proposes to impose on him the penalty of dismissal from service/removal from service/compulsory retirement.

OR

Shri.....(name of the employee) is not a fit person to be retained

(as.....(*name of post*) in the time scale of pay of Rs.....of service
in the grade of.....(*name of grade*)/in grade.....of the.....

as.....(*name of post held by the employee*)

the.....(name in the.....service (name of service))

*Only in cases where applicable

and so the undersigned proposes to impose on him the penalty of reduction to

the post of.....(name of post) in the time scale of pay of (Rs.....
the grade of.....(name of grade)/Grade.....of the
the post of.....(name of post to which reduced)
the.....Service (name of Service to which reduced).

OR

the penalty of reduction to the lower stage at Rs. _____ in the time scale of pay of Rs. _____, may be imposed on Shri _____ for a period of _____ (here state the period).

3. Shri _____ (name of the employee) is hereby given an opportunity of making representation on the penalty proposed, but only on the basis of the evidence adduced during the inquiry. Any representation which he may wish to make on the penalty proposed will be considered by the undersigned. Such representation, if any, should be made in writing and submitted so as to reach the undersigned not later than fifteen days from the date of receipt of this Memorandum by Shri _____ (name of the employee).

4. The receipt of this Memorandum should be acknowledged.

Signature

Name and designation of the competent authority

To

(Name, designation and office of the employee).

**STANDARD FORM FOR ISSUE OF SHOW CAUSE
NOTICE**

FORM NO. 2

(RULE 15(4) (II) OF CCS (CCA) RULES, 1965)

No.

Place of issue _____ Date _____

MEMORANDUM

The undersigned is directed to enclose a copy of the inquiry report on each article of charge submitted by the officer appointed to inquire into the charges against

Shri.....(*name, designation and office of the employee in which he is employed*) (*under suspension).

2. On a careful consideration of the inquiry report aforesaid, the undersigned agrees with the findings of the inquiry officer in so far as it relates to article(s) of charge No(s).....and for reasons stated in the attached memorandum holds that article(s) of charge No(s).....which the Inquiry Officer has held as not proved/proved is also proved/not proved. The undersigned has, therefore, provisionally come to the conclusion that Shri.....is not a fit person to be retained in service and so the undersigned proposes to impose on him the penalty of dismissal from service/compulsory retirement.

OR

Shri.....(name of the employee) is not a fit person to be retained

as(*name of post*) in the time scale of pay of Rs.....
in the grade of.....(*name of grade*)/in grade.....of the.....(*name of the service*)

*Only in cases where applicable

as.....(name of post held by the employee)
 in the.....service (name of the Service)
 and so the undersigned proposes to impose on him the penalty of
 reduction to
the post of.....(name of post) in the time scale of pay of (Rs.....
the grade of.....(name of Grade)/Grade.....of the.....
 the post of.....*(name of post to which reduced)*
 the.....Service (name of Service to which reduced).

OR

the penalty of reduction to the lower stage at
 Rs.....in the time scale of pay of Rs.....may be imposed
 on Shri.....for a period of.....(here state the period).

3. Shri.....(name of the employee) is hereby given an
 opportunity of making representation on the penalty proposed, but only
 on the basis of the evidence adduced during the inquiry. Any representa-
 tion which he may wish to make on the penalty proposed will be consider-
 ed by the undersigned. Such representation, if any, should be made in
 writing and submitted so as to reach the undersigned not later than fifteen
 days from the date of receipt of the Memorandum by Shri.....
 (name of the employee).

4. The receipt of this Memorandum should be acknowledged.

Signature

Name and designation of the competent
 authority

To

(Name, designation and office of the employee).

**STANDARD FORM OF MEMORANDUM OF CHARGE FOR
MINOR PENALTIES**

(RULE 16 OF CCS (CCA) RULES, 1965)

No.

Place of issue.....

Date.....

MEMORANDUM

Shri _____ (designation) _____ (office in which working) _____ is hereby informed that it is proposed to take action against him under rule 16 of CCS (CCA) Rules, 1965. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken as mentioned above, is enclosed.

2. Shri _____ is hereby given an opportunity to make such representation as he may wish to make against the proposal.

3. If Shri _____ fails to submit his representation within 10 days of the receipt of the Memorandum, it will be presumed that he has no representation to make and orders will be liable to be passed against Shri _____ *ex-parte*.

4. The receipt of this Memorandum should be acknowledged by Shri _____ .

Signature

Name and designation of
competent authority

To

Shri _____

**STANDARD FORM OF ORDER FOR TAKING DISCIPLINARY
ACTION IN COMMON PROCEEDINGS**

(RULE 18 OF CCS (CCA) RULES, 1965)

No.

ORDER

Names of } Whereas the employees specified in the margin are
Employees } jointly concerned in a disciplinary case.

Now, therefore, in exercise of the powers conferred by sub-rules (1) and (2) of rule 18 of the Central Civil Service (C.C.A.) Rules, 1965, as extended to Kendriya Vidyalayas, the undersigned hereby directs :

- (i) that disciplinary action against all the said employees shall be taken in a common proceeding,
- (ii) that.....(name and designation of the authority) shall function as the Disciplinary Authority for the purpose of the common proceeding and shall be competent to impose the following penalties, namely :—

(Here specify the penalties)

- (iii) that the procedure prescribed in rules 14, 15 and rule 16 shall be followed in the said proceedings.

Signature
Name and designation of the
competent authority (Rule 18(1)).

Copy to :

- 1. Shri _____ (Name and designation)
- 2. Shri _____ (Name and designation)
- 3. Shri _____ (Name and designation)

प्रातः सभा-कार्यक्रम

प्रार्थना

असतो मा सद्गमय
तमसो मा ज्योतिर्गमय
मृत्योर्मांश्मृतं गमय ।

दया कर दान विद्या का हमें परमात्मा देना
दया करना हमारी आत्मा में शुद्धता देना ॥

हमारे ध्यान में आओ, प्रभो आँखों में बस जाओ,
अन्धेरे दिल में आ करके परम ज्योति जगा देना ॥

बहा दो प्रेम की गंगा, दिलों में प्रेम का सागर,
हमें आपस में मिल-जुल कर प्रभो रहना सिखा देना ।

हमारा धर्म हो सेवा, हमारा कर्म हो सेवा,
सदा ईमान हो सेवा, व सेवक जन बना देना ।

वतन के वास्ते जीना, वतन के वास्ते मरना,
वतन पर जाँ फिदा करना, प्रभो हमको सिखा देना ।

ओ३म् सहनाववतु । सह नोभुनक्तु ।
सह वीर्यं करवावहै । तेजस्विनावधीतमस्तु
मा विद्विषावहै । ओ३म् शान्तिः शान्तिः शान्तिः ॥

२. छात्र-प्रतिज्ञा

((पृष्ठ पलटिये))

छात्र-प्रतिज्ञा

भारत हमारा देश है। हम सब भारतवासी भाई बहन हैं। हमें अपना देश प्राणों से प्यारा है। इसकी समृद्धि और विविध संस्कृति पर हमें गर्व है। हम इसके सुयोग्य अधिकारी बनने का प्रयत्न सदा करते रहेंगे। हम अपने माता पिता, शिक्षकों और गुरुजनों का आदर करेंगे और सबके साथ शिष्टता का व्यवहार करेंगे। हम अपने देश और देशवासियों के प्रति वफादार रहने की प्रतिज्ञा करते हैं। उनके कल्याण और समृद्धि में ही हमारा सुख निहित है।

जय हिन्द

विशेष दैनिक कार्यक्रम

राष्ट्र-गीत

जन गण मन अधिनायक जय हे भारत भाग्य विधाता ।
पंजाब सिन्धु गुजरात मराठा द्राविड़ उत्कल बंग ।
विन्ध्य हिमाचल यमुना गंगा उच्छल जलधि तरंग ।

तव शुभ नामे जागे

तव शुभ आशिष मांगे, गाहे तव जय माथा ।
जन गण मंगल दायक जय हे भारत भाग्य विधाता ।
जय हे, जय हे, जय हे, जय जय जय जय हे ।

COMMON UNIFORM FOR KENDRIYA VIDYALAYAS

All Kendriya Vidyalayas should have a common uniform. The following patterns of uniforms are prescribed.

	Boys	Girls
Classes I-VIII	White shirts with half sleeves and two pockets without flaps and tie collar (wearing of a tie is not recommended). Navy blue shorts with 2 pockets.	White blouse with half sleeves and "V" neck. Plaits and red ribbon. Navy blue skirts.
Classes IX-XI	Shirt as above. Navy blue shorts with 2 pockets. Or Navy blue pants with 2 pockets. Navy blue turban for Sikhs.	Navy blue skirts, white blouse, navy blue kameez with half sleeves and "V" neck. White pyjama or salwar, white dupattah.
All Classes	Black shoes with laces and white socks without bands.	Same as for Boys.
All Classes for P.T.	White P.T. shoes with white socks and white shorts with white sandow banyan.	White P.T. shoes with white socks and white blouse and skirt.

Winter (Optional)

Navy blue blazer with 2 brass buttons and a crest on top pocket.

Pullover : Navy blue, full sleeves, round neck, steel gray pants or shorts or skirt.

No. _____

TRANSFER CERTIFICATE

(Form in which the transfer certificate will be issued by the Higher Secondary Schools under the Central Schools Scheme formulated by the Government of India, Ministry of Education, New Delhi to provide educational facilities for children of the Defence personnel and Central Government employees liable to transfer)

1. Name of the Vidyalaya
2. Name of the pupil
3. Nationality
4. Whether the candidate belongs to a Scheduled Caste or Scheduled Tribe
(If so, the name of caste/tribe may be written)
5. Date of birth according to Admission Register (in words)
6. Class in which the pupil last studied (in words)
7. Subjects studied, stating in each case compulsory or elective
8. Date of admission or promotion to the class

Compulsory	Elective
1.	
2.	
3.	
4.	

9. Whether qualified for promotion to higher class
10. Whether the pupil has paid all the dues to the school
11. Whether the pupil was in receipt of any fee concession ; if so, the nature of such concession.
12. Date of pupil's last attendance at school
13. Date on which he was struck off the rolls of the school
14. Date of application for certificate
15. Date of issue of certificate
16. Reasons for leaving
17. Date of last successful vaccination
18. Number of school-days up to the date (with number of hours of *practical* work prescribed in relevant subjects)
19. Number of school-days the pupil attended (with number of hours of practical work in relevant subjects done by the pupil)
20. Whether N.C.C. Cadet/Boy Scout/Girl Guide (details may be given)

21. **Games played or other extra-curricular activities in which the pupil usually took part and proficiency therein**
22. **General conduct**
23. **Any other remarks**

PRINCIPAL

Countersigned

**State/District Educational Officer
or other competent authorities**

PROFORMA FOR CHANGE OF DATE OF BIRTH

(To be filled in by parent/guardian)

1. Name of the student
2. Name and address of the parent/guardian
3. Class in which the student is reading
4. Date of birth as entered in the school register
5. Date of admission
6. Proposed date of birth
7. Reason for requesting the proposed change
8. Whether the following documents are attached (say "Yes" or "No")

Documents enclosed

- (1) Affidavit sworn before a First Class Magistrate
- (2) Extracts from the birth-register.

Date

Signature of Parent/Guardian

(Name in Block Letters)

Address :

(To be filled in by the Principal)

Ref : C.S. No. 1/CBE-8

Date

1. Certified that the statements at sl. Nos. 1 to 5 are correct/not correct, the reasons for the proposed change are convincing/not convincing, and that the documents mentioned at Sl. No. 8 appear to be all right.
2. Any other special point which the Principal likes to mention.

PRINCIPAL

(To be filled in by the Chairman)

No.

Dated

The proposed change in the date of birth

(_____)

Date of birth to be given is recommended/not recommended.

CHAIRMAN

(To be filled in by the Kendriya Vidyalaya Sangathan)

No.

Date

1. The proposed change in the date of birth
(Date of birth to be given.....)
is agreed to.
2. The proposed change in the date of birth
(Date of birth, to be given.....)
is not agreed to due to the following reason (s).

Assistant Commissioner

KENDRIYA VIDYALAYA SANGATHAN

To

The Principal,
Kendriya Vidyalaya,

KENDRIYA VIDYALAYA SANGATHAN

Instrument of Inspection

SECTION I

(GENERAL DATA)

NAME OF THE
INSTITUTION _____

ADDRESS _____

DATE OF INSPECTION _____

DATE OF SUBMISSION
OF REPORT _____

KENDRIYA VIDYALAYA SANGATHAN
(CENTRAL SCHOOLS ORGANIZATION)

Instrument of Inspection

SECTION I

*(COMPOSITION OF THE PANEL OF INSPECTORS AND PROCEDURE
TO BE FOLLOWED)*

Inspection should be carried out by a team of three or four inspecting officers and the entire work of detailed inspection should be completed in two or three days, depending on the enrolment and special problems, if any. The team may consist of :—

- (i) The Assistant Commissioner of the Kendriya Vidyalaya Sangathan ;
- (ii) An officer of the Deptts. of NCERT/State Institute of Education/State Institute of Science/Regional Teacher Training College ;
- (iii) An Inspecting Officer of the State Education Department ;
- (iv) A local senior educationist (*e.g.* Principal/Headmaster of some reputed secondary school).

2. The Assistant Commissioner may look into accommodation, library and laboratories and the other inspecting officers may look after (i) Language and Social Studies and (ii) Mathematics and Science subjects.

3. The Assistant Commissioner—as convener of the Inspection Team—should send to the Vidyalaya in advance the forms (detailed in Annexure I) for collecting the general basic data, in quadruplicate. These data and a complete set of instrument of inspection should be sent in advance to each member of the inspecting panel for guidance in inspection.

4. On arrival at the Vidyalaya, the team will adopt the following procedure :—

- (i) Preliminary meeting of the team with the Principal ;
- (ii) Fixing the successive steps of the programme to be followed ;
- (iii) Division of work of inspection among the members of the team.

The Inspecting Officer will use the particular instrument of inspection according to the subject/item of work he has been allotted.

5. Meeting with the Principal and the Staff to discuss

- (i) The Vidyalaya time-table with reference to the following :—
- (a) Subject-wise allocation of periods ;
 - (b) Allocation of periods for co-curricular activities, P.T. and games.
- (ii) *Home-work*—The time-table for home-work should be examined to ensure even distribution of the load of home-work on the students on individual days and requisite attention on all subjects. Samples will be checked at the time of inspecting the class-work.
- (iii) *Co-curricular activities* :—What activities are actually practised ? How are they organised ? The panel may like to see different groups of students at work.
- (iv) *Physical education and games* :—How many periods for P.T. and how many for games are provided in the time-table ? Are there graded lessons of physical exercises ? Has the P.T.I. sufficient work in all seasons ? Does the Vidyalaya have playground facilities
- (a) For each class from the beginning of the year to the end ?
 - (b) For different classes ?
- (v) *The House system* :—Does it exist ? If so, what are the details and benefits of its actual working ?
- (vi) Any special features of the Vidyalaya.

- (vii) Arrangements about the participation of teachers in planning the Vidyalaya's programmes.
- (viii) Measures for continual improvement in the level of attainment of teachers. The Principal's guidance and help in this direction. Position regarding implementation of the recommendations of the Principals' Seminars.
- (ix) *School Magazine* :—Is any magazine brought out ? If so, how many issues per year and when ? How are the students' contributions obtained ? Is there an editorial board ? How far the students are represented there ? What is/are the language/languages of the magazine ?
- (x) *Parent-teacher contacts* :—Is there a parent-teacher association ? What are the activities actually undertaken ?
- (xi) The programme of introducing the second medium (English or Hindi) of instruction. Strengthening of language teaching for equal proficiency in these languages.
- (xii) The eligible categories from which children are drawn to the Vidyalaya.

6. After this discussion the team of inspectors should break up to follow their respective detailed inspection work, after completing which they should meet the teachers collectively and discuss :—

- (a) Points noted in course of inspection of class teaching ;
- (b) Points relating to different aspects of the school's activities—specially those mentioned under Para 5.

7. Meeting of the Members of the Team to finalise points for incorporation in the "General Report". The Report should contain a concluding paragraph or annexure, enumerating specific measures/suggestions for improving the efficiency of the Vidyalaya.

KENDRIYA VIDYALAYA SANGATHAN**Instrument of Inspection—Collection of General Data****PART I****GENERAL INFORMATION**

1. Name of the Vidyalaya _____

2. Location of the Vidyalaya—Place _____ (Cantonment Area/(Give full address) State Capital/any other place)

3. Year of Establishment _____

4. Do you have a primary department ? _____

5. How many classes/sections have been started in the Higher Secondary Department ? _____

6. Type of Vidyalaya :
 - (a) (i) Boys _____ (ii) Girls _____
 - (iii) Co-educational _____

 - (b) (i) Day Vidyalaya _____
 - (ii) Residential _____
 - (iii) Partly day and Residential _____

(c) Is it a single shift or a double shift Vidyalaya ? _____

(d) Medium is Hindi/English _____

7. Please give class-wise enrolment at the end of the last month (i.e. 19) and the academic session of the Vidyalaya.

Year	Classes	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	Total
Last month. . .	Boys												
	Girls												
	Total												
	No. of sections												
Last academic session	Boys												
	Girls												
	Total												
	No. of sections												

8. Please mention the “General” or “Compulsory” and “Elective” or “Optional” subjects taught in your school (mentioning number of students for each elective subject in class IX, X, XI).

(a) General or Compulsory

(b) Elective or Optional

No. of Students in Class

IX X XI

- 1.....
- 2.....
- 3.....
- 4.....

- 5.....
- 6.....
- 7.....
- 8.....
- 9. Date of last inspection.....
- 10. Number of working days last year in your Vidyalaya
 - (a) Instruction work
 - (b) Examination and other allied activities
 - (c) Total.....

PART II

*BUILDINGS—INCLUDING HOSTEL***Buildings**

1. Area of the Vidyalaya campus (A sketch may be enclosed).
2. Does the Vidyalaya have a playground ?
3. Does the Vidyalaya have a
 - (i) Cycle Stand ?
 - (ii) Lawn ?
 - (iii) Agricultural land ?
4. Nature and general description of the Vidyalaya building :
Also state whether it belongs to
 - (i) Military authorities
 - (ii) The State Govt.
 - or
 - (iii) Private land-lord
(*i.e.*, taken on hire;
if so, amount of rent fixed)
5. Does the Vidyalaya have
(indicate approx. size of the rooms)
 - (i) Principal's Office
 - (ii) School Office
 - (iii) Staff Room
 - (iv) (a) Library Room
(b) Reading Room
 - (v) Girls' Common Room
(if a co-educational institution)

PART—II

BUILDINGS—INCLUDING HOSTEL (contd.)

- (vi) Assembly Hall
- (vii) Auditorium
- (viii) Museum
- (ix) Workshop
- (x) (a) A.C.C. Room
- (b) N.C.C. Room
- (xi) Store Room
- (xii) Class Room
- (xiii) Subject Room

6. Has the Vidyalaya a boundary wall or a protective fence ?
7. Is there lighting arrangement ?
8. Are there ceiling fans in class-rooms, office rooms, etc. ?
9. What is the source of water supply ?
Are the arrangements for supply of drinking water in the Vidyalaya satisfactory ?
10. How many urinals, lavatory are available in your Vidyalaya ?
Are the arrangements satisfactory ?
11. Give a complete list of furniture in the school—including the office rooms, library, etc. (To be appended separately)
 - adequate
 - inadequate
 - excessive ?

PART—II

*BUILDINGS—INCLUDING HOSTEL (contd.)***Hostel, if any—(Year of starting.....)**

12. Area of the hostel

13. Distance of the hostel from the school

14. Is the hostel building rented or owned ?

Give details of accommodation

(i) No. of rooms

(ii) No. of seats—(a) provided

(b) occupied on an average

(iii) Is there a Dining Hall ?

16. Is there a Superintendent for the hostel ?

17. Is the hostel electrified ?

18. Does the hostel have latrines, urinals ?

19. Source of water ?

20. How is the hostel mess run ?

21. Do you have

(i) Attendance Register of Boarders

(ii) Leave file of Boarders

(iii) Mess Account Register

(iv) Stock Register ?

22. What is the monthly expenditure for Boarders ?

PART---III
VIDAYALAYA ADMINISTRATION AND STAFF

I. Staff—furnish the following information regarding the Vidyalaya staff—teaching and non-teaching.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Serial Number	Name	Designation, P.G.T./ T.G.T. etc.	Academic qualifications with subjects selected for (a) Bachelor (b) Master's Degree	Professional qualifications : Degree/ Diploma	Professional experience (length, level of classes, subjects)	Participation in refresher courses, seminars, etc.	Distinction special award, if any	Date of appointment	Whether direct appointment or on deputation	Approved by competent authority or not	Scale of pay	Present pay	Allowance/special allowance	Date from which P.F. benefit availed	Classes assigned for teaching and workload per week
1															
2															
3															
4															
5															

N.B.—This information may be furnished in the above proforma, on a separate sheet.

PART—III

SCHOOL ADMINISTRATION AND STAFF (contd.)

2. Are the following Registers and Records maintained in respect of the staff ?
 - (a) Attendance Register
 - (b) Leave Register
 - (c) Confidential Report
 - (d) Service Book
 - (e) Individual Staff Record File
 - (f) Any other record prescribed by authority from time to time
3. Are the class-wise and teacher-wise time-tables for the session prepared well in advance ?
4. Is the time-table prepared in consultation with the staff ?
5. Furnish the following in a separate sheet :
 - (a) Class-wise time-table (Spring, Winter and Summer timings)
 - (b) Teacher-wise time-table
6. How frequently are the staff meetings held to discuss the Vidyalaya problems ?
7. Who supervises the class-room teaching ?

PART IV

EXAMINATIONS AND RESULTS

Public Exams.—(Last 3 years)

Year	Class	No. of pupils appeared	No. of pupils passed			Total no. of pupils passed	Percentage of the Vidyalaya	Board's average pass percentage	Subject in which the result is less than Board's %	No. of positions/dis- tinctions obtained in Exams.	Remarks (particularly about Col.8)
			I Div.	II Div.	III Div.						
1	2	3	4			5	6	7	8	9	10
19											
19											
19											

2. Are the following exams. conducted every year ?

- (a) Annual exam.
- (b) Half-yearly exam.
- (c) Quarterly exam.
- (d) Monthly tests

PART IV

EXAMINATION AND RESULTS (contd.)

3. What procedure of evaluation is followed in the Vidyalaya ?
- (a) Essay type
 - (b) Short answer type
 - (c) Objective type
 - (d) A combination of any two or all the types given in (a), (b) and (c)
 - (e) Standardised tests
 - (f) Any other type of test
4. Is there a system of internal assessment ?
If so, indicate the procedure in a separate sheet.
5. Percentage of failures in the last annual examinations (internal)

Class	No. on Roll	Percentage of failures
-------	-------------	------------------------

PART—V

MISCELLANEOUS INFORMATION

1. Give the number of students of your Vidyalaya (all classes included) according to the category of parents.

No. of Students	Category of Parents				
	Transferable Defence personnel	Other Central Government employees	All India Services in State cadres	Employees of autonomous bodies	Other floating population
1	2	3	4	5	6

2. How many admissions were refused in the current session ?
3. What kind of medical facilities are available in the Vidyalaya ?
4. (a) Are the pupils medically examined ?
(b) How frequently ?
5. Is refreshment/mid-day meal taken by every pupil during the Vidyalaya hours ?
Are any facilities provided (a) by the Vidyalaya
(b) by other sources ?
6. Is there any educational/vocational guidance service in your Vidyalaya ?

PART—VI

FUNDS AND FINANCE—ADVANCE DATA

I. Details of existing assets

Sl. No.	Assets	Value of assets in terms of Rupees
---------	--------	------------------------------------

(a) Immovable property

(i)

(ii)

(iii)

(b) Funds—(i) Cash

(ii) in Bank account

} Operated by

II. Details of income from fees, etc. except the Kendriya Vidyalaya Sangathan Grants

Classes	Tuition Fees	Admission fees	Withdrawal certificate fee	Other fees, if any
---------	--------------	----------------	----------------------------	--------------------

IX _____

X _____

XI _____

III. Which of the following Registers does the Vidyalaya maintain :

(i) Fee and Attendance Register

(ii) Receipt Book

(iii) Ledgers

(iv) Staff Acquittance Roll

(v) Fee Concession Register

(vi) Postage & Despatch Register

(vii) Cash Book

PART—VI

FUNDS AND FINANCE—ADVANCE DATA (contd.)

- (viii) Contingent Accounts Register
 - (ix) Provident Fund Register
 - (x) Voucher file
 - (xi) Stock Register
 - (xii) Tender file
 - (xiii) Games Accounts Register
 - (xiv) Pupils' Fund Accounts Register
 - (xv) Steps taken to ensure that the fees and Pupil's Fund contributions are recovered in time—(Mention arrears, if any)
- IV. Is the internal checking of accounts done monthly ?
- V. Does the Vidyalaya have internal audit system ?
- VI. Are Chartered Accountants engaged for auditing ?
If not, who does the auditing ?
- VII. Does the Vidyalaya have regular external audit of accounts every year ?
- VIII. Does the Vidyalaya send monthly/quarterly statements of income and expenditure to the Kendriya Vidyalaya Sangathan in time ?
- IX. Security of property and funds—measures for.

Observations/Suggestions of the Inspector :—

PART—VII

LIBRARY—ADVANCE DATA

I.

Serial Number	Subjects	No. and cost of books purchased during the current year	Total No. in Stock	Remarks
	(i) Language			
	(a) English			
	(b) Hindi			
	(c) Classical			
	(d) Regional			
	(ii) Mathematics			
	(iii) Science			
	(a) Physics			
	(b) Chemistry			
	(c) Zoology			
	(d) Botany			
	(iv) Social Studies			
	(a) History			
	(b) Geography			
	(c) Civics			
	(d) Economics			
	(e) Politics			
	(v) Home Science/Domestic Science			
	(vi) Commerce			

PART VII

LIBRARY—ADVANCE DATA (Contd.)

Serial Number	Subject	No. and cost of Books purchased during the current year	Total No. in Stock	Remarks
	(vii) Fine Arts			
	(viii) Agriculture			
	(ix) Technology			
	(x) Logic			
	(xi) Crafts			
	(xii) <i>Reference Books</i>			
	(a) Dictionaries			
	(b) Encyclopaedia			
	(c) Psychology			
	(d) Methodology			
	(e) Languages			
	(i) Languages			
	(ii) Mathematics			
	(iii) Science			
	(iv) Social Studies			
	(v) Physical Edu.			
	(vi) Arts and Crafts			
	(vii) Other subjects			
Total ...				

2. Are there class libraries in addition to the general library ?

3. What system of classification is followed ?

PART VII

LIBRARY—ADVANCE DATA (Contd.)

4. Is there a separate teachers' reference library or text-books library in the Vidyalaya ?

5. Please furnish a complete list of journals, magazines, newspapers, etc. subscribed by the Vidyalaya—(to be appended separately)

(i) From library grants

(ii) From Pupils Fund

6. Issue and receipt of books during the last three months :

Month	No. of books issued	No. of books received back	Remarks (Intensity of use by students/teachers)
-------	---------------------	----------------------------	--

7. (a) Is the Librarian trained ?

(b) Does he give any guidance to pupils about the selection of books ?

8. Is there a Committee for selection of library material ?

9. Is a classified catalogue of the library books maintained ?

10. Are all the books entered in the stock register numbered ?

11. How often is the physical verification of the stock done ?

12. (a) What are the working hours of the library ? Is it open after Vidyalaya hours ?

(b) Are there supervised study periods provided in the time-table ?

PART VII

LIBRARY — ADVANCE DATA (Contd.)

13. What is the average number of books issued to the teachers per day ?

14. Do you have the rules for issue/return and proper handling of the library material ?

Furnish a copy.

Observations/Suggestions of the Inspector :—

KENDRIYA VIDYALAYA SANGATHAN

INSTRUMENT OF INSPECTION

SECTION II

NAME OF THE
INSTITUTION _____

ADDRESS _____

DATE OF INSPECTION _____

DATE OF SUBMISSION
OF REPORT _____

KENDRIYA VIDYALAYA SANGATHAN*INSTRUMENT OF INSPECTION*

SECTION—II

CHECK LIST—LANGUAGES

Information in the following table should be collected from the Vidyalaya :—

Class	No. of students to whom the languages taught			No. of periods and hours allotted for languages per week	
	Hindi	English	Sanskrit	Periods	Hours
VI					
VII					
VIII					
IX					
X					
XI					

1. Is a variety of reading material available to pupils and teachers ?
2. Is there provision for suitable co-curricular activities promoting the knowledge of languages ?
3. Is language staff adequate in number ?
4. Is language staff properly qualified ?
5. (i) How many times in a week are assignments/home work given to pupils ?
(ii) Does the teacher correct the assignments properly ?.....(a few test checks to be made).

6. Are the records of assignments maintained ?
7. Have the language teachers undertaken any language projects or experiments ?
8. Does language teacher organise the syllabus in teaching units ?
9. Are assignments given from
 - (a) Textbooks only
 - (b) Textbooks as well as supplementary reading material ?
10. Does the teacher come well-prepared in the class ?
11. Does he use suitable methods for teaching the lesson ?
12. Is his questioning technique proper ?
13. Does he use teaching aid effectively in the instructional process ?
14. Does he supervise the class work effectively ?
15. Is he well-acquainted with the latest developments in the language ?
16. Has he command over both the spoken and the written language ?
17. Is he well-versed in the phonetic of the language ?
18. Does the teacher possess creative ability and does he provide opportunities to pupils for creative type of work ?
19. Are weak, average and bright pupils kept in view while teaching ?
20. (a) Is the lesson taught well-related to the life-situation, wherever possible ?
 - (b) Is adequate emphasis given to both English and Hindi in your Vidyalaya ? Is there any special problem with regard to languages ?
21. Do pupils follow the lesson and understand the concepts properly ?
22. Do pupils get the meaning of the passage and comprehend what they read silently ?
23. Are pupils given opportunities to develop their writing skills ?
24. Does the teacher take remedial measures after the students' weaknesses are detected ?
25. Is the diary maintained properly ?

26. Is weightage given to the following aspects in the evaluation of pupil's achievements in language ?
- (a) Listening skill
 - (b) Oral competency
 - (c) Reading abilities
 - (d) Proficiency in writing and speaking grammatically correct language
 - (e) Participation in co-curricular activities
27. Is there a provision for internal assessment based on the following ?
- (a) Home assignments
 - (b) Teachers' impressions
 - (c) Class notes and records
 - (d) Participation of activities in the Vidyalaya
 - (e) Periodic tests
28. Observations/suggestions of the Inspector :

CHECK LIST—SOCIAL STUDIES

1. Is the Social Studies Staff adequate in number ?
2. Is the Social Studies Staff properly qualified ?
3. (a) How many times in a week are assignments/homework given to the pupils ?
(b) Does the teacher correct the assignments properly ?
4. Are the records of assignments maintained ?
5. Has the Vidyalaya taken up any project in social studies ?
6. Does the teacher organise the syllabus in teaching units ?
7. Are the assignments given from
(a) Textbooks only
(b) Textbooks as well as supplementary reading material ?
8. Does the teacher come well-prepared in the class ?
9. Is his teaching method suitable for the subject ?
10. Is his questioning technique proper ?
11. Does he use teaching aids effectively in the instructional process ?
12. Does he supervise the class effectively ?
13. Is he acquainted with the latest developments in the social studies ?
14. Are weak, average and bright pupils kept in view while teaching ?
15. Do pupils participate actively in the development of the lesson ?
16. Is the lesson well-related to the current problems—political, social, economic etc. ?
17. Do pupils follow the lesson and understand the concept clearly ?
18. Does the teacher follow up the weaknesses of the students with remedial action ?

19. Is the diary maintained properly ?
20. Is there a provision for internal assessment based on the following :—
 - (a) home assignment
 - (b) teacher's impression
 - (c) socio-metric methods
 - (d) class notes, practical records, etc.
 - (e) participation in activities in Vidyalaya
 - (f) periodic tests ?
21. Observations/suggestions of the Inspector.

KENDRIYA VIDYALAYA SANGATHAN

INSTRUMENT OF INSPECTION

SECTION III

NAME OF THE
INSTITUTION _____

ADDRESS _____

DATE OF INSPECTION _____

DATE OF SUBMISSION
OF REPORT _____

KENDRIYA VIDYALAYA SANGATHAN*INSTRUMENT OF INSPECTION*

SECTION III

CHECK LIST—MATHEMATICS

1. Is the mathematics staff adequate in number ?
2. Is the staff properly qualified ?
3. (i) How many times in a week are home-assignments given to the pupils ?
(ii) Are the assignments corrected by the teacher ?
4. (i) Are the records of such assignments maintained ?
(ii) Are the difficulties & weaknesses of the pupils followed up after the correction of assignments ?
5. How many teachers in Mathematics have participated in Summer Institute Programme/other Inservice Training Programmes ?
6. Does the teacher plan his lesson keeping the objective in view ?
7. Does he come well-prepared for the lesson ?
8. Does he use effectively (i) Suitable method.
(ii) Teaching aids ?
9. Does he supervise the class work effectively ?
10. Is the teacher competent in his subject ?
11. Does he keep weak, average & bright pupils in view while teaching ?
12. Do pupils participate actively in developing the lesson ?
13. Do pupils follow the lesson & understand the concept clearly ?
14. Is the diary maintained properly ?
15. Are test results used
(a) For diagnosing difficulties of pupils ?

- (b) For developing remedial instructional programmes ?
- (c) For informing pupils about their specific strengths and weaknesses ?

16. Is there a provision for internal assessment based on the following ?

- (a) Home assignments
- (b) Teacher's impressions
- (c) Class notes, records etc.
- (d) Periodic tests

17. Observations/ suggestions of the Inspector :

CHECK LIST—SCIENCE “ORGANISATION”

1. Is there a general science room in the school for classes VI to VIII as well as separate science rooms for higher classes ?
2. How many laboratory tables for group work are there in each room ?
3. Is there a demonstration table in each room ?
4. Are there facilities in each lab-room for
 - (i) Water supply (ii) Heating (iii) Lighting ?
5. Are there separate laboratories for
 - (i) General Science (ii) Physics (iii) Chemistry
 - (iv) Zoology (v) Botany (vi) Domestic Science ?
6. Are there drainage facilities for waste material in each room ?
7. Are all instruments & apparatus, chemicals, models and charts etc. according to the K. V. S. list ? If not—which are the instruments & materials—that are not available in the labs ?
8. Do the teachers & students improvise any science apparatus ? (Give examples, if any)
9. How many sets of apparatus & instruments for each experiment are available ?
10. Is there a museum in Vidyalaya ? What are the specimens available there ?
11. (a) How many pupils from your school have competed in Science Talent Search Scheme ?
(b) How many have been successful ?
12. Are the arrangements adequate for science teaching ?
13. Is there a variety of teaching aids to meet the needs of different branches of science ?
14. Does the school have science clubs in different branches of science ?
15. Is the apparatus, equipment & material stored in proper order ?
16. Is the science staff adequate ?
17. Is the science staff properly qualified ?
18. Observations/ suggestions of the Inspector.

CHECK LIST—SCIENCE “INSTRUCTION”

1. Are assignments given from :
 - (a) Textbooks only ?
 - (b) Textbooks as well as supplementary teaching material ?
2. Are the records of assignment maintained ? (A few samples to be tested from the records of the students.)
3. Does teacher plan his lesson keeping in view the objectives of teaching science ?
4. Does he come well-prepared to the class ?
5. Does he use the proper method of teaching ?
6. Does he use the questioning technique suitably ?
7. Does he use the teaching aid effectively in the instructional process ?
8. Does he supervise the class work effectively ?
9. Is he equipped with the latest developments in science ?
10. Do the pupils participate effectively in the development of the lesson ?
11. Do the pupils follow the lesson & understand the concepts properly ?
12. Are the pupils developing skills through practical work ?
13. Does the teacher correct the assignments properly ? (A few copies to be tested.)
14. Do pupils complete their assignments well in time ?
15. Does the teacher have capacity to guide the pupils' activities *i.e.* science club, science fair etc. ?
16. Is the diary properly maintained ?
17. Observations/suggestions of the Inspector :

CHECK LIST—SCIENCE “EVALUATION”

1. Do the pupils keep records of practical work regularly ?

2. Are test-results used
 - (a) For diagnosing the difficulties of the pupils ?
 - (b) For developing remedial instructional programme ?
 - (e) For informing pupils about their strengths & weaknesses ?

3. Is there a provision for internal assessment based on the following ?
 - (a) Home assignments
 - (b) Teachers' improvement
 - (c) Class notes, practical records etc.
 - (d) Periodic tests

4. How objective & comprehensive are the evaluation procedures ?

5. Observations/suggestions of the Inspector :—

**BOOKS RECOMMENDED FOR LIBRARIES
IN THE KENDRIYA VIDYALAYAS**

LIST No. 1

<i>S. No.</i>	<i>Title</i>	<i>Price</i>
1.	Report of the Secondary Education Commission	2.00
2.	Self-Reform in Schools-A Report by working Educators	0.50
3.	Experiments in Secondary Education by E.A. Pires	0.56
4.	A Manual of Educational and Vocational Guidance (An Elementary Guide for Teacher-Counsellors in Secondary Schools)	0.44
5.	Educational and Vocational Guidance in Multipurpose Schools	0 75
6.	Integrated Courses in Social Studies-A Brief Explanation by R.D. Bramwell	0.37
7.	School Libraries by J. Smeaton	0.37
8.	Improvement of Curriculum in Indian Schools by Henry Harap	2.75
9.	National Service Scheme-A Report by K.G. Saiyidain	4.80
10.	Radio in School Education By C.L. Kapur	1.50
11.	The Teacher We Need in India Today by S. Panandi- kar	0.31
12.	In Service Teacher Education by H.S.S. Lawrence	0.75
13.	University Education Commission Report-Vol. I Price yet to be (Reprint)	fixed.
14.	Report of the National Committee on Women's Educa- tion	3.12
15.	Women's Education in India by Padmini Sen Gupta	0.90
16.	Report of the Advisory Committee on Libraries	4.80

<i>S. No.</i>	<i>Title</i>	<i>Price</i>
17.	Report on Blind Welfare in the United Kingdom by Lal Advani	1.62
18.	Playwriting and Playmaking by Norah Richards	0.37
19.	The Film as An Educational Force In India by Marie Seton	0.37
20.	A Plan for Youth Welfare by G.D. Sondhi	0.62
21.	Handbook of Physical Education for School Boys	3.40
22.	Report of the Committee on Moral and Religious Education	Non-priced Included in the Proceed- ing of the 27th Meet- ing of CABE
23.	A National Plan of Physical Education and Recreation	1.00
24.	Student Indiscipline by Humayun Kabir	0.25
25.	Letters on Discipline by Humayun Kabir	0.50
26.	Report of the Sanskrit Commission	5.25
27.	Textbook Selection Procedures in India	1.25
28.	School Architecture	0.75
29.	Planning Schools for India	6.50
30.	Gandhian Out look and Technique	2.00
31.	The Field of Education	1.50
32.	Thoughts on Indian Education by Atulananda Chakravorty	1.87
33.	Gandhiji's Experiments in Education by T.S. Avinanshilingam	0.75
34.	Gandhiji's thought on Education by T.S. Avinanshilingam	0.75
35.	Education Studies and Investigations Vol. I	10.00
36.	Central Advisory Board of Education-Silver Jubilee Souvenir	Cloth bound 22.50 paper bound 19.00

<i>S. No.</i>	<i>Title</i>	<i>Price</i>
37.	Reports of the Committees Appointed by CAGE-1938—43	1.25
38.	Reports of the Committees Appointed by CAGE 1943—46	2.37
39.	Reading for Pleasure	1.00
40.	Production and Distribution of Paperback Books	1.12
41.	English Public Schools by Din Dayal	3.05
42.	Directory of Institutions for Higher Education in India 1961	4.00
43.	Education in India 1958-59-Vols I and II	Priced
44.	First Year Book of Education-Review of Education in India-1947-61	30.00 (Out of stock- Reprint edi- tion in press)
45.	Reconstruction of Secondary Education	1.55
46.	Education in Soviet Russia-A Report by R.R. Singh	3.85
47.	Report of the Committee on Emotional Integration	2.65
48.	Secondary Education (Quarterly Journal)	Annual Sub- scription 3.00
49.	The Education Quarterly	Annual Sub- scription 8 00
50.	Youth	Annual Sub- scription 4.50

**BOOKS RECOMMENDED FOR LIBRARIES IN THE KENDRIYA
VIDYALAYAS (SANSKRIT BOOKS)**

LIST No. 2

<i>S.No.</i>	<i>Title</i>	<i>Price</i>
1.	Students' Sanskrit-English Dictionary by V.M. Apte	6.00
2.	Students' English-Sanskrit Dictionary by V.M. Apte Pub : Motilal Banarsidass, Bungalow Road, Delhi-7	4.00
3.	Classical Sanskrit Literature by A. B. Keith	3.00
4.	Amarakn'sa-Text only with word index, Bombay edition.	1.50
5.	Amarako'sa with Namacandrikā, Trikandakosa, Hara- vali etc.	8.00
6.	Vālmiki Rāmāyana with Tilaka, Rāmāyana 'Siromani and Bhushana	40.00
7.	Vālmiki Rāmāyana text only, Law Journal Press, Madras-4.	15.00
8.	Vālmiki Rāmāyana-Geeta Press, Gorakhpur	7.50
9.	Mahā Bhārata-4 Vol. Geeta Press, Gorakhpur	22.50
10.	Sanskrit Grammar by W.D. Whitney Pub : Motilal Banarsidass, Delhi-7.	10.00
11.	Laghusiddhanta Kaumudī Pub - Motilal Banarsidass, Delhi-7,	12.00
12.	Sidhanta Kaumudī with Balamanorama in 4 Vols.	13.00
13.	Siddhanta Kaumudī with English translation by S.C. Vasu Pub : Motilal Banarsidass, Delhi-7.	73.25
14.	Panctantra with Jeevanandas' commentary	3.75
15.	Hitopade'sa with Jeevanandas' commentary	3.25
16.	Nīti'sataka with Lalita Vyakhya	1.00
17.	Dhatumanjarī with Tippana	1.75

<i>S. No.</i>	<i>Title</i>	<i>Price</i>
18.	'Sabdamanjari	0.75
19.	First Book of Sanskrit by Bhandarkar	2.00
20.	Second Book of Sanskrit by —do—	
21.	Kumarasambhava	} With Mallinatha's commentary Nirnaya Sagar Press Ed., if available. Otherwise any good edition.
22.	Raghuvamsa	
23.	Meghaduta	
24.	Abhijnana Sakuntala	
25.	Vikramorva'sīya	
26.	Malavikagnimitra	
27.	Swapna Vasavdattam Ed. by Kantanath Sastri Telang	2.50
28.	Pratima Nataka Ed. by Rangachari	3.37
29.	Bhasanataka Cakram (13 plays of Bhasa)	16.00
30.	Ratnavali with notes etc. by Devadhar and Sons	3.25
31.	Nagadanda with Tippana and Translation Ed. by Rangachari	
32.	Kirataurjunīya	} with Mallinatha commentary. Nirnaya Sagar edition, if avail- able, or any other good edi- tion
33.	'Si'supalavadha	
34.	Naisadha	
35.	Mṛcchakatikam-with Prithvidhara's commentary	3.25
36.	Mudraraksasa-with Jivananda's commentary	2.50
37.	Bhasa Kathasara by Mahalinga Sastri, Madras	2.00
38.	Mudraraksasa natakakatha by Mahadeva Ed. by Dr. V. Raghavan	2.75
39.	Kalidasiya Nataka Kathamanjarī by K.L.V. Sastri, Madras.	1.50

<i>S. No.</i>	<i>Title</i>	<i>Price</i>
40.	Malatī-madhava	} of Bhavabhuti-Any good edition if Nirnaya Sagar editions are not available.
41.	Uttararamacarita	
42.	Mahavīracarita	
43.	Venīsamhara by Bhattanarayana	—do—
44.	Ramayāna Campu of Bhoja	—do—
45.	Bharata Campū by Ananta Bhatta	—do—
46.	Subhasitavalī of Vallabhadeva	20.00
47.	Suktimuktavalī Ed. by Ramanath Jha	8.00
48.	Subhasita Ratnako'sa-Ed. by D.D. Kosambi	30.00
49.	Kadambarī-with Vyakhya-Nirnaya Sagar Press edition, if available	
50.	Kadambarī Saṅgraha by Krishnamacharya	5.00
51.	Harṣacarita-Nirnaya Sagar Press edition, if available	
52.	Da'sakumaracaritam	—do—
53.	Candraloka of Jayadeva	
54.	Kavya Prakasa with Pradipa and Udyota	1.35
55.	Chandralok with Rāgama	3.00
56.	Kavyadar'sa—Nirnaya Sagar edition, if available, or any other good edition	
57.	Da'sarupaka	—do—
58.	Dhvanyaloka	—do—
59.	Sahitya Darpana—Ed. by Krishna Mohan Sastry	12.00
60.	Bhagavad Gita—with Balabodhini and Candrika	1.50
61.	—do— with Anandagiri and Sankara Bhashya	9.50
62.	—do— Text only, Gita Press, Gorakhpur	
63.	Sukti Sudhakara—Gita Press, Gorakhpur	
64.	Vetala Pancavim'satikatha	1.50
65.	'Suka Saptati	10.00
66.	Bhojaprabandha	1-87
67.	Bharata Saṅgraha of Lakshmanasuri, Madras	2.50
68.	Sarvadar'sana Saṅgraha of Sayanacharya	4.00
69.	'Srikṣnākrnamṛta	1.12
70.	Gitagovindam with Resikapriya and Rasamanjarī	3.00

**BOOKS RECOMMENDED FOR LIBRARIES IN THE
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(For use of Teachers)

LIST NO. 3

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
1.	Bhagwan Dayal	Development of Modern Indian Education
2.	Dimond, S.E.	Schools and the Development of Good Citizens
3.	Faunce, R.C. and Bossing, N.L.	Developing the Core Curriculum
4.	Gandhi, M.K.	To the Students
5.	India, Publications Division	Future of Education in India (a Symposium)
6.	Kabir, Humayun	Indian Heritage
7.	Livingstone, R.W.	Education and the Spirit of the Age
8.	Spears, Harold	Teacher and Curriculum Planning
9.	Suraj Bhan	Towards a Happier Education
10.	Alberty, Harold	Reorganising the High School Curriculum
11.	India, Secondary Education Commission	Report of the Secondary Education Commission (Oct. 1952-June 1953)
12.	Bernard, Harold W.	Mental Hygiene for Classroom Teachers
13.	Bernard, Harold W.	Psychology of Learning and Teaching
14.	Bhatia, C.M.	Performance Tests of Intelligence under Indian Conditions
15.	Kamat, V.V.	Measuring intelligence of Indian Children

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
16.	Kumria, R.R.	Intelligence—its Nature and Measurement
17.	Burt, Cyril	Causes and Treatment of Backwardness
18.	Brueckner, L.J, and Melby, E.O.	Diagnostic and Remedial Teaching
19.	Butler, Frank A.	Improvement of Teaching in Secondary Schools
20.	Kelley, Earl C.	Workshop Way of Learning
21.	Mackenzie, G.N. and Corey S.M.	Instructional Leadership
22.	Wrightstone, J. Wayne	How to be a Better Student
23.	Dale, Edgar	Audio-Visual Methods in Teaching
24.	Wittich, W.A. and Schuller, C.F.	Audio-Visual Materials—Their Nature and Use
25.	Fries, Charles C.	Teaching and Learning English as a Foreign Language
26.	Thompson ; M.S.H. and Wyatt. H.G.	Teaching of English in India
27.	Brown, Clade, H.	Teaching of Secondary Mathematics
28.	London, Mathematical Association	Teaching of Geometry in Schools
29.	London, Mathematical Association	Second Report on the Teaching of Geometry in Schools
30.	London, Mathematical Association	Teaching of Arithmetic in Schools—a Report
31.	Hill, C.P.	Suggestions on the Teaching of History
32.	Jeffreys, M.V.C.	History in Schools—the Study of Development
33.	R.J. Unstead	Teaching History in the Junior Schools
34.	Assistant Masters' Association	Teaching of Geography in Secondary Schools

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
35.	Mac Nee	Teaching of Geography
36.	Bining, A.C. and Bining D.H.	Teaching the Social Studies in Secondary Schools
37.	Bramwell, R.D.	Your Father and Mine—A First Book of Social Studies
38.	Bramwell, R.D.	Your Town and Mine—A Second Book of Social Studies
39.	Bramwell, R.D.	Your Folk and Mine—A Third Book of Social Studies
40.	Bramwell, R.D.	Your Sphere and Mine—A Fourth Book of Social Studies
41.	N.S.S.E.	Science Education in American Schools (46th Year Book Part I)
42.	Richardson, J.S. and Cahoon, G.P.	Methods and Materials for Teaching General and Physical Science
43.	Science Clubs of America	Thousands of Science Projects (catalogue)
44.	Jeswani, K.K.	Teaching and Appreciation of Art in Schools
45.	Ayer, Fred C.	Fundamentals of Instructional Supervision.
46.	Mort, Paul R.	Principles of School Administration
47.	Gruber, F.C. and Beatty, T.B.	Secondary School Activities
48.	Bloom, B.S.	Evaluation in Secondary Schools
49.	Greene, H.A. and others	Measurement and Evaluation in the Secondary School
50.	Gordon, Ira J.	Teacher as a Guidance Worker
51.	Fargo, Lucile F.	Library in the School

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
52.	Stott, C.A.	School Libraries—A Short Manual
53.	Editorial staff of Life and Barnett, L.	World we live in
54.	Curtis, F.D. & Mallinson, G.G.	Science in Daily Life
55.	Shapley, H. & others (editors)	Treasury of Science
56.	F.C. Gruber and others	Secondary School Activities
57.	H.C. McKown	Extra Curricular Activities

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LIST No. 4

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
PHILOLOGY		
1.	Lembert, Eloise	Our Language : The Story of Words we use
2.	Hogben, Lancelot	Wonderful World of Mathematics
3.	Baker, Robert Horace	Introduction to Astronomy
4.	Shippen, Katherine Binney	Bright Design.
5.	Bridges, William	Zoo Expeditions
6.	Upton, Monroe	Electronics for Everyone
7.	Reck, Franklin Mering	4-H Story
8.	Baxter, Laura, Justin, Margaret M., and Rust, Lucile O.	Sharing Family Living
9.	Lang, Andrew C.	Fix it yourself
10.	Grant, Madeline P.	Wonder World of Microbes

ARTS AND RECREATION

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|-----|--|---|
| 11. | Pickering, Ernest | The Homes of America :
As they Have Expressed the Lives of
our people for three centuries |
| 12. | Austin, Ruth Erma and Paris, Jeandette O | Furnishing your home |
| 13. | Ellicit, Bruce | The Best in Magic |

LITERATURE

- | | | |
|-----|-------------------|--|
| 14. | Peterson, Houston | Treasury of the World's Great Speeches |
|-----|-------------------|--|

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
15.	Bartlett, John	Familiar Quotations
16.	Dickinson, Emily	Poems for Youth
17.	Kaufman, George S. and Hart, Moss	Six Plays. (Modern Library)
18.	Benchley, Robert Charles	Benchley Round up
19.	Lin, Yu-T'ang	The Wisdom of China and India
20.	Panchatantra	The Panchatantra

GENERAL WORKS

21.	Dorothy Herbert West	Standard Catalogue for High School Libraries
22.	Sears, Minnie Earl	List of subject headings for small Libraries
23.	National Council of Teachers of English	Books for You : A list for leisure reading for use by students in Senior High Schools
24.	Stefferd, Alfred	The Wonderful World of Books
25.	Boyd, Sessie Edna	Books, Libraries and You : A Handbook on the Use of Reference Books and the Reference Resources of the the Library.

PHILOSOPHY

26.	Durant, William James	The Story of Philosophy
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SOCIAL SCIENCES

27.	Johnson, Gerald White	This American People
28.	Brown, Francis James and Roucek, Joseph Slabey	One America : The History Contribution and Present Problems of Our Racial and National Minorities
29.	Seaver, Charles Hill	Industry in America
30.	Beckel, Graham	Workshops for the World

<i>S. No.</i>	<i>Author</i>	<i>Title of the Book</i>
31.	Crump, Irving	Our State Police
32.	Botkin, Benjamin Albert	A Treasury of American Folklore : Stories, Ballads, and Traditions of the People ; with a Foreword by Carl Sandburg.
33.	Batchelor, Julie Forsyth and De Lys, Claudia	Superstitious ? Here's Why. Harcourt, 1954
34.	Gaer, Joseph	Holidays Around the World

HISTORY AND BIOGRAPHY

35.	Dana, Richard Henry	Two Years before the Mast : A Personal Narrative
36.	Cantwell, Robert	Famous American Men of Letters
37.	Cournos, John and Cournos Helen, Sybil Norton (Kestner)	Famous Modern American Novelists
38.	Bunche, Ralph Johnson	Kugelmass, Joseph Alvins. Ralph J. Bunche, Fighter for Peace.
39.	Clemens, Samuel Langhorne	The Adventures of Mark Twain
40.	Hamilton, Alexander	Schachner, Nathan, Alexander Hamil- ton, Nation Builder
41.	Sanburg, Carl	Prairie—Town Boy

FICTION

42.	Boyd, James	Drums. il. in color by N.C. Wyeth
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TRAVEL

43.	Curtis Publishing Co., Inde- pendence Square, Philadel- phia 5, Pennsylvania	Holiday (Monthly)
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<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
1. General Knowledge				
1.	Bunn-Richards, <i>and</i> J. Speck, G. Eugene.	The wonder book of do you know ? 1960 192 p.	Ward and Lock.	15/-
2.	Dixon, W.N. <i>and</i> Dixon, Margaret.	The Second Puffin Quiz book (Puffin books) 1960. 206p. illus.	Penguin Books.	2/6
3.		The Girl's World. New ed. 1960. 576p. illus.	Blackie.	10/6
4.	Johnson, S.	Look and Learn, 1962.	Wheaton of Exeter.	5/6
5.		Pears Cyclopaedia Annual. 1024p. illus. Latest ed. 1960.	Relham-	17/6
6.	Pothorn, H.	A picture book of Knowledge from home to outer space. 1961—200p.	Thames and Hudson.	35/-
7.		The Schoolgirl's pocket book. 1st ed. reprinted. 1960. 160p. illus.	Evans Bros.	7/6
8.	Wallace, Carlton, ed.	The schoolboy's pocket-book, 1960—160p. illus.	Evans Bros.	7/6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
I-A. Encyclopaedias				
9.		Children's new illustrated Encyclopaedia. ed. by J.R. Crossland. 1954. 572p. illus.	Collins.	
10.		The Everyday Encyclopaedia for every boy and girl. 1960. 308p. illus. (coloured)	Spring Books	17/6
11.	Furnivall, Gerald.	The students' encyclopaedia 1960. 256p. illus.	Collins	5/-
12.		The Modern Encyclopaedia for children. 1948 640p. illus.	Odhams.	12/-
13.		Odhams Encyclopaedia for children. 1954. 384p. illus.	Odhams.	25/-
I-B. Dictionaries				
14.	Fowler, H.W.	Dictionary of modern English Usage. 1926. 750p.	Clarendon P.	15/-
15.	Jones, Daniel.	An English pronouncing dictionary. Latest ed. 1956. 558p.	Dent.	21/-
16.		Thorndike Junior Dictionary. N. ed. 1955. 1058p. (1500) illus.	Univ. of London Press.	18/-
17.	Wise, Leonard.	The wonder book of dictionary. 1960. 448p. illus. (500).	Ward, Lock.	30/-

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
II. Teaching of Arts and Crafts				
18.	Harris, G.M. and Sutherland, C.	Education through crafts 1960. 56p.	Cardiff, Training College of Domestic Arts for S. Wales and Monmouthshire	5/-
19.	Stanfield, N.F.	A handbook of art teaching in tropical schools 1960. 192p. illus.	Evans Bros.	10/6
III. Education (General)				
20.	Incorporated Association of Assistant Masters in Secondary Schools.	Teaching in Comprehensive schools ; a first report. 1960. 48p.	Cambridge Univ. Press.	2/6
21.	Walters, Elsa Hopkins.	Activity and experience in the infant school. 4th ed. 1960. 17p. (National Froebel Foundation Publications).	National Froebel Foundation.	1/-
IV. Language, Reading and Writing				
22.	Allen, E.E. and Mason, A.T.	Exercises in precis and comprehension. 112p. 1962.	E. Arnold.	3/9
23.	Ash, Beryl and Rapaport, S.	Skills in the junior school. 1960. 158p.	Methuen.	12/6
24.	Bennett, Charles Moon and Bennett, Harry Richard.	Civic English-3 books. 1960. 128p. illus.	Black.	4/6 each
25.	Boarder, S.F.K. and others.	Aspects of language in the primary school. 1960 14p. (National Froebel Foundation publications)	National Froebel Foundation	31/6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
26.	Clark, Margaret.	Good speech. 1960. 80p. illus.	Odhams Press	3/3
27.	Fletcher, David E. and others.	Quick and legible handwriting Books 1—5. 1960.	Oliver and Boyd.	1/9 each
28.	Gagg, John Colton	Beginning English with young children. 1960. 22p. (Teacher's library No. 7).	Evans Bros.	2/9 each
29.	Gagg, John Colton.	Kingsway English, Junior and senior series.	Evans Bros.	3/9 each approx.
30.	Harrison, Joan.	Learning to read, 1960 123p. illus.	Longmans	4/-
31.	Hill, L.A.	Picture composition book. 1960. 64p. illus. Teacher's guide also available 2/-	Longmans	4/-
32.	Horniblow, E.C.T.	Read, Laugh and Learn. 1962.	Grant.	Book 1-4/9 Book 2-5/- Book 3-5/3
33.	Jansz, A.M.	Comprehension and precis passages for middle schools in South-East Asia. 1960. 95p.	Harrap.	3/-
34.	Perry H.	Elementary graded tests in English and arithmetic for children of eight plus to nine plus, 1960, 135p.	Blackie	4/6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
35.	Prothero, C.C.	The Wild West Readers. Books 1—10	Wheaton of Exeter	1/10 each
36.	Richards, Haydn.	Forty essential English tests, Paper covers, each 24p. 1962. Teachers Book.	Wheaton of Exeter.	1/-
37.	Richardson, Marion	Writing and writing pat- terns Booklets A & B Books I-IV Teacher's Book Specimen set of complete set.	Univ. of London.	8/- each 1/4 each 3/6 10/6
38.	Ridout, R.	Word perfect. illus. by G.W. Adamson. Books 1-8 & Teacher's Manual	Ginn Various Prices	5/- to 8/- each
39.		The Songs the Letters sing by S.N.D. <i>Infant</i> Prep. Book Book 1 Books 1 (a) and 2 each Book 2a Book 3	Grant.	 2/3 2/3 2/6 3/- 3/3
40.	Southgate, Vera and Hanenhand, J.	Sounds and words. Books 1-6. 1960. illus.	University of London Press	2/3 each
41.		The tales the Letters tell, by S.N.D. 1962 Book 1 Book 2 Book 3	Grant	5/- 5/9 6/9

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
		Book 3 Upper		7/3
		Book 4		7/3
		Book 5		7/9
V. Teaching of Science				
42.	Barras, W.D.	Modern Science Studies Books 1-4. 1962.	Wheaton of Exeter.	6/6 to 7/6 each
43.		The Basic Science Series—42 titles. 1962. (suitable for 10—14 year olds).	-do-	4/6 each
44.	Clarke, John Digby and Herrington, George N.	Rural science for secondary schools. 1960. 190p. illus.	Longmans	10/6
45.		The design and equipment of science laboratories. 1960. 30p,	Councils of Education P.	2/-
46.	Dewhurst, J. and Mayland, A.	Our workday friends. Nos. 1-6. 1960. illus.	Evans Bros.	1/3 each
47.	Great Britain. Ministry of Education	Science in Secondary Schools.	H.M.S.O.	5/-
48.	Kenney, A.R. and MacCormack, J.U.	Science experiments for the Secondary School. 1960.	Hulton Educational P.	6/-
49.	Pheasant, J.H. and Clarke, J.D.	Secondary science for tropical schools Book 1.	Allen and Unwin.	6/6
50.	Science Teachers' Joint Sub-Committee	Science in the primary school. 1959. 46p.	J. Murray.	3/-
VI. Man and Animals				
51.	Anderson, R. Comp.	A Kingdom of animals. 1959. 224p. illus,	Hulton	6/6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
52.	Burson, M.	Wild animals and birds of the World 1960. 64p. illus.	Langacre Pr.	7/6
53.	Burton, Maurice, ed.	The wonder book of animals. 1960. 192 p. illus.	Ward, Lock.	15/-
54.	Cheesman, L.E.	Look at insects. 1960. 94. illus.	H. Hamilton	6/6
55.	Earle, O.L.	Camels and Llamas. 1962. 64 p.	Wheaton of Exeter.	5/-
56.	Fenton, C.L. and Carswell, E.	Wild folk in the desert. 1960- 128 p. illus.	Dobson.	12/6
57.	Gillespie, T.H.	Eco-man stories. 1960. 121p. illus.	Oliver and Boyd.	6/-
58.	Lacre, M.	The story of man. 1960. 64p. illus.	Hamlyn	9/6
59.	Lairne, S.H.	1. Wonders of the ant-Hill. 1962. 64p. 2. Wonders of the Hive. 1962. 96p.	Wheaton of Exeter	8/6 each
60.	Stephen, Daird.	Birds and their eggs. 1960. 44p. illus.	Collins.	2/-
61.	Stevens, Lyla.	The land where the elephant lives. 1960. 22p. illus.	Marston.	2/-6
62.	Stevens Lyla.	The land where the Kangaroo lives. 1960. 22p. illus.	—do—	2/6
63.	Stevens, L.	The land where the Panda lives. (Himalaya) True nature books. 1960 2/6	—do—	2/6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
VII. Medicine				
64.	Bath, P.E.	Great names in medicine. 1960. 112p.	Wheaton	6/-
65.	Calder, J.M.	The story of nursing. 3rd ed. 1960. 76p. illus.	Methuen	10/6
VIII. Commodities				
66.	Clair. C. ed.	Things we need and where they come from series: Aluminium, bread, copper, cotton, fish, fruit, furniture, glass, man-made fibres, meat, plastics, pottery refri- geration, soap, sugar, (tea, coffee, cocoa) water, print, milk, paper, paint, rubber, steel, wool. Things we wear—Peter- sham story Books : Four titles—Cotton, rayon silk, wool.	Well and Gardner.	3/6 each
IX. Language				
67.	Partridge, Eric.	Usage and abuse : a guide to Good English. latest rev. ed. 1956. 392 p.	Hamilton.	21/-
68.	Roget, P.M	Theasaurus of English words and Phrases. new ed. 1941. 691p. 1 illus.	Longmans.	18/-
69.	Treble H.A. and Vallins, G.H.	An A.B.C. of English Usage. 1936. 192p,	Clarendon P.	6/-6

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
X. Elementary Science				
70.	James, Albert.	Natural Science Bks. 1, 2, 3, 1960.	Schofield and Sims.	6/- each
71.	Johnson, E.	Water, heat, light, sound. 1960. 624p.	Blackwell Oxford	8/6
72.	Thornhill, P. ed.	Life and Science Books. illus. Ten titles: air, electricity, food, keeping warm, life and growth, light and sight, soil, sound, water, work and rest, ele. mechanics.	Methuen.	7/- each
73.	McKay, H.	New Playbooks of Science. illus. 6 volumes: heart, light and colour. mechanics, toys and inventions. Chemistry and sound. 1961.	O.U.P.	7/6 each
74.	Peter Hood.	Oxford Visual Series. 4 titles : (1) The atmosphere. (2) How the Earth is made. (3) Observing the Heavens. (4) How time is measured.	Oxford	11/6 each
75.	Reed, G.E.J.	Science and you. 4 books. 1962.	E. Arnold.	9/6 each
76.		Science is exciting. 1960. 83p. illus.	Blackie.	7/6
77.	Webb, Harold.	Kingsway pictorial science. 1st ed. rep. Bks. 1-4. 1960	Evans Bros.	2/9 to 3/6 each

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
78.		What causes things. Information Books. illus. 2 titles : Unseen forces Weather.	Educational Supply Assocn. Information Books illus.	5/- each
79.	Windridge, C.	General Science, 1-4. illus.	Bks. Schofield and Sims.	6/6 each
XI. Art and Crafts				
80.	Miller, D.	Examples in technical drawing. Rev. ed. 1959. 135p. illus.	Grant	7/6
81.	Taberner, D.	Woodwork in Pictures. 170p. 335 illus.	Grant.	15/-
XII. Sports etc.				
82.	Hunt, Sir John.	The ascent of Everest-special edition for use in Schools. 1954.	London Pr. Jun. ed. Senior ed.	5/- 6/-
XIII. Biography				
83.		The Great names Series : 1. Great names in Medicine. 2. Great names in Industry. 3. Great names in Literature. 4. Great names in Exploration. 5. Great names in Science. 9. Great names in Music. Famous Childhood Series titled. "The Young—"	Wheaton of Exeter.	6/- each

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
84.	Abrahall, C.	Elizabeth. Barrett Browning. 1962.	Parrish	11/6
85.	Plaidy, Jean.	The Young Mary Queen of Scots. 1962.	--do--	11/6
86.	Syme, Ronald.	The Young Nelson. 1962.	Parrish.	11/6
87.	Cooper, Leonard.	The Young Napoleon. 1962.	--do--	11/6
88.	Mitchison, Naomi.	Alfred the Great. 1962.	--do--	11/6
		<i>Also available</i>		
		Hickens ; Shakespeare ; Livingstone ; G. Stephenson ; Brontes ; F. Nightingale ; Victoria ; Lawrence of Arabia ; Alexander the Great ; Marie Curie ; Paulova ; Mozart ; Elizabeth ; Baden-Powell ; Sheley ; Hans Anderson ; Drake ; Robert ; Bruce ; Jane Austen ; David. 1962.		11/6 each
XIV. Geography				
89.	Brooks, Leonard and Finch, Robert.	The Columbus Regional Geographies. First Series. Bk, 1.IV.	Univ.—Board of London Ltd. Pr. Limp.	7/- 3/9 4/6 7/-
90.		Discovering Books by Olive Gardner. illus. Book I. Looking and doing. Book II. Finding out.	Oxford, Blackwell	5/9

<i>S. No.</i>	<i>Author</i>	<i>Title</i>	<i>Publisher</i>	<i>Price</i>
		Book III. P+L. Exploring the World.		
		Book III. P+L. Globe and Map.		
91.	Elwin, V. and Coverley-Price, V.	The hill people of North-East India. 32p. illus.	O.U.P.	2/-
92.	Jenkins, Wilfred J.	The way of World history 1962.	Wheaton of Exeter.	12/6
93.	Malkin, H.	Basic Geography. 1962.	—do—	10/6
94.		1. World picture tour of famous Marston places. 2. World picture tour of many lands. 1960.		
95.	Wright, Esmond.	The World To-day. 1962. (This book covers the history, Geography and Economics of the modern world.)	Grant	11/-
96.	Young Traveller Series.	Illus. 16 titles. Australia; Canada ; China ; England ; Wales ; etc.	Phoenix House.	10/6 each

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<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P
1.	Stories for the Young	Balkrishna		2.00
2.	Ramayana	[C. Rajagopalachari	Bhartiya Vidya Bhawan, Bombay	2.00
3.	Towards lasting Peace	M.K. Gandhi	,,	1.75
4.	Socialism of my conception	-do-	,,	2.00
5.	All About English Tenses	B.L. Shrimali	Calcutta ; Bharti Pustak Bhawan, 1958.	1.37
6.	Autobiography	Gandhiji]	M/s. Navjeevan Trust, Ahmedabad	3.00
7.	The Story of my life	-do-	,,	1.50
8.	Constructive Pro- gramme	-do-	,,	0.37
9.	Rebuilding our Villages	-do-	,,	1.50
10.	The Removal of Untouchability	-do-	,,	3.50
11.	Selections from Gandhi		,,	2.00
12.	Our Land and Our People	R.K. Tripathi	Delhi, Mehar Chand Lachhman Das, 1952.	2.25
13.	Stories from Homer	E.F. Dodd	Bombay, Macmillan & Co.	1.00

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P.
14.	Children's History		Delhi, Publication Division, Min. of I. & B.	4.50
15.	Message of Gita	M.K. Gandhi	Ahmedabad, Navjeevan Prakashan	0.25
16.	What Jesus Means to Me	-do-	,,	0.35
17.	Christianity	J.C. Kumarappa	,,	1.25
18.	Women's Role in Society	M.K. Gandhi	,,	0.25
19.	Fairy Tales from Ireland	E.F. Dodd	Bombay, Macmillan	0.55
20.	Knights of the Round Table	-do-	,,	0.65
21.	Last Days of Pompei	-do-	,,	1.25
22.	Wonder Tales from Greece	Green Margery	,,	1.25
23.	Edison, the Inventor	Panandikar, S. & Pereira, A.P.	,,	0.55
24.	Hans Andersen— The Story of his Life	-do-	,,	0.50
25.	Task before Indian Students	M.K. Gandhi	Ahmedabad, Navjeevan Pub. House	0.75
26.	Gandhi and Tagore	Malik, Gurdayal	,,	0.80
27.	The Unity of India	Dr. Rajendra Prasad	Publications Dn. Min. of I & B	1.00
28.	The Gospel of Buddha	Paul Carus	,,	2.00
29.	East and West in Relation	Dr. Radha Krishanan	G. Allen and Unwin	14.00
30.	The Mysterious Universe	J. Jeans	,,	3.75

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P.
31.	A day book of thoughts		Allied Pub.	6.00
32.	Ivanhoe	Scott	Orient Longmans	2.50
33.	The Talisman	Scott	..	1.50
34.	Twenty three tales	Tolstoy	..	2.50
35.	The Vicar of Wakefield	Goldsmith	Macmillan	3s-6d
36.	Gulliver's Travels	Earle	..	3s-9d
37.	The Golden Treasury	Palgrave	..	6s
38.	Great Expectations	Dickens	O.U.P.	4.00
39.	Oliver Twist	4.00
40.	A Tale of Two Cities	4.00
41.	David Coperfield	4.00
42.	Pickwick papers	..	Macmillan Library Edition	4.00
43.	The mill on the Floss	Elliot	O.U.P.	4.00
44.	Silas Marner	4.00
45.	Adam Bede	4.00
46.	Lorna Doone	Blacknoore	..	4.00
47.	Jane Eyre	Bronte	..	4.00
48.	Weathering Heights	Bronte, Emily	..	4.00
49.	Far from the mad- ding Crowd	Hardy	Macmillan	7.88
50.	The Return of the Native	Hardy	..	7.88
51.	Tess of the D'urbevelles	Hardy	..	7.88
52.	The Home and the world	Tagore	Allied Pub.	4.00
53.	The wreck	Tagore	..	4.00
54.	Gora	Tagore	..	4.00

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P.
55.	Saint Joan	Shaw	Longmans	8.00
56.	Selected Poems of Keats	Golden Treasury Series	Macmillan	3.75
57.	Selected Poems of Hardy	-do-	"	3.75
58.	Collected Poems and Plays	Tagore	Longmans	13.50
59.	India Through the Ages	Sarkar	S.C. Sarkar & Co. Govt. Press, Delhi.	2.50
60.	Cultural Heritage India		Oxford University Press	4.00 4.00
61.	Great People in World History	Neilson	"	2.29
62.	Gullixer's Gravels	Jonathan Swift	O.U.P.	1.25
63.	The last days of Pompei	Lord Lytton	"	1.25
64.	The Prisoner of Zenda	Anthony Hope	"	1.25
65.	Kenilworth	Sir Walter Scott	"	1.25
66.	Rupert of Hentzau	Anthony Hope	"	1.25
67.	Treasure Island	R.L. Stevenson	"	1.25
68.	Beau Geste	P.C. Wren	"	1.25
69.	Oliver Twist	Dickens	"	1.25
70.	Tom Brown's School Days	Hughes	"	1.25
71.	The Scarlet Pimpernal	Orezy	"	1.25
72.	Letters from a father to his daughter	Nehru	"	1.00

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P.
73.	Rip Van Winkle	Retold by A.M. Smith	..	3.00
74.	The Invisible man	Wells	Longmans	1.75
75.	The Adventure of Tom Sawyer	Twain	..	1.75
76.	The Three Musketeer	Dumas	..	1.75
77.	The Great Expectation		Orient Longmans	2.38
78.	The Women in White		..	2s-4d
79.	She Stoops To Conquer.	Goldsmith	O.U.P.	1.12
80.	Florence Nightangle	Wajmer	Macmillan	1s-9d
81.	David Livingstone	Wajmer	O.U.P.	
82.	Captain Scott	Wajmer	O.U.P.	
83.	Children's Encyclo- paedia (Book of Knowledge)			330.00
84.	India Through Ages	Sarkar	Central Book Depot, Allahabad	1.50
85.	Great People in Wor'd History	Neilson	..	2.26
86.	Madame Curie	Eve Curie	Oxford University Press	1.25
87.	Makers of India	H.G. Rawlinson	O.U.P.	1.50
88.	My Boyhood Days	Tagore	O.U.P.	2.00
89.	Reflection of an Exile	Raja Mahendra Partap		1.50

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>	<i>Price</i>
				Rs. P.
90.	Your rights as a Voter		Publication Division, Delhi	0.31
91.	The Kashmir Story		..	2.69
92.	Facts about India		..	3.50
93.	Our Constitution		..	1.62
94.	Our Flag		..	0.56
95.	Our Government		..	0.43
96.	Our National Songs		..	0.50

**BOOKS RECOMMENDED FOR LIBRARIES IN THE
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LIST NO. 7

<i>S. No.</i>	<i>Title</i>	<i>Name of the Author</i>	<i>Name and address of the Publishers</i>
ENGLISH			
1.	Choosing a career	C.T. Phillip	Oxford University Press, Oxford House, Apollo Bunder, Bombay-1.
2.	The Teaching of English as a Foreign Language	T.K.N. Menon and M.S. Patel	Acharya Book Depot., Opp. Jubilee Garden, Baroda.
3.	Lokmanya Bal Gangadhar Tilak	S.L. Karandikar	S.L. Karandikar, 399, Sadashiv Peth, Poona-2.
4.	Vishwachitra Darshan Charts.		Venus Prakashan, 410, Shanwar Peth, Poona-2.
	1. Turkey, 2. Iraq,		
	3. Arabia, 4. Persia,		
	5. Afghanistan		
	6. Ceylon, 7. Tibet,		
	8. Burma, 9. Siam,		
	10. Malaya, 11. Indonesia,		
	12. Philippine Islands,		
	13. China, 14. Japan,		
	15. Siberia.		

HINDI

5.	डारविन	Ashok Ghosh and translated by Yugajeet Naval-puri.	People's Publishing House (Private) Ltd., 6/4, Asaf Ali, Road, New Delhi.
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<i>S. No.</i>	<i>Title</i>	<i>Name of the Author</i>	<i>Name and address of the Publisher.</i>
6.	बोलटेयर	Ashok Ghosh, translated by Tribhuvan Nath.	People's Publishing House (Private) Ltd., 6/4, Asaf Ali Road, New Delhi.
7.	आखों देखा गदर	Vishnubhatt Godshe, Varsaikar, translated by Amritlal Nagar.	Pustak Nikunj, 194, Mashak Ganj, Lucknow.
8.	जयवर्धन	Jainendrakumar	—do—
9.	राष्ट्र भाषा का अध्ययन	Professor G.N. Sathe	Maharashtra Rashtra- bhasha Sabha, Rashtra- bhash Bhawan, Narayan Peth, Poona.
10.	एकांकी १९५५	Edited by Nene, Deo and Mukta.	—do—
11.	गाँवों का स्वर्ण	Jankiprasad Purohit	Navajivan Pustak Mala, Malhar Ganj, Indore.
12.	हरिजन और धर्म	Pandit Onkardutt Sharma, Chaturvedi and Pandit Vedmitra Mishra.	—do—

GOVERNMENT OF INDIA PUBLICATIONS

13.	We Plan for Prosperity.	...	Publications Division, Min. of I & B, Govt. of India, New Delhi-8.
14.	Flowering Trees in India	M.S. Randhawa	The Indian Council of Agricultural Research Queen Victoria Road,, New Delhi.

<i>S.No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
ENGLISH			
15.	Lokmanya (a Biography)	Ram Gopal	Asia Publishing House Contractor Building Nicol Road, Ballard Estate, Bombay-1.
16.	Ancient Indian History and Culture.	Dr. B.G. Gokhale	—do—
17.	United Nations in Schools.	...	UNO Information Service Post Box No. 57, New Delhi.
HINDI			
18.	बाल महा भारत	कृष्ण चन्द्र बेरी	Hindi Pracharak Pustakalaya, P.O. No. 70 Gyanwapi, Varanasi.
19.	भारत के नृत्य	जगदीश चन्द्र	
GOVERNMENT OF INDIA PUBLICATIONS			
20.	Teaching Home Science—a handbook of suggestions for teachers	Dr. (Mrs.) Rajammal P. Devadas	The All India Council for Secondary Educa- tion 3/17, Asaf Ali Road, New Delhi.
21.	नवीन भारत के निर्माता	...	Publications Division Min. of I & B, Govt. of India, Delhi-8.

**BOOKS RECOMMENDED FOR LIBRARIES IN
THE CENTRAL SCHOOLS**

LIST NO. 8.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
PHYSICS		
1.	The Young Scientist Book Nos 1 & 2—1960.	Abbott W.
2.	The Mechanism of Nature—1948 G. Bell & Sons Ltd. London.	Andrade E,N.D.C.
3.	The Atom And Its Energy—1948 G. Bell & Sons Ltd. London.	Andrade E.N.D.C.
4.	An Approach to Modern Physics—1959 G. Bell and Sons Ltd. London.	Andrade E.N.D.C.
5.	Aviation Science for Boys & Girls—1946.	Arey C.K.
6.	Physics without Mathematics—1958 Barnes & Noble New York.	Bennett C.E.
7.	High School Physics (2 copies)—1954 —Ginn & Company Boston.	Blackwood O.H.
8.	The Universe at Large—1961 Heine- mann.	Bondi Hermann.
9.	Physics of Today—1943 Houghton Mifflin Co. Boston.	Clark J.A. etc.
10.	Mr. Tompkins Explores the Atom— 1958—University Press, Cambridge.	Gamow G.
11.	Science and the Weather—1958 Lon- don, Sir Isaac Pitman & Sons.	Little W.B. Dury G.
12.	Physics Experiments at Home—1960 George G. Harrap & Company London	Savory T.H.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
13.	Physics for Grammar Schools—1961 John Murray.	Science Master Association.
14.	A Laboratory Manual of Physics—1959 —Edward Arnold U.K.	Tyler F.
15.	Aircraft—1953 Wardlock & Co. London.	Ward, Lock & Co.
16.	Kingsway Pictorial Science—1952 Evans Brothers, Ltd. U.K.	Webb, H.
17.	Modern Science (vol.)—1260 Cambridge University Press U.K.	Webb, H.
18.	The New Frontiers—1959 William Heinemann London.	Williams K.G.
19.	A Modern 'O' Level Physics (4 Vol.)— 1960 J.M. Dent & Sons Ltd.	Wood D.R.J.

CHEMISTRY

20.	General Certificate Chemistry—1959 University Tutorial Press, London.	Argus L.H.
21.	Chemistry for Our Times—1954 Mc. Grew Hill, New York.	Weaver E.C. & Foster.

BIOLOGICAL SCIENCE

BOTANY

22.	Rock Gardens—1959 Penguin—Norwich.	Anderson, E.B.
23.	Some Beautiful Indian Trees—1954 The Bombay Natural History [Society.	Blatter & Millard
24.	Intermediate Botany—1953 Macmillan, U.K.	Brimble & William
25.	A Class Book of Botany—1960 Oxford University Press, London.	Dutta, A.C.
26.	Toadstools and Lichens—University of London Press, London.	Howorth F.M.

<i>S.N.</i>	<i>Title</i>	<i>Author</i>
28.	Beautiful Climbers of India—1960 I.C.A.R., New Delhi.	Pal B.P.
29.	The Plants We Eat—1955 William Morrow & Co. New York.	Selsam M.E.
30.	Plants that Heal—1959 Chatto and Windus London.	Selsam M.E.
31.	Earth's Wonderful Garden—1958 Col- lins London.	Verite M.

ZOOLOGY

32.	Working with Animals—1959 Rine- hart and Company New York.	Atkin & Burnett
33.	The Wonder Book of Animals—1960 Ward Locke and Company, London Life in Fresh Waters—1955 Oxford University Press, London.	Burton etc.
34.	Birds of the World—1958 George G. Harrap & Co. Ltd. London.	Barruel P.
35.	Pre-historic Animals—1961 Frederick Muller Ltd. London.	Burton M.
36.	The Wonder Book of Nature—Ward Locke & Co. London.	Burton & Groves
37.	Bird Watching for Beginners—1959 Penguin Books Ltd. U.K.	Camp Bell B.
38.	Fishes of the World—1957 George G. Harrap & Co. Ltd. London.	Danois E.L.
39.	Bees—1958 Great Seal Books New York.	Frisch K.V.
40.	Outlines of Entomology—1961 Methuen & Co. Ltd. U.K.	Imms A.D.
41.	Taming and Handling Animals—1959 G. Bell and Sons, London.	Knight Maxwell

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
42.	Talking Birds—1961 G. Bell and Sons London.	Knight Maxwell
43.	The Word of Butterflies and Moth—Mc. Graw Hill Book Co. New York.	Klots A.B.
44.	The World of Amphibians & Reptiles —1960 George G. Harrap & Co. Ltd., London.	Mertens R.
45.	Zool in Colour—1961 Batch Worth Press, London.	Marco, J.
46.	The Wonder World of Animals—1960 Max Parish London.	Neurath Marie
47.	World Picture—Tour of Animal Wonder Land 1959 Sampson Low, Marston & Co., Ltd., London.	Sampson Low
48.	The Story of Animal life—2 Vol. 1949 Elsevier Publishing Co. Ltd. London.	Burton M.
49.	World picture—Tour of Natures Wonder Land 1959 Sampson Low, Marston & Co. Ltd. London.	Sampson Low
50.	The Book of Indian Birds, 1961, Bombay Natural History Society.	Salim Ali
51.	Story of Pre-historic Animals—1961.	Swinton W. E.
52.	Sea Birds—1960 Oliver & Boyd London.	Vaucher, C.

PHYSIOLOGY, HEALTH & HYGIENE

53.	The Chemicals of Life—1956 G. Bell & Sons Ltd. London.	Asimov, I.
54.	Healthful Ways—1956 The Macmillan Company, New York.	Charters W.W. etc.
55.	Health Secrets—1952 The Macmillan Company, New York,	Charters W.W. etc.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
56.	Life and Food—1959 Longmans Green & Co. Ltd., London.	Clark J.A. etc.
57.	Mr. Tompkins Learns the Facts of Life—1953, Cambridge University Press London.	Gamow, G.
58.	How Your Body Works—1960 Heine- mann, London.	Ivins Barbara
59.	Human Destiny—1947 Longmans & Co., New York.	Noily L.D.

BIOLOGY

60.	The Children's Nature Book, Odhams Press Ltd., London.	Asdden W. etc.
61.	Looking at Life—1939 J.N. Dent & Sons Ltd., U.K.	Clark, A.M.S. & Buck land Smith G.
62.	Biology in Daily Life—1955 Ginn & Co., Boston 2 copies).	Curtis & Urban
63.	Biology for You (2 copies)—1954 Chic- ago—J.B. Lippincott Company.	Vance B.B.

GENERAL SCIENCE

64.	Science for Fun—Hutchinson London (1960).	Heafford Phillip
65.	Science in our Homes—University of London Press Ltd., London (1958).	Houslop N.L. Weeks E.J.
66.	Science in Everyday Life D, Van Nost- ran Co. Inc. New York (1958).	Ogourn E.S. Heiss E.D. Montgomery G.C.
67.	Science in Work and Play—Teachers Edition), Science in Work and Play (Ord. Edition) (1961) D.C. Heath & Co., Boston.	Hermon & Schneider Nina
68.	Life Through the Ages—1959.	
69.	Machines—1957.	

<i>S. N.</i>	<i>Title</i>	<i>Author</i>
EARTH SCIENCES		
70.	Our Earth—1961. Arco Publication, London.	Beiser, A.
71.	The Sea and Its Mysteries—1953, G. Bell & Sons, London.	Colman, J.S.
72.	The World Around Us—1960 The English Universities— Press, London.	Ratcliffe and Others.
73.	The Earth & Its Mysteries—1958, G. Bell & Sons, London.	Tyrrell W.G.
ASTRONOMY		
74.	The Sky and its Mysteries—(1960) G, Bell & Sons Ltd., London.	Beet, E.A.
75.	The Universe—1958 G. Bell & Sons Ltd., London.	Bell & Sons
76.	The Birth & Death of the Sun—1940 A Mentor Book, American Library.	Gamow, G.
77.	Life on Other Worlds—1955 English University Press. London.	Jones, H.P.
METHODS OF TEACHING		
78.	Mental Hygiene—1952 Mc. Graw-Hill & Company N. York.	Bernard, H.W.
79.	Teaching Science in the Secondary School—1960 Holt, Rinehart and Wins- ton, N. York.	Burnett
80.	Helping Children Understand Science (2 copies) The John C. Winston Com- pany Chicago 1954.	Freeman & Others
81.	Secondary—School Science Teaching The Blankiston Company Toronto— 1950.	Hoff A.G.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
82.	Teaching of Natural Science in Secondary Schools (2 copies) 1952 UNESCO, Paris.	UNESCO
83.	Unesco Source Book for Science Teaching (22 copies) Unesco, Paris.	

ENCYCLOPAEDIAS AND DICTIONARIES

84.	Junior Science Encyclopaedia Vols. 3, 4, 5, 7 and 8 Sampson Low, Marston & Co. Ltd., London.	Basford, L
85.	The Book of Popular Science Books No. 1 to 10 The Grolier Society Inc. New York—1960.	Grolier
86.	How-to-do-it Encyclopaedia Books No. 1 to 6—1961 Golden Press—New York.	Mehanix
87.	Science Books for A School Library John Murray London.	Science Master Association
88.	Junior Pictorial Encyclopaedia of Science Ward Lock & Co. Ltd., London.	Speck G.E.
89.	A Dictionary of Science Penguin Book.	Uvarov E.B.

HISTORY OF SCIENCE

90.	Science in History—1957 Watts, London.	Bernal J.D.
91.	An Illustrated History of Science—1959 William Heinemann. London.	Taylor, S.
92.	The World of Science, William Heinemann, London.	Taylor. S.

BIOGRAPHIES

93.	Madame Curie—1954 Longmans, London.	Curie, E.
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<i>S. No.</i>	<i>Title</i>	<i>Author</i>
94.	Pasteur and Modern Science—1960 Heinemann, London.	Dubos, R.
95.	Great Men of Science—1958 G. Bell & Sons, London.	Lenard, P.
96.	Pioneers of Science—1960 Dover Publi- cations, New York.	Lodge, S.O.
97.	Living Biographies of Great Scientists— 1959—W.H. Allen, London.	Thoms, H.
98.	Great Biologists—1961 G. Bell & Sons Ltd., London.	Williams, H.

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LIST No. 9

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
GENERAL ENGLISH		
1.	The Story of Bapu	Shakuntala Masani
2.	The Story of Jawahar Lal	Shakuntala Masani
3.	Our India	Minoo Masani
4.	Indian Short Stories	Man Mohan Saksena
5.	India Rediscovered	Jawahar Lal Nehru
6.	Discovery of India	Jawahar Lal Nehru
7.	Rip Van Winkle	
8.	Ruskin's Unto the Last	
9.	Autobiography of Jawahar Lal Nehru	
10.	My Experience with Truth	M.K. Gandhi
11.	The Mayor of Casterbridge	Thomas Hardy
12.	Under the Greenwood Tree	Thomas Hardy
13.	Les Miserable	Victor Hugo
ENGLISH PROSE AND POETRY		
14.	Stories from Indira	Vernier Elwin
15.	Leaders of Modern India (series) Grade I, II, III, IV & V	
16.	Women of India (O.U.P.)	
17.	Uncle Tom's Cabin	H.B. Stowe, abridged and edited by A.S. Martin (O.U.P.)

<i>S. No.</i>	<i>Title</i>	<i>Author</i>
18.	Students Handbook of English Word and Idioms	M. Dwarka Prasad
19.	A Tale of Two Cities	Dickens
20.	Lamb's Tales from Shakespeare	
HISTORY		
21.	Women of Modern India	(O.U.P.)
22.	Oxford Pictorial Atlas of Indian History	(O.U.P.)
23.	Works of Jadunath Sarkar	
24.	Glimpses of the World History	Jawahar Lal Nehru
25.	Outline of the History of the World	H.G. Wells
26.	Mahabharata	C. Rajagopalachari
SOCIAL SCIENCE		
27.	Citizenship (The Responsibilities and Privileges of the Indian Citizen)	(O.U.P.)
28.	Social Studies for Future Citizens	
SCIENCE		
29.	Visual Science	
30.	What to Eat and Why	B.N. Ganguly

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LIST No. 10

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
GENERAL KNOWLEDGE			
1.	Hindusthan Year Book 1963	S.C. Sarkar	M.C. Sarkar & Sons, Calcutta
2.	General Knowledge Digest	M.R. Aggarwal & K. Mohan	S. Chand & Co., New Delhi
3.	A Handbook of General Knowledge	—do—	—do—
4.	The Modern Children's Library of Knowledge Vols. 1-8		The New Educational Press, London.
SCIENCE			
5.	Young People's Science Encyclopaedia Vol. 1-20		National College of Education, Illinois, Children's Press, Chicago.
6.	How and Why Wonder Books Nos. 5001 to 5030		Wonder Books, New York-10.
7.	The Golden Treasury of National History	B.M. Parker	Golden Press, New York.
8.	Biology	Relis B. Brown	D.C. Health & Co., Boston
9.	Walt Disney's World of Nature		Golden Press, New York.
10.	The Human Body		—do—
11.	The Golden Picture Book of Science	Rose Wyler	Adpring, London.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
12.	You and Science		Aarcourt, Brace & Co. New York.
13.	The Encyclopaedia of Science	B.M. Parker	Daily Mission, London.
14.	The Story of Geology	Jerome Wyckoff	Golden Press, New York.
15.	The Text book of Botany	Lowson	
16.	Flowering Trees and Shrubs in India	D.V. Cowen	Thacker & Co., Ltd. Bombay.
17.	An Introductory Course in College Physics	N.H. Black & E.P. Little	The Macmillan & Co. New York.
18.	Modern Physics	C.E. Dull, H.C. Metclafe and J.L. William	Holt, Rinchart & Winston, New York.
19.	College Chemistry	H.H. Sisler, C.A. Vander Werf and A.W. Davidson	The Macmillan & Co. New York.
20.	The Essentials of Chemistry	—do—	—do—
21.	The Basic Science Education Series (About 50 books)		Row, Peterson & Co. Evanston, Illinois.
22.	The World of Science	Jane Warner Watson	Golden Press, New York
23.	The Golden Book Chemistry Expts.	Robert Brent	—do—

WORLD HISTORY

24.	The History of the World	Jane Warner Watson	Daily Mirror, London.
25.	World History at a glance	Joseph Reither	Barnes & Noble Inco, New York.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
26.	An Outline of World History	H.A. Davies	Oxford University Press, London.
27.	From the Cave to the City	Patrick Lynch	Edward Arnold, London.
28.	From the Beginning	—do—	—do—
29.	Man Makes His World	—do—	—do—

WORLD GEOGRAPHY AND ASTRONOMY

30.	The World We Live in	Editorial Staff of Life	Golden Press, New York.
31.	The Golden Geography	Else Jane Warner	—do—
32.	The Golden Book Picture Atlas of the World 6 Vols.		—do—
33.	An Intermediate Geography	L. Dudley Stamp	Longmans Green & Co., London.
34.	The Sea Around Us	Rachel Carson	Golden Press, New York.
35.	The World	L. Dudley Stamp	Longmans Green Co., New York.
36.	Living on our Earth	Gertrude Whipple & Preston E. James	The Macmillan & Co. New York.
37.	The Golden Book of Astronomy		Golden Press, New York.
38.	Exploring the Planets	Roy A. Gallant	Rathbone Books, London.

GEOGRAPHY OF INDIA

39.	India and Pakistan	O.H.K. Spate	Methuen & Co., Ltd. London.
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FICTION (SENIOR)

40.	Classics Illustrated (Senior & Junior) 140 books		Famous Authors Ltd. 101 Fifth Avenue, New York.
41.	Shorter Classics Series about 10 books		Oxford University Press.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
42.	Kennet Library Series	Retold by John Kennet	Blackie & Sons.
43.	Enid Blyton Series (about 50 books)	Enid Blyton	Collins Methuen Lutterworth, London, England.
44.	Jungle Doctor Series (about 14 books)	Paul White	Patternoster Press, London.
45.	William Series	Richman Crompton	George Newnes Ltd.
46.	Oxford Children's Library Series		Oxford University Press.

FICTION (JUNIOR)

47.	Fairy Tales of Many Lands.		
48.	Oxford English Course Supplementary Readers		State B. & Co., Oxford University Press.

GENERAL

49.	True Books (about 64 books)		Frederick Muller Ltd., London.
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INDIAN HISTORY

50.	History of India— Vols. I, II, III	R. Sathianathaier	S. Viswanathan, Central Art Press, Madras—31.
51.	History of India	H.C. Buck.	Macmillan & Co.
52.	Children's History of India		The Publications Division,

SPORT

53.	Rules of Sports & Games	H.C. Buck	Y.M.C.A. College of Physical Education, Saidapet, Madras—15.
54.	Play the Games Series—		Education Production Ltd., London.

**BOOKS RECOMMENDED FOR LIBRARIES IN THE
KENDRIYA VIDYALAYAS**

LIST No. 11

<i>S.No.</i>	<i>Title</i>	<i>Author</i>
1.	Compton's Pictured Encyclopaedia (1960 Edition)	F.C. Compton & Co. Chicago.
2.	Junior Science Encyclopaedia	Sampson Low, Marston & Co., 16, Maddox Street, London W. 1.

**BOOKS RECOMMENDED FOR LIBRARIES IN THE
KENDRIYA VIDYALAYAS**

LIST No. 12

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publishers</i>
BIOLOGY AND AGRICULTURE			
1.	Wonders of the Human Body	Raveilli	Harrap
2.	Vegetable and Fruit Growing.	Rossyln Mannering	Rupa & Co. Bombay.
CIVICS			
3.	Ham Nagrik Banen	Dr. R.P. Chautarvedi	Ram Prasad & Sons Agra.
4.	Maira Pranam (Lives of Great Men)	Pari Purnanand Varma	—do—
5.	Bharat Ke Adivasi	Braham Dutt Dikshit	Modern Book Depot Varanasi.
6.	U.N.O. (Hindi)		Jamia Millia.
7.	How India is Governed	Nair	Orient Longman, New Delhi.
8.	Looking at the United Nations		U.N. Publication.
9.	What life should Mean to You	Adler	Allied Publishers, Delhi.
10.	Lokmanya Tilak	Ram Gopal	Asia Publishing House, New Delhi.
11.	State and the Citizen	K.M. Panikar	—do—
EDUCATION AND PSYCHOLOGY			
12.	Guidance Handbook for Teachers.	Davis & Norris	McGruw Hill and Co.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publishers</i>
13.	The Children we Teach	Susan Isaces	University of London Press
14.	Purpose in the Curriculum	Prof. Stanley Nisbet	University of London Press
15.	Education for International Understanding		UNESCO.
GENERAL SCIENCE, GENERAL KNOWLEDGE HOBBIES ETC.			
16.	Man's Physical Universe	Bawden	Macmillan
17.	Radio upkeep and Repairs	Alfred T. Witts	Taraporevala Bombay.
18.	The Giant Golden Book of Astronomy	—	Purnell Bristol
19.	World of Nature	—	—do—
20.	Our friend the Atom	—	Sampson Low.
21.	Peoples of the World	—	—do—
22.	Ships and Boats	—	—do—
23.	Wonders of the World	—	—do—
24.	All the Worlds Aircraft 1960/61	—	—do—
25.	Fighting Ships 1960/61	—	—do—
26.	Splendour in Nature	—	—do—
27.	Life and its Marvels	Alfred T. Witts	Odhams
28.	Lure of Everest	Gyan Singh	Publication Division.
29.	Story of Atomic Power	Deyer	Atma Ram & Sons.
30.	Television	Gorham	—do—
31.	The Wonder Book of Aircraft	Ward Lock	Macmillan

<i>S.No.</i>	<i>Title</i>	<i>Author</i>	<i>Publishers</i>
32.	The Wonder Book of Do you Know ?	Ward Lock	Macmillan
33.	Wonder Book of Tell me Why	—do—	—do—
34.	Wonder Book of How It be	—do—	—do—
35.	The Pictorial Encyclopaedia of Scientific Knowledge	—do—	—do—

GEOGRAPHY

36.	Human Geography	Brimclees	Harrap
37.	Essentials of Map Reading	Elwood	Harrap
38.	Geology	H.H. Reed	Oxford

HISTORY

39.	The Oxford Student's History of India	V.A. Smith	OUP
40.	History of Freedom Movement in India	Dr. Tara Chand	Publication Division Govt. of India.
41.	A Short History of the World	H.G. Wells.	Taraporewala & Sons Bombay.
42.	The Integration of Indian States.	Menon	Orient Longmans.
43.	The Transfer of Power	Menon	—do—
44.	The Cultural Units of India	—	Publication Division.
45.	New Light on Indus Valley Civilization.	K.N. Shashtri	Atma Ram & Sons
46.	Rabindra Nath	Ghosh	General Book Depot Delhi

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
47.	Jawahar Lal Nehru	Moraes	—do—
48.	Rajendra Prasad (Autobiography)	Prasad	—do—
49.	Thimaya of India— a Soldiers' Life.	Humphery Evans	Allied Publisher, New Delhi

HOME SCIENCE, HYGIENE, PHYSIOLOGY

50.	How the Body works	Michaelis	Longmans
51.	Food Values at a glance	Plimmer	—do—
52.	Life and Food	—	—do—

MATHEMATICS

53.	Fun with Figures	L.H. Clarke	—do—
54.	Sums are Fun	T.W. Good	—do—

ENGLISH BOOKS

55.	Railways for All	H.C. Webster	Ward Lock
56.	Ships for All	Frank C. Bowen	—do—
57.	Aircraft for All	S.E. Veale	—do—
58.	Grammer Can be Fun	Munro Leaf	—do—
59.	Tales from Shakespeare	Charles and Mary Lamb	Ward, Lock & Co. Ltd., London.
60.	Robinson Crusoe	Daniel Defoe	—do—
61.	The Water-Babies	Charles Kingsley	—do—
62.	Treasure Island	Louis Stevenson	—do—
63.	Alice in Wonderland	Lewis Carell	—do—
64.	The Arabian Nights	Charles Kingsley	—do—
65.	The adventures of Robin Hood		—do—
66.	The Three Musketeers	Alexandre Dumas	—do— —do—

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
67.	Little Women	Louisa M. Alcott	—do—
68.	Uncle Tom's Cabin	Mrs. H.B. Stowe	—do—
69.	Black Beauty	Anna Sewell	—do—
70.	Good Wives	Louisa M. Alcott	—do—
71.	Tom Brown's Schools Days	Thomas Huges	—do—
72.	Through the Look- ing Glass	Lewis Carroll	—do —
73.	The Pilgrim's Progress	John Bunyan	—do— —do—
74.	The Coral Island	R.M. Ballantyne	—do—
75.	Little Men	Louisa M. Alcott	—do—
76.	Jo's Boys	—do—	—do—
77.	Tales Old and New		Indian Press (P) Ltd. Allahabad.
78.	Pride and Prejudice	Jane Austen	Longmans Green & Co. Ltd.
79.	Rebecca	Damhne Du Mauries	—do —
80.	Cranford	Elizabeth Gaskell	—do—
81.	The Prisoner of Zenda	Anthony Hope	—do—
82.	Rupert of Hentzau	—do—	—do—
83.	Kidnapped	R.L. Stevenson	—do—
84.	Vanity Fair	W.M. Thackeray	—do—
85.	British and American Short Stories	G.C. Thornley	—do—
86.	Outstanding Short Stories	—do—	—do—
87.	The Invisible Man	H.G. Wells	
88.	The Wooden Horse	Eric Williams	—do—

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
89.	The Story of My Life	Helen Keller	Longmans Green & Co. Ltd.
90.	Madam Curie	Eve Curie	—do—
91.	Captain Scott	Explorer and Scientist M.E. Carter	—do—
91.	Thomas Edison	F. Trevelyan Miller	—do—
93.	Marco Pole	A. Johnson	—do—
94.	Louis Pasteur	E M. Attwood	—do—
95.	Roosevelt	M E. Carter	—do—
96.	William Shakespeare	D. Waldo Clarke	—do—
97.	George Bernard Shaw	D. Strauss	—do—
98.	Sense and Sensibility	Jane Austin	—do—
99.	Nicholas Nickleby and Mr. Squeers	Charles Dickens	—do—
100.	Great Expectation	—do—	—do—
101.	Jane Eyra	Charlotte Bronte	Chambers Ltd., London
102.	The Moonstone	Collins	—do—
103.	The Woman in White	—do—	—do—
104.	The Adventures of Tom Sawyer	Mark Twain	—do—
105.	Adventures of Huckuberry	—do—	—do—
106.	Robinson Course	Michael West	—do—
107.	The Black Tulip		—do—

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
118.	Lorna Doone		—do—
119.	The Bishops Candle Sticks	Michael West	
110.	King Solomon's Mines	—do—	
111.	New Method Supplementary Readers—		
	(i) King Arthur and the Knights of the Round Table.		
	(ii) Guilliver's Journey to Lilliput and other stories.		
	(iii) The Magic Slippers.		
	(iv) The Prince and the Pauper		

Things we use series

112. A Packet of Tea.
113. A Pound of Sugar.
114. A Woollen Blanket.
115. Paper and Books.
116. Money.
117. Salk Salt.
118. Milk.
119. Food.
120. My Home Series.
- (1) My home in Switzerland
- (2) „ „ „ India
- (3) „ „ „ Canada.
- (4) „ „ „ Egypt
- (5) „ „ „ Australia
- (6) „ „ „ Italy
- (7) „ „ „ London

<i>S. No</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
(8)	„ „ „ Russia		
(9)	„ „ „ New York		
(10)	„ „ „ Holland.		
121.	Common Wealth Supplementary Readers Alladin and the Wonderful Lamp.		
122.	The Heritage Story Books—		
(1)	Alibaba and Aladin		
(2)	Aesop's Fables		
(3)	Don Quixote		
(4)	King Arthur		
(5)	Uncle Tom's Cabin	Jess Coaco	
(6)	Tales of Long ago.	Doyle	
(7)	Gandhiji : The Story of his life	Murray	
(8)	The Story of Rabindra Nath Tagore	Sykes	
(9)	The Story of Ramayana	—do—	
(10)	The Story of Mahabharata		
(11)	Threads of Gold		
(12)	Longman's Modern Short Stories		

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
(13)	The Magic Carpet		
(14)	Treasure Ship		
(15)	Thrilling Tales of Action		
(16)	Legends and Myths of Greece		
(17)	The Lady with a Lamp.		
(18)	Tales of the Greek Heroes		
(19)	Tales of King Arthur		
(20)	Columbus Sails		
(21)	Adventures and Escapes		
(22)	A Second Book of Wonder Stones		
(23)	Short Stories by Modern Writers.		
(24)	The King-maker.		
123.	Pilot Books—		
	(1) The Scarlet Pimpernal	Madame Orery	
	(2) Short Stories by great writers	Westex	
124.	Headway Biographies—	F.W. Tickner	
	Stories of Famous Women	—do—	

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
125.	English Idioms for Foreign Students	A.J. Woral.	

BOOKS PUBLISHED BY THE OXFORD PRESS

126.	A Tea Plantation in Ceylon.	Jennifer Bourdillon and uictor Coverley.	
127.	Scenes from Indian History	E. Lucia Turnbull.	
128.	Leaders of Modern India.		
129.	English Picture Readers	(Grade I and Grade II)	
	(a) Sindbad the Sailor	Retold by Maryan Dingle.	
130.	Women of Modern India		
131.	Kenilworth	Retold by R.M. Spence	
132.	Tales from Tolstoy	Retold by R.D. Binfield.	
133.	Beau Geste.	Retold by R.C. Goffion	
134.	The Children Bookshelf	Retold by Anthony Togne.	
	(a) A Short Robinson Crusoe.		
	(b) The Children's Robin Hood.		
	(c) " " Guiliver.		
	(d) " " King Arthur.		
	(e) " " Sindbad.		
	(f) " " Uncle Tom's Cabin.		
	(g) " " Swiss Family Robinson.		
	(h) " " Ali Baba.		
	(i) " " Aladdin.		
	(j) " " Book of Favourite Tales.		

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
(k)	„ „ Joan of Arc.		
(l)	„ „ Tales from Dickens.		
(m)	„ „ King of the Golden River.		
(n)	„ „ First English Fairy Book.		
(a)	„ „ Second „ „ „		
(p)	„ „ Tales from Other lands,		
(q)	„ „ Book of Folk Tales.		
(r)	„ „ Oliver Twist.		
135.	The Story of Bapu.	Shakuntla Masani.	
136.	The Story of Jawabarlal.	—do—	
137.	My Boyhood Day.	Rabindra Nath Tagore	
138.	Collected Short Stories.	Thomas Hardy.	
139.	Russian Tales and Legends.	Charles Downing.	
140.	Japanese Tales and Legends,	Hellen & William Macaepine.	
141.	Folk Tales from Different Lands.	—	Macmillan & Co.
142.	Folk Tales from Asia	—	—do—
143.	Florence Nightingale	—	—do—
144.	The Sleeping Beauty	—	—do—
145.	Tales from Panch- tantra	—	—do—
146.	Brave Children of other lands.	—	—do—
147.	The Story of A.E. Einstein	—	S. Chand & Co. Delhi
148.	Edison	—	—do—

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
159.	Sardar Vallab-Bhai Patel	—	Navjivan Trust
150.	Fairy Tales of	China	Cassell & Co.
	„ „	England	—do—
151.	„ „	Germany	—do—
152.	„ „	India	—do—
153.	„ „	Denmark	—do—
154.	„ „	France	—do—
155.	„ „	Greece	—do—
156.	„ „	Ireland	—do—
157.	„ „	Persia.	—do—
158.	„ „	Russia	—do—
159.	Kidnapped.	Stevenson.	Macdonald.

ART AND CRAFT

160.	You and the State.	Fourth
161.	Transport, Trade and Travel Through the Ages.	Morris.

LANDS AND PEOPLES SERIES

162.	Sweden	Ashby
163.	Belgium	Ashby
164.	Portugal	Brass
165.	Switzerland	Maetins
166.	Italy	Martins
167.	Spain	Martins
168.	Mexico	Bright
169.	Scotland	Brodi
170.	New Zealand	Burch Field
171.	Australia	Cairns.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
172.	U.S.A.	Cook	
173.	Norway.	Dent	
174.	France	Carnest	
175.	Canada	Cordon	
176.	Holland	King	
177.	Brazil	Macdonald	
178.	South Africa	Marquard	
179.	Malaya and Singapore	Moore	
180.	West Africa	Niven	
181.	Greece	Noelbaker	
182.	Paraguay and Uruguay	Pendle.	
183.	Chile (in press)	Pendle	
184.	Argentina	—do—	
185.	The West Indies	Quarry	
186.	Israel	Rabinowicz	
187.	Japan	Richie	
188.	Turkey	Raza	
189.	Denmark	Spink	

PUBLICATION DIVISION, GOVERNMENT OF
INDIA BUDDHISM

190. Facts about India.
191. Folk Dances of India.
192. India : A Pictorial Survey.

PLANNING AND COMMUNITY DEVELOPMENT

193. Durgapur Steel Project.
194. Bhilai.
195. Rourkela.

<i>S. No.</i>	<i>Title</i>	<i>Author</i>	<i>Publisher</i>
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OF TOURIST INTEREST

196. Festivals of India.

LITERATURE

197. Literatures in Modern Indian Languages Edited by V.K. Gokak.

198. Contemporary Indian Short Stories.

FOR THE YOUNG

199. Children's History of India.

200. Children's Panchatantra.

GENERAL.

201. Women of India : popular edition.

202. Our Birds.

203. Our National Songs.

204. India's Constitution.

205. Our Flag.

206. Indian Parliament.

207. Sports in India.

208. Builders of Tomorrow.

209. Indian Rivers.

210. Desh Bandu Chittaranjan Dass.

211. Dadabhai Naoroji.

212. Bharat ke Jangli jeev:

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IN THE KENDRIYA VIDYALAYAS

(सूची संख्या १३)

हिन्दी की पुस्तकें

पुस्तक का नाम	लेखक	प्रकाशक
१. हमारा देश	रामधारीसिंह दिनकर	उदयाचल प्रकाशन
	मन्मथनाथ गुप्त	
२. ठकुरानी बहू का बाजार	रवीन्द्रनाथ ठाकुर	प्रभात प्रकाशन दिल्ली
३. मणिहीन	"	"
४. उपवन	"	"
५. अन्तिम कविता	"	"
६. रक्तकरवी	"	"
७. डाकघर	"	"
८. महामाया	"	"
९. अछूत समस्या	महात्मा गांधी	"
१०. भारत की आदर्श नारियां	खणें भागंव एम०ए०	"
११. काबुलीवाला	रवीन्द्रनाथ ठाकुर	"
१२. काया कल्प	प्रेमचन्द	"
१३. निर्मला	"	"
१४. आजाद कथा	"	"
१५. अलगोजा	"	"
१६. कुत्ते की कहानी	"	"
१७. मान सरोवर भाग	"	"
१८. दो बहिनें	"	सरस्वती बुक डिपो
१९. ठाकुर का कुआँ	"	"
२०. चन्द्रहार	"	"
२१. भारतीय काव्य	"	ओरियण्टल बुक डिपो
२२. शास्त्र की भूमिका	डा० नगेन्द्र	"

हिन्दी

१. काव्य :—

१. कामायनी, जयशंकर प्रसाद
२. साकेत, मैथिली शरण गुप्त
३. पंचवटी, मैथिली शरण गुप्त
४. यशोधरा, मैथिली शरण गुप्त
५. गुञ्जन, सुमित्रा नन्दन पंत
६. अनामिका, सूर्यकान्त त्रिपाठी
७. जायसी अन्यावली, श्री माया शंकर याज्ञिक
८. मीरा की पदावली, "हरिऔध"
९. आंसू, जयशंकर प्रसाद
१०. भरना, जयशंकर प्रसाद

२. नाटक

१. सत्य हरिश्चन्द्र, श्री भारतेन्दु हरिश्चन्द्र
२. अजातशत्रु, श्री जयशंकर प्रसाद
३. स्कन्द गुप्त, श्री जयशंकर प्रसाद
४. राज मुकुट, श्री गोविन्द बल्लभ पंत
५. आठ एकांकी, श्री राम कुमार वर्मा
६. चन्द्र गुप्त, जयशंकर प्रसाद
७. ऋतुराज, डा० राम कुमार वर्मा
८. नारी का मूल्य, गोविन्द बल्लभ पंत

३. उपन्यास

१. कंकाल, श्री जयशंकर प्रसाद
२. तितली, श्री जयशंकर प्रसाद
३. गोदान, श्री प्रेम चन्द
४. काया कल्प, प्रेम चन्द
५. गबन, प्रेम चन्द
६. सेवा सदन, प्रेम चन्द

७. कर्म भूमि, प्रेम चन्द

८. प्रेमाश्रम, प्रेम चन्द

९. रंग भूमि, प्रेम चन्द

१०. वैशाली की नगर वधू,
चतुर सेन शास्त्री

११. पत्थर युग के दो बुत,

चतुर सेन शास्त्री

१२. नूरजहाँ गोविन्द बल्लभ पंत

१३. मुक्ति का बन्धन ।

१४. आत्मदाह, चतुर सेन शास्त्री

४. कहानियाँ

१. प्रेम पचीसी, श्री प्रेम चन्द
२. सप्त सरोज, श्री प्रेम चन्द
३. प्रेम-प्रसून, श्री प्रेम चन्द
४. कफन, श्री प्रेम चन्द
५. आकाशदीप, श्री जयशंकर प्रसाद
६. तीर्थयात्रा, श्री जयशंकर प्रसाद
७. मेरी सर्व प्रिय कहानियाँ,
आचार्य चतुर सेन
८. मेरी सर्व प्रिय कहानियाँ,
मन्मथ नाथ गुप्त

५. आलोचना:—

१. तुलसी और उनका काव्य,
रामनरेश त्रिपाठी
२. बिहारी सतसई, पद्मसिंह शर्मा
३. लोकोक्तियाँ और मुहावरे,
बाबू गुलाबराय

(सूची संख्या १४)

केन्द्रीय विद्यालयों के पुस्तकालयों के लिए सिफारिश
की गई पुस्तकें
(बालोपयोगी पुस्तकें)

छठी श्रेणी से ग्यारहवीं श्रेणी के बालकों के पढ़ने योग्य पुस्तकें ।

१. अग्रवाल (सत्य प्रकाश) : एक डर पांच निडर, दिल्ली, आत्माराम, एण्ड सन्स १४३ पृ० २:५० ।
२. अज्ञेय : नए एकांकी, दिल्ली, राजपाल एण्ड संस, १९६१, ६६ पृ० २ : ०० ।
३. अरुण : साहसी अलका, मेरठ, पुस्तक क्लब, ८४ पृ० ०:५६ ।
४. आनन्द कुमार : बीरबल की कहानियां, दिल्ली, राजपाल एण्ड संस, ३१ पृ० ०:७५ ।
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४. नेहरू (जवाहरलाल) : लड़खड़ाती दुनिया, नई दिल्ली, सस्ता साहित्य मंडल,
१९५१, १५४ पृ० २ : ०० ।
५. धजाज (राम कृष्ण) : जापान की सैर, नई दिल्ली, सस्ता साहित्य मंडल, १९५७,
११७ पृ० १ : ५० ।
६. बने (जूल्स) : समुद्र की गहराइयों में, दिल्ली, राजपाल एण्ड संस, ३४०
पृ० ५ : ०० ।
७. शर्मा (मनसा राम) : भारत दर्शन, जालन्धर, पंजाब, हिन्दी साहित्य अकादमी,
२१६ पृ० ५ : ०० ।
८. हांडा (राजेन्द्र लाल) : राजधानी में, दिल्ली, साहनी प्रकाशन, १९५२, १७६ पृ०
३ : ०० ।

इतिहास

१. कोहली (सीताराम) : भारत का इतिहास, बम्बई, आरियन्ट लीगमन्स, १९५७,
४५१ पृ० ८ : २५ ।
२. गुप्त (रामेश्वर) : हमारी संस्कृति, दिल्ली, मेहर चन्द्र लक्ष्मण दास, १९५८,
२६६ पृ० ५ : ०० ।
३. ठाकुर (केशव कुमार) : भारत की प्रसिद्ध लड़ाइयाँ, इलाहाबाद, आदर्श हिन्दी
पुस्तकालय, १९५५, ५०६ पृ० ६ : ०० ।
४. पुरी (बैजनाथ) : भारतीय संस्कृति और इतिहास, दिल्ली, राजकमल प्रकाशन,
१९५८, २५२ पृ० ५ : ०० ।

५. फिशर (एच० ए० एल०) : नेपोलियन, मदन मोहन अग्रवाल अनु. आगरा, गयाप्रसाद एण्ड संस, १९६०, १६९ पृ० ६ : ०० ।
६. लाजपतराय : तरुण भारत, रामचन्द्र वर्मा अनु, वाराणसी, चौधरी एण्ड संस, १९६१, १५९ पृ० ३ : ०० ।
७. वर्मा (मुकुट विहारी) : आज का इंग्लिस्तान, नई दिल्ली, सस्ता साहित्य मंडल, १९६१, ११० पृ० २ : ०० ।
८. सरदेसाई (गोविन्द सखाराम) : मराठों का नवीन इतिहास, आगरा, शिवलाल अग्रवाल एण्ड कं०, १९५९, ४७२ पृ० १२ : ५० ।
९. सावरकर (वि० दा०) : १८५७ का स्वातंत्र्ययुद्ध, नृसिंह जोशी अनु, बम्बई, १९५७, २०० पृ० ३ : ०० ।

जीवनियाँ

१. अग्रवाल (हरीश) : भारत के महान वैज्ञानिक, दिल्ली, आत्माराम एण्ड संस, १९६१, ९७ पृ० २ : ५० ।
२. आनन्द (दिनेश्वर लाल) : सन्ध्यासी रामतीर्थ, पटना, पुस्तक भंडार, ३४ पृ० ० : ५० ।
३. आनन्द (सत्यपाल) : हमारे नेता, लुधियाना, साहित्य संगम, १६३ पृ० २ : ०० ।
४. आर्य (ओमप्रकाश) : नेपोलियो, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस, १९६१ ७९ पृ० १ : ५० ।
५. कस्तूरिया (सत्यनारायण) : सम्राट हर्षवर्धन, बनारस, हिन्दी प्रचारक पुस्तकालय, १९५६, २५१ पृ० ४ : ०० ।
६. कृष्णलाल : मीरा बाई, प्रयाग, हिन्दी साहित्य सम्मेलन, १८० पृ० १ : ५० ।
७. कैलर (हैलेन) : अध्यापिका ऐन सालिवां मेसी, इलाहाबाद, इंडियन प्रेस, १९५७, १९० पृ० ३ : ५० ।
८. कौल (गोपाल कृष्ण) : मिर्जागालिब, यशपाल जैन संपा. नई दिल्ली, सस्ता साहित्य मंडल, १९६१, ३० पृ० ० : ३७ ।
९. क्षेमचन्द्र, सुमन : जीवन-ज्योति, दिल्ली, साहित्य-संस्थान, १९६२, १५७ पृ० २ : ५० ।
१०. घोष (अशोक) : डारविन, युगजीत नवलपुरी अनु. नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस, १९५७, ८९ पृ० १ : ५० ।

११. चतुर्वेदी (राजेश्वर प्रसाद) : राधाकृष्णन्, आगरा, विनोद पुस्तक मंदिर
१९५८, १३८ पृ० ३ : ०० ।
१२. चतुर्वेदी (राजेश्वरी प्रसाद) : लोकमान्य तिलक, आगरा, विनोद पुस्तक मंदिर,
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१३. जगदीश चन्द्र, विद्यार्थी : दिव्यदयानन्द, दिल्ली, गोविन्दराम हासानन्द, १९६२,
१०८ पृ० १ : २५ ।
१४. जैन (आनन्द प्रकाश) : बालक गांधी, दिल्ली सर्वोदय प्रकाशन, १९५६, ४० पृ०
० : ६२ ।
१५. जोशी (हरिवल्लभ) : अनु, विवेकानन्द जो के सान्निध्य में, नागपुर, स्वामी भास्के-
रश्वरा नन्द, १९६१, ६२ पृ० ० : ९० ।
१६. नाथ (स्टर्लिंग) : भोपड़ी से राष्ट्रपति भवन तक, धर्मपाल शास्त्री अनु. दिल्ली,
राजपाल एण्ड संस, १९५६, १५२ पृ० २ : ०० ।
१७. नेहरू (जवाहर लाल) : इतिहास के महापुरुष, नई दिल्ली, सस्ता साहित्य मंडल,
१९६०, २३१ पृ० ३ : ०० ।
१८. नेहरू (जवाहर लाल) : मेरी कहानी, हरिभाऊ उपाध्याय संपा, नई दिल्ली, सस्ता
साहित्य मंडल, १९५६, ८६४, पृ० ८ : ०० ।
१९. नेहाट्ट (लुइस आलब्राइट) : यंत्ररसिक हेनी फोर्ड, प्रवेशी अनु, बम्बई, घोरा एण्ड
कम्पनी पब्लिशर्स प्राइवेट लिमिटेड, १९५७, १६४ पृ० २ : ०० ।
२०. नेयर (सुशीला) : कस्तूरबा, आगरा, शिवलाल अग्रवाल एण्ड कम्पनी, १९६१,
१४० पृ० २ : ०० ।
२१. पुरी (युगजी नवल) : अलबर्ट आइंस्टीन, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस,
१९५९, ७९ पृ० १ : ५० ।
२२. पुरुषोत्तम लाल : कोलम्बस, दिल्ली, कमलकृज प्रकाशन, ३१ पृ० ० : ३७ ।
२३. प्राणनाथ बानप्रस्थी : सदाचारी बच्चे, दिल्ली, राजपाल एण्ड संस, १९६१, ५५ पृ०
१ : ७५ ।
२४. बोरुटन (साराह के०) : वे सफल कैसे हुए, केशव सागर अनु. दिल्ली, राजपाल
एण्ड संस, १९६०, ३०८ पृ० ३ : ०० ।
२५. मिश्र (उमेश चन्द्र) : त्रिवे कवि रवीन्द्रनाथ, इलाहाबाद, इंडियन प्रेस, १९५१,
३९२ पृ० ५ : ०० ।
२६. रश्मि : हिटलर के अन्तिम दिन, अनन्त मिश्र संपा. कलकत्ता, जनता प्रकाशन,
१३८ पृ० २ : ०० ।

२७. रजिया सज्जाद जहीर : मिर्जागालिब, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस, १९५८, ८० पृ० १:५० ।
२८. लावण्यप्रभा राय : रवीन्द्रनाथ ठाकुर, इलाहाबाद, किताब मंजल, १९६१, ७२ पृ० १:५० ।
२९. विजय कुमार पुजारी : बाबा साहेब आंबेडकर, दिल्ली, पुजारी प्रकाशन, १९५८, २०७ पृ० ३:०० ।
३०. विरदी (रबबीरासिंह) : यूरी गागरिन और तीतोव, दिल्ली, पैरामाऊंट पब्लिशिंग, १९५०, ६६ पृ० १:५० ।
३१. विराज अनु, : एडीसन, दिल्ली, राजपाल एण्ड संस, १८२ पृ० २:५० ।
३२. विष्णु प्रभाकर : शरत चन्द्र चट्टोपाध्याय, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस, १९५६, ८८, पृ० १:५० ।
३३. शर्मा (राम विलास) : सूर्यकान्त त्रिपाठी निराला, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस, १९५६, ७० पृ० १:५० ।
३४. शर्मा (विश्वमित्र) : सी० बी० रामन, नई दिल्ली, पीपुल्स पब्लिशिंग हाऊस लिमिटेड, १९६०, ६२ पृ० १:५० ।
३५. शिएन (विसेन्ट) : टॉमस कैफर्सन, के० आर० सिंह अनु, आत्माराम एण्ड संस, १९६३, १७४ पृ० ३:०० ।
३६. श्रीवास्तव (एस०) : गुरु नानक, देहली, नेशनल पब्लिशिंग हाऊस, १९५१, ८४ पृ० ०:५० ।
३७. श्रीवास्तव (ओंकारनाथ) : भासी की रानी, यशपाल जैन संपा. नई दिल्ली, सस्ता साहित्य मंडल, १९५७, ३१ पृ० ०:३७ ।
३८. सक्सेना (गुरु शरण) : भारत रत्न, वाराणसी, सर्वोदय साहित्य प्रकाशन, १९५६, १०० पृ० १:०० ।
३९. सहगल (सीताराम) : नव भारत के रत्न, नई दिल्ली, नवयुग पब्लिकेशन्स, १५६ पृ० २:५० ।
४०. स्टीवेन्स (विलियम श्रीलिवर) : प्रसिद्ध वैज्ञानिक, सत्य प्रकाश त्रिपाठी अनु, इलाहाबाद, इण्डियन प्रेस, १९५८, २२६ पृ० ३:५० ।

LIST 15

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2. **Aesop.** Miller, his son and their donkey. New York, Whittlesey
House, 1962, 32 p. \$ 2.50.
3. **Andersen (Hans Christian).** Thumbelina. New York, Charles
Scribners' Sons, 1961. N.P. \$ 3.50.
4. **Ball (Zachary).** Bristle face. New York, Holiday House, 1962. 205
P. \$ 2.95.
5. **Belpre (Pura).** Jaun Babo and the queen's necklace. New York,
Frederick Warne and Co., 1962, N.P. \$2.75.
6. **Blyton (Enid).** Fifteen minutes tales. London, Methuen, 1936, 164P.
7sh. 6d.
7. **Blyton (Enid).** Happy story book. Leicester, Brock Hampton Press
1942. 160P. Sh. 7/6.
8. **Blyton (Enid).** Lycky story book, Leicester, Brock Hampton Press,
1947. 159P. Sh. 6/6.
9. **Blyton (Enid).** Naughty Amelia Jane. London, George Newnes,
1939. 160P. Sh. 7/-.
10. **Blyton (Enid).** Noddy has an adventure. London. Sampson Low,
1958. Sh. 4/6.
11. **Blyton (Enid).** Yellow story book. London, Methuen and Co.,
1950. 151P, Sh. 7/-.
12. **Bose (Prene Mott).** Monkey tree. New York. Dodd, Mead and
Co., 1956. 153P. \$3.00.
13. **Bothwell (Jean).** Little boat boy : a story of Kashmir, New York,
Harcout, Brace and Co. 1945. 252P. \$3.00.
14. **Campbell (R.W.).** Drag Doll. New York, Funk and Wagnalls Co.,
1962. 181P. \$2.95.

15. **Chauncy** (*Nan*). They found a cave. London. Oxford University Press. 1949. 195P. Sh. 5/-.
16. **Chilpperfield** (*Jeseph E.*). Ghose horse. Stallion of the Oregon trial. New York, Rog Publishers. 1959. \$3.75.
17. **Clarke** (*Tom E.*). No furs for the Czar. New York, Lothrop, Lee and Shepared Co., 1962. \$3.00.
18. **Clewes** (*Dorothy*). All the fun of the fair. New York, Coward. Meccann. 1962. 127P. \$2.50.
19. **Cloke** (*Rene*). Before we go to bed—London, Juvenile Productions, n. d. n. p. Sh. 3/6.
30. **Cooney** (*Barbara*). Little juggler. New York. Hastings House, 1961. 47P. \$3.00.
21. **Dawson** (*Mitchell*), Queen of Trent. New York. Abelard-Schuman, 1961. 171P. \$3.00.
22. **Dickens** (*Charles*). Magic fishbone. Canada, Copp-Clark Co. 1953. 36P.
23. **Dickens** (*Charles*). Oliver Twist. New York. W.W. Borton and Co. 1962. 353P. \$3.95.
24. **Dolch** (*Edward W.*), Ivanhoe. Illionois. Garrard Press, 1961. 166P. \$2.50.
25. **Dolch** (*Edward W.*). Stories from Italy. Illionois. Garrard Press, 1962. 168P. \$2.75.
26. **Dolch** (*Edward W.*) and **Dolch** (*Marguesite P.*). Irish stories. Ilfinois. Garrard Press. 1958. 165P, \$2.50.
27. —do— Once there was a cat.
Illinois. Garrard Pub. Co. 1061. 63P. \$2.00.
28. —do— Stories from Hawaii.
Illionois. Garrard Press: 1960. 167P. \$2.75.
29. **Edwards** (*Dorothy*). My naughty little sister. London. Methuen and Co. 1952. 86P. 4.50.
30. **Evans** (*Katherine*). Bundles of sticks. Chicago, Albert Whitman and Co. 1962. NP. 2.25.
31. **Godden** (*Rumer*). Dolls house. New York. Viking Press. 1962, 136P. \$2.75.

32. **Goodenow (Earle)**. Bashful bear. New York, Follett Pub. Co., 1956. 32P. \$2.00.
33. **Guillot (Rene)**. Riders of the wind. New York. Rand McVally and Co. 1961. 174P. \$3.50.
34. **Haviland (Virginia)**. Favorite fairy tales. Boston. Little Brown and Co. 1961. 38P. \$2.95.
35. **Haviland (Virginia)**. Favorite fairy tales told in England. Boston, Little Brown and Co. 1959. 88P. \$2.95.
36. **Haviland (Virginia)**. Favorite fairy tales told in Russia. Boston, Little Brown and Co., 1961. 86P. \$2.95.
37. **Haydon (A.L.)**, Book of Robin Hood. New York. Frederick Warne and Co. N.D. 262P. 7 s.
38. **Henry (Marquerite)**. Five O'clock Charlie. New York. Rand McNally and Co. 1962. 40P. \$2.00.
39. **Hogner (Nile)**. Molly the black mare. New York. Henry Z. Walck, 1962. 48P. \$2.75.
40. **Keene (Carolyn)**. Clue of the dancing puppet. New York. Grosset and Dunlop, 1962. 177P. \$1.00.
41. **Kjelgaard (Jim)**. Hidden Trial, New York. Holiday House, n.d. 188P. \$2.95.
42. **Konopnicka (Maria)**. Golden seed. New York Charles Scribner's Sons. 1962. N.P. \$3.50.
43. **Kravetz (Nathan)**. Horse of another colour.. Boston, Little Brown and Co. 1952. 57P. \$2.95.
44. **Kunhardt (Dorothy)**. Dr. Dick. New York. Harper and Bros. 1962. 63P. \$1.95.
45. **Langton (Jane)**. Diamond in the window. New York. Harper and Row. 1962. 242P. \$2.95.
46. **Latham (Jean Lee)**. Puss in boots. New York. Bobbs—Merrit and Co. 1961. 32P. \$1.95.
47. **Lauritzen (Jonreed)**. Legend of Billy Blue Sage. Boston. Little Brown and Co. 1961, 217P. \$3.50.
48. **Leeuw (Adele de)**. Indonesian legends and folk tales. New York. Thomas Nelson and Sons, 1961. 160P. \$2.95.
49. **Lewis (Richard)**. Summer adventure. New York. Harper and Row. 1962. 105P. \$2.95.

50. **Lindgren** (*Astrid*). Children of noisy village. New York. Viking Press. 1961. 124P. \$2.50.
51. **Manning-Sanders** (*Ruth*). Animal Stories. New York. Roy Publisher 1961. 154P. \$3.75.
52. **McGaw** (*Jessie Brewer*). Little Eik hunts buffalo. New York. Thomas Nelson and Sons, 1961. N.P. \$2.95.
53. **Mclean** (*Mollie*) and **Wiseman** (*Anne*). Adventure of the Greek heroes. Boston, Houghton Mifflin, 1961. 174P. \$2.95.
54. **Meader** (*Stephen W.*). Red horse hill. New York. Harcourt Brace and Co. 1930. 244P. \$2.50.
55. **Mozley** (*Charles*). Tales of ancient araby. New York. Franklin Watts. 1960. 29P. \$1.95.
56. My book of little Red Riding Hood. London, Odhams Press, 1961. 28P. Sh. 6 \$6.
57. My book of Pinocchio. London, Odhams Press. 1961. 30P. Sh. 6 \$6.
58. **Parker** (*Richard*). Almost lost. New York. Thomas Nelson and Sons. 1962. 107F. \$2.95.
59. **Parker** (*Richard*). Lion at large. New York. Thomas Nelson and Sons. 1961. 126P. \$2.95.
60. **Potter** (*Miriam Gark*). No no Mrs. goose. New York. J.B. Lippin Cott Co. 1962. 124P. \$2.95.
61. **Priolo** (*Pauline*). Piccolina and the Easter Bells. Boston. Little Brown and Co. 1962. 48P. \$3.00.
62. **Reed** (*Philip*). Seven voyages of Sindbad the sailor. New York. Atheneum, 1962. \$3.25.
63. **Roland** (*Gant*). French fairy tales. London. Frederick Muller, 1961. 192P. Sh. 15/-.
64. **Ropner** (*Pamela*). Golden Impale. New York. Criterion Books. N d. 159P. \$3.25.
65. **Shields** (*Rita*). Cecelias locket. New York, Davie Mckay Co. 1961. 148P. \$2.79.
66. **Sperry** (*Armstrong*). Thunder Country. New York. Macmillan Co. 1960. 150P. \$3.50.
67. **Three** Little pigs. New York. Viking Press, 1962. 32P. \$2.62.

68. **Turnbull** (*Lucia*). Indian fairy tales. London. Frederick Muller. 1959. 170P. Sh. 15.
69. **Watkins** (*Richard*). Mystery of willet. New York. Thomas Nelson and Sons, 1959. 167P. \$2.95.
70. **Weir** (*Rosemary*). Albert the dragon. New York. Abelard-Schuman, 1961. 107P. \$2.75.
71. **Wirston** (*Hildreth T.*). Oom-Pah horn. New York. Abingdon Press, 1962. 112P. \$2.50.

LIST No. 16

List of Non-fiction books for the class group VI to XI

GENERAL KNOWLEDGE

1. **Speck** (*General E.*) Ed. Ward Lock's junior pictorial encyclopaedia. London, Ward Lock & Co., 1959. 256 p. Sh. 17/6.

RELIGION

2. **Carmeda** (*K.N.*). Children's stories from Ramayana and Mahabharata. Delhi, Kitab Mahal, 1959. Rs. 1.25.
3. **Blyton** (*Enid*). Before I go to sleep. London, Latimer House, 1947. 7.87.
4. **Dikshit** (*Sudhakar*). Sermons and sayings of the Buddha. Bombay, Buddha Jayanti Charities Society. n.d. 104p. 3.50.
5. **Picard** (*Barbara Leonil*). Story of Rama and Sita. London, George G. Harrap. 1960. 90p. Sh. 10/6.

POLITICAL SCIENCE

6. **Ayyangar** (*Ananthasayanam*). Our Parliament. Bombay, Macmillan. 1956. 117p. 1.12.
7. **Mackenzie** (*Kenneth*). Parliament. London, Methuen.. 1959. 78p. Sh. 10/6.
8. **Telang** (*R.G.*). We the government. Allahabad, Literary House. 1955. 40p. 0.37p.

GIRL GUIDES

9. **Liddell** (*Alix*). True book about the girl guides. London, Frederick Muller. 1956. 143p. Sh. 9/6.

SOCIAL SCIENCES

10. **Benson** (*Kenneth R.*). Creative crafts for children. New Jersey, Prentice Hall. 1958. 106p. \$4.50.
11. **Cross** (*Gwen*). Money. London, Longmans. 1953. 16p. 0.44p.
12. **Ellacott** (*S.E.*) Story of Ships. London, Methuen & Co. 1952 84p. 10.00.
13. **Williams** (*L.N.*) and **Williams** (*M.*). Stamp collecting for boys and girls. London, English Universities, 1949. 96p. Sh, 7/6.

FAIRY TALES

14. **Herda** (*H.*). Ed. Fairy tales from many lands. Holland, Nuton & Co. 1956. 202p. Sh. 25/-.
15. **Piper** (*Watty*). Folk tales children love. N.Y., Platt and Monk. n.p. 10.00.

LANGUAGE

16. **Pollock** (*Thomas Clark*). Using language. New York, Macmillan 1960. 244p. \$ 2.92.

PURE AND APPLIED SCIENCES

17. **Adler** (*Irving*). Stars : stepping stones into space. London, Denis Dobson, 1956. 160p. Sh. 16/6.
18. **Alexander** (*Arthur*). Hidden you : Psychology in your life. New Jersey, Prentice Hall, n.d- 63p. \$2.95.
19. **Aliki**. My five senses. New York, Thomas Y. Crowell Co., 1962. n.p. \$2.35.
20. **Ames** (*Gerald*) and **Wyler** (*Rose*). First people in the world. New York, Harper and Bros. Pub. 1958. 48p. \$2.95.
21. **Arkell** (*Basil*) and **Taylor** (*W.R.*). Helicopters work like this. London, Phoenix House, 1959. 62p. 9s. 6d.
22. **Bendic** (*Jeanne*), All around you. London, Whitley House. n.d. 48p. 6.00.
23. **Bradley** (*Edwin N.*). Radio. London, English Universities Press. 1951. 96p. 7s. 6d.

24. **Branley** (*Franklyn M.*). Air is all around you. New York. Thomas Y. Crowell. Company. 1962. \$2.35.
25. **Branley** (*Franklyn M.*). Rockets and satellites. New York, Thomas Y. Crowell Company, 1961. \$2.35.
26. **Branley** (*Franklyn M.*). What makes day and night. New York, Thomas Y. Crowell Company. n.d. \$2.32.
27. **Brownell** (*Clifford Lee*). All day everyday. New York, American Book Company, 1954. 128p. \$1.44.
28. **Bunn-Richards** (*Joan*). Secret of the bees. London, Ward Lock and Company, 1961. 20p. 6s.
29. **Camm** (*F.J.*). Home electrician. London. C. Arthur, Pearson, 1956. 206p. 12s. 6d.
30. **Charter** (*W.W.*). etc. Health secrets. U.S.A., Macmillan, 1941. 242p.
31. **David** (*Eugene*). Television and how it works. New Jersey, Prentice-Hall Inc., 1962. 72p. \$2.95.
32. **Dean** (*Frederick E.*). True book about the steam engine. Lond. Frederick Muller, 1956. 7s. 6d.
33. **Douglass** (*Winsome*). Embroidery. London, Mills and Boon, 1959. 32p. 3s. 6d.
34. **Epstein** (*Sam*) and **Spstein** (*Beryl*). First book of glass. N. York, Franklin Watts, 1955. 10.00.
35. **Freeman** (*Mae*) and **Freeman** (*Ira*). Fun with science. New York, Random House, 1943. 64p. 8.00 Aprox.
36. **Gould** (*Jack*). All about radio and television. New York. Random House, 1953. 143p. \$1.95.
37. **Groves** (*G.V.*). Space travel. London, Educational Supply Association, 1959. 105p. 9s. 6d.
38. **Guillot** (*Rene*). Mans adventure with machines. London, Odhams Press, 1960. 123p. 15s.
39. **Horton** (*Winifred M.*). Wooden toy making. Leicester. Dryad Press, 1960. 123p. 15s.
40. **Hunter** (*Leslie*). Coal. London, Burke, 1961. 96p. 10s. 6d.
41. **Irvin** and **Adler** (*Ruth*). Rivers. New York, John Day Company, 1961. 48p. \$2.00.

42. **Irving** (*Robert*). Volcanoes and earthquakes. New York, Alfred A. Knoff, 1962. 123p. \$3.00.
43. **Johnson** (*Edna*). Wind power. Oxford, Basil Blackwell. n.d. 16p. 1.60.
44. **Jordon** (*Helere J.*). Seeds by wind and water. New York, Thomas Y. Crowell, 1962. \$2.35.
45. **Junior** science encyclopaedia, 8 Vols. London, Sumpson Low, 1961. 704p. 104s. for the set.
46. **Kubie** (*Nora Benjamin*). First book of archaeology. New York, Franklin Watts, 1957. 63p. 8s.
47. **Larrick** (*Nancy*). Rain, hail, street and snow. London, Frederick Muller, 1961. 62p. 10s. 6d.
48. **Laskie** (*Margaret G.*). Cookery for girls. Lodon, English University Press, 1950. 93p. 7s. 6d.
49. **Lauber** (*Patricia*). All about the planet earth. New York, Random House, 1962. 142p. \$1.95.
50. **Lauber** (*Patrica*). Your body and how it works. New York, Random House, 1962. 77p. \$1.95.
51. **Leavitt** (*Serome*). Junior true book of tools for building, 1955. London, Frederick Muller n.d. 45p. 8s. 6d.
52. **Lent** (*Henry*). Man alive in outer space. New York, Macmillan, 1961,
53. **Lewegen** (*John*). Junior true book of honey bees. London, Frederick Muller, 1959. 45p. 8s. 6d.
54. **Lewellen** (*John*). Moon sun and stars. Eugland, Frederick Muller 1954. 44p. 8s. 6d.
55. **Lewis** (*Reger*) and **Shute** (*C.W.*). Your book of carpentry. London, Faber and Faber. n.d. 53p. 7s. 6d.
56. **Mandell** (*Muriel*). Science for beginners. London, Oak tree Press, 1959. 95p. 12s. 6d.
57. **May** (*Julian*). There's adventure in astronautics. New York, Hawthorn Books, 1961. 160p. \$2.95.
58. **Monicol** (*Harry*). Rubber. New York, Frederick Warne & Co., 1948. 64p. 1s. 6d.
59. **Mcnicol** (*Herry*). Sugar and Coca New York, Fredrick Warne, 1948 6 NP.—10 zd.
60. **Meyer** (*Jerome S.*). Engines. New York. World Publishing Company, 1962. 78p. \$.75.

61. **Moore** (*Patrick*). Solar system. London, Mathew & Co.. 1958. 64p. 10s. 6d.
62. **Moore** (*Patrick*). Telescope and observatories. London, Weidenfeld and Nicolson, 1962. 48p. 7s. 6d.
63. **Murdoch** (*Maud*). Girls book of cooking. London, Burke 1961. 144p. 10s. 6d.
64. **Murphy** (*John Stewart*). Canals. London, Oxford University Press, 1961. 32p. 10s. 6d.
65. **Neurath** (*Marie*). Fire. London, Max Parrish, 1950. 36p. 7s. 6d.
66. **Neurath** (*Marie*). Rockets and jets. London, Max Parrish. n.d. 36p. 7s. 9d.
67. **Newing** (*F.E.*) and **Bowood** (*Richard*). Magnet, bulbs and batteries. Loughborough, Wills and Hopworth, 1962. 52p. 2s. 6d.
68. **Parker** (*Bertha Morris*). Golden treasury of natural history. N.Y. Simon and Schuster, 1952. 216p. 22s. 6d.
69. **Petersham** (*Maud*) and **Petersham** (*Miska*). Storybook of sugar. Chicago, John C. Winston Company, 1948. 32p. 3.75.
70. **Pine** (*Tillie S.*) and **Levine** (*Joseph*). Electricity and how we use it. New York, Whittlesey House, 1962. 48p. \$2.50.
71. **Pizer** (*Vermon*). Rocks, missiles and space. New York, J.B. Lippincott Company, 1962. 160p. \$3.95.
72. **Ravielli** (*Anthony*). Adventure in geometry. New York, Viking Press, 1957. 112p. \$0.00.
73. **Rogers** (*Matilda*). First book of cotton. New York, Madison, 1954. 68p. 5.00.
74. **Ruchlis** (*Hyman*). Thank you, Mr. Sun. New York, Harvey House Publishers, 1957. 46p. \$2.50.
75. **Schneider** (*Herman*) and **Schneider** (*Nina*). How your body works. New York, William R. Scott, 1949. 160p. \$3.50.
76. **Schneider** (*Herman*) and **Schneider** (*Nina*). Science for here and now. U.S.A. Health and Company, 1954. 213p. \$2.95.
77. **Schneider** (*Herman*) and **Schneider** (*Nina*). Your telephone and how it works. New York, Whittlesey House, 1952. 96p. \$2.50.
78. **Shewell-Cooper** (*W.E.*). Gardening. London, English University, 1957. 96p. 8s. 6d.

79. **Showers (Paul)**. Look at your eyes. New York, Thomas Y. Crowell Company. n.d. \$2.50.
80. **Shuttlesworth (Dorothy E)**. Story of rocks, New York. New York, Double Day & Co., 1956. 56p. \$2.95.
81. **Senneborn (Ruth A.)**. Questions and answers book of everyday science. 1961. London, Odhams Press. 68p. 9s. 6d.
82. **Sootin (Laura)**. Let us go to a newspaper. New York, Putman's sons 1956. 48p. 10.00.
83. **Straus (Jacqueline Harris)**. Let's experiment chemistry for boys and girls. New York, Harper Brothers, 1962. 54p. \$2.50.
84. **Throm (Edward L.)**. Boy Engineer. New York, Golden Press, 1959. 248p. \$3.95.
85. **Throneburg (Jones)**. Man on the moon. New York, Alfred A. Knoff, 1961. 65p. \$2.75.
86. **Tiwari (R.R.)**. New fashions book. Delhi, Shakuntala Kala Niketan. n.d. 32p. \$2.50.
87. **Vannane (F.W.)**. Modern physics. New Jersey, Prentice Hall, 1962. 319p. \$8.25.
88. **Vallan (Marry)**. Murserly toys. New York, Studio Publications, 1956. 64p. 5s.
89. **Verral (Charles Spain)**. Go : story of outer space. New Jersey, Prentice-Hall. n.d. \$2.95.
90. **Victor (Edward)**. Machines. Chicago, Follett Publisher Company. n.d. 32p. \$1.00.
91. **Warburton (Clifford)**. Study book of paper. London, Bodley Head, 1961. 48p. 8s. 6d.
92. **Wellman (Alfred)**. Earthquakes and valcanoes. London, Weidenfeld and Nicolson, 1962. 48p. 6.00.
93. **Zim (Herbert S.)**, Great whales. New York, William Morrow, 1951. 10.00.

FINE ARTS

94. **Brown (Gregory)**. How to draw trees. London, Studio, 1940. 64p. 5s.
95. **Day (Frederick T.)**. Colour paper decoration. London, C. Arthur Pearson, 1948. 128p. 8s. 6d.

96. **Day** (*Frederick T.*). Decorative flowers and leaf making. London, C. Arthur Pearson, 1959. 102p. 8s. 6d.
97. **Girl** book of hobbies. London, Hulton Press, 1958 192p. 12s. 6d.
98. **Gopinath and Raman Rao** (*S.V.*). Classical dance poses of India. Madras; Natana Niketan, 1955. 64p. 5.00.
99. **Gottlieb** (*William P.*). Your book of photography. London, Faber. and Feber n.d. 44p. 5s. 6d.
100. **Hope** (*C.E.G.*). Riding for boys and girls. London, St. Pauls House, 1949. 6d.
101. **Kay** (*J*) and **White** (*C.J.*). Handicrafts for boys and girls. London, English Universities Press, 1954. 84p. 7s. 6d.
102. **Kohl** (*Marguite*) and **Young** (*Frederic*). Games for children. London, Feber and Feber. n.d. 191p. 10s. 6d.
103. **Langdon** (*David*). Look at you. London, Methuen, 1952. 90p. 8s. 6d.
104. **Marshall** (*Howard*). Men against everest. London, Country Life 1954. 64p. 9s. 6d.
105. **Maynard** (*A.M.*). Comp. ABC of games. London, University of London Press, 1954. 128p. 5s.
106. **Peggy and Masters** (*Robert*). One hundred one best stunts and novelty games. New York, Sterling Pnblishing, 1954. \$2.00.
107. **Senior** (*Oliver*). How to draw hands. New York, Studio. 194p. 64p. 8s. 6d.
108. **Simon** (*Margaret*), How to draw garden flowers. London, Studio publications, 1953. 64p. 3s. 6d.
109. **Weiss** (*Harvey*). Clay wood and wire. New York, William R. Scott. n.d. 48p. \$3.50.
110. **Wootton** (*Frank A.A.*). How to draw cars. New York, Sudio publications, 1949. 64p. 5s.

POETRY AND DRAMA

111. **Aesop**—AESOP with a smile. Chicago, Reilly and Less, 1960. 48p. \$2.50.
112. **Gay** (*Zhenya*). What is your name ? New York, Viking Press, 1955. 47p. \$2.00.

113. **Stevenson (R.L.)**. Child's garden of verses. London, Collins, 1946 223p. 6s.
114. **Untermeyer (Louis)**. Golden treasury of poetry. London, Collins, 1961. 324p. 25s.
115. **Bayliss (A.E.M.)**. Junior one act plays of today. London, George G. Harop, 1933. 224p. 5s.

GEOGRAPHY

116. **Ashby (G.M.)**. Land and people of Belgium. London, Adam and Charles Black, 1955. 90p. 7s. 6d.
117. **Greek (F.N.S.)**. Geography for boys and girls. London, English Universities Press, 1956. 96p. 8s. 6d.
118. **Day (A Grove)**. All about Australia. London, W.H. Allen, 1961. 124p. 11s. 6d.
119. **Duvoisin (Roger)**. And there was America. New York, Alfred A. Knoff, 1938. 3.00 app.
120. **Favcett (Raymond)**. Maxico. Massachuts, Robert Bentlay. n.d. 48p. 10.00.
121. **Kent (Louis Andrews)**. He went with Christopher Columbus. London, George G. Harrap, 1941. 287p. 7s. 6d.
122. **Kent (Louise Andrews)**. He went with Vasco Da Gama. London, George G. Harrap, 1938. 268p. 7s. 6d.
123. **Lacre (Michel)** and **Sabatie (Louis)**. Heroes of exploration. London, Golden Pleasure Book. n.d. 10s. 6d.
124. **Laschever (Barnett)**. Getting to know India. London, Frederick Muller, 1961. 61p. 10s. 6d.
125. **Malmstrom (Vincent H.)** and **Malmstrom (Ruth M.)**. Life in Europe ; Sweden. Michigan, Fideler Company, 1956. 160p. 16.40.
126. **Posell (Elsa)**. True book of deserts. U.S.A. Children's Press, 1958. 47p. 82.00.
127. **Rawlinson (H.G.)**. Land and people of India. London, Adan and Charles Black, 1955. 90p. 8s. 6d.
128. **Seger (Gerhart H.)**. Germany. Michigan, Fideler Company, 1955. 160p. 16.40.

BIOGRAPHY

129. **Crowther (J.G.)**. Six great scientists. London, Hamish Hamilton, 1955. 269p. 10s. 6d.
130. **Larsen (Egen)**. Men who changed the world. Stories of Invention and discovery. London, Phoenix House, 1952. 10.00.
131. **Judson (Clara Ingram)**. Abraham Lincoln. Chicago, Follett Publishing Company, 1950. 206p. \$3.50.
132. **Gunther (John)**. Alexander the Great. New York, Random House, 1953. \$1.50.
133. **Subhash Chander Bose**. New Delhi, National Book Stall. n.d. 0.50p.
134. **Kugelmass (J. Alvin)**. Ralph J. Bunche : Fighter for peace. New York, Jullian Messner, 1952. 174p. 15.00.
135. **Life of Buddha**. New Delhi, Indian National Publishing Co. n.d. 16p. 1.00.
136. **Curie (Eve)**. Madame Curie. London, Longmans, 1952. 136p 5s.
137. **Masani (Shakuntala)**. Bapu. Oxford, Geogfrey Cambridge, 1952. 92p. 4.00.
138. **Mahatma Gandhi**. New Delhi, National Book Stall. n.d. 16p. 0.50.
139. **Watson (Francis)** and **Brown (Maurice)**. Talking of Gandhiji. Madras, Orient Longmans, 1957. 141p. 6.00.
140. **Keller (Helen)**. Story of my life. London, Longmans, 1949. 102p: 1.00.
141. **Masani (R.P.)**. Dadabhai Naoroji. Mysore, Kavyalaya, 1957. 179p. 2.50.
142. **Cooper (Lettica)**. Young florence Nightinglale. London, Max Paraish, 1960. 134p. 10s. 6d.
143. **Iron man Sardar Vallabh Bhai Patel**. Rohtak, Human Chand Hukam Chand. n.d. 40p. 0.75.
144. **Chakarabarti (Atulananda)**. Rajen Babu. Calcutta, K.C. Babu. 1956. 104p. 1.50.
145. **Sykes (Marjorio)**. Story of Rabinder Nath Tagore. Bombay, Orient Longmans, 1950. 118p.
146. **Poster (Genevieve)**. George Washington. New York, Charles Scribners Sons, 1949. 46p. 12.00.

GEOGRAPHY AND HISTORY

147. **India Information and Broadcasting** (*Ministry of—*). Children's History of India. Delhi, Publications Division, 1960. 164p. 4.50.
148. **Jakeman** (*Alan*). Getting to know Japan. London, Frederick Muller, 1960. 64p. 9s. 6d.
149. **King** (*Martha Bennett*). Key to Chicago. New York, J.B. Zippincolt Company, 1961. 127p. \$2.95.
150. **Miers** (*Earl Schuck*). America and its Presidents. New York, Crosset and Dunlop, 1959. 216p. \$4.95.
151. **Nugent** (*Ruth*). Our Japanese playmates. Tokyo, Charles E. Tuttle Company, 1960. 64p. \$1.80.
152. **Reynolds** (*Quentin*). Wright brothers : Pioneers of American Aviation. New York, Random House, 1950. 183p. 15.00,
153. **Ronan** (*Margaret*). All about our 50 States. New York, Random House, 1962. 137+Vp. \$1.95.
154. **Unstead** (*R.J.*). Looking at history. London, A & C. Block, 1955. 351+IV p. 20s.
155. **Wallace** (*John A.*). Getting to know the U.S.S.R. London, Frederick Muller, 1961. 64p. 9s. 6d.
156. **Watson** (*Jane Werner*). Golden history of the world. New York, Simon and Schuster, 1955. 159p, \$3.95.
157. **Williams-Ellis** (*Amabel*) and **Fisher** (*F.J.*). History of English : Povitical and Social. London, Methuen, 1936. 176+XXXIIp. 20.00.

APPENDIX XXXVIII(a)

Copy of letter No. F. 25 (3)/63/D (GS-II) dt. 13.3.64 from Shri R.M. Chakravarty, Under Secy. to the Govt. of India, Ministry of Defence, New Delhi, to the Chief of the Army Staff/Naval Staff/Air Staff.

Subject ; *Facilities to be provided by the Ministry of Defence in respect of the Central Schools Scheme of the Education Ministry to provide educational facilities for children of Defence personnel and Central Govt. employees liable to transfer from place to place.*

I am directed to convey the sanction of the President to the following facilities being provided by the Ministry of Defence to the Central Schools Society/Education Ministry in respect of the Schools in Cantonments brought under the Central Schools Scheme of the Education Ministry :—

- (i) MES buildings in which Regimental Schools are housed free of cost would continue to be made available free of cost to the Central Schools Society after such schools are brought under the Central Schools Scheme, till such time permanent buildings are put up.
- (ii) MES furniture declared surplus will be transferred to the Central Schools Society on payment of depreciated book value.
- (iii) Central Schools Society/Ministry of Education will be permitted to construct essential buildings within the existing campus of the Regimental Schools brought under the Central Schools Scheme, subject to the condition that if such buildings are later required for Defence purpose, the same will be vacated on payment of suitable compensation by the Ministry of Defence.
- (iv) Water and power will be supplied by Cantonment authorities to the Central Schools Society on payment at prescribed rates as for non-entitled personnel.

- (v) Surplus accommodation, if any, in any station, where Regimental Schools have been brought under the Central Schools Scheme may be allotted to teachers employed by Central Schools Society/ Ministry of Education and rent will be recovered by the Defence authorities as for non-entitled person. Any assistance given by the local military authorities to hire accommodation should not have any financial implications for the Ministry of Defence.
- (vi) About 15 acres of land will be earmarked in each Cantonment wherever Schools in Cantonments have been brought under the Central Schools Scheme and given to the Central Schools Society on a long term lease basis at a nominal rent without any premium. If sufficient land is not available within a particular Cantonment, the required land adjacent to the School area will be acquired by DML & C and leased to the Society at a nominal rent without premium. However, each case of acquisition of additional land will be considered on merits.
- (vii) MES will be permitted to undertake construction of buildings for the Central Schools but there would be no waiver of departmental charges.

2. This issues with the concurrence of Ministry of Finance (Defence) *vide* their U.O. No. 937/P/GS of 1964.

MINISTRY OF DEFENCE

D (GS-II)

Subject :—*Central Schools facilities to be provided by the Ministry of Defence in respect of the Regimental Schools brought under the Central Schools Scheme.*

A copy of the Ministry of Defence letter No. F. 25 (3)/63/D (GS-II), dated the 13th March, 1964, is enclosed, Director of Army Education is requested to bring the contents of this letter to the notice of all the 61 Schools recommended for inclusion under the Central Schools Scheme and also to the Commands, etc. in which these schools are located. The Commands, etc. should now be instructed to process the cases with the

relevant authorities in accordance with the contents of the above mentioned letter. In regard to furniture owned by the Regimental authorities, it has been decided that the Regimental authorities should be persuaded to transfer the items to the Central Schools Society free of charge. Director of Army Education will kindly take necessary action in this regard also.

Sd/-
(R. M. Chakravarty)
Under Secretary

Director of Army Education.

Min. of Defence U. O. No. 4 (4)/64/D (GS-II), dated 25.3.64.

No. 25 (3)/63-D (GS. II)
GOVERNMENT OF INDIA,
Ministry of Defence.
New Delhi, the 2nd July, 1965.

AMENDMENT

The Ministry's letter No. F. 25(3) 63/D(GS-II) dated the 13th March, 1964, regarding facilities to be provided by Ministry of Defence in respect of Central Schools Scheme is amended as follows :—

Para 1 (v) may be reconstituted as under :—

“Surplus accommodation, if any, in any station, where Regimental Schools have been brought under the Central Schools Scheme may be allotted to teachers employed by Central Schools Society/Ministry of Education and rent will be recovered by the Defence authorities in accordance with the provisions of para 16 of ‘Quarters & Rents’. Any assistance by the local military authorities to hire accommodation should not have any financial implications for the Ministry of Defence.”

2, This issues with the concurrence of Ministry of Finance (Defence) vide their U.O. No. 2096/PS/GS of 1965.

Sd/- T. R. Subramanian
Under Secy. to the Government of India,

To

The Chief of the Army Staff ; The Chief of the Naval Staff, The Chief of the Air Staff.

No. 6326/65/D (Lands)
GOVERNMENT OF INDIA.
Ministry of Defence,
New Delhi, the 19th July, 1965.

To

The Director,
Military Lands & Cantonments,
New Delhi.

Subject : *Facilities to be Provided by the Ministry of Defence in respect of the Central Schools Scheme of the Education Ministry to provide educational facilities for children of Defence personnel and Central Government employees liable to transfer from place to place.*

Sir,

I am directed to refer to para 1 (vi) of this Ministry's letter No. F. 25(3)/63/D (GS-II), dated the 13th March, 1964, on the above subject and to convey the sanction of the President that till such time as the Central Schools Society is formed, the lands earmarked for the Central Schools will be temporarily transferred to the Ministry of Education and that formal Government orders will be issued in each case of transfer of lands with the following stipulations :—

- (a) that the land will be taken back and a lease executed in favour of Central Schools Society when it is formed.
- (b) that essential buildings can be put up by Ministry of Education only with the prior approval of the Station Commander concerned.
- (c) that the land and buildings will be vacated when required for Defence purpose on payment of compensation for only those structures which are constructed by Ministry of Education.

2. I am further directed to convey the sanction of the President that pending issue of formal orders for temporary transfer of lands to the Ministry of Education, the Military Estate Officer of the area concerned will hand over the possession of the land to the Ministry of Education or to the authority designated by them wherever siting-cum Reccee Boards have been completed and their proceedings reveal that the lands required belong to the Ministry of Defence and are not encumbered in any manner, so that the school authorities may proceed with the construction of buildings on the lands, with the prior approval of the Station Commander concerned, without waiting for the formal transfer orders. The MEOs concerned will, however, take expeditious action to obtain formal Government orders for temporary transfer of lands.

3. This letter issues with the concurrence of Ministry of Finance (Defence) vide their U.O. No. 2384/QB of 1965.

Yours faithfully,

Sd/- Vinaya Vyas

Under Secretary to the Govt. of India.

Copy to :—

The Controller General of Defence Accounts, the Director of Audit, Defence Services, All Controllers of Defence Accounts. All the Deputy/Senior Deputy Directors of Audit, Defence Services. The Chief of Army Staff. The Chief of the Air Staff. The Chief of Naval Staff. The Chief of the General Staff. The Quartermaster General—Q 3 (B). The E-in-C. The director of Army and Air Education. AG/PS-5. Ministry of Education. The Deputy Financial Adviser (Q). D (AG-II). D (Air-IV). D (N-II). D (Works-I). D (Lands). D (Works-II). D (GS-II).

IMMEDIATE

No. 12(9)/67/1/D(Fy),

GOVERNMENT OF INDIA,

Ministry of Defence,

New Delhi, the 21st September 1967.

To

The Director General, Ordnance Factories, 6, Esplanade East,
CALCUTTA-1.

Subject : *Facilities to be provided by the Ministry of Defence in respect of the Central Schools Scheme of the Education Ministry to provide educational facilities for children of Defence personnel, employees of Defence Production units and Central Government employees liable to transfer from place to place.*

Sir,

I am directed to convey the sanction of the President to the following facilities being provided by the Ministry of Defence/Department of Defence Production to the Central Schools Organisation, Ministry of Education, in respect of the schools in Defence Factories Estates brought under the Central Schools Scheme of the Education Ministry :

- (i) Factory buildings in which departmental Schools are housed free of cost would continue to be made available free of cost to the Central Schools Organisation after such schools are brought under the Central Schools Scheme, till such time permanent buildings are put up.
- (ii) Factory furniture declared surplus will be transferred to Central Schools Organisation on payment of depreciated book value.
- (iii) Central Schools Organisation, Ministry of Education will be permitted to construct essential buildings within the existing campus

of the Factory Schools brought under the Central Schools Scheme, subject to the condition that if such buildings are later required for Defence purposes, the same will be vacated on payment of suitable compensation by the Ministry of Defence.

- (iv) Water and power will be supplied by Factory authorities to the Central Schools Organisation on payment at prescribed rates as for non-entitled personnel.
- (v) Surplus accommodation, if any, in any Factory Estate where Factory Schools have been brought under the Central Schools Scheme may be allotted to teachers employed by Central Schools Organisation, Ministry of Education and rent will be recovered by the Defence authorities as for non-entitled person. Any assistance given by the local Factory authorities to hire accommodation should not have any financial implications for the Ministry of Defence.
- (vi) About 15 acres of land will be earmarked in each Factory Estate wherever Schools in Factory Estate have been brought under the Central Schools Scheme and given to the Central Schools Organisation on a long term lease basis at a nominal rent without any premium. If sufficient land is not available within a particular Factory Estate, the required land adjacent to the School area will be acquired by DML and C and leased to the Organisation at a nominal rent without premium. However, each case of acquisition of additional land will be considered on merits.
- (vii) MES will be permitted to undertake [construction of Central Schools buildings on Factory Estate but there would be no waiver of departmental charges.

2. This issues with the concurrence of Ministry of Finance (Defence) vide their U.O. No. 4111/Proj-I, dated 19.9.1967.

Yours faithfully,
(H.R. KHATTAR)

Under Secretary to the Government of India

Copy to all concerned,

APPENDIX XXXI

No. 35494/E2A/3971/D (Works-II),
GOVERNMENT OF INDIA,
Ministry of Defence,
New Delhi, the 30th May, 1967
9th Jyaishta, 1889

Sub. National Systems Unit
National Institute of Educational
Administration
17, May, New Delhi-110016
DCU
Date 14/11/67

To
The Chief of the Army Staff, NEW DELHI.

Subject : *Deposit works Relating to Central Schools*

Sir,

I am directed to convey the sanction of the President that under para 232 of the Regulations for the MES the funds for the construction of Central Schools buildings may be deposited in instalments in advance. that funds exist before any liability is incurred.

2. This letter issues with the concurrence of Ministry of Fin (Defence) vide their U.O. No. 1785/W/I of 1967.

Yours faithfully,
(N. RANGARAJAN)

Under Secretary to the Government of I

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Copy of the above forwarded to :

- The Controller General of Defence Accounts.
- The Director of Audit, Defence Services.
- All Controllers of Defence Accounts.
- All Deputy/Senior Deputy Directors of Audit, Defence Services.
- Ministry of Education (10 copies)
- DFA (W) D (GS-II) (2 copies)
- E-in-C's Branch (E2A) (50 copies)
- Copy signed in ink to all CDAS.