



Appendix and Forms
to
Haryana Aided Schools (Special Pension & Contributory
Provident Fund) Rules, 2001
&
Haryana School Education Rules 2003





FORM I

[See rule 3(1)]

(An agreement to be executed by the Management
for the implementation of the retirement
benefits to the employees)

An agreement made on this _____
day of _____ between Management (here-
inafter called the "Management", which expression
shall, unless the contents otherwise requires, include
its successors and assigns of the one part) and the
Governor of Haryana acting through (hereinafter
referred to as the "Government" which impression
shall, unless the content otherwise requires,
includes its successors and assigns of the other
part).

Whereas the Government has decided to grant
retirement benefits in lieu of contributory provident
fund to the employees of aided schools in accordance
with the procedure specified by the Government and
subject to the condition that Management of the
concerned aided schools shall execute an agreement
to abide by the provisions of the Haryana Aided
Schools (Special Pension and Contributory Provident
Fund) Rules, 2001, and instructions issued from time
to time in this respect by the Government;

And, whereas the Management,--vide resolution
No. _____ dated the _____ in fulfilment
of the condition for grant of retirement benefits in
lieu of the Contributory Provident Fund, has agreed
to abide by the provisions of the Haryana Aided
Schools (Special Pension and Contributory Provident
Fund) Rules, 2001, and instructions issued from time
to time by the Government in this regard;

And whereas the existing employees governed
by the contributory provident fund be governed by
the Haryana Aided Schools (Special Pension and
Contributory Provident Fund) Rules, 2001, the
Management's share and the Government's share of
the contributory provident fund from the date of
their admittance to the contributory provident fund

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alongwith the interest earned thereon up to the date of commencement of such rules are to be transferred to the Director;

And whereas the Management has also agreed to continue to contribute its share as such of the pay as may be fixed from time to time by the Director, as contributory provident fund of the employees to the relevant head of account under Haryana Aided Schools (Special Pension and Contributory Provident Fund) Rules, 2001 and this contribution shall be transferred to the Director;

Now, therefore, in pursuance of the said agreement, the Management hereby agrees that it shall duly, faithfully and punctually perform all the conditions set out in the agreement. In the event of the failure of the Management to act on the said conditions, the Director, Secondary Education, Haryana/the Director, Primary Education, Haryana, as the case may be, shall take such action against the Management, as may be deemed proper, within the framework of the Haryana Aided Schools (Special Pension and Contributory Provident Fund) Rules, 2001.

In witness whereof the parties have signed, this deed on the date respectively mentioned against their signatures.

Signature _____

Name _____

Date _____

For and on behalf of
the Governor of
Haryana

Witnesses;

1. Signature _____

Name _____

Date _____

Designation _____

Address _____

Signature _____

Name _____

Date _____

For and on behalf of the
Management

Witnesses;

1. Signature _____

Name _____

Date _____

Designation _____

Address _____

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2. Signature_____	2. Signature_____
Name_____	Name_____
Date_____	Date_____
Designation_____	Designation_____
Address_____	Address_____

FORM II

[See rule 3(1)]

UNDERTAKING

(In Triplicate)

Having read the instructions issued,—vide Haryana Government Memo No. _____ dated the _____ and fully understood the relevant rules as applicable in my case:—

(a) I undertake to abide by all the instructions referred to above and as may be amended and issued from time to time in this regard.

(b) I undertake to refund the amount on account of my employer's share as worked out by the Director.

Witness:

Signature of the employee

1. Signature _____ Date _____
Date _____ Name in full _____
Name in full _____
(in Block letters) (in Block letters)
Designation _____

2. Signature _____
Date _____
Designation _____
(Principal/Headmaster)
Office : _____

District Education Officer/
District Primary Education
Officer.

FORM III
[See rule 3 (1)(b)(ii)]

OPTION

(In Triplicate)

Having read the instructions issued by the Haryana Government Memo No. _____ dated the _____ and fully understood the relevant rules as applicable in my case :—

- (a) I undertake to abide by all the instructions referred to above and as may be amended and issued from time to time in this regard ;
- (b) I opt the benefits available in the Haryana Aided Schools (Special Pension and Contributory Provident Fund) Rules, 2001 ;
- (c) I undertake to deposit the amount of employer's share alongwith interest earned thereon as worked out by the Director.

Witness :

Signature of the employee

1. Signature _____	Date _____
Date _____	Name in full _____
Name in full _____	
(in Block letters)	(in Block letters)
Designation _____	Designation _____

2. Signature _____
Date _____
Designation _____
(Principal/Headmaster)

School: _____ District Education Officer/
District Primary Education
Officer.

P.K. CHAUDHARY,
Commissioner and Secretary to Government,
Haryana, Education Department,
Chandigarh.

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Cost of Form Rs. 500/-

FORM I (See rule 29 (1))

Application for opening of a new school

1. Name of the School (proposed) : _____
2. Proposed area (Village / Town / Mohalla) : _____
3. Stages of education to be imparted : _____
(Primary / Middle/ Secondary/ Senior Secondary)
4. Type of Schools (Boys / Girls/ Co.Education.): _____
5. Approximate number of students to be admitted: _____
6. (a) Proposed land area(Norms for land area) : _____

		Rural	Urban/controlled area
Primary	-	0.5 acre	0.5 acre
Middle	-	1.5 acres	1.00 acre
High	-	2.5 acres	2.0 acres
Senior Secondary	-	2.5 acres	2.0 acres

(b) Measurements of Building

- (i) Covered Area : _____
- (ii) No. of class rooms : _____
(Norms -equal to number of sections)
- (iii) Size of class rooms : _____
(Norms for size of room 24' x 18' with verandah of 10' width height =10')
- (iv) Other facilities to be provided
 - (a) Room for Head of School : Yes / No
 - (b) Office Room : Yes / No
 - (c) Staff Room : Yes / No
 - (d) Provision for Electricity : Yes / No
 - (e) Play ground : Yes / No
 - (f) Provision of Library : Yes / No

Number of books : Primary	-	1000
Middle	-	2000
Secondary	-	3000
Senior Secondary	-	4000
 - (g) Laboratory facilities : Yes / No
(Mention the names of laboratories)
 - (h) Drinking water facility : Yes / No

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- (i) Toilets and urinals : Yes / No
(separate for Boys/Girls/ Staff)

Note : Toilets of girls should be constructed at a far off place.

7. Financial Resources (attach proof) : _____
8. (a) Name of Society / Trust/ Individual : _____
 (b) Whether society/ Trust etc. is registered : Yes / No
 or not (if registered, attach proof)
9. Composition of Managing Committee (proposed) alongwith bye-laws : _____
10. Proposed procedure of the selection with Minimum qualification of
 (a) Head Master / Principal : _____
 (b) Teachers : _____
 (c) Non teaching staff : _____
11. Proposed pay scales
 (a) Head Master / Principal : _____
 (b) Teachers : _____
 (c) Non teaching staff : _____
12. Whether the school shall be residential/Day scholar : _____
13. (a) Type of curriculum to be followed : _____
 (b) From which Board affiliation will be sought : _____
14. Medium of instructions to be followed : English / Hindi
15. Whether Individual / Society / Trust is running anywhere else. : Yes / No
 If yes, give details

16. Whether applying for unaided minority school: Yes / No

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17. Proposed rates of :
- | | | |
|-------------------|---|-------|
| (a) Admission Fee | : | _____ |
| (b) Tuition Fee | : | _____ |
| (c) Other Fees | : | _____ |
| (d) Funds | : | _____ |
18. Processing fees of Rs. _____ :
- | |
|--------------------------|
| DD No. _____ dated _____ |
| Bank Name _____ |

(Signature of Manager / Head of School)

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Cost of Form Rs. 500/-

FORM II

(See rule 31 (1) & 38 (1))

APPLICATION FOR RECOGNITION

1. Name of School : _____
2. District : _____
3. Whether permission for opening a new school sought from appropriate authority. If yes, attach a copy of permission : _____
4. (a) Stage for which recognition desired (Primary / Middle/Secondary/ Senior Secondary) : _____
(b) In case of Senior Secondary, Mention stream for which recognition is sought : _____
5. If already recognised mention the stage for which recognised (attach proof also) : _____
6. Is the society / trust registered? If yes, Furnish a copy of registered certificate and the Memorandum of Association (MOA) of society. : _____
7. Has the management been approved by the Department. If yes, attach a copy. : _____
(a) Does the school follow approved Course of studies? : Yes / No
(b) Mention the board from which Affiliation to be sought : _____
(c) Medium of instructions to be followed: English / Hindi / any other Language
8. (a) Furnish a staff statement or otherwise : _____

	Name	Post Held	Qualification	Pay with grade	Date of appointment	Classes taught / to be taught
1						
2						
3						

Note: Furnish on a separate sheet

- (b) Whether staff are being / will be paid as notified to the appropriate authority. : Yes / No

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9. Average attendance of scholars and rates of fees levied / to be levied in each class (if already recognised at any stage).

Classes	Average Attendance	Rate of Fees / Funds
Primary		
I Class		
II Class		
III Class		
IV Class		
V Class		
Middle		
VI Class		
VII Class		
VIII Class		
High		
IX Class		
X Class		
Senior Secondary		
XI Class		
XII Class		

10. (a) Land area of school building : _____
 (b) Number of rooms : _____
 (a) Size of rooms : _____

Plan should be attached and also give proof from Revenue Department

11. (a) Size of play ground : _____
 (b) Availability of sports facilities. Give details

12. Total area of school campus with : _____
 total built up.

13. (a) Number of classrooms with seating capacity in each.

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(b) Details of furniture, fans and ventilation provided in each.

(c) Whether library facilities available : Yes / No

Give number of books.

(d) Number of laboratories available : _____

Furnish details on separate sheet.

(e) School Hall : Yes / No

(f) Staff room : Yes / No

(g) Room for Head of school : Yes / No

(h) Office room : Yes / No

(i) Store room : Yes / No

(j) Drinking water facilities : Yes / No

(k) Toilets and urinals

For Staff : Yes / No

For Boys : Yes / No

Separate for Girls : Yes / No

(l) Whether electricity is fitted in each classroom : Yes / No

14. Details of apparatus and equipment for

(a) Physics

(b) Chemistry

(c) Home Science

(d) Biology

(e) Drawing

(f) Music

(g) Agriculture

(h) History

(i) Geography

(j) Commerce

Note: Furnish the list

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15. Financial position of the school
 - (a) Reserve Fund : _____
 - (b) Average monthly income from
 - (i) Fees : _____
 - (ii) Other sources : _____
(sources to be specified)
 - (c) Total monthly income : _____
 - (d) Average monthly expenditure : _____
(details to be given)
16. Amount of pledge money deposited . : _____
Attach proof.
17. (a) Whether the admission in the school is open: Yes / No
to all without any discrimination based on
religion, caste, race, place of birth etc.
(Not in the case of Minority school)
- (b) Percentage of reservation for locality : _____
students or other categories in admission
18. Whether any religious instruction is imparted : Yes / No
19. Has the management executed the written : Yes / No
agreement from the teachers regarding their
condition of services etc. Attach agreement
of each teacher.
20. Whether management maintains a Provident : Yes / No
Fund Schemes or any other similar scheme
for its employees.
21. Details of co-curricular, cultural and
other activities organised in the school. Attach list.
22. Whether arrangement for physical training : Yes / No
of pupils made available
23. Whether Medical facilities for students are : Yes / No
available.
24. Whether school buildings or other structures

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- or the play grounds are being used for commercial or residential purposes. : Yes / No
25. Whether land/ school building is free from litigation or no complaint / inquiry is pending against school building/ managing committee. An undertaking to this effect should be submitted. : Yes / No
26. Is the school maintaining the following records:
- (a) Admission and withdrawal Yes / No
 - (b) Daily attendance register of pupils Yes / No
 - (c) Daily attendance register of teachers Yes / No
 - (d) Log book Yes / No
 - (e) Fee and Funds register Yes / No
 - (f) Property register Yes / No
 - (g) Order Books Yes / No
 - (h) Visitors Book Yes / No
 - (i) Hostel register Yes / No
 - (j) Catalogue of library books and book issue register Yes / No
 - (k) Diary and dispatch register Yes / No
 - (l) Contributory Provident Fund Yes / No
 - (m) Pupils progress Yes / No
 - (n) Pay bill register Yes / No

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- | | | |
|-----|--------------------------------|----------|
| (o) | Movement register | Yes / No |
| (p) | Time table adjustment register | Yes / No |
| (q) | Stock register | Yes / No |
| (r) | Acquaintance roll register | Yes / No |
| (s) | Cash Book | Yes / No |
27. Furnish a certificate from Civil Surgeon regarding sanitary and hygienic condition of the school.
28. Furnish a certificate from Public Works Department/Municipality/ Registered Engineer regarding safety of building.
29. Any other information.
-

Place:
Date:

sd/-
Chairman / Manager
Managing Committee
_____ School

FORM -1W (see rule 55)

(To be supplied by the District Education Officer, District Primary Education Officer)

DETAILS OF INCOME AND EXPENDITURE OF THE SCHOOL

[illegible]

FORM - III
(To be supplied by the School)

[illegible]

ANNEXURE-C

ANNEXURE-C

[illegible]

NAME OF THE SCHOOL

FORM-III (See rule 55)
FEE/FINE STATEMENT FROM 1.4. TO 31.03.
(To be supplied by the School)

ANNEXURE -D

CLASS	NO. OF STUDENTS PAYING FEE		APRIL		MAY		JUNE		JULY		AUGUST		SEPTEMBER		OCTOBER	
	FULL	HALF	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE
5TH																
4TH																
3rd																
2nd																
1st																
G. TOTAL																
GRANT RECEIVED DURING THE PERIOD (1.4. TO 31.3.)																
SALARY GRANT																

ANNEXURE -D

NAME OF THE SCHOOL _____

FORM -IV (See rule 55)
FEE/FINE STATEMENT FROM 1.4.____ TO 31.03.____
(To be supplied by the School)

NO. OF STUDENTS PAYING FEE		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	TOTAL
CLASS	FULL	HALF	FREE	TOTAL	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE	FEE	FINE
12TH														
11TH														
10TH														
9TH														
8TH														
G. TOT														
AL														
GRANT RECEIVED DURING THE PERIOD (1.4.____ TO 31.3.____														
SALARY GRANT														
ANY OTHER GRANT														

3. MATERIALS

Pay scale in Rs.

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FORM IV

(See rule 67)

Statement of Movable and Immovable Properties

Name and address of the school : _____

As at the time of _____ grant-in-aid as on _____

1. Extent of site including play grounds and nature of ownership .
2. Total area
 - (a) Class rooms : _____
 - (b) Other building including hostels, if any : _____
3. Number of class rooms and size of each : _____
4. Whether the buildings are tiled and floor is cemented or paved or otherwise : _____
5. Furniture :
 - Table
 - Chairs
 - Almirahs
 - Benches
 - Desks
 - Black boards
 - Boxes
 - Stools etc.
6. Science and other apparatus
7. Appliances :
 - Maps
 - Charts
 - Pictures
 - Models etc.

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8. Number of books in the school library
9. Particulars of electric fittings, water supply and sanitation
10. Equipments for games and athletics
11. Audio-Visual equipments such as :
 - Television sets
 - Film strips Projectors
 - Radios
 - Magic Lanterns
 - Epidiascopes etc.
12. Craft equipment
13. Investment in Government securities etc.
14. Other items, if any

Chairman of Managing Committee/
Manager

Place:
Date:

_____ School

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FORM V

(See rule 116)

(To be filled in and signed by every subscriber on admission to the Fund)

I _____, son of _____ working as _____ in _____ School, hereby agree to abide by the rules of Contributory Provident Fund made under the Haryana School Education Rules, 2003.

Attested

Witness:

Signature with
Designation and date

Signature
Head of the school
With seal of the office.

Note:- The form should be filled in triplicate - one copy shall be kept in the personal file of the employee, second with the Head of the aided school and the third with the appropriate authority.

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FORM VI

[See rule 158 (2)]

Proforma for submission of minimum facilities being provided and fees to be charged

1.	Name of School	:	
2.	District	:	
3.	Date of recognition	:	
4.	Details of minimum facilities being provided (in case of existing schools, for two consecutive years should be given)		
		Previous Year	Current Year
	(i) Number of sections		
	(ii) Number of classrooms		
	(iii) Details of furniture, fans etc. provided in each classroom		
	(iv) Other rooms available		
	(a) Library Room		
	(b) Reading Room		
	(c) Sports Room		
	(d) Geography Room		
	(e) Music Room		
	(f) Dance Room		
	(g) Art and Craft Room		
	(h) Computer Lab		
	(i) Science Laboratory		
	(j) Physics Lab		
	(k) Chemistry Lab		
	(l) Biology Lab		
	(m) Commerce Room		
	(n) Home Science Room		

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(o) School Hall		
(p) Any other room, if any		
(v) (a) Number of Books available in library		
(b) Number of books issued to pupils		
(vi) (a) Size of playground		
(b) Availability of sports facilities		
(vii)(a) Availability of drinking water facilities		
(b) Number of coolers available for cold drinking water		
(viii)(a) Availability of toilets and urinals		
For Staff		
For Boys		
Separate for Girls		
(ix) Details of apparatus and equipment for		
(a) Physics		
(b) Chemistry		
(c) Biology		
(d) Science		
(e) Home Science		
(f) Music		
(g) Art and Craft		
(h) Geography		
(i) Commerce		
(j) Computer		
(x) Medical facilities available		
(xi) Arrangement of physical training of pupils		
(xii) Details of co-curricular, cultural and other activities organised by school		

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Note : Furnish separate sheet wherever necessary

5. Details of salaries paid to the staff. Furnish a separate sheet.

Name of employee	Designation	Salary paid during the Preceding year
_____	_____	_____

6. Financial position of the school

(a) Reserve Fund	_____	_____
(b) Average monthly income from		
(i) Fees	_____	_____
(ii) Other sources (source to be specified)	_____	_____
(iii) Total income	_____	_____
(iv) Total Expenditure	_____	_____
(Details to be given)		

7. Details of fees (stage wise)

	Being charged	Proposed
(a) Primary Stage	_____	_____
(b) Upper Primary Stage	_____	_____
(c) Secondary Stage	_____	_____
(d) Sr. Secondary Stage	_____	_____

Signature of Manager
_____ School

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FORM VII

[See rule 189]

ANNUAL INSPECTION REPORT

1. School Profile

(a) Name of the School _____

(b) Name of the Sub Division _____

(c) Name of the District _____

(d) Rural/Urban _____

(e) Boys/Girls/Co.Education _____

2.(a) Staff in position

(S - Sanctioned, F - Filled, V- Vacant)

Serial No	Posts	2000			2001			2002			Post required as per norms for 2002
		S	F	V	S	F	V	S	F	V	
1	Principal/Head Master/ Head Mistress										
2	Lecturers / DPE										
3	Masters (i) Social Studies (ii) Science (ii) Maths (iii) Home Science (iv) Music (v) Resource Teachers (Integrated Education Development)										

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4	Classical & Vernacular Teachers (i) Hindi (ii) Sanskrit (iii) Punjabi (iv) Drawing (v) Physical Training Instructor (PTI)								
5	(i) Head Teacher (ii) Junior Basic Teachers								
6	Others: (i) Clerk (ii) Librarian (iii) Lab Assistant (iv) Tabla Master (v) Peon etc.								

(b) Were all the teachers attending their classes on the date of inspection. Yes/No

3. Physical Facilities

Type of facility Required Available

1. Class rooms-----
2. Other rooms-----
(including Principal's office)
3. Laboratories-----
4. Library Facility Adequate/Inadequate
5. Laboratory Equipment Adequate/Inadequate
6. Toilets (He/She/Staff) Adequate/Inadequate
7. Furniture for staff/office Adequate/Inadequate
8. Dual desk/Tat patti Adequate/Inadequate
9. Teaching/Audio Visual aids Adequate/Inadequate
10. Is there boundary wall of the school Yes/No

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(b) At Middle/ Secondary/ Senior Secondary Stage

Classes	Opportunity cost on the basis of 70% attendance (VI to VIII)	Stipend for *SC/ *BC IX-XII	Cash money for stationery articles for *SC/ *BC VI-XII	Book grant for students of weaker section income less than 10,000 per year IX-XII	Uniform grant for girls of *SC/ *BC categories VI-VIII	Uniform grant for girls of weaker sections of *SC/*BC IX-XII	Sanskrit merit scholarship IX-XII	Stipend for student of unoccupied/ uncleanliness profession VI-XII
VI								
VII								
VIII								
IX								
X								
XI								
XII								

*SC- Scheduled Caste

*BC- Backward Class

(c) Incentive/Stipend/Scholarship has been paid upto (name of the month) _____

(6) Status of Pupils funds (As on _____)

Serial No.	Fund	Position (in Rs.)
1	Amalgamated Fund	
2	Health Fund	
3	Audio Visual Fund	
4	Child Welfare Fund	
5	Red Cross Fund	
6	Domestic / Home Science Funds	
7	Science Fund	

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8	Sports Fund	
9	Building Fund	
10	Examination Fund	
11	Computer / IT Fund	
12	Parents Teachers Association	

(7) Academic Achievements Previous Session _____

(a) Terminal classes Current Session _____

Serial No,	Class	Session	No. of students appeared	No. of students passed	Pass %age	Pass % of Board	Plus or Minus	No. of Ist Division & Merits
1	XII	Previous Session						
		Current Session						
2	X	Previous Session						
		Current Session						
3	VIII	Previous Session						
		Current Session						
4	V	Previous Session						
		Current Session						

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(b) Home Examinations

Previous Year : _____

Current Year : _____

Sr.No	Class	Session	Appeared	Passed	Pass %
1	XI	Previous Session			
		Current Session			
2	IX	Previous Session			
		Current Session			
3	VII	Previous Session			
		Current Session			
4	VI	Previous Session			
		Current Session			
5	IV	Previous Session			
		Current Session			
6	III	Previous Session			
		Current Session			
7	II	Previous Session			
		Current Session			
8	I	Previous Session			
		Current Session			

8. Co-curricular Activities

(a) Participation at school Level

Serial No	Activities	Regularly Organised	Occasionally Organised	Not at All
1	Socially Useful Product Works/ Work Experience Activities			
2	National Credit Corps/ National Service Scheme			
3	Sports / Games			
4	Bal Sabha Ayojana			

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5	Celebration (National days/ Festivals/ Jayantees etc.)			
6	Scouts and Girl Guide			
7	Plantation			
8	Other Activities (i) Quiz Contest (ii) Health awareness Programmes (iii) Painting competencies (iv) Declamation Contest (v) Dance and Drama Competition (vi) Hand writing competitions (vii) Bal Kavi Sammelan (viii) Exhibitions			

(b) Participation at various levels (mention highest level only)

Serial	Particulars	Block Level	Zonal Level	District Level	State Level	National Level	Remarks
1	Sports and Games _____ _____ _____ _____						

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2	Cultural Activities _____ _____ _____ _____						
3	Science Exhibition _____ _____ _____ _____						
4	Talent Search Examination						
5	Yuva Sansad Prtiyogita						
6	Student Science Seminar						
7	Other Competitions Quiz Contests Painting Hand Writing Drama Poem Recitation _____ _____ _____ _____						

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9. Activities for effective functioning of school

(a) General activities.

Serial No	Particulars	Regular	Occasional	Not at All
1	Morning Assembly <ul style="list-style-type: none"> • Recital • Harmonium based 			
2	Mass Physical Training And Yoga <ul style="list-style-type: none"> • Simple • Drum based 			
3	Moral Talks			
4	Roll Call			
5	Check on Late Comers			
6	Uniform and cleanliness checking			

(b) Academic support

Serial No	Particulars	Maintained Regularly	Not Maintained Regularly
1	Principals / Head's diary		
2	Time table		
3	Time table adjustment		
4	Class attendance register		
5	Admission and withdrawal		
6	Teachers diary		
7	Conduct of practicals		
8	Classes for weak pupils		

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9	Special classes for opportunity castes		
10	Home work / assignments		
11	Home work checking		
12	Remedial Teaching		
13	Parents Teachers Association Meeting		

(10) **Evaluative Measures:**

(a) Whether unit tests conducted regularly Yes/No

(b) Whether half yearly exam conducted Yes/No

(c) Whether compilation of awards done in the result cards of pupils Yes/No

(d) Whether PTA meeting held for appraisal Yes/No

Name in Capital letters _____

Signature of Inspecting Authority

Designation _____

APPENDIX -A

MINIMUM QUALIFICATION AND PAY SCALES OF EMPLOYEES
{See Rule 82,83 (1) and 163 (6)}

Serial No.	Designation of Post	Minimum Qualification	Scale of Pay
1.	Principal	<p>(i) M.A/ M.Sc. / M.Com 2nd Division;</p> <p>(ii) B.T./ B.Ed. or its equivalent;</p> <p>(iii) Eight years teaching experience after B.T./ B.Ed. out of which two years experience should be in an administrative capacity as Head of High/ Middle School. In case of Lecturer eight years teaching experience.</p> <p>(iv) Knowledge of Hindi upto Matric Standard</p>	8000-275-10200- EB-275-13500
(a)	Headmaster or Headmistress	<p>(i) B.A./B.Sc./ B.Com or equivalent qualification recognized by Haryana Education Department Preference will be given to M.A/ M.Sc./ M.Com or equivalent Post-Graduate qualifications recognized by the Department</p> <p>(ii) B.T./ B.Ed./ SSTC/SAV / LT/ Diploma in Basic Education or One years Teachers Training for graduate at University or Post-Graduate Training College;</p> <p>(iii) Eight years teaching experience as Master in Govt. recognized Senior Secondary/ High/ Middle Schools/ Teachers Training Institution relax-able to four years for the Emergency Commissioned Officer but the total teaching experience and service in the Army should be Eight years.</p> <p>(iv) Hindi upto Matric Standard</p>	6500-200-8500-EB-200-10500

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3.	Lecturer of a Secondary school	M.A. or M.Sc. or M. Com. of recognized University in particular subject with at least 50% marks. knowledge of Hindi up to Matric standard	6500-200-8500-EB-200-10500
4.	Master/ Mistress (i) Social Study Master/Mistress	(i) B.A with B.T./B.Ed. from a recognized University OR B.A Education (4 years course) from a recognized University (ii) In addition to English in B.A or B.A Education a combination of at least two subject out of the following: - History (2) Political Science (3) Economics (4) Geography (5) Sociology (6) Public Administration (iii) knowledge of Hindi upto Matric Standard	5500-175-8300-EB-175-9000
	(ii) Science Master/Mistress	(i) B.Sc. with B.Ed. from a recognized University; with any of the two subjects in B.Sc. (1) Physics (2) Chemistry (3) Botany (4) Zoology (ii) B.Sc. Education (4 years course) from a recognized University with any of the two subject out of the following:- (a) Physics (b) Chemistry (c) Botany (d) Zoology; (iii) knowledge of Hindi upto Matric Standard	5500-175-8300-EB-175-9000
	(iii) Home Science Mistress.	(i) B.Sc. Home Science with B.T./ B.Ed. from a recognized University OR B.A with Home Science as one of the elective subject . (ii) Knowledge of Hindi upto Matric standard Note:- Preference will be given to B.Sc. Home Science.	5500-175-8300-EB-175-9000

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	(iv) Music Master/ Mistress	(i) B.A Music (instrumental/ vocal) with B.T./ B.Ed. from a recognized University. OR B.A. with Music as one of the elective subject with B.T./ B.Ed. from a recognized University OR Equivalent qualification from any other institution recognized by the Haryana Education Department. (ii) Knowledge of Hindi upto Matric standard. Note:- Preference will be given to B.A. Music. (i) B.A./B.Sc. with Maths and B.T./ B.Ed. from a recognized University OR B.Sc. Education (4 years course) with mathematics from a recognized University; ii) Knowledge of Hindi upto Matric standard.	5500-175-8300-EB-175-9000
	(v) Mathematics Master or Mistress	(i) B.A./B.Sc. with Maths and B.T./ B.Ed. from a recognized University OR B.Sc. Education (4 years course) with mathematics from a recognized University; ii) Knowledge of Hindi upto Matric standard.	5500-175-8300-EB-175-9000
	(vi) P.T. Master or Mistress D.P.E.	B.A. or B.Sc. from recognized University and D.P.E. or B.P.E. (in the case of B.P.E. the degree qualification of B.A. or B.Sc. not required) and Hindi up to Matric Standard.	5500-175-8300-EB-175-9000
	(vii) Agriculture Master or Mistress	(i) B.Sc. Agriculture with B.T./ B.Ed. from a recognized University (ii) knowledge of Hindi upto Matric standard.	5500-175-8300-EB-175-9000
	(viii) Commerce Master or Mistress	(i) B.Com. with B.T./ B.Ed. from a recognized University; (ii) knowledge of Hindi upto Matric standard.	5500-175-8300-EB-175-9000
(a)	Sanskrit Teacher or Teachress	(i) Shastri/ B.A (Hon's in Sanskrit) from a recognized University; (ii) L.T./ O.T in Sanskrit conducted by the Haryana Education Department or an equivalent qualification recognized by the Haryana Education Department OR	5500-175-8300-EB-175-9000

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	B.T./ B.Ed. with Sanskrit as teaching subject from a recognized University Note :- In case, the candidates of above qualifications are not available then B.A. with Sanskrit as an Elective Subject with B.T./B.Ed. from a recognized University with Sanskrit as a teaching subject shall be considered.	5500-175-8300-EB-175-9000
(b) Hindi Teacher or Teachers	<p>(i) Matric from Haryana School Education Board or an Equivalent qualification recognized by the Haryana School Education Board;</p> <p>(ii) Prabhakar/ B.A (Hons. in Hindi) from a recognized university.</p> <p>(iii) L.T.C./ O.T in Hindi conducted by the Haryana Education Department or an equivalent qualification recognized by the Haryana Education Department</p> <p>OR</p> <p>B.A Hons. in Hindi with B.T./ B.Ed. with Hindi as teaching subject from a recognized university.</p> <p>Note:- In case the candidates of above qualifications are not available then B.A with Hindi as an Elective subject with B.T./ B.Ed. with Hindi teaching subject from a recognized university shall be considered;</p> <p>(iv) knowledge of Hindi upto Matric standard.</p>	5500-175-8300-EB-175-9000
(c) Punjabi Teacher or Teachress	<p>(i) Matric from Haryana School Education Board or an Equivalent qualification recognized by the Haryana</p> <p>(iii) L.T.C./ O.T in Punjabi conducted by the Haryana Education Department or an equivalent qualification recognized by the Haryana Education Department OR B.T./B.Ed. with Punjabi as teaching subject from a recognized university.</p> <p>Punjabi as an Elective subject with B.T./ B.Ed. with Punjabi as teaching subject from a recognized</p>	5500-175-8300-EB-175-9000

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(d)	Physical Training Instructor	<p>(iv) university shall be considered; knowledge of Hindi up to Matric standard.</p> <p>(i) 10+2 from Haryana School Education Board or an equivalent qualification recognized by the Haryana School Education Board;</p> <p>(ii) Certificate in Physical Education conducted by the Haryana Education Department or an equivalent qualification recognized by the Haryana Education Department;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p> <p>FOR EX-SERVICEMEN</p> <p>(i) Middle Pass Training in Physical Education from a Military School.</p>	4500-125-6000-EB-125-7000
(e)	Drawing Master or Mistress	<p>(i) Matric from Haryana School Education Board or an equivalent qualification recognized by the Haryana School Education Board;</p> <p>(ii) 2 years Diploma in Art and Craft Examination conducted by the Haryana Industrial Training Department or an equivalent qualification recognized by the Haryana Education Department;</p> <p>(iii) Knowledge of Hindi up to Matric Standard.</p>	4500-125-6000-EB-125-7000
6.	J.B.T. Teacher or Teachress	<p>[(i) B.A/B.Sc. with English as one of the optional/elective subjects;</p> <p>(ii) Passed two years Junior Basic Training Course or Diploma-in-Education from Haryana Education Department or its equivalent recognized by the Haryana Government with special training in child psychology and behavior of child upto the age of twelve years.</p>	4500-125-6000-EB-125-7000

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	(iii) Knowledge of Hindi upto Matric standard. Note: (i) Preference shall be given to candidates who possess knowledge of Urdu upto Middle Standard for posts of Junior Basic Trained Teachers for Mewat area. Such candidate, if selected, shall serve only in Mewat area. (ii) Professional Training Diploma or Certificate awarded by any State, Board or University other than Haryana Education Department shall be recognized only if this degree or diploma or certificate has been recognized by the Haryana Government.]***	
II- NON-TEACHING STAFF		
Clerk	Matric or its equivalent. Knowledge of Hindi/ English type 25/30 w.p.m.	3050-75-3950-EB-80-4590
3. Laboratory Attendant	Knowledge of Hindi up to Matric Standard Matric with Science of General Science as one of the elective subject.	3050-75-3950-EB-80-4590
Laboratory Attendant	Knowledge of Hindi up to Matric Standard Non Matric	2610-60-3150-EB-65-3540
III- OTHER STAFF		
1. Peon	Should be able to read and write.	2550-55-2660-EB-60-3200
2. Frash		
3. Safai Majdoor		
4. Waterman or Waterwoman		
5. Chaukidar		
Note :- The managing committee may appoint having higher qualification than the prescribed for the post. The deptt. Shall only pay the grant of the scale of the post as prescribed against each to the grant-in-aid schools. Any additional payment on account of higher qualification will be borne by the managing committee of grant –in-aid schools.		

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APPENDIX- B (See rule 71 & 161)

AGREEMENT

Paste latest
passport size
photo of
employee

An agreement made this _____ day of _____ Two thousand and _____ between Mr/Mrs/Miss _____ (hereinafter called the "teacher/employee" of school) the Party No. 1 of the one part and the Governing Body of the school (hereinafter called the committee), the Party No. 2. of the other part. The committee hereby agrees to employ the Party No. 1 and the Party No. 1 hereby agrees to serve as _____ in the school on the following terms and conditions:-

1. That Party No. 1's employment shall begin from the _____ day of _____. He shall be employed in the first instance on probation for a period of one year/on temporary basis and shall be paid a monthly salary of Rs. _____ in the scale of pay of Rs. _____ plus allowances applicable to his case. The period of probation may be extended by the Governing Body for a further period not exceeding one year. The total probationary period shall in no case exceed two years.
2. If the work and conduct of the Party No. 1, during the period of probation or extended period of probation is not found satisfactory, the service of Party No. 1 are liable to be terminated without notice before the expiry of the period of probation. The sole judge of the satisfactory completion of the probation will be the Governing body of the school.
3. After satisfactory completion of his probationary period, the Party No. 1 shall be confirmed with effect from the expiry of the said period of probation or the extended period of probation.
4. Immediately on confirmation, the Party No. 1 shall be entitled to the benefits of Contributory Provident Fund. After the completion of the period of probation successfully he shall have the option to subscribe to the fund for the probation period also.
5. The Party No. 1 shall during his service under this agreement be eligible, subject to the exigencies of the school, to such leave as is admissible under the rules. The leave is not claimable as a matter of right but may be granted at the discretion of the Governing Body of school/Head of the school as per rules of the school in this regard.
6. The Party No. 1 shall not leave the station without having first obtained the written permission of the authorized officer of the said school.
7. Unless the service of the Party No. 1 is terminated as hereinafter provided, he shall continue in the employment of the school till he attains the age of superannuation :

Provided that the committee or any other person authorised by the committee in this behalf may retain his service for a further period as allowed by the Governing Body of

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the school, if the Party No. 1 is fit for such extension and has no mental or physical incapacity which would disentitle him to get such extension :

Provided further that the extension shall not exceed one year at a time.

8. Only in the case of grant-in-aid school
 - (a) the agreement may be terminated by the teacher by surrendering three months' salary or salary for lesser period as specified in clause (1) above;
 - (b) subject to the prior approval of the District Education Officer of the District in which the school exists, the managing committee of the school may terminate the services of the teacher by giving him three calendar months notice or the lesser period as specified in the agreement in writing or by paying a sum equivalent to three months basic salary or salary for a lesser period as specified in the agreement-
 - (i) if satisfied on medical evidence from the Chief Medical Officer of the district that the teacher is unfit and is likely for a considerable period to remain unfit by reasons of ill health for the discharge of his duties;
 - (ii) as a result of general retrenchment decided upon for reasons of financial stringencies;
 - (iii) as a result of abolition of a section or a class;
 - (iv) as a result of abolition of the subject which the teacher is teaching;
 - (c) the teacher shall not be dismissed, discharged or reduced in rank save and except on ground of proved inefficiency, conduct involving moral turpitude or gross negligence of duty or behaviour likely to prove subversive of discipline, tampering of school record or any other good or sufficient reason which may make his retention on the school staff no longer desirable. In such a case the prior approval of the District Education Officer of the district in which the school exist should be obtained.

In such a case the teacher before dismissal, discharge or reduction in rank will be called upon for his defence in writing for which he shall be given one week from the receipt of letter calling upon him for his defence, within which he should submit his defence to the managing committee. In the event of such defence not being submitted within the said period, the managing committee may proceed to dismiss, discharge or reduce in rank the teacher without further delay.
9. During the service under this AGREEMENT, the Party No. 1 will be liable to disciplinary action in accordance with the rules framed by the school, for any fault of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or of any breach of non-performance of duties or any of the provisions of any rules pertaining to the conduct of the school.
10. If the Party No. 1 is suspended from duty during investigation into any charge of his conduct mentioned in clause 8 above, he shall not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance at such rate as may be decided by the committee generally from time to time or at a rate as may be deemed fit.

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11. If the Party No. 1 is exonerated from the charge brought against him, he shall be reinstated in his post and shall be paid his salary for the period, if any, during which he was suspended and subsistence allowance already paid will be adjusted.
12. The Governing Body of the said school may terminate the service of the Party No. 1 by giving three months' notice in writing in the case of confirmed employee or one month's notice in the case of temporary employee or by paying a sum equivalent to 3 months' salary or one month's salary which the Party No. 1 is then drawing. Similarly, if the Party No. 1 wants to relinquish his job, he shall be required to give three months' notice in writing if he is permanent or one month's notice in writing if he is temporary or deposit three months'/one month's salary, as the case may be in lieu thereof.
13. The Party No. 1 will comply with honestly, diligently and efficiently the orders and instructions of the Governing Body/ Head of the school under whom he shall be placed as teacher/employee in the school and he shall discharge all duties pertaining to that office and/or which are necessary to be done in his capacity as aforesaid and will make himself in all respects, generally as useful as may be required of him and shall always act in paramount interest of the school.
14. The Party No. 1 will conform to all the rules and regulations in force in the school and shall carry out all such orders and directions as he shall, from time to time, receive from the Governing Body/Head of the school or any of the authorized member of the staff.
15. The Party No. 1 shall not apply or appear for interview etc. for any job outside the school without the prior written permission of the authorised officer of the school. If he has already applied before joining this school, it will be his duty to inform the Head of the school at the time of appointment and seek his written permission, if he is required to appear for interview later on.
16. The Party No. 1 shall devote his whole time to duties assigned and shall not on his own account or otherwise directly or indirectly carry on or be concerned in any trade or business whatsoever which is likely to interfere with the due and efficient discharge of his school duties under this agreement or to be otherwise prejudicial to the interest of the school.
17. The Party No. 1 will not on any pretence absent himself from duties without first having obtained the permission of the Head of the school or in the case of sickness or accident, without forwarding a medical certificate, to the satisfaction of the Head of the school.
18. The committee and the Party No. 1 agree that any dispute arising out of or relating to this contract including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc. shall be referred for arbitration of any person to be nominated by the managing committee running to the School and if the arbitrator fails or neglects to act or becomes incapacitated, the managing committee shall nominate any other person to fill the vacancy of arbitrator.

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In witness whereof the parties hereto set their hands this day month and year first above written.

Witnesses

1. Signature _____
Name _____
Date _____
Designation _____

Signature _____
Name _____
Date _____
Designation _____

2. Signature _____
Name _____
Date _____
Designation _____

For Teacher/Employees
(Party No. 1)

Witnesses

1. Signature _____
Name _____
Date _____
Designation _____

Signature _____
Name _____
Date _____
Designation _____

2. Signature _____
Name _____
Date _____
Designation _____

For and on behalf of Committee.

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APPENDIX C (See rule 80 (2) and 163 (4)) **Appointment letter**

Name of the school _____

No. _____ dated the _____

On the recommendations of the selection committee Shri/Smt. _____ is hereby appointed as _____ in (school) _____ with effect from the date he/she joins duty, in the grade of Rs. _____ plus usual allowances or at the rate already notified to the appropriate authority on the following terms and conditions, namely :-

Terms and Conditions

1. He shall be on probation for a period of one year in accordance with the rules which can be extended for such further period of one year as the competent authority under the rules may determine.
2. in case of resignation or discharge, on grounds other than the abolition of post or disciplinary action, he shall be required to give three months notice in writing if his permanent or one month notice in writing if his temporary or deposit three months/ one month's salary, as the case may be in lieu thereof.
3. No traveling allowances will be admissible for joining the post.
4. Before assuming the charge of duties, he will be required to produce the following certificates to the Head of the school :-
 - (i) medical certificate of fitness from Chief Medical Officer;
 - (ii) attested copies of academic and professional qualification and matriculation certificates; and
 - (iii) a certificate of good character from a Gazetted Officer/ M.L.A./ M.C.
5. If he has not been vaccinated within the last twelve months, he should have it done before reporting for duty.
6. In case of aided school appointed on aided sanctioned post this letter is subject to the approval of the Director.

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If the above terms and conditions are acceptable to him, he should join his duty immediately but not later than_____.

In case of failure to do so, his candidature is liable to be cancelled and the post shall be offered to the next eligible candidate.

Signature
Appointing Authority,
with Seal of the Office.

No. _____, dated the

A copy for information and necessary action is forwarded to :-

- (1) District Education Officer/ District Primary Education Officer concerned
- (2) Head of the Institution concerned.
- (3) Candidate concerned.

Signature
Appointing Authority

M.L. TAYAL
Commissioner and Secretary to Government of
Haryana , Education Department