

## Secondary Education Branch

### (1) Grant

(A)	As per the notification no. U. 1189 (May 472) 96 – G dated 25 – 10 - 89 by the Edu. Dept. it has been decided that grant to be given to non government secondary and higher secondary school will be as follows.
(C.1)	If there is no other secondary school in the radius of 10 kms. The school will get 100 % grant from the first year.
(C.2)	If there is no other secondary school in the radius of 5 kms. in the tribal village area then school will get 25 % in the first year to start and 100 % grant from the second year.
(C.3)	If there is no other secondary school in the radius of 5 kms. in the non tribal village area then no grant is given to the secondary schools in the first year. Grant is given as 40 % In the 2nd year, 60 % in 3rd year and 100 % in the fourth year.
(C.4)	If the secondary school approved dose not fall in any of the above category then no grant is given in the first four years.

### New Grant Policy

As per the notification no. : BMS / 1197 / 741 / G dated. 30 – 06 – 99 by the Edu. Dept. standards for grant to be approved for secondary and higher secondary schools have been decided. According to this the schools will be given grant for the salary allowance on the pro rata basis by the government.

Years	By the Govt.	By the Commission
1st year	100 %	0
2nd year	100 %	0
3rd year	100 %	0
4th year	75 %	25 %
5th year and there after	60 %	40 %

Schools in the tribal areas will get salary allowance grant on the basis of 85 % in the 4th year and 75 % in the 5th year.

For the share of the institute's own funds it can collect fixed fees from the students.

These new institutes will not get any maintenance grant. New schools can charge fixed fees for building expenses and miscellaneous expenses.

As per the notification no. : BMS / 1199 / 741 / (2) / G dated 2 – 7 – 99 by the edu. Dept. it has been decided that in the secondary / higher secondary schools instead of helper teacher, clerk and peon there will be assistant teachers, administrative assistants and assistant colleagues appointed on a monthly fixed salary of Rs. 10000(Higher Secondary), Rs. 9400(Secondary), Rs.5300 and Rs. 4500 respectively. Here it is notified that ratio of old employees to assistants will be 1:3.As per the notification no. : BMS / 1199 / 741 / (3) / G dated 2 – 7 – 99 by the edu. Dept. it has been decided that in the secondary / higher secondary schools monthly grant for building rent and miscellaneous expenses per class have been decided as follows.

1.	School with 1 to 5 classes will get monthly Rs. 1800 per class
2.	Schools with 6 to 30 classes will get monthly Rs. 1500 per class
3.	Schools with more then 31 classes will get monthly Rs. 1000 per class

Out of this grant 65 % amount can be utilized for miscellaneous expenses and 35 % amount can be utilized for building rent or maintenance expenses. The amount saved out of 35 % can be used for miscellaneous expenses.

As per the notification no. : BMS / 1199 / 741 / (4) / G dated 2 – 7 – 99 by the edu. Dept. in the secondary / higher secondary schools in place of grant for building rent and miscellaneous expenses option of fees to be charged has been decided as per following.

Sr. No.	Particulars	Std. – 9	Std. – 10	Std. – 11	Std. – 12
1	Maintenance fees ( Monthly )	40	45	50	60
2	Laboratory fees per term (Science Stream)	-	-	40	50

**Grant for secondary schools : ( Direct salary scheme )**

1. Under the direct salary scheme for paying salary allowance to the employees of secondary and higher secondary schools in the state, monthly expenses register of the district is taken into consideration and grant is distributed to the district education officers with in the limits approved by the government.
2. In the non government secondary and higher secondary schools maintenance grant amount is also given as per the demand of the districts keeping in mind the approved limits. District education officers are paid the grant to be given to the respective schools.

**( 2 ) Appeal for the accounts audit**

Audit officer does the audit of school accounts. The amount not approved by the audit officer is decided after hearing the school and hearing of the cases under the power of rule – 95 as per the grant in aid code – 1964, chapter – 1, note (3) under the definition 19 and rule no. 4.

**( 3 ) For the matter of average attendance condon**

For the std. 9 and 10 in the school in the urban area average attendance of 48 per class and for rural area average attendance of 33 per class has to be maintained. If this average attendance is not maintained, an application for relief in the attendance break is to be sent to this office through district education officer. As per the notification of education department dated 08 – 03 – 2011 in rural area school, if there is break in the average attendance up to 5 then relief is given after considering the reasons and other details. If break in the attendance is more than 5 then orders for relief from the education department are to be obtained by sending an application from here.

**( 4 ) Approval of Expenses in arrear ( Prior Edit )**

If the bills of expenses in arrear by school employees are prior to three years of office of the district education department then according to the rule 90 (1) appendix –C of the grant in aid code 1964, the applications for this purpose are solved with prior approval from respected commissioner.

**( 5 ) Regarding increasing number of classes**

As a result of increase in the number of students in the schools, provision is made in the budget for increasing the number of classes every year. Now a days advertisement is published by the district education officer in the month of May and applications are called for in a particular format and prescribed time limit for this purpose. According to the applications received, the district education officer takes a surprise visit to the concerned school and enquires about the need before forwarding the application here. The application for increasing the number of classes is either accepted or rejected after considering the facilities in the school and the number of students. Fees of Rs.2500 per class have been decided for such application from the year 2002 – 03. It is deposited as 0202 – sports and cultural education, 02 – other receipt and 02 – miscellaneous secondary education expenses.

**( 6 ) Adhoc Monetary Assistance**

On the death of employee of the non government secondary and higher secondary school one member of the family is given beneficiary appointment as per the notification no. BMS / 1011 / 1418 / G / 2012 implemented from 02 – 01 – 2012 by the education department. According to the changes made from time to time, the application for the same are send through district education officer. From here it is send to education department after checking the applications for required approval.

**( 7 ) Pension**

As per the notification No.SSN – 3470 / 41875 / G dated 21 – 12 – 71 of Education Department, employees of non government grant approved secondary or higher secondary schools will be given the benefit of pension same as the government employees, implemented from 1 – 4 -69. As per this the pension cases of retiring employees are

presented before the respective district education officers. District education officer approves the pension of the employees according to the pension rules 1950 and sends it to the pension and provident funds officer for the final orders. Applications for correcting the birth dates of the employees are also received by the office. These applications are checked and send to the education department for approval.

**( 8 ) Medical treatment**

The benefits of medical treatment given to the employees of the state government are also available to the employees of the non government granted secondary and higher secondary schools. According to the rules of medical treatment special cases requiring approval of Director, Health and Medical services, Gandhinagar and education department are presented by district education officer from here. In such cases rules of medical treatment for state government are followed to get the approval.

**( 9 ) Approval of duplicate service book**

If any employee of the non government granted secondary and higher secondary schools has lost or destroyed the original service book accidentally, procedure of the duplicate copy from the office of the school being authorized as the original has to be done by the education department.

**(10) For the tuitions being taken by the teachers of non govt. secondary schools**

In this matter a policy based decision for ban on such tuitions has been taken by the government education department as per the notification no. : MSB / 2002 / 901 / Chh dt. 30 – 04 – 02 .

**(11) Audit of Non government Secondary, Higher Secondary School's Provident Account**

Approval the designation of according to the notification number: SSN 3447 G at the date of 24-11-77 by the district office of educational officer. And also handled the detail about granted non government secondary and higher secondary school's employee's provident fund checking related district's local fund and also handled the audit by the office.

**(12) Procedure of complain, inquiry and cure commission :**

In the non government secondary schools, misdeeds, checking for complains about inquiry of employee's checking, for the requirement there are handling of the procedure according to the rule. So that complains come by them and to dispose of complains.

**(13) Rules for the selection of teachers and head masters of registered private secondary and higher secondary schools**

According to the rules published in gazate no.GH/SH/2/BMS/1109/1906/G, dated 11/02/2011 by Education Department, Gujarat State, Recruitment Procedure for Teachers and Principals is conducted.