

Other Administrative Guidelines

12.1 Permission for Acquiring Higher Education:

Permission to in service teachers to undergo the graduate/post graduate course/training to improve his/her educational/professional qualification on regular basis/privately or through correspondence courses at their own expenses will be accorded by the competent/prescribed authority on the fulfilment of the following terms and conditions by the applicant/candidate:

12.1.1 Competent /prescribed authority:

- a) Permission to academic examination *i.e.* B.A./M.A. is to be accorded by Head of School/Complex Heads of the Schools.
- b) Permission to professional courses like B.Ed./ M.Ed./M.Phill/Ph.D/ D.P.Ed./B.P.Ed. etc. through distance Education mode only on specific terms and conditions given below by Deputy Director of District concerned. The conditions are as under:—
 1. No study Leave shall be granted to the lecturers/ PGT's concerned. He/she shall have to apply for leave of the kind due admissible under rule for appearing in said (part time) courses / examination.
 2. He/ she shall have no claim to any benefit other than those which may accrue to him/her in the normal course as a result of acquiring higher qualification.
 3. In the event of any urgency in the public interest the permission is liable to be withdrawn at any stage without assigning any reason.
 4. Study work of the School shall not suffer in any case.
 5. In the event of his/ her transfer in the public interest the permission granted to him/her shall not constitute any claim on this ground for study, modification/cancellation of transfer. The application must reach the Deputy Director on or before 31st March of the year.
- c) No permission is to be given to acquire any higher qualification, to do research etc. in Science faculty and in a subject where practicals are involved except by Head of Department *i.e.* Director of Higher Education who in turn will allow it if study leave is sanctioned by the Govt. as per rules.
- d) No permission to Contract /Para /PTA (GIA) or similarly engaged teachers.

12.1.2 Terms and Conditions for Study Leave:

Study Leave to in service teachers will strictly be accorded as per the instructions of H.P. Govt. which are as under:—

- a) Maximum of one percent of particular subject will be considered for recommending study Leave.
- b) If a provision of distance education is available, that will be explored first.
- c) Provision of Rule-51 of CCS (Leave Rule) 1972 shall followed strictly while recommending the study leave.

12.1.3 Permission to acquire Indian Passport and Permission to visit abroad:

Permission to acquire Indian Passport will be accorded on an application that should reach the Director of Higher Education through Head of the institutions containing the following information:

- a) PAN Number of the concerned official.
- b) Recent three passport size photographs (3.5cm x3.5cm) in colour showing frontal view of full face are required (Two without attestation and one attested by the Head).

12.1.4 Proforma for permission to visit abroad :

1. Name and Designation of the applicant.
2. Leave due in his/her credit.
3. Seniority No. and date of confirmation (in case temporary may be indicated).
4. Date of appointment in the Department and present grade.
5. The period for which the official intends to go abroad may also be indicated.
6. The purpose for which the official intends to visit may also be indicated.
7. The name of country to whom the official intends to visit may also be indicated.
8. Whether any complaint/inquiry/vigilance case is pending against the official?
9. Whether any dues are to be refunded to the Govt./Department?
10. Any other source of income of the applicant may also be indicated.
11. An undertaking of the applicant in black and white in duplicate may also be obtained to the effect that in case he/she fails to report for duty on the expiry of authorised leave he/ she will be considered to have resigned his/her post under this Department from the date of leaving the school and the same duly attested by the Head of the institution may be submitted to this office.

Name, Designation and Address

12.2 Annual Day/Prize Distribution Function:

Annual Day/Prize Distribution Function will be celebrated every year in the month of November/December in respect of winter closing schools and in summer closing schools it will be celebrated in the month of January/February *i.e.* upto 15th February in all the High and Senior Secondary Schools. Chief Guest to be invited on this occasion to preside over the same shall be chosen in consultation with the staff and members of SMC.

12.2.1 General Instructions/Guidelines for Planning/Celebrating Annual Function:

- (i) All Co-curricular activities will be planned and carried out throughout the year as per school calendar of activities and the best performed activities shall be selected for the day.
- (ii) Parents of the students and distinguished persons of the area connected with the school will be invited on the day of annual function and information in this regard may be sent well in time.
- (iii) At least the following items will be presented on the day:—
 - (a) March past by NCC, NSS, Scouts and Guides and other students in designated uniforms.
 - (b) Mass PT, Exercises with apparatus, Dumble, Drill Flag Drill/Band Drill/Tippri Drill *etc.* one item each.

- (c) Community Song.
 - (d) Patriotic Group Song.
 - (e) One Act Play.
 - (f) Folk Dance and Classical Dance.
 - (g) Playing of percussion and non-percussion musical instruments.
- (iv) Prize distribution should only be part of the day. All prizes of an each student should be viz–in-academic, sports and co-curricular activities be clubbed so that student may come once on the stage to receive all the prizes.
 - (v) Sports prizes declared on the Sports Day of the school may be awarded on the Sports Day itself.
 - (vi) Light refreshment may be served to students especially to the prize winners with the guests.
 - (vii) Simplicity and decorum on the day may be maintained to the extent possible.
 - (viii) It will be the endeavour of the school management that all students may take part at least in one activity.
 - (ix) Annual Report to be read by the Head of the Institution should be complete, precise indicating results of the students in comparison to those of the Board, specific mention of achievements of the students and other activities carried out by the school during the academic year. Annual Report of the school should be published in the school magazine to be brought out in the end of the academic session.
 - (x) The cultural items during this function should include only patriotic songs and the songs depicting national or regional culture. The Head of the Institution shall monitor that nothing unethical and against the Indian traditional values is presented in such programmes. Songs/Skits *etc.* related to relationship between mother-in-law and daughter-in-law are to be avoided on this occasion including during other functions. Recital of national songs and national anthem be also checked and rehearsed properly before presentation.

12.3 Students Participation for Receptions:

The unhealthy practice of lining up the students by the Heads of the schools on the roads, especially during school hours on the occasion of VIPs passing by such routes, is undesirable as it puts un-necessary strain on the students as well as results in wastage of their precious time. However, they are to participate in the celebrations of days of National or State importance/ rallies/events sponsored by the Government.

12.4 Participation of Students in Celebration of Days and Events of the State and National Importance.:

All the institutions will participate in celebrations of days and events of the State and National importance. All units of NCC, NSS, Scout and Guides will participate in the March-Past and in cultural programmes. These occasions and events inculcate self confidence and pride among students.

12.5 Direct Correspondence:

While addressing communications to the Directorate of Higher Education and other higher offices, the following points should be taken into consideration.

- (a) Letters should be neatly typed or written on a durable paper in ink where no type writer is available and it should be legible. While making correspondence with any

quarter Telephone Number as well as e-mail is depicted on the top of the letter so that it may be convenient for immediate contact. Matters relating to employees should invariably refer to employees code of PMIS.

- (b) Complete and correct reference to the File No. of the Directorate and higher offices should be given.
- (c) The subject of the case should be written conspicuously.
- (d) One communication should deal with only one subject.
- (e) Separate covering letters should be attached with statements and returns.
- (f) Enclosures, if any should be specifically mentioned.
- (g) Each envelop before it is posted, should be franked appropriately weighted and stamped.
- (h) Direct correspondence with the higher authorities and high-ups is disallowed. The correspondence should always be through proper channel by any individual or by the office.

12.6 Audio Visual Aids:

To make classroom work dynamic and effective, use of the audio visual aids should be made in every subject. The main companions of the teachers in this respect are black board, charts concerned apparatus and other improvised teaching & learning material.

- (i) Full use should be made of the institution's environment and all possible educational resources. Yearly provision for the purchase of the necessary audio-visual aids should be made in the budget.
- (ii) Funds allocated for the purchase of audio-visual material in the Budget is spent by the head preferably in consultation with the subject teachers.
- (iii) *Demonstration Lessons.*—In every Institution, there are always a few experienced teachers who use various audio-visual aids. The head should make such arrangements for enabling them to give some demonstration lessons for the guidance of other members of the staff.

12.7 ICT @ School Project:

ICT @ School Project is being implemented in Sr. Sec. School's of the State. The prime objective of the project is to use Multimedia Educational content as teaching aid in smart class rooms for better teaching and learning. All the concerned teachers should be directed to use multimedia educational content during their periods/lectures as a teaching tool for a better understanding and learning of hard spots in the concerned subjects. The teacher should consider these tools as their friend, which would reduce their burden. Teacher should understand that tools in themselves are not effective but the innovations with which teacher uses them make effective. Proper implementation of **ICT @ School project** at the institution level is ensured by the active participation of the Principals. He therefore is to perform the following duties:—

- (i) The Broadband facility may be utilised to full extent to download teaching learning material/ content from the internet.
- (ii) No Broadband payment is to be made by the Institution to BSNL. If payment is made by any institution, the same may be intimated to Directorate along with the photocopy of payment receipt and bill.
- (iii) Before signing the “**Acceptance test Certificate**” with date (which contains complete equipment and installation details) be verified by the Principal concerned.
- (iv) Send complete Monthly Monitoring Report (MMR) through concerned Deputy Director of Higher Education which should reflect the status of contents and details

regarding functioning/non-functioning of each and every component of Hardware installed in the Smart Class Rooms as well as in ICT Labs in detail.

- (v) The CPU should be placed in a wooden box near the LCD TV under lock to ensure the safety and security of Central Processing Unit (CPU). The necessary funds for this purpose may be met out of the building fund of the School.
- (vi) Use of ICT lab and Smart classrooms should be clearly depicted in the class-wise and teacher-wise time table.
- (vii) Any clarification regarding the functioning of the project may be sought from Nodal Officer(IT) of the concerned District or alternatively the same may be forwarded to dir.edu@rediffmail.com

Note.—The cleanliness and opening of ICT Lab must be ensured on all working days.

12.8 e-Governance:

All the heads of the institutions and their offices must promote e-Governance and bring efficiency in the functioning of school offices. The e-mail accounts of all the Institutions have been created for faster flow of data/information. Therefore every head must take the following steps:—

- (i) All heads will check/operate their e-mail daily.
- (ii) Departmental website www.educationhp.org will be checked daily for any new directions/circular of the department and is to be acted up accordingly.
- (iii) All software developed by the Department and the Government will be made operational.
- (iv) SMS messages conveyed through SMS Gateway will be immediately acted upon.
- (v) Transmission of data through e-mail and mobile connectivity as and when available shall be given top priority.
- (vi) Maintenance of hardware and networking will be ensured.
- (vii) Internet and HIMSWAN connectivity will be ensured wherever it is possible.

12.9 Teacher's Diary:

Proper maintenance of a teacher's diary is very essential as it indicates how the teacher has planned his work. Any simple note book can serve the purpose of teacher's diary. It should invariably contain the following:—

- (i) Detailed syllabi of the subjects a teacher is teaching.
- (ii) The Time table allotted to the teacher.
- (iii) Records of student's progress.
- (iv) Notes on monthly instruction programme in the subject according to the time-table.
- (v) Assignment of Home Tasks.
- (vi) Other useful information the teacher wishes to record.

All the teachers will maintain Teacher Diary mentioning therein the syllabus to be taught class-wise and subject-wise in three quarters of the year and the fourth quarter will be utilised for revision, and get it signed from the Head of the Institution in the first two weeks of academic session. Monthly Teacher Diary will be maintained and teaching task accomplished in the next month will be got signed by the concerned teacher from the Head in the last week of the current month.

12.10 Settlement of Audit Paras:

Special campaign has been launched from time to time to clear the pending audit paras at the level of department itself and also in collaboration with AGHP at District/Directorate level. Emphasis was also laid in the past to ensure that for efficient administration, audit paras may not lie pending for a longer period as it is not conducive to efficient administration. The Head of the Institutions will ensure the settlement of pending audit paras in a time bound manner. Every Drawing and Disbursing Officer will ensure the maintenance of a register having the detail of all pending audit paras therein on the proforma appended below:

Proforma of register for monitoring the settlement of Audit Paras and Recoveries

(a) Detail of A.G. Audit Para

Sl. No.	Audit and Inspection Report (Period From-To)	Para No.	Particulars of Para (Nature & amount involved)	Particulars of settlement	Amount of recovery pointed out by AG Audit. Detail of cases wherein recovery not effected and reasons therefore
---------	--	----------	--	---------------------------	---

(b) Detail of Local Audit Para

Sl. No.	Audit and Inspection Report (Period From-to)	Para No.	Particulars of Para (Nature & amount involved)	Particulars of settlement	Amount of recovery pointed out by LAD Audit. Detail of cases wherein recovery not effected and reasons therefore
---------	--	----------	--	---------------------------	--

(c) Detail of recovery pointed out by the Department

Sl. No.	Name of Govt. Servant	Designation	Particulars of Recovery as pointed out	Amount of recovery pointed out	Detail of cases wherein recovery not effected and reasons therefore
---------	-----------------------	-------------	--	--------------------------------	---

Head of the Institutions will keep liaison with the Section Officers posted in the offices of Deputy Directors Higher Education of purpose of settlement of audit paras and for obtaining advices in other financial and service matters. Deputy Director Higher Education of District concerned and section officer posted in the District will be jointly responsible to ensure the compliance and submission of defaulters list to the Directorate of Higher Education for taking suitable action as per rules.

12.11 Powers and procedure for declaring articles of store and stock unserviceable and their disposal by sale/auction/written off:

The powers of various subordinate authorities and the procedures for declaring the articles of store and stock unserviceable, surplus and for their disposal by auction and sale and for writing off the unserviceable articles/losses of stock and store have been delegated and are circulated by the Department from time to time. (Departmental instruction are annexed as Annexure-I for ready reference).

Procedure for write-off:

1. Separate cases may be prepared in respect of the articles purchased out of Govt. Funds and of those purchased out of student's funds.
2. The list of the article, required to the written off may be prepared in quadruplicate in the first instance and may thereafter be got counter signed by the inspecting officer after he has personnel inspected and physically verified the articles proposed to be written off (*See Annexure-I and II*).
3. Actual date of purchase along with month and year should be recorded.
4. It should be ensured that the articles of dead stock which are in use for less than 15 years are not recommended for writing off except in exceptional cases where reasons for the same are to be furnished in detail.
5. Each drawing and disbursing officer as well as inspection Officer should make it point to see that whenever any loss is caused to the Govt. Stores for reasons other than normal wear and tear, the matter is investigated.
6. In the cases where the losses to the stock and store are proved to be caused by negligence of Govt. Employee, the same may be recovered from her/him/them.
7. On such cases of losses of stock and store should be recommended for writing off where no official(s), on investigation is/are found guilty of the same.
8. Normally the articles written off from the stock register should be disposed off through public auction. In case the proposed mode of disposing them off is one other than that of public auction, reasons as to why the articles cannot be put to public auction should be furnished in detail.
9. The amount realised by way of public option should be credited to the receipt head in a Govt. Treasury in case the articles were purchased out of the Govt. Contingencies. If, however the same have been purchased out of students funds the amount so released may be deposited in the respective fund's account.
10. The head of the office/institution will verify the store physically at least once in a year and suggest the unserviceable articles to be written off, on the recommendation of the committee consisting of following members:
 - (i) Head of the office /Institution; and.
 - (ii) Two senior most members of his office/Institution;
 - (iii) Store Incharge.
11. Each member of the committee constituted, should also sign the certificates, detailed below the list of the articles proposed to be written-off (*Annexure-III*).
12. The following Officer's are declared inspecting officer in respect of the offices/ Institutions indicated against each for the purpose of inspection.

Sl. No.	INSPECTING OFFICER	JURISDICTION
1.	Director of Higher Education or any other officer authorized by him specifically in each case.	All the Institutions / Offices related to Higher Education
2.	Deputy Directors posted in districts or any other officers authorized by him specifically in each case.	All High and Senior Secondary Schools under them.
3.	Commander NCC group HQ or any other Officer authorized by him specifically in each case.	All Offices / Officers commanding of various NCC units in H.P.
4.	Respective Controlling Officer who exercises financial powers	In respect of District / Community libraries under H.P. Education Department.

13. All the inspecting officers, as mentioned above will ensure that articles recommended to be written-off have physically been checked by them. In case any loss or damage is caused to the Govt. due to the false reports given by the Inspecting Officer, he will be liable for disciplinary action and shall be responsible for the said loss/damage personally. He will also furnish the certificate as detailed in **Annexure –III** on the list of the articles recommended to be written off.

Note.—These powers are subject to the conditions that proposals for the sale of store/stock articles may be got cleared from the section officers (SAS) posted in the office of the Deputy Director of Higher Education of respective Districts.