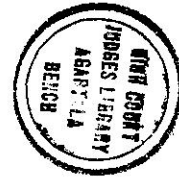
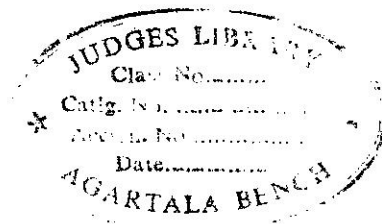


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**GOVERNMENT OF TRIPURA  
DIRECTORATE OF SCHOOL EDUCATION  
(GRANT-IN-AID SECTION)**



**THE TRIPURA GRANT-IN-AID  
(GOVERNMENT AIDED SCHOOLS)  
RULES, 2005.**



TRIPURA



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GOVERNMENT OF TRIPURA  
EDUCATION (SCHOOL) DEPARTMENT

NO.F.10(1-53)-DSE/90

Dated, Agartala, the May 31, 2005

**NOTIFICATION**

In exercise of general powers, the State Government hereby makes the following rules namely: -

**CHAPTER-I**

1. **PRELIMINARY :**

1. Short title, application and commencement: -

- (i) These rules may be called the Tripura Grant-in-aid (Government aided Schools) Rules, 2005.
- (ii) They shall apply to all Government aided Primary /Jr. High /Sr. Basic / High and Class-XII (H.S.) Schools in Tripura in respect of awarding of the status of Grant-in-aid School and functioning of school in furtherance of the Education in the State.
- (iii) The Rules shall come into force with immediate effect.

2. **DEFINITION :-**

- 1) In these Rules unless there is anything repugnant to subject or context :-
  - a) "ADMINISTRATOR" means any officer duly appointed as Administrator by the Director of School Education.
  - b) "AUDIT DIRECTORATE" means the Audit Directorate, Government of Tripura.
  - c) "DIRECTOR" or "DIRECTOR OF SCHOOL EDUCATION" means Director of School Education, Government of Tripura.
  - d) "EDUCATION DEPARTMENT" means Education (School) Department, Government of Tripura;
  - e) "EMPLOYEES" means all categories of employees either appointed by the Managing Committee or by the Administrator in absence of any Managing Committee following all formalities with prior

approval of the Finance Department through the Education (School) Department;

- f) "FEES" means any amount collected from the students for the purpose of functioning of the Schools with due approval of the Education (School) Department.
- g) "FINANCE DEPARTMENT" means Finance Department, Government of Tripura.
- h) "GOVERNMENT" means the Government of Tripura.
- i) "GRANTS" means recurring and non-recurring amount as may be sanctioned to the Government aided Schools by the Education Department.
- j) "HEAD OF THE INSTITUTION" means the Headmaster / Headmistress, Assistant Headmaster / Assistant Headmistress or any other teacher holding the charge of the school.
- k) "MANAGING COMMITTEE" means the Managing Committee as approved by the Tripura Board of Secondary Education.
- l) "NATIONAL ANTHEM" means the National Anthem of India.
- m) "PENALTIES" mean the penalties specified in Rule-11 of the CCS (CC&A) Rules, 1965.
- n) "RECRUITMENT RULES" means the rules finalized by the Education Department for recruitment to different teaching and non-teaching posts.
- o) "STATE LEVEL COMMITTEE" means the State Level Committee constituted by the Government.
- p) "SECRETARY" means the Secretary of the Managing Committee.
- q) "SCHOOL" means a School recognized as Government aided Schools and includes any up-gradation made with due prior approval of the Education (School) Department and Finance Department.

## CHAPTER-II

### 3. TERMS AND CONDITIONS FOR HAVING GRANT-IN-AID STATUS

= In order to earn the status of Government grant-in-aid, following terms and conditions will be taken into consideration: -

- (a) A school shall have to be registered by the Director of School Education as per the existing guidelines applicable from time to time ;
- (b) There should be minimum number of students enrolled in various classes which should be as per the following scale :-

Sl.No	Category of Schools	Classes	Minimum number of pupils
(i)	Primary School	Class- I-V	200
(ii)	Junior High/Senior Basic School	Class -VI -VIII	250
(iii)	High School	Class-VI-X	400
(iv)	Class-XII School(H.S.)	Class-VI-XII	600

- (c) There should be required teachers including trained teachers as per the guidelines applicable from time to time;
- (d) There should be Managing Committee duly approved by the Tripura Board of Secondary Education;
- (e) There is a transparent system of proper maintenance of accounts, audit ;
- (f) There is adequate administrative apparatus, satisfactory discipline & acceptable standard of academic efficiency as per guidelines applicable from time to time;
- (g) Managing Committee of the concerned School shall have to provide a resolution to the effect that it shall abide by the existing instruction and Rules and regulations of the Education(School)Department;
- (h) The concerned school should have the following amenities or shall provide for :-
- Sufficient accommodation (at least 10 sq.ft.) floor area per pupil along with provision for cycle / car stand;
  - Suitable site for future construction of school building as per need;
  - The land belongs to the school;
  - Adequate playing fields and ground for physical culture;
  - Satisfactory drinking water supply and sanitation facilities;
  - Well-equipped library;

- vii) Amenities for out school activities;
- viii) Compulsory singing of National Anthem before the class work starts;
- ix) No religious compulsion is to be resorted to in the school;
- x) No criminal cases are pending against the school;
- xi) The High and Higher Secondary schools must be an affiliate to Tripura Board of Secondary Education or the Central Board of Secondary Education, New Delhi or I.C.S.E. Board;

**4. ELIGIBILITY FOR PAYMENT OF GRANT-IN-AID :-**

- (a) A school already granted the status of Grant-in-aid shall fulfil the following in order to become eligible for getting payment of grant-in-aid: -
  - i) Has faithfully complied all the official instructions, provision of rules in the matter of staff, academic affairs, accounts, financial requirement etc.;
  - ii) Has submitted audit report from a qualified Chartered Accountant and also utilization certificate about expenditure of grant money to the Director of School Education;
  - iii) Has paid legitimate dues of the staff and others as per norms;
  - iv) Has maintained all records according to the instructions and also deposited GPF contribution of staff duly in the Post office, in time;
  - v) Has not collected any extra fees, charges from the students than what has been permitted by the Director of School Education;
  - vi) Has not earned any bad name or entangled with unnecessary litigation;
  - vii) Managing Committee of the school has not done anything contrary to Government decision or against the Government;
- (b) A school shall apply to Director of School Education for grant after fulfilling above criteria. After examination of the annual budget duly approved by the Managing Committee and all other criterias listed at (a) above if it is so found that the concerned school is eligible to get grants, the concerned school will have to take following steps in order to get grants: -

- i) The Head of the Institution shall prepare a bill as per the existing procedure of the State Government and signed it strictly accordingly to the required fund as sanctioned by the Director of School Education. The said bills shall be countersigned by an authorized officer of the Education (School) Department as notified from time to time by the Education (School) Department for facilitating drawl of grant-in-aid from the Treasuries;
- ii) The Head of the Institution shall be responsible for proper accounting, drawl of money including its timely payment;
- iii) All monetary transactions are to be entered into the cash book along-with maintenance of other registers as may be instructed from time to time by the Director of School Education;
- iv) A Bank account has to be opened with prior approval of the Director of School Education wherein all such sums shall be credited. The said account shall be operated under the joint signature of the Secretary of the Managing Committee and the Head of the Institution. In case there is no Managing Committee, it shall be maintained by the Administrator and the Head of the Institution;
- v) The Head of the Institution shall send a monthly expenditure statement to the Director of School Education;
- vi) For settling all claims under TA, LTC, Medical reimbursement bills, prior sanction of the Director of School Education will be required;
- vii) The countersigning authority shall have to be satisfied with every bill submitted for countersignature that it has got necessary sanction/allotment of fund from the Director of School Education. It shall be the duty of the countersigning authority also to verify periodically as to whether the drawn money has been duly accounted or not;

5. **FUNCTION OF THE MANAGING COMMITTEES: -**

A duly approved Managing Committee or in its absence, the Administrator, shall have the following functions among other things: -

- i) Appointment to all teaching & non-teaching employees including Headmaster / Headmistress and Assistant Headmaster / Assistant Headmistress shall be made in accordance with the direction given by the Director of School Education and on the basis of the

- recommendation of the duly constituted Selection Board / Departmental Promotion Committee (DPC). No appointment shall be made unless it is duly approved by the Director of School Education who shall obtain approval of the Education (School) Department including Finance Department wherever needed;
- ii) Appointment to the post of Headmaster/Headmistress/ Assistant Headmaster/ Assistant Headmistress and Upper Division Clerk shall be made on promotion through the duly constituted Departmental Promotion Committee (DPC). Promotion shall be made strictly according to the seniority-cum-merit and the Managing Committee shall maintain a seniority list category-wise both for the teaching and non-teaching employees on the basis of the criteria being followed in Government schools and offices. If any in-service teaching or non-teaching employee comes from another unit or school and joins services in any privately managed school, his / her position in the seniority list will be determined with effect from the date he / she joins the service in the new school;
  - iii) Appointment to all categories of posts both by direct recruitment and promotion shall be made strictly following all provisions of the Recruitment Rules finalized by the Education (School) Department for these categories of posts in Government schools;
  - iv) The constitution of Selection Board and the Departmental Promotion Committee (DPC) shall be made following the provisions applicable in State Government and only after it is duly approved by the Director of School Education;
  - v) The age of retirement on superannuation of all teaching and non-teaching employees including Group-D employees in privately managed school shall be same as applicable in Government schools;
  - vi) The Managing Committee shall have to follow all existing provisions and procedure of the State Government in regard to reservations and for filling up of the vacant posts;
  - vii) Rates of different fees to be collected from the students shall be decided only with the prior approval of the Director of School Education;
  - viii) All reports and returns as required shall be submitted to the Director of School Education or to any other Government Department within the prescribed time limit;



- (x) Regular meeting of the Managing Committee at least once in every two months;
- (x) All other provisions as mentioned in the rules for Management of recognized Non-Government Institutions (Aided and non-Aided) Rules, 1969 of West Bengal as adopted by the Tripura Board of Secondary Education shall equally be applicable and the Managing Committees are required to follow all such provisions strictly;

6. **SUPERSESION OF THE MANAGING COMMITTEE :**

- (a) The Managing Committee may be superceded by the Director of School Education under the provisions of any of the following conditions: -
  - (i) The Managing Committee if in the opinion of the Director of School Education fails to attain reasonably satisfactory level of efficiency in the management of the school or has shown gross irregularities including financial irregularities, violation of rules or lack of interest in academic and other allied activities of the school;
  - (ii) If the functioning, discipline etc. of a school are unsatisfactory;
  - (iii) If one or more conditions of recognition or any of the provisions of these rules are not fulfilled;
  - (iv) If it is found that the Managing Committee has indulged in any irregular practice by default in spending Government grant or in regard to submission of Utilization Certificates of the grants within the specified dates etc.;
  - (v) In case of any violation to comply with the direction given by the Director of School Education;
  - (vi) Failure to comply with the directions of the audit report within the given time frame;
- (b) For super-session of the Managing Committee, Director of School Education shall issue a show-cause notice giving full opportunity to explain its defense allowing a maximum period of 30 (thirty) days. On receipt of the reply of the show-cause notice, the Director of School Education will record his findings in writing and take necessary action in exercise of the powers conferred on him under this rules. If no reply is received within the period of 30 (thirty) days, Director of School Education shall have the powers to take action ex-parte;

- (c) When a Managing Committee is superceded under any of the provisions of Rule 6(a), the Director of School Education will immediately appoint an Administrator to discharge the duties for management of the concerned school;

7. **FACILITIES TO BE PROVIDED TO THE GOVERNMENT AIDED SCHOOLS:**

a) Once a school is given status of grant-in-aid, following facilities may be provided: -

- i) 100% pay and allowances to the approved teaching and non-teaching staff including payment of the difference in rates of interest if GPF;
- ii) The scale of pay and other admissible allowances, all retiral benefits, reimbursement of medical expenses, LTC, HTC, House Building Advance and TA / DA shall be same as applicable in Government schools subject to the condition that all instructions, rules and regulations determining the recruitment of teaching and non-teaching staff are being adhered to strictly;
- iii) Leave shall be guided as per the State Government Leave Rules applicable in Government schools;
- iv) Contingency and non-recurring grant in furniture, maintenance etc. at the scales to be decided by a State Level Grant-in-aid Committee constituted by the Education (School) Department and also subject to availability of budgetary support;
- v) All schools shall have to maintain 1:40 teachers-students ratio. Relaxation may be considered by the Education (School) Department with the prior approval of the Finance Department only in special cases;
- vi) Following norms will be maintained for having non-teaching staff :-

Category of Schools	Norms
Senior Basic School	Group-D - 1 (one)
High School	L.D.C. - one for completed 300 students. Group-D - 2 (two)
Higher Secondary School	UDC - 1 (one) LDC - 2 (two) Group-D-3(three) (excluding Laboratory)

- vii) H.S. Schools with science subjects shall have one post of Laboratory attendant for each laboratory subject High/Higher Secondary Schools having roll strength of 500 students or more and having a school library with strength including text books is not less than 3000, may have one post of Librarian. If any shortfall is there as per this norm, the concerned school may send proposal to the Director of School Education for necessary action and only on approval of the Department with the concurrence of the Finance Department, a school will be allowed to go for meeting the gaps. Similarly, even there is extra manpower compared to the said norm, they will be allowed to continue till their retirement /death or leaving the job whether is earlier and in the event of it, the said post will automatically be abolished till it reaches to the said norms. Schools having attached Boarding Houses will be entitled to engage Cook-cum-Masalchi / Helper in the scale as applicable in Government schools with the prior approval of the Director of School Education;
- viii) Untrained teachers shall be provided professional training in phases;
- (b) Director of School Education shall reserve the right to provide part facilities for which no claim of the school shall be entertained.

**8. NORMAL DUTIES OF THE EMPLOYEES IN A WEEK :**

(a) Teaching Personnel :		
Headmaster / Headmistress	:	11 classes at the minimum
Assistant Headmaster / Assistant Headmistress	:	22 classes at the minimum
Teacher of any designation	:	25 classes + 11 (tutorial / special class) additional classes at the minimum.
(b) Ministerial Personnel: All kinds of official works relating to school administration as assigned.		
(c) Group-D employee: Any duty as assigned		

**CHAPTER -III**

**9. DISCIPLINARY MATTERS: -**

- (i) Tripura Civil Services (Conduct) Rules, 1988 shall be applicable to all the teaching and non-teaching staff of school;

Provided that notwithstanding any provision in the Tripura Civil Services (Conduct) Rules, 1988 the teaching and non-teaching staff of Government Aided Schools shall be entitled to take part in an

Election to any Legislative or local Authority. During the period holding any such elective post, they shall be granted leave without pay for a continuous period up-to a maximum of 10 (ten) years or up-to the period of their tenure of such membership, whichever is less and during that period, yearly increments shall be allowed to them on notional basis.

- (ii) All the teaching and non-teaching staff of school will be subjected to Central Civil Services (Classification, Control & Appeal) Rules, 1965 as adopted by the State for any disciplinary proceedings with the following changes :-

(a) **Suspension of an employee :**

The Managing Committee/ Administrator of School may with the prior consent of the District Education Officer / Deputy Director of School Education heading the district as the case may be, suspend a teaching and non-teaching staff where disciplinary proceedings against him / her is contemplated or pending or where a case against him in respect of any criminal offence is under investigation or on trial.

i) **Penalty imposing authority :-**

Penalty imposing authority shall comprise of District Education Officer of the concerned district or in his absence, Deputy Director of School Education of concerned District, Secretary of the Managing Committee / Administrator and nominee of the Director of School Education.

ii) **Appellate authority :-**

Appellate authority shall comprise of Director of School Education as Presiding officer, another Head of the Department of the Government to be nominated by the Education Department and One Headmaster of another H.S. School. No appeal shall be entertained unless it is submitted within a period of 45 (forty-five) days from the date on which the appellant receives the copy of the orders appealed against. Provided that the Appellate Tribunal may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient grounds for not submitting the appeal in time.

iii) **Presenting Officer :-**

Presenting Officer shall be the Head of the concerned Institution (provided he is not the Accused officer) and if the proceeding is

against the Head of the Institution, the Presenting Officer may be nominated by the Director of School Education.

**CHAPTER - IV**  
**MISCELLANEOUS**

**10. WITHDRAWAL OF GRANT: -**

If in the opinion of the Director of School Education, it is so found that any school is not fulfilling any terms and conditions of the grant or violating valid instructions of the Director of School Education or the State Government or taking contrary action which is violative of the various instructions and rules, the Director of School Education with the approval of the Education (School) Department either withdraw the grant-in-aid status or stop payment of grant by issuing a speaking order after allowing a reasonable opportunity. Director of School Education may also proceed to suspend temporarily payment of grant subject to the inquiry on a grave complaint. In case of temporary suspension, the Director of School Education may arrange to draw in part or in full, the grant-in-aid of the school through a Departmental Officer for making payment. The amount so drawn and paid shall be deemed to have been given to the school concerned as grant-in-aid for that period. Separate accounts in respect of such grants and expenditure shall be maintained by the officer concerned.

**11. AUDITING OF ACCOUNTS: -**

- 1) In addition to the requirement to submit an audit report in respect of the accounts of schools from a registered Chartered Accountant, State Government reserves the right to get the accounts audited by any other Government Officer / organization or through Accountant General, Tripura.
- 2) Wherever such audit is undertaken, copy of the audit report should be endorsed to the School Director of School Education and to the Secretary of the Education Department.


**12. SAVINGS :-**

- i) New provisions regarding recognition vis-à-vis enrolment and staffing pattern shall not affect the status of those schools, which had already been brought under grant-in-aid before the date of introduction of the new rules;

Tripura Gazette, Extraordinary Issue, June 6, 2005 A. D.

- ii) The earlier Grant-in-aid Rules (Recurring) to privately managed Primary / Jr. Basic School in Tripura Rules, 1978 and Grant-in-aid Rules (Recurring) to privately managed Junior High/Senior Basic / High and Class-XII Schools in Tripura, Rules, 1978 as notified under No.F.87 (55)/DE/76 dated 10-01-1979 shall stand repealed from the date of publication of this rules in the official Gazette.
- iii) The State Government may issue such general or special directions as may, in its opinion, be necessary for the purpose of giving effect to these rules.

By order of the Governor,

  
( B. K. Chakraborty )  
Commissioner & Secretary to  
the Government of Tripura