

CPRF PUBLIC SCHOOL'S



DWARKA



ROHINI



**JAWAHAR
NAGAR**

CRPF EMPLOYEES' EDUCATIONAL SOCIETY

The CRPF Employees' Educational Society was registered under Societies Registration Act XXI of 1860, with the Registrar of Societies, Govt. of New Delhi vide Registration No.S-16709 Of 1986 dated 22.5.1986 with the aim to provide quality education to the wards of CRPF personnel. Most of the CRPF personnel are serving in far flung areas, fighting naxalites and tackling counter insurgency operations, with the personnel having the zest and fervor to serve the nation. As a welfare measure, three CRPF Public schools i.e. two schools in the National capital region of Delhi and one school in Jawahar Nagar Secunderabad (Telangana) are functioning under CRPF Employees' Educational Society. The Primary objective of the Society is to promote education, science, culture, commerce etc, amongst the children of CRPF Personnel. All the personnel of the force are members of the society and contributing towards it regularly.

BYE-LAWS-CRPF PUBLIC SCHOOLS

- 1) The bye -laws are framed for general administration and running of CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) and the same are promulgated for compliance.
- 2) These bye- laws are subject to modifications, deletion addition or constitution without any prior notice and all such changes shall be binding on all concerned.
- 3) As these School(s) are already functioning on the lines of concerned State Govt Rules and guidelines issued by the Educational authorities, these bye-laws are by and large reiteration with modification with actual requirements, the applicability of provisions of the bye-laws are construed to be effective from the date(s) of the establishment of these Schools.
- 4) This issues with the approval of DG-cum-President of CRPF Employees Educational Society.



**IG(Adm)-cum-Addl Senior Vice President
CRPF Employees Educational Society**

I N D E X

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CHAPTER-1

INTRODUCTION

0101 : **These bye-laws may be called as** “Bye Laws for the administration of the of CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana)”.

0102 : **Definitions:**

In these Bye-Laws :

- (i) **“Academic year”** means a period 12 months commencing from 1st April to 31st March.
- (ii) **“Addl Senior Vice-President”** means Addl. Senior Vice-President of CRPF Employees’ Educational Society who is IG(Adm), Directorate General, CRPF.
- (iii) **“Advisory Board”** for means the Board of CRPF Public School, Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School Jawahar Nagar, Secunderabad (Telangana) as referred to in Clause 304 of these Bye-laws;
- (iv) **“Affiliation”** means formal enrolment of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) with CBSE for approved/prescribed courses of studies up to Class XII.

- (v) **“Chairman”** means the Chairman of the Managing Committee of CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) as per the details below:

S No.	Name of School	Chairman
1	CRPF Public School Rohini, Delhi.	*IG(Adm), Directorate General, CRPF
2	CRPF Public School, Dwarka New Delhi.	
3	CRPF Public School Jawahar Nagar Secunderabad.	IGP, Southern Sector, CRPF, Hyderabad.

Note:* Vide Dte. Order No. E -I-GB/ 2016-Wel-Edn-II dated 02/06/2016 ratified in G.B. Meeting 2015-16 held on 09/01/2017.

- (vi) **“Employee”** includes all categories of employees, whether a teacher, office staff or any other, in the whole time employment of the school, whether such employment be probationary, temporary or permanent.
- (vii) **“Governing Body”** means a body of persons or officers as constituted under Clause 302 of these Bye-laws having full control of the administrative functions of the School.

- (viii) **“Head of Institution or Principal”** means the Principal of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana).
- (ix) **“Institution or School”** means of (i) CRPF Public School Rohini, Delhi (ii) CRPF Public School, Dwarka, New Delhi (iii) CRPF Public School, Jawahar Nagar, Secunderabad (Telangana) affiliated to Central Board of Secondary Education (CBSE).
- (x) **“Management”** shall include the Governing Body and the Managing Committee or an officer / officers nominated by the Chairman of these committees to look after the affairs of the School.
- (xi) **“Manager”** means the Manager of CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) as per details below :-

S No.	Name of the School	Manager
1	CRPF Public School Rohini, Delhi	DIG (Adm) Dte. General
2	CRPF Public School, Dwarka, New Delhi	DIG (Welfare) Dte. General
3	CRPF Public School Jawahar Nagar Secunderabad	DIGP GC CRPF Rangareddy

- (xii) **“Month”** means a month according to the English Calendar.
- (xiii) **“Non-vacation staff”** refers to the Principal, Non-teaching staff and all Multi Task Staff / employees.
- (xiv) **“Parent-Teacher Association”** means an association of the Parents and Teachers of CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) as constituted under Clause 305 of these Bye-laws.
- (xv) **“Pay”** means the total amount, including basic salary and other allowances, drawn by the employee, as mutually agreed upon at the time of appointment or thereafter in writing.
- (xvi) **“Permanent employee”** means one who upon satisfactory completion of his/her period of probation, has been confirmed in his appointment.
- (xvii) **“Pre-primary stage”** means a stage of school education previous to the primary stage.
- (xviii) **“President”** means President of CRPF Employees’ Educational Society who is the Director General, CRPF.
- (xix) **“Primary stage”** means a stage of education from classes I to V (both Inclusive).

- (xx) **“Probationary employee”** means one who is appointed by the Management on Probation.
- (xxi) **“School Managing Committee”** means the Committee managing the CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana).
- (xxii) **“School Property”** means all moveable and immovable property belonging to, or in the possession of, the school and all other rights and interests in, or arising out of such property, and includes land, building and its appurtenances, playgrounds, hostels, furniture, books, apparatus, maps, equipment, utensils, cash, reserve funds, investments and bank balances.
- (xxiii) **“Secretary”** means Secretary of CRPF Employees’ Educational Society who is the Dy. Commandant (Welfare) Directorate General, CRPF.
- (xxiv) **“Selection Committee”** means Selection Committee of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi constituted under Clause 401 of these Bye-laws which Committee shall provide diverse perspectives and expertise in an effective way to support a fair and transparent recruitment process in the Schools

- (xxv) **“Senior Vice-President”** means Senior Vice-President of CRPF Employees’ Educational Society who is Addl. DG(HQ) Dte. CRPF.
- (xxvi) **“Society”** means CRPF Employees’ Educational Society registered under Societies Act, XXI of 1860 with Registrar of Societies, Delhi vide No.S-16709 dated 22.5.1986.
- (xxvii) **“Student”** means a child who is admitted to CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) and whose name is lawfully borne on the attendance register thereof.
- (xxviii) **“Teacher”** means a person male or female in the whole time employment of the School as a teacher whether such employment be probationary, temporary or permanent in CRPF Public School Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) for teaching purpose.
- (xxix) **“Vacation”** means the summer vacation and winter vacation during which the school remains closed for the periods. The term ‘vacation’ is different from short breaks which are in the nature of holidays.

- (xxx) **“Vacation Staff”** refers to all the teaching staff and Vice-Principal of the school.
- (xxxi) **“Vice-President”** means Vice-President of CRPF Employees’ Educational society who is DIG (Wel) Dte. General CRPF.
- (xxxii) **“Vice Principal”** means the Vice Principal of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) who shall perform the duties and responsibilities as stated under Clause 702 of these Bye-laws.

0103 : In these bye- laws, unless the context otherwise requires:

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

0104 : CRPF Employees’ Educational Society.

CRPF is an armed force of the Union taking care of the internal security of the country. Most of the CRPF personnel are serving in far flung areas, fighting naxalites and tackling counter insurgency operations, with the personnel having the zest and fervor to serve the nation. As a welfare measure, CRPF Employees’ Educational Society has total three schools

i.e. two schools in the National capital region of Delhi and one school in Secunderabad (Telangana).

0105 : The Primary objective of the Society is to promote education, science, culture, commerce etc, amongst the children of CRPF Personnel. It is responsible for broad policy formulations, standardization of curriculum and administration/ establishment of educational institutions at different locations through management structure. The broad guidelines for the organizations and functioning of the society are given in the succeeding paragraphs.

0106 : Organization and Functioning

CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad(Telangana) are functioning under CRPF Employees' Educational Society which is registered with the Registrar of Societies, New Delhi vide No.S-16709 dated 22.5.1986.

0107 : Policy for Administration and Running Schools Organization- Scheme of Management

Management Committee will be appointed by DG CRPF-Cum-President, CRPF Employees' Educational Society, Directorate General, Lodhi Road, CGO Complex,

New Delhi for the Schools as per the DSEAR Act-1973 for the schools running in Delhi Region and CRPF Public School, Jawahar Nagar as per the Andhra Pradesh (now Telangana) Education, Act 1982.

For CRPF PUBLIC SCHOOL, ROHINI, DELHI/CRPF PUBLIC SCHOOL DWARKA, NEW DELHI.

The following scheme of management shall be observed hereafter for all matters concerning the management affairs of CRPF Public School Rohini Delhi and CRPF Public School, Dwarka, New Delhi in pursuance of Section 5 of the Delhi School Education Act, 1973 read with Rule 59 of Delhi School Education Rules, 1973. The Managing Committee of CRPF Public School Rohini Delhi and CRPF Public School, Dwarka, New Delhi shall be constituted of not more than 21 members as follows:

- (i) The Head of the School.
- (ii) One parent representative of the PTA of the school, duly elected by that association as per Rule 59 of DSEAR, 1973.
- (iii) Two teachers of the school elected by the teachers of the school from amongst themselves.
- (iv) Two other persons (one whom shall be a woman) who are or have been teachers of any other school or of any college to be nominated by the Advisory Board.

- (v) Two members to be nominated by the Director of Education, Government of Delhi of whom one shall be an educationist and the other an officer of the Directorate of Education, Government of Delhi, not below the rank of Principal of a Senior Secondary School.
- (vi) The remaining members of the Managing Committee including the Chairman and the Manager of the School shall be nominated by the authority of CRPF Employees' Educational society competent to do so in accordance with Rule No. 59 of the DSEAR, 1973 and regulations/guidelines of the CRPF Employees' Educational Society.

For the CRPF Public School Jawaharnagar

The scheme of management for all matters concerning the management affairs of CRPF Public School Jawaharnagar shall be governed by the provisions of the CBSE Bye laws (Clause 8.1, 8.2 and 8.5 of CBSE Affiliation Bye-Laws,2018) or Andhra Pradesh Education, Act 1982 as amended from time to time by the State of Telangana.

0108 : Financial Management :-

Broad guidelines for financial Management are as follows:

- (a) All schools running under the aegis of the CRPF Employees' Educational Society will be given recurring annual grant as projected in

the Managing Committee Meeting as and when required. This amount together with fees charged from students should be utilized to run these schools. Every effort should be made to make each school financially self-sustaining.

- (b) Fees to be charged from the students will be decided by the Managing Committee.



CHAPTER II

GENERAL

0201: Aim and objectives

The aim and objectives of the CRPF Public School(s) are as follows:-

- 1) To impart sound Academic education according to the curriculum laid down by All India Central Board of Secondary Education.
- 2) To provide opportunities to children for all round development of character and personality and mutual respect.
- 3) To promote traditional Indian values.
- 4) To promote a sense of excellence and creativity amongst the children.
- 5) To give encouragement to sports, adventure, extra-curricular and co-curricular activities including Quizzes, debates, social, cultural and scientific activities.
- 6) To promote a sense of unity, tolerance, understanding and national integration amongst the children.
- 7) To provide opportunities for exposure to modern technological advances such as computers etc.

- 8) To mould the children into responsible future citizens of the country.
- 9) To achieve diversification of the educational systems to meet the technological and socio economic challenges of the twenty-first century.
- 10) To create or augment Educational and Vocational training facilities to meet the needs of children of CRPF personnel's.
- 11) To promote development of academic excellence, discipline personal, character, high sense of values and national integration among the children of CRPF personnel.
- 12) For imparting quality education at affordable cost to the children of CRPF personnel.

0202: Location :-

- 1) The Schools are presently housed at (i) Sector-XIV, Rohini, Delhi-85 (ii) Sector-16 B, Dwarka, New Delhi-75 and (iii) Jawaharnagar Secunderbad (Telangana) in permanent buildings.
- 2) These Schools are Senior Secondary Schools.

0203 : School Term and the Curriculum :

- 1) The academic year of the school commences from 1st April of current year and ends on 31st March of the following year. The academic

year is divided into two semesters as given below:-

- a) April- September : First Semester
 - b) October- March : Second Semester
- 2) Reports on the conduct and progress of pupil are to be furnished to parents at the end of each semester or in between as per the requirement.

0204 : Admission Rules :-

- 1) There will be registration prior to admission, the dates of which will be put up on the School Notice Board, School and CRPF website for giving publicity to various CRPF formations. Publicity may also be given through SMS/Twitter / E-Magazine etc in order to reach each and every force personnel.
- 2) Fresh admission to any class will be on the availability of seats and subject to the rules and regulations issued by State education authorities/Affiliation Body.
- 3) All applications for the admission are to be submitted to the Principal in the prescribed form available in the School office. Original birth certificate should be produced at the time of admission. The birth certificate should be from the Municipality or Corporation or Registrar of births or any other authority prescribed by the State Education Board.

- 4) Admission of children for the academic year should be strictly as per the guidelines from Directorate of Education concerned from time to time.
- 5) The order of priority for admission will be generally as follows:-
 - a) Children of CRPF Personnel 60%
 - b) Children of civilians 40%
- 6) For admission to class 1st a student should have completed 5+ years of age as on 31st March of the year of admission. Similarly, the students should fulfill the corresponding age required for admission to other classes.

0205 : Working Hours Holidays :-

- 1) The holidays for the school will be generally conforming to the holidays observed by the State Govt. A teacher is eligible to all the holidays notified in the school calendar. However, if Principal asks/directs the teacher to come to the school on such a holiday to attend a meeting or for any other purpose connected with the school, the teacher is obliged to come, notwithstanding the fact that it is being a holiday.
- 2) Summer/Winter break to be decided on the basis of local conditions of the state and is planned by the Principal as per guidelines issued by DOE/State board from time to time.

- 3) Usually, the staff including teaching and non-teaching always report in the school during holidays or functions held from time to time in the school, as and when directed by the Principal. No over time is eligible. The staff working on holidays would be granted SCL as per the number of working hours and as per the Govt. norms.
- 4) Working hours will be adhered to as per the state Govt. norms.
- 5) In addition, the following vacation/breaks will be observed by the school during an academic year:-

Summer Vacation - As per the dates applicable to the respective school.

Winter break - As per the dates applicable to the respective school.

0206 : Medium of Instruction :-

- 1) The medium of instructions is English.
- 2) The academic activities for all the classes are organized on the standard pattern adopted as per the CBSE guidelines and prepare the students for the All India Central Board of Secondary Education Examination.

0207 : Leave Rules :-

- 1) No leave of absence is granted to the students except when applied for in writing by the parents/ guardians by giving reasons for the

absence. Repeated absence without leave or unexplained absence continuously for more than seven days is liable struck off the name of the pupil from the roll as per the CBSE rules. Re-admission in such cases may be granted, subject to vacancy and on payment of all dues. It is compulsory for students to put in 80% attendance in the year.

- 2) A student returning to school after suffering from an infectious or contagious disease should produce a Medical certificate permitting him/her to rejoin the school from a Govt. Registered Medical practitioner.
- 3) All Students except class X & XII students those who have less than 75% of attendance including medical grounds will not be promoted to the next class. However, such students of class X and XII are not eligible to appear for the exams.

0208 : Parents/guardians will be personally responsible for the safety of their wards, if they are coming in private vehicles. If, they are coming in the school buses, the school shall be responsible as incorporated in the State Govt. norms.

0209 : **Withdrawal from school :-**

- a) **Withdrawal by parents :-** A notice of one calendar month is to be given in writing to the Principal by the parent or the legal guardian.

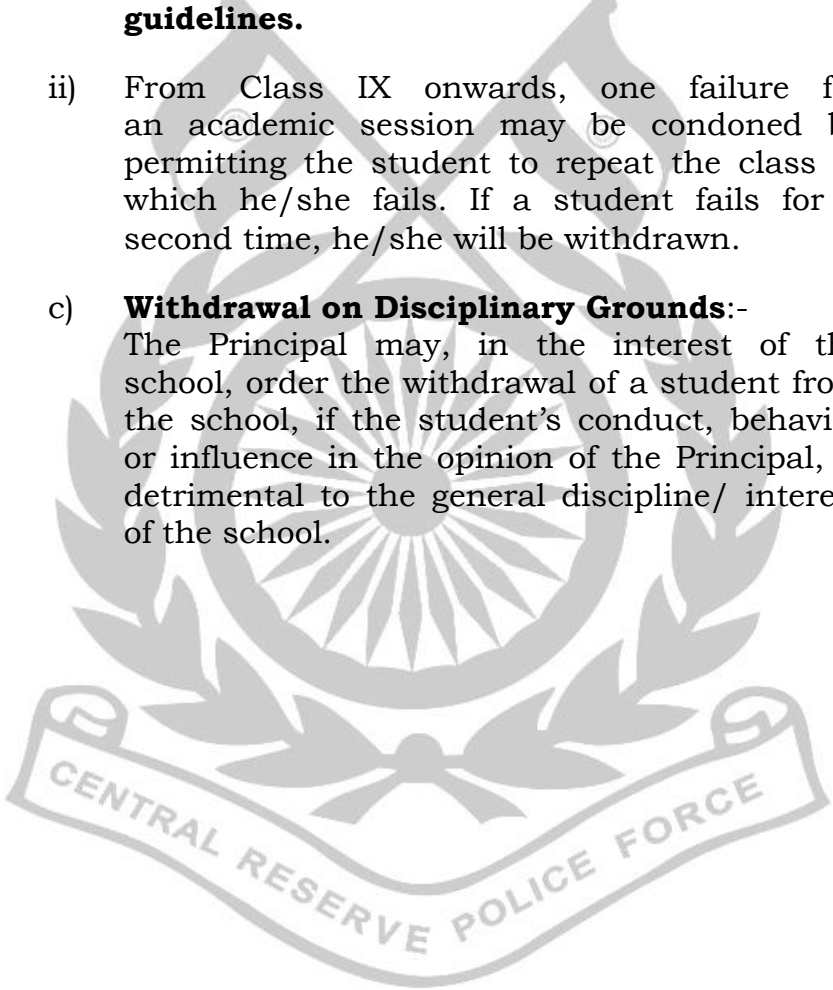
b) **Withdrawal for poor Academic Performance:**

i) No detention policy till class VIII, as per the RTE Act, (*) **Subject to change as per new guidelines.**

ii) From Class IX onwards, one failure for an academic session may be condoned by permitting the student to repeat the class in which he/she fails. If a student fails for a second time, he/she will be withdrawn.

c) **Withdrawal on Disciplinary Grounds:-**

The Principal may, in the interest of the school, order the withdrawal of a student from the school, if the student's conduct, behavior or influence in the opinion of the Principal, is detrimental to the general discipline/ interest of the school.



CHAPTER-III

ADMINISTRATION

0301 : The rules and regulations regarding the functioning and administration of the CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) are given in the succeeding paragraphs.

0302 : **Governing Body :**

- i) The following will constitute the Governing Body of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana)

(a) Office Bearers / Members :-

- | | |
|--------------------------------|--------------------|
| 1) President | : Director General |
| 2) Senior Vice President | : Addl. DG (Hqr) |
| 3) Addl. Senior Vice President | : IGP (Adm) |
| 4) Vice President | : DIGP (Welfare) |
| 5) Secretary | : DC (Welfare) |

(b) Permanent Members from Directorate :-

- 1) IGP (Pers), CRPF
- 2) Director (Medical), CRPF
- 3) Financial Advisor, CRPF
- 4) DIGP (Ops), CRPF
- 5) DIGP (Trg), CRPF

- 6) DIGP (Adm), CRPF
 - 7) DIGP (Law), CRPF
 - 8) DIGP (Works), CRPF
 - 9) Dy.Comdt. (Comn)
 - 10) Dy.Comdt. (legal)
 - 11) Dy.Comdt. (Ord)
- ii) Notwithstanding anything mentioned above, the Governing Body of CRPF Public School, Jawahar Nagar Secunderabad(Telangana) shall also include the following:-
- (a) One Representative of teaching staff to be chosen from among themselves;
 - (b) President of the Parent-teachers Association constituted under the provisions of G.O.Ms. No. 246, Education, dated the 17th February, 1987;
 - c) Vice President of Parents teachers Association;

iii) Functions :-

The Governing Body will be the Apex-body for the control of the functions of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) and the main functions are given below:-

- a) To accord approval for major financial matters such as School, Hostel and Bus fee enhancement and Salaries, Purchases, repairs and construction beyond the financial powers of Chairman concerning the school and hostel as recommended by the managing committee.

- b) Constitute boards, committees other bodies as deemed fit and prescribe their powers, functions, tenure etc.
- c) Delegate necessary financial and other powers to the executive member of the Management Committee to facilitate smooth day to day running of the school.

iv) Conduct of Business :-

- a) There shall be at least one meeting of the Governing body in a year.
- b) The Member Secretary of the Committee shall, with the approval of the President, convene meetings of the Governing Body.
- c) Decisions taken by the Governing Body at the meetings shall be in the form of minutes which shall be approved by the President, Governing body and such minutes shall be sufficient authority for the Secretary to the Committee to act upon the decisions taken by the Committee.
- d) Secretary of the Committee shall also forward to the Governing body points requiring decision / approval by the Governing Body, as and when the latter meets.
- e) It shall be the responsibility of the Secretary to the Committee to ensure implementation of the decisions taken by the Committee.

0303 : Managing Committee :-

**Constitution of Managing Committee of
CRPF Public School, Rohini, Delhi***

S.No	Designation	Ex-Officio Post
1.	IGP (Adm) Dte. General, CRPF	Chairman
2.	DIG (Adm) Dte. General, CRPF	Vice Chairman- cum-Manager
3.	DIG (Welfare) Dte. General, CRPF	Member
4.	DIG (Org) Dte. General, CRPF	Member
5.	DIG (Rectt.) Dte. General, CRPF	Member
6.	DIG (Comn) Dte. General, CRPF	Member
7.	DIG Range New Delhi	Member
8.	Commandant (Works) Dte. CRPF	Member
9.	Commandant, 89 Bn, CRPF	Member
10.	Second in Command (Accts) Dte Genl, CRPF	Member
11.	Dy. Comdt (Welfare-I) Dte. General, CRPF	Member
12.	Dy. Comdt (Law) Dte. General, CRPF	Member
13.	Nominee of Directorate of Education	Member
14.	Nominee of Directorate of Education	Member
15.	Nomine of Advisory Board	Member
16.	Nominee of Advisory Board	Member
17.	Nominee of teacher's representative	Member

18.	Nominee of staff representative	Member
19.	Nominee of Parents representative	Member
20.	Principal CRPF Public School Rohini, Delhi	Head of the School

Constitution of Managing Committee of CRPF Public School, Dwarka, New Delhi*

S.No	Designation	Ex-Officio Post
1.	IGP (Adm) Dte. General, CRPF	Chairman
2.	DIG (Welfare) Dte. General, CRPF	Vice Chairman-cum-Manager
3.	DIG (Adm) Dte. General, CRPF	Member
4.	DIG (Comn) Dte. General, CRPF	Member
5.	DIG (Org) Dte. General, CRPF	Member
6.	DIG (Rectt.) Dte. General, CRPF	Member
7.	DIG Range New Delhi	Member
8.	Commandant (Works) Dte. General, CRPF	Member
9.	Commandant, 88 Bn, CRPF	Member
10.	Second in Command (Accts) Dte General, CRPF	Member
11.	Dy. Comdt (Welfare-I) Dte. General, CRPF	Member
12.	Dy. Comdt (Law) Northern Sector, CRPF	Member
13.	Nominee of Directorate of Education	Member
14.	Nominee of Directorate of Education	Member
15.	Nominee of Advisory Board	Member

16.	Nominee of Advisory Board	Member
17.	Nominee of teacher's representative	Member
18.	Nominee of staff representative	Member
19.	Nominee of Parents representative	Member
20.	Principal , CRPF Public School Dwarka, New Delhi	Head of the School

Note:-*Vide Office Order No. E-I-GB/2016-Wel-Edn-II dated 2nd June, 2016 and 15th June, 2017 the composition of Managing Committee was re-constituted.

**Constitution of Managing Committee of
CRPF Public School, Jawaharnagar,
Secunderbad (Telangana):-**

S.No	Designation	Ex-Officio Post
1.	IGP Southern Sector CRPF Hyderabad	Chairman
2.	DIGP Group Centre CRPF Rangareddy	Manager
3.	DIGP(Adm) Dte.General CRPF	Committee Ranking Officer
4.	DIGP (Ops) Dte. General CRPF	Committee Ranking Officer
5.	DIGP (Adm), O/O ADG, South Zone	Member
6.	Commandant, GC, CRPF Rangareddy.	Asst.Manager
7.	DIGP GC CRPF Hyderabad	Member
8.	DIGP (Adm), Southern Sector Hqr CRPF Hyd	Member
9.	Commandant, 2 nd Signal BN CRPF	Member
10.	Dy. Comdt (Adm) GC CRPF Rangareddy	Member

11.	Dy. Comdt (Law) Southern Sector, CRPF	Member
12.	Asstt. Comdt(Adm) GC CRPF Rangareddy	Member
13.	Principal, CRPF Public School, Jawahar Nagar(Telangana)	Ex-Officio Honorary Secretary
14.	Vice-Principal, CRPF Public School, Jawaharnagar(Telangana).	Member

1) Function of the Managing Committee:-

- a) The Managing committee shall meet as often as deemed necessary, but not less than four times a year.
- b) The quorum for the meeting of the Managing Committee shall be 1/3rd of the total membership of the Managing Committee but for an adjourned meeting no quorum shall be required.
- c) The Chairman or in his absence, the Vice-Chairman or, in the absence of both, the Manager and, in absence of all of them, any other member elected for the purpose by the members present shall preside over the meeting.
- d) The Head of the School or a teacher, who happens to be a member of the Managing Committee, shall draw remuneration in his/her capacity as the Head of the School or teacher, as the case may be.

- e) The Managing Committee shall observe the relevant provisions of the concerned Act and the rules made there under faithfully and scrupulously.
- f) Every notice of the meeting of the Managing Committee shall specify the date, time and venue of the meeting and shall enclose the agenda of business to be transacted at the venue of the meeting.
- g) The Chairman may, if the exigencies of the situation so demands convene a meeting of the Managing Committee at a short notice of not less than 24 hours.
- h) All decisions of the Managing Committee shall be taken by a majority vote. In case of tie, the Chairman or the person presiding over the meeting shall have a casting vote.
- i) Records of the proceedings of the Managing Committee shall be kept in a book or a register where the pages shall be numbered consecutively with the signature and stamp of the Chairman or the Manager on each page.
- j) The Managing Committee shall ensure that the pay, allowances and other prescribed benefits, as admissible to the employees of the corresponding status of the appropriate authority, are given to the employees of the school on time and the facilities for provident fund, leave and terminal benefits as per the relevant provisions of the Delhi School

Education Act, 1973 and the rules made there under for CRPF Public School Rohini Delhi and CRPF Public School, Dwarka, New Delhi and A.P. Education Act, supplemented by relevant rules/guidelines issued by the State of Telangana for CRPF Public School, Jawahar Nagar Secunderabad (Telangana).

- k) The Managing Committee shall approve the annual budget of the school.
- l) The Managing Committee shall be subject to the control and supervision of the Society by which the schools are run.

2) Conduct of Business.

- a) The Member Secretary of the Committee shall with the approval of the Chairman convene meetings of the Committee.
- b) There shall be at least one meeting of the Committee every quarter.
- c) Decisions taken by the Committee at the meetings shall be in the form of minutes which shall be approved by the Chairman, Management Committee and such minutes shall be sufficient authority for the Secretary to the Committee to act upon the decisions taken by the Committee. A copy of the minutes is to be forwarded to the Governing Body for information.

- d) It shall be the responsibility of the Secretary of the Committee to ensure the implementation of the decisions taken by the Committee.

0304 : Advisory Board for CRPF Public School, Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawaharnagar (Telangana) :

- i) There shall be an Advisory Board for CRPF Public School, Rohini, Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School Jawaharnagar(Telangana) for the purpose of advising and assisting the management of the Schools on matters of policy relating to education and the appointments in the schools.
- ii) The Advisory Board shall consist of a Chairman and two other members, to be nominated by the Directorate of Education.
- iii) The Advisory Board constituted under sub section (2) shall include—(a) Heads of recognized private schools;(b) representatives of parents or guardians of students of recognized private schools; and (c) eminent educationists.
- iv) The Advisory Board shall regulate its own procedure.
- v) The terms of office of every member of the Board shall be for a period of three

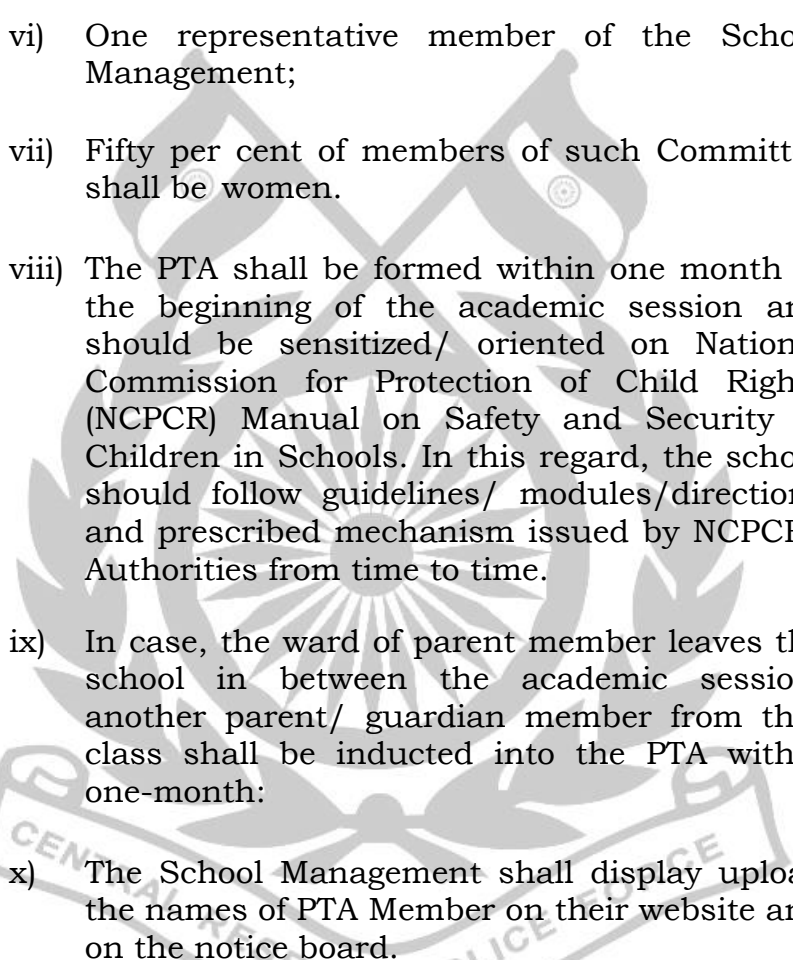
years from the date on which he is nominated and he shall be eligible for re-nomination for a like period and he shall, notwithstanding the expiry of the term of his office, continue to hold such office until his successor is nominated.

- vi) The members of the Advisory Board shall be entitled to such travelling and other allowances as are admissible to non-official members of committees, board or the like and shall not be entitled to any other remuneration.

0305 : PARENT-TEACHERS ASSOCIATION:

1) Constitution and Formation of the Parent-Teachers Association (PTA):-

- i) There shall be only one PTA in every school;
- ii) PTA shall consist of one parent representative from each class (from each section of each class, if any) such that three-fourth of members of such Committee shall be parents or guardians;
- iii) One teacher from each level of schooling i.e. pre-primary, primary-1, primary- 2; upper primary, secondary/senior secondary;
- iv) Provided further that 50 percent of the teachers shall be nominated by the School Management and 50 percent shall be nominated by the three fourth representative parents of PTA;

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- v) One member of local authority;
 - vi) One representative member of the School Management;
 - vii) Fifty per cent of members of such Committee shall be women.
 - viii) The PTA shall be formed within one month of the beginning of the academic session and should be sensitized/ oriented on National Commission for Protection of Child Rights (NCPCR) Manual on Safety and Security of Children in Schools. In this regard, the school should follow guidelines/ modules/directions and prescribed mechanism issued by NCPCR/ Authorities from time to time.
 - ix) In case, the ward of parent member leaves the school in between the academic session, another parent/ guardian member from that class shall be inducted into the PTA within one-month:
 - x) The School Management shall display upload the names of PTA Member on their website and on the notice board.

2) Conduct of Business of the Parent-Teachers Association:-

- i) The term of the office of the PTA shall be two years.
- ii) The Secretary-cum – Treasurer shall convene the meetings of the Association with one week prior notice to members. He shall record the minutes, take appropriate action on the minutes of the meeting and also maintain the accounts. The Secretary shall open Joint Account in the name of the President/ Secretary-cum- Treasurer in the local Post Office/ Scheduled Bank to deposit funds and operate the funds as per the programmes approved by the Association.
- iii) The Association shall meet atleast thrice in a year. The first meeting shall be convened after the admissions are completed, the second meeting shall be convened in the middle of the academic year. During the first meeting an action programme shall be chalked out keeping in view the funds. The second meeting shall be held during the middle of the academic year to review the progress of the programme taken up. In the meeting to be held towards the close of the academic year, the programme and achievement shall be again reviewed and the expenditure incurred approve.

- iv) The following officers who are designated as Inspecting Officer shall be invited to participate in all the meetings of the Parent-Teachers Association. The suggestions made by the Inspecting Officer concerned shall receive due consideration in the meeting:-

a) In respect of Pre-primary / Primary schools	Deputy Inspector of Schools (or) Mandal Educational Officer
b) High Schools	Deputy Educational officer
c) Institutions under the control of Director of Higher Education.	Regional Joint Director of Higher Education (or) Any officer authorized by the Director of Higher Education.

- v) The quorum of any meeting of the Association shall be at least two third of the members enrolled.



CHAPTER IV

APPOINTMENT OF STAFF

0401: Appointments :

- 1) All Appointments for the post of Principal and teachers will be as per DSEAR Act 1973 and Rules made there under for CRPF Public School Rohini, Delhi and CRPF Public School, Dwarka New Delhi and as per the Andhra Pradesh Education Act, 1982 and other relevant Act as in force in the State of Telangana for CRPF Public School Jawahar Nagar, Secunderabad (Telangana).
- 2) All posts shall be filled by direct recruitment.
- 3) The appointments shall be made through Selection Committee constituted by the School Society and in accordance with and upon such conditions as the Managing Committee may decide.

CRPF Public School Rohini and Dwarka, New Delhi

The following will constitute in the selection committee recommended for appointment / recruitment:-

For Principal

- i) IG (Adm) CRPF
- ii) An educationist nominated by the Society/ managing committee – Principal of reputed College/School.

- iii) DIG(Wel/Adm) : Addl. Member.
- iv) One Educationist to be nominated by Director, (Delhi Govt.)
- v) A person having experience of the administration of Schools, to be nominated, by the Managing Committee (Principal of other CRPF School).

For PGT's/Vice Principal

- i) IG (Adm) CRPF
- ii) Head of the School,
- iii) Educationist nominated by Managing Committee – Principal of reputed School
- iv) DIG(Wel/Adm) - Addl. Member
- v) Subject Expert

For TGT's/PRTs

- i) DIG(Adm/Welfare)
- ii) Head of the School
- iii) Educationist nominated by Managing Committee – Principal/Teacher of reputed School.
- iv) DC(Wel) - Addl. Member
- v) **(*)**Subject Expert

For Any other employee [i.e. Group “C”]

- i) DIGP(Welfare/Adm)
 - ii) Head of the School
 - iii) Educationist nominated by Managing Committee – Principal/Teacher of reputed School.
 - iv) DC(Welfare) : Addl. Member
 - v) **(*)**One Subject Expert
4. The Managing Committee shall approve the appointments of the staff of the School.

CRPF Public School, Jawahanagar, Secunderbad (Telangana).

- a) In case of Recruitment of the Principal/ Vice-Principal:**
- i) IGP SS-Cum-Chairman of the School.
 - ii) DIG(Adm) Directorate General CRPF
 - iii) DIG Group Centre CRPF Rangareddy – cum-Manager of the School.
 - iv) Commandant Group Centre CRPF Rangareddy -cum-Asst. Manager of the School.
 - v) An educationist, nominated by the Managing Committee.
 - vi) A person having experience of administration of schools, nominated by the Managing Committee.

b) In case of Teachers including Secondary Grade Teachers, others and Non-teaching staff:

- i)** DIG Group Centre CRPF Rangareddy- cum- Manager of the School.
- ii)** Commandant Group Centre CRPF Rangareddy - cum-Asst. Manager of the School.
- iii)** The Head of the School.
- iv)** A subject expert.

(*Subject Expect would be appointed on the recommendation of DEO [District Education officer] of the concerned district where the school is located or senior teachers from Kendriya Vidyalayas in the respective subject.

0402 : The Selection Committee shall regulate its own procedure and in the case of any difference of opinion amongst the members of the Selection Committee on any matter, it shall be decided by the Managing Committee / Society running the School.

0403 : The Principal Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad(Telangana) can appoint a teacher/staff on temporary/ adhoc basis for a single term (i.e for not more than 89 days) only in emergent cases, like leave on medical ground, resignation, maternity leave etc. While making temporary/ adhoc appointment, the

following Board of officer's of will assess the suitability of the candidates:-

Presiding officer : Principal of the School

Member-I : Expert of the Subject

Member II : Teacher of Subject from School

0404 : The minimum qualifications require for appointment to the various posts are as per CBSE guidelines and other rules governing on the subject.

0405 : **Medical Certificate and Character Certificate.**

Every employee shall be required to produce the following certificates on appointment in the school:-

- a) Medical Certificate of fitness from a hospital established or maintained by the Government or local authority.
- b) One certificate from educationists or any other respectable members in any field, not related to the Candidates, certifying the character and conduct, to the satisfaction of the School authorities.
- c) Original degree/Diploma certificates, along with certificate(s) of experience, if any, with attested copies thereof. Original certificate will be returned after verification.
- d) CTET 'qualified' certificate. (*)
(*) Subject to change as per guidelines

Format of Medical Certificate

Medical Examination in respect of Shri/ Smt. _____ Who has been offered for the post of _____ in CRPF Public School, _____ has been examined medically and declared _____ for the above said post. Medical examination details are as under: -

1. Eye Vision :
2. Blood Pressure :
3. Pulse rate :
4. Heart :
5. Lungs :
6. Psychology :
7. Others :

Identification Marks

1. _____
2. _____

Signature of the Candidate

Signature of the Medical Officer

Format of Character Certificate

This is to certify that I Know Shri/Smt./
Ku _____ S/o, D/o of Shri _____
resident of _____ years. Shri/Smt./Ku _____
bears good moral character and to the best of
my knowledge is not involved in any criminal
activity and no personal legal case is pending
against him/her.

Signature with seal

Name _____

Date _____

Authority to certify Medical and Character Certificate:-

- i) Medical Certificate of fitness from a hospital established maintained by the State/Central Govt. or local authority from Medical Officer not below the rank of Medical Superintendent or Chief Medical Officer indicating specifically the medical fitness / suitability for the post for which the candidate is being appointed.
- ii) Two Certificate from educationists or any other respectable members of Society, not related, certifying the character and conduct to the satisfaction of the school authorities.

0406 : Probation.

- a) Except in case of purely temporary vacancy for a specific post of temporary nature, every employee shall on initial appointment be on probation for a period of 1 year from the date of his/her joining the duties, extendable for another year with prior approval of the Director of Education, Delhi in case of CRPF School, Rohini, Delhi and CRPF School, Dwarka Delhi or if so decided by the Selection Committee/Management Committee in case of CRPF School Jawahar Nagar, Secundrabad (Telangana). Services of an employee during probation can be terminated by the Managing Committee without assigning any reason by giving one month's notice in writing or one month's salary in lieu of such notice.
- b) If an employee desires to leave the school during the period of probation, it will be necessary for him to give one month's notice in writing or one month's salary including all allowances unless and otherwise the Managing Committee permits relaxation under special circumstances.

0407 : Confirmation.

- a) If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on expiry of the period of probation or the extended period of probation, as the case may be, provided he/she fulfils the other requisite conditions.

- b) The employee shall be informed of his/her confirmation within 3 months of the completion of probation period by the Management/ Appointment authority.

0408 : Resignation/Termination.

- 1) If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or three months salary including all allowances in lieu of said notice, to the Managing Committee. If any employee leaves the school without paying three months salary, then appropriate action will be taken.
- 2) The Managing Committee shall also be competent to terminate the services of a confirmed employee in case of abolition of a post due to closing down of school a class or reduction in the number of sections of a class or discontinuance of a teaching subject, by giving three months notice in writing or three months salary including all allowances.
- 3) The Managing Committee shall have the power to relax the period of notice or payment of salary in special circumstances.
- 4) The Managing Committee shall also be competent to terminate the services of a confirmed employee on the following grounds:
 - a) Indiscipline
 - b) Insubordination
 - c) Inefficiency
 - d) Misconduct

- e) Moral turpitude
 - f) Involvement in criminal activities/ cases
 - g) Medical invalidation
 - h) Violation of code of conduct
 - i) Long duration of absences from duty without prior Permission.
- 5) The procedure for termination and other various kinds of disciplinary proceedings will be adopted as given in DESAR-1973, for CRPF Public School, Dwarka and Rohini(Delhi) and as per APEA-1982 and other relevant Act as in force in the State of Telengana for CRPF Public School, Jawahar Nagar(Telangana).

0409 : Inter-se Seniority of Staff :-

- 1) Date of appointment in a regular cadre of the school will determine the inter-se seniority of members of the teaching staff and the inter-se seniority of the non-teaching staff in their respective cadres. in case of a tie or ties, the employees senior in age will be deemed to be more senior.
- 2) During the absence of the Principal on leave, sickness, or pending the appointment of a new school Principal, Vice Principal or the senior most members of the teaching staff will carry out / look after the duties of Principal, in addition to his/her own duties.

CHAPTER V

Pay and Allowances

0501: Scales of Pay :-

Scales of Pay and Allowances of the staff of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) will be as per the concerned State Govt pay scales.

0502 : Assumption / Relinquishment of office and its effect on the employees Pay and Allowances.

- 1) An employee shall commence to draw the pay and allowances of his/her post with effect from the date of his/her reporting on duty and shall cease to draw these from the date of relinquishment of his / her appointment.
- 2) If an employee assumes the duties before the end of 2 hours after commencement of Assembly in the school he/she shall be deemed to have joined the post in the forenoon and shall commence to draw his pay and allowances from that day. If the duties are assumed after 2 hours of commencement of school Assembly he/she would be deemed to have joined the post in the afternoon and would be eligible to draw the pay and allowances from the following day only.

- 3) An employee who is unauthorized absent i.e. without prior permission or information to the competent authority, shall lose his/her pay and allowances during the period of such absence.

0503 : Fixation of pay.

The initial pay of an employee in a time scale of pay shall ordinarily be fixed at the minimum of the time scale. All cases where in a higher start is recommended by the Selection Committee will be referred to the Governing Body for approval.

0504 : Age of Superannuation.

- 1) Every employee of the CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) will retire as per the State Govt rules. No member of the staff will normally be retained in service of the school after attaining the age of superannuation as applicable.
- 2) Extension of service beyond superannuation would not be granted excepting in exceptional circumstances, where the Managing Committee is satisfied that further extension is essential in the interest of the school. All such proposals are to be put up to the Managing Committee for approval.
- 3) Any extension of service granted to an employee will be communicated to him/her in writing, specifying the period of such extension.

CHAPTER VI
LEAVE

0601 : Leave Sanctioning Authority.

The Principal is designated as the leave sanctioning authority and can authorize leave of absence to school employees in the form of earned leave, casual leave, half pay leave, maternity leave and extraordinary leave without pay. However, Manager of the School will be the leave sanctioning authority for the Principal.

0602 : Classification of staff for the purpose of leave.

- 1) All members of the staff shall be divided into two categories as follows.
 - a) Vacation Staff-All teachers and Vice-Principal
 - b) Non-vacation staff- The Principal and other non-teaching staff.
- 2) Non-vacation staff will not be entitled to any paid vacation, unless otherwise authorized.
- 3) Vacation staff will be on vacation when the school closes for vacations. They are entitled to vacation pay during the period of summer vacation.

0603 : Leave Rules:-

- 1) **Leave cannot be claimed as matter of right:**
The discretion of grant leave rests entirely with the Management/Principal, as the case may be. The grant of leave shall, however, be governed as provided under the relevant rules/guidelines governing the respective Schools.

- 2) **Vacation Staff** : When vacation is fully availed, vacation staff is not entitled to any Earned Leave.
- 3) **Casual Leave**: Casual leave for 8 days in a year may be granted to an employee who has completed one year of service in the school. Casual leave may be granted for an unforeseen contingency and the grant of this leave will be restricted to a maximum of **5** days at a time.
- 4) **Employees** who have less than one year of service would be eligible for a total of 5 days casual leave in a year and would be granted this leave subject to the conditions enumerated above.
- 5) **Casual leave** cannot be combined with any other type of leave.
- 6) **Medical Leave**. Entitled as per State Govt. Rules of concerned state. Medical leave may be applied with medical certificate and a medical fitness certificate from a Registered Medical Practitioner should be submitted when they report for duty.
- 7) **Absence without leave**: If any employee is absent from duty unauthorized, no pay and allowances will be admissible for the period of absence unless the same is regularized by grant of authorized leave.
- 8) If the request of an employee for extension of the leave granted earlier is not accepted to by the Management and the employee continues to remain absent from duty, the period of such

overstayed of leave will be treated as leave without pay and will not be counted for increment purposes.

- 9) Unauthorized absence and overstayed of leave will be construed as a misdemeanor on the part of the employees, rendering them liable to disciplinary action.
- 10) An employee will be entitled to the salary last drawn prior to proceeding on leave, for the period of leave. Any increment falling due on leave period shall be given effect from the date the individual reports back from leave.
- 11) **Maternity leave:** Maternity leave is permissible to lady members in the permanent staff of the school to a maximum of 180 days, subject to sanction based on proper certificate from a Registered Medical Practitioner. In case of abortion, 45 days leave is permissible. Maternity leave can be availed not more than twice by an employee during her service. However, no employee is entitled for Maternity leave during probation period. No Maternity leave is permissible after two children.
- 12) **Paternity leave:** Paternity leave is permissible to male members in the permanent staff of the school to a maximum of 15 days, subject to sanction based on proper certificate from a Registered Medical Practitioner. Paternity leave can be availed not more than twice by an employee during his service. However, no employee is entitled for Paternity leave during probation period. No paternity leave permissible after two children.

CHAPTER VII

DUTIES AND RESPONSIBILITIES

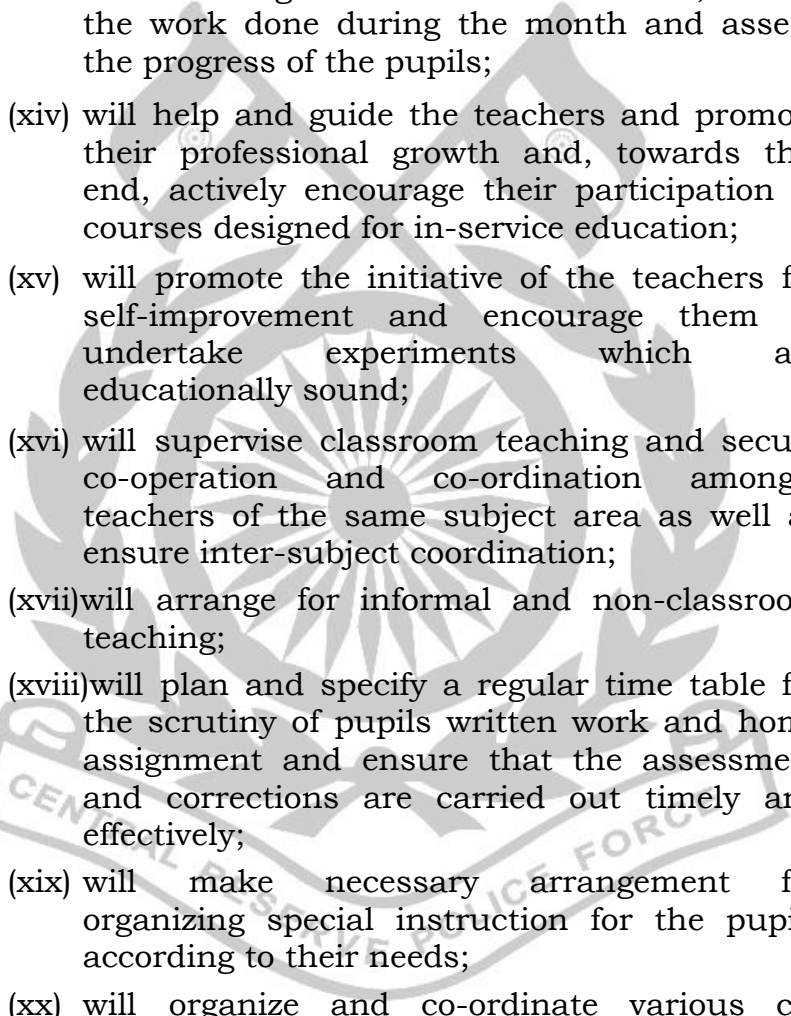
0701 : Principal: –

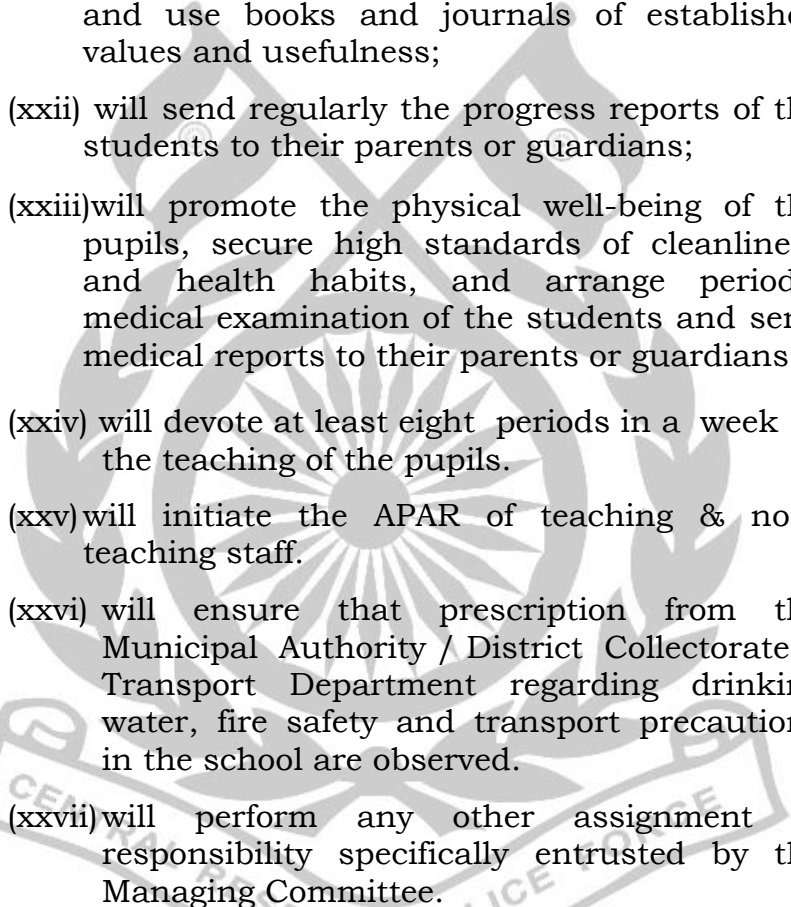
He/She

- (i) will function as Head of the office of the School under his/her charge and carry out all administrative duties required of a Head of the Office;
- (ii) will perform only such functions as the Drawing and Disbursing Officer for the employees of the school as may be specified by the instructions issued by the Management;
- (iii) will handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the Director;
- (iv) will make all payments (including salaries and allowances of teacher and other non-teaching staff) in time and according to the instructions governing such payment.
- (v) will ensure that the tuition fees and other charges are realized and appropriately accounted for and duly appropriated for the purpose for which they were levied.
- (vi) will make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register

and shall scrutinize the bills and make payments. The procedure for purchases as mentioned in General Financial Rules will be adopted by the schools.

- (vii) will conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock registers neatly and accurately.
- (viii) will be responsible for proper utilization of the Pupils Fund;
- (ix) will make satisfactory arrangements for the supply for good drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures and furniture's, office equipment, lavatories, play grounds, school garden and other properties are properly and carefully maintained.
- (x) will plan the year's academic work in advance regularly.
- (xi) will supervise, guide and control the work of the teaching and non-teaching staff of the school;
- (xii) will be in-charge of admissions in the school, preparation of school time-table and allocation of duties and teaching load to the teachers and shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance's with the instruction issued by the CBSE from time to time; and he shall discharge these duties in consultation with his/her colleagues;

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- (xiii) will plan the year's academic work in advance in consultation with his colleagues and hold staff meetings at least once a month, review the work done during the month and assess the progress of the pupils;
 - (xiv) will help and guide the teachers and promote their professional growth and, towards this end, actively encourage their participation in courses designed for in-service education;
 - (xv) will promote the initiative of the teachers for self-improvement and encourage them to undertake experiments which are educationally sound;
 - (xvi) will supervise classroom teaching and secure co-operation and co-ordination amongst teachers of the same subject area as well as ensure inter-subject coordination;
 - (xvii) will arrange for informal and non-classroom teaching;
 - (xviii) will plan and specify a regular time table for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively;
 - (xix) will make necessary arrangement for organizing special instruction for the pupils according to their needs;
 - (xx) will organize and co-ordinate various co-curricular activities through the house system or in such other effective way as he/she may think fit;

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- (xxi) will develop and organize the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use books and journals of established values and usefulness;
- (xxii) will send regularly the progress reports of the students to their parents or guardians;
- (xxiii) will promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodic medical examination of the students and send medical reports to their parents or guardians;
- (xxiv) will devote at least eight periods in a week to the teaching of the pupils.
- (xxv) will initiate the APAR of teaching & non-teaching staff.
- (xxvi) will ensure that prescription from the Municipal Authority / District Collectorate / Transport Department regarding drinking water, fire safety and transport precautions in the school are observed.
- (xxvii) will perform any other assignment or responsibility specifically entrusted by the Managing Committee.

0702 : Vice Principal : –

He / She will

- i) exercise the powers under the supervision and control of the Principal.
- ii) supervise the classes upto secondary level.
- iii) sign Bus passes of the students.
- iv) devote atleast 18 teaching periods in a week
- v) organize and coordinate various co-curricular activities through the house system or any such other effective ways as he / she may think fit.
- vi) conduct daily school assembly, arrange for proper maintenance and utilization of library, celebration of national festivals; make the pupils participate in the competition of academic importance.
- vii) Plan, co-ordinate and implement of academic programs.
- viii) In the absence of the Principal, assume the duties and responsibilities of the Principal subject to issue of formal authorization order by the Head of Office/ Management.
- ix) The above functions are assigned to the Vice-Principal in addition to their normal duties and teaching assignments already being performed by them.

0703 : Manager/Correspondent of the School-
Duties and responsibilities;

- i) The Manager/Correspondent will be an important and necessary link between the Trust Society and the School. S/he shall be responsible for carrying out the instructions of the Board.
- ii) She/he should ensure that the directions from the Society are conveyed to the School Management Committee and to the Head of the institution properly.
- iii) She/he will exercise general supervision over the School, Subject to the control of the Management Committee.
- iv) She/he shall exercise such financial powers as are prescribed in the Scheme of Management and delegated to him.
- v) She/he shall sign on the appointment letters, letters for the disciplinary action against the staff and termination and suspension letters etc. on behalf of the Management committee.
- vi) She/he shall not interfere with the Head of the school in discharge of his responsibilities and duties.
- vii) All correspondence concerning affiliation / recognition shall be countersigned by him or the Head of the school.

0704 : Teachers – Duties and responsibilities :-

1. Academic:

- i) To teach the allotted subjects during the allotted periods
- ii) Guiding subjects to junior teachers, if necessary
- iii) Corrections of written work of the Pupil regularly
- iv) Corrections of answer scripts relating to all tests and examinations.
- v) Developing aptitude for professional advancement.
- vi) Implementation of minimum academic programme chalked out in his/her studies.
- vii) Diagnosing pupil's deficiencies and conducting remedial teaching.
- viii) Proper use of Teaching Learning Materials available in the School.
- ix) Improving/learning and adopting modern Teaching Learning Materials and Technology.
- x) Undertaking action, research and innovative practices.
- xi) Any other duties assigned by the Principal.

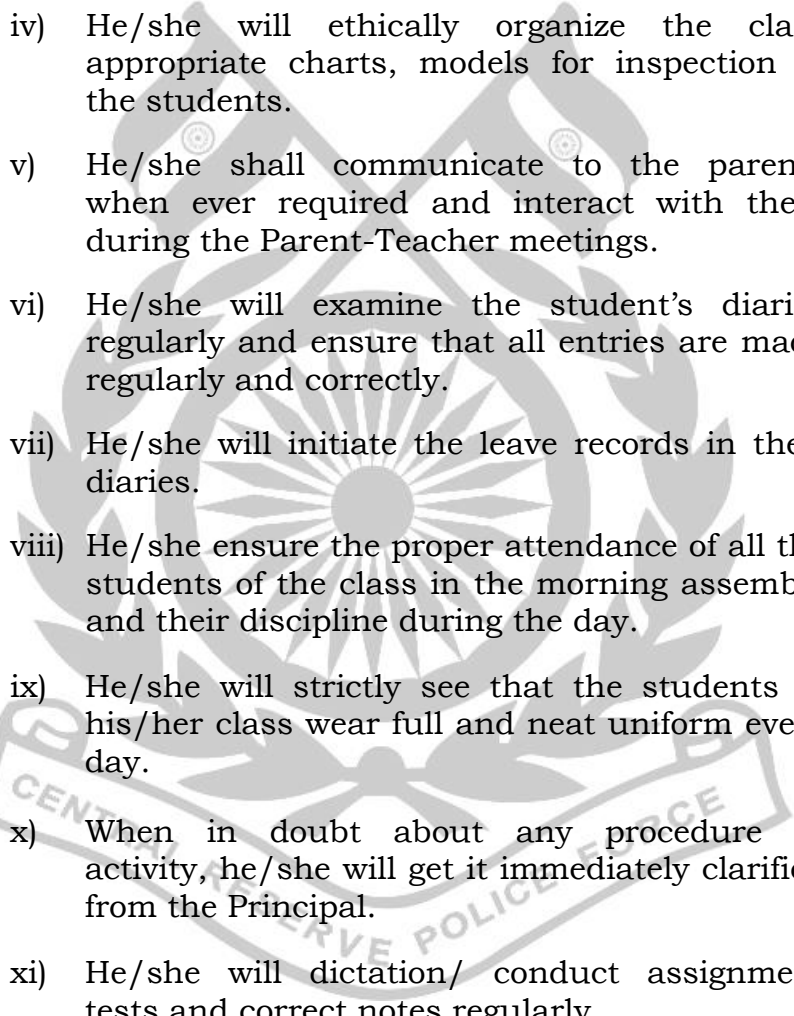
2. Class room Administration:-

- i) Maintenance of class room discipline.
- ii) Encouraging pupil in maintain personal hygiene and class room cleanliness.
- iii) Attending the classes regularly.
- iv) Assisting the Principal in various administrative activities.

- v) Participation and organization of National Festivals in the School.
- vi) Arrangement and organization of Co-curricular and extracurricular activities.
- vii) Encouraging the pupil to follow dress restrictions and general discipline in the School.
- viii) Adhering to the duties and responsibilities specifically designed to the subject departments.
- ix) Any other duties and responsibilities assigned to him by the Principal.

3. Other duties:-

- i) He will responsible for all round development of the student of his/her class.
- ii) He will neatly maintain all records/registers related to the class up to date.
 - a) Attendance registers.
 - b) Progress reports.
 - c) Pupil information records.
 - d) Academics and achievement records etc.
 - e) Anecdotal Records.
 - f) Narrative Records.
 - g) Portfolio of students
 - h) Mark Register/CCE registers and submit them to the Principal for inspection, signature or instruction from time to time.

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- iii) He/she will know each student personally – his strength, weakness, family back ground and counsels him/her to the academic need.
 - iv) He/she will ethically organize the class appropriate charts, models for inspection of the students.
 - v) He/she shall communicate to the parents when ever required and interact with them during the Parent-Teacher meetings.
 - vi) He/she will examine the student’s diaries regularly and ensure that all entries are made regularly and correctly.
 - vii) He/she will initiate the leave records in their diaries.
 - viii) He/she ensure the proper attendance of all the students of the class in the morning assembly and their discipline during the day.
 - ix) He/she will strictly see that the students of his/her class wear full and neat uniform every day.
 - x) When in doubt about any procedure or activity, he/she will get it immediately clarified from the Principal.
 - xi) He/she will dictation/ conduct assignment tests and correct notes regularly.
 - xii) He/she will prepare question papers for Test(s) and other examinations.

- xiii) He/she will value answer sheets as assigned to him/her.
- xiv) He/she specifically identify slow learners and ensure that they come up to the minimum standard.
- xv) He/she will submit the Teacher's Diary, year plan, Lesson plan and student's book to the Principal as and when called for.
- xvi) He/she will ensure that the students deposit the school and Hostel fee in time and submit confirmation by prescribed date.
- xvii) He/she will hold periodic meetings with students and discuss various matters for their better performances.
- xviii) He/she inform the Head of the institution if parent/guardian do not attend the 2 consecutive Parent Teacher Meetings. Principal will inform/advise the parent to take special interest in academics of the child.

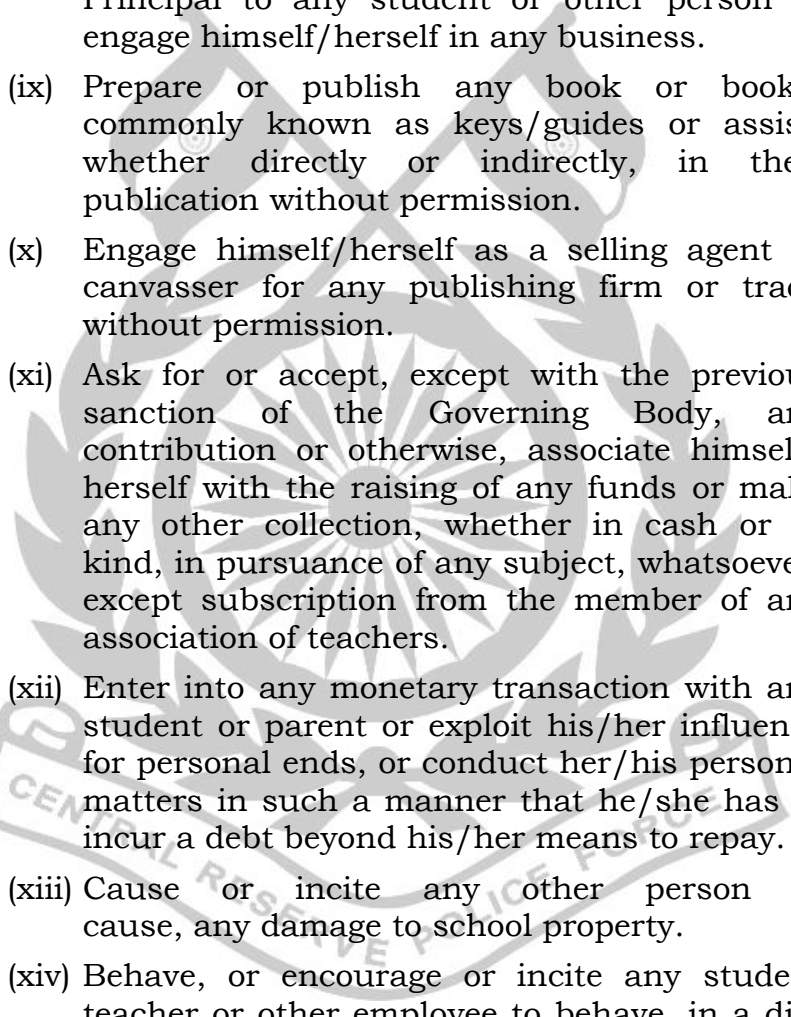
0705 : Code of Conduct.

- 1) In all matters concerning the administration and running of the school, the authority of the Principal should be respected and his/her orders carried out.
- 2) All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of characters at all times should be an inspiration to the students committed to their care.

3) Every teacher shall be governed by the following Code of Conduct:-

(a) No teacher shall-

- (i) Knowingly or willfully neglect his/her duties.
- (ii) Propagate through his/her teaching lessons or otherwise communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity.
- (iii) Discriminate against any student on the grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- (iv) Indulge in, or encourage, any form of malpractice connected with examination or any other school activity.
- (v) Show neglect in correcting class work or homework done by students.
- (vi) Absent himself/herself (except with the prior permission of the Principal) from the class which he/she is required to attend.
- (vii) Remain absent from the school without proper leave or without the prior permission of the Principal, provided that where such absence without proper leave or without the prior permission of the Principal is due to reasons beyond the control of the teacher. It shall not be deemed a breach of the code of conduct if, on return to duty, the teacher has obtained by post facto sanction for the leave.

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- (viii) Accept any job of a remunerative character from any sources other than the school or give private tuition without permission of the Principal to any student or other person to engage himself/herself in any business.
- (ix) Prepare or publish any book or books, commonly known as keys/guides or assist, whether directly or indirectly, in their publication without permission.
- (x) Engage himself/herself as a selling agent or canvasser for any publishing firm or trade without permission.
- (xi) Ask for or accept, except with the previous sanction of the Governing Body, any contribution or otherwise, associate himself/herself with the raising of any funds or make any other collection, whether in cash or in kind, in pursuance of any subject, whatsoever, except subscription from the member of any association of teachers.
- (xii) Enter into any monetary transaction with any student or parent or exploit his/her influence for personal ends, or conduct her/his personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- (xiii) Cause or incite any other person to cause, any damage to school property.
- (xiv) Behave, or encourage or incite any student teacher or other employee to behave, in a disorderly manner in the school premises.

- (xv) Be guilty of encouraging violence or any conduct which involves moral turpitude.
- (xvi) Be guilty of misbehavior towards any parent, guardian, student, teacher or other employee of the school.
- (xvii) Organize or attend any meeting during the school hours except where he/she is required, or permitted by the Principal of the school to do so.
- (xviii) During the class hours discuss irrelevant topic or subject with the student, or with teachers, criticize any decision of the authorities or any other teacher in front of the students, both inside and outside the class room.
- (xix) Every teacher is expected to maintain exemplary personal behavior during the course of instructions in the class and during off instruction- hours.
- (xx) Corporal punishment to students strictly prohibited.

(b) Punctuality and attendance:-

- (i) Teachers are expected to be punctual. They should be on school premises at least 10 minutes before the assembly bell.
- (ii) The staff should follow the Bio-metric system and also sign the teacher's attendance register to put the timings while reporting to the school in the morning and when leaving the school.

- (iii) They should not leave their class rooms during their teaching periods.
- (iv) Teachers should be on the school premises all through the school hours and make themselves accessible to their pupils sometimes before and after the classes.
- (v) Teachers shall not normally entertain visitors or parents during class hours. However, in case of unavoidable nature, the visitors should be requested to contact the Principal.
- (vi) They should not send any student outside the school premises on any errands during the class hours without the permission of the Principal.
- (vii) Free periods may be used for correction work.
- (viii) Every teacher shall consider school property and funds with the same prudence and care as he/she would in respect of his/her own property or funds.

(c) Reporting to Duty:-

All staff member when returning after any type of leave, shall report to the Principal. The staff members shall sign the attendance only after reporting as mentioned above. All leave shall be availed of by applying for it before hand except in emergent circumstances, on being sanctioned by the competent authority.

d) Attendance on closing and reporting day:-

All vacation staff are required to be present on the last working day before vacation and on the first re-opening day after the vacation. Relaxation of this rule can be made only by the competent authority after considering the merits of each case. Unauthorized absence will lead to break in service.

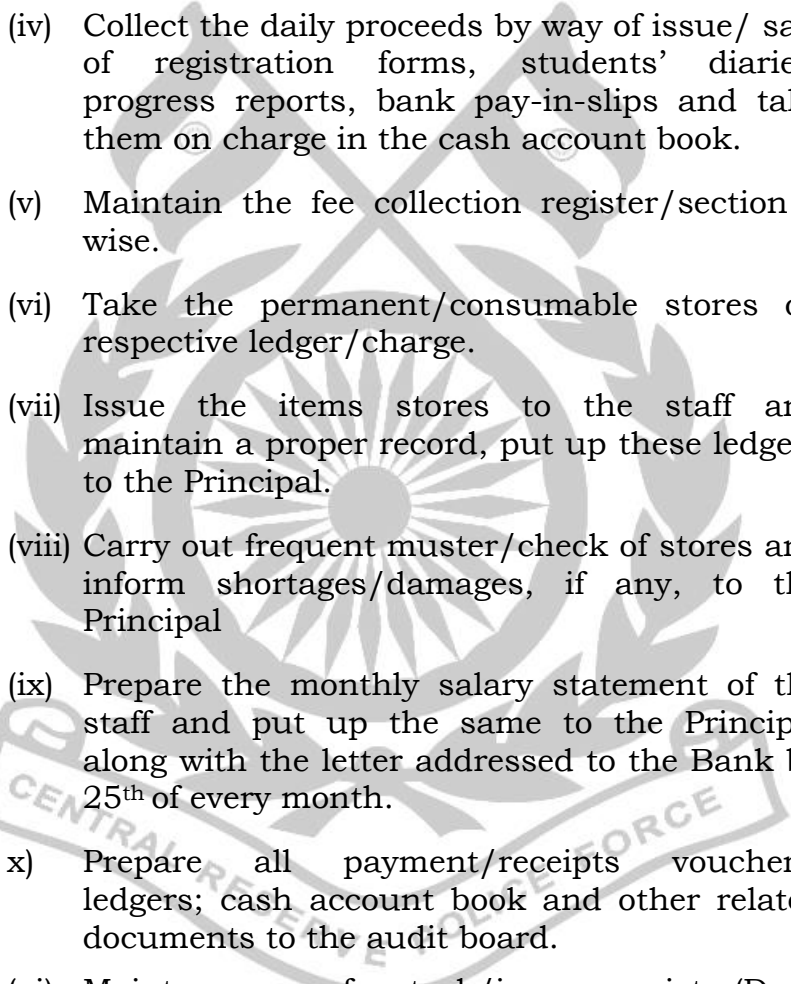
0706 : Confidential Records:

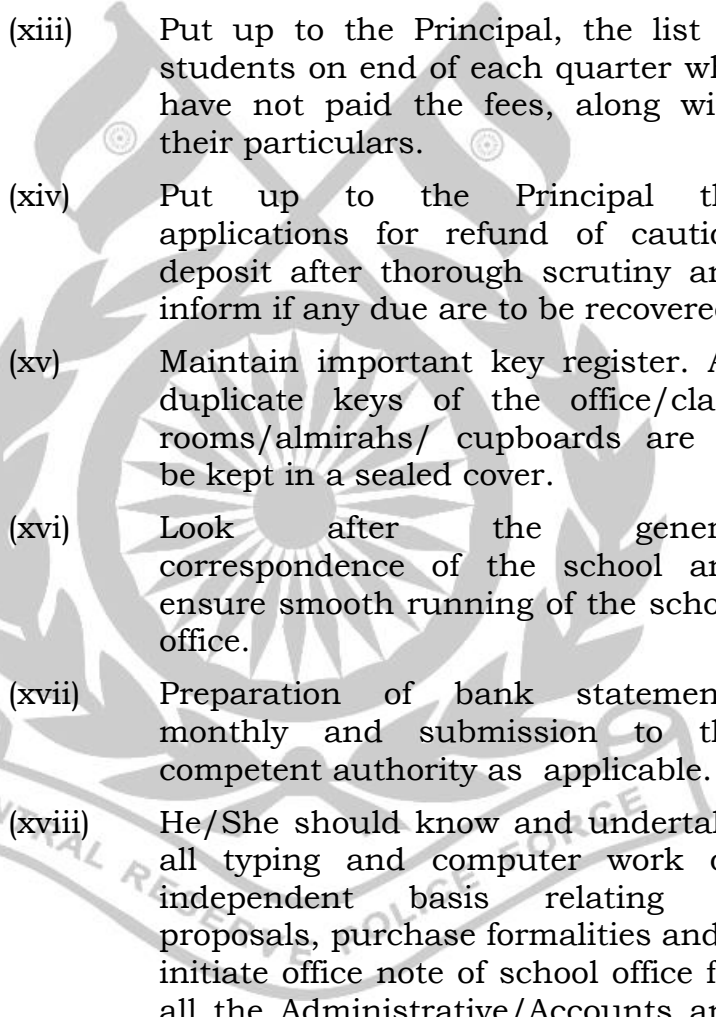
A confidential record of each employee shall be maintained by the Principal of the school. It shall consist of two parts, the first part being a factual record of employment, salary scale, increment, promotions, etc., as well as factual assessment with regard to the work done by the employee and the second part consists of confidential and evaluative statements with regard to the performance of the employee.

0707 : Accountant –cum –Head Clerk :-

He/She will be responsible for assisting the Principal to:-

- (i) Keep in safe custody the money, cheque books, counter foils of the cheques issued, pay-in-slips, pass book and other property of the school.
- (ii) Write cash account book regularly and properly.

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- (iii) Collect the bank pay-in-slips(fee receipts) every day from the bank and make entry in the cash account book.
 - (iv) Collect the daily proceeds by way of issue/ sale of registration forms, students' diaries, progress reports, bank pay-in-slips and take them on charge in the cash account book.
 - (v) Maintain the fee collection register/section – wise.
 - (vi) Take the permanent/consumable stores on respective ledger/charge.
 - (vii) Issue the items stores to the staff and maintain a proper record, put up these ledgers to the Principal.
 - (viii) Carry out frequent muster/check of stores and inform shortages/damages, if any, to the Principal
 - (ix) Prepare the monthly salary statement of the staff and put up the same to the Principal along with the letter addressed to the Bank by 25th of every month.
 - x) Prepare all payment/receipts vouchers, ledgers; cash account book and other related documents to the audit board.
 - (xi) Maintenance of stock/issue register(Dead stock & Expendable) and to put up cases of all classified items for declaring condemnation on due date.

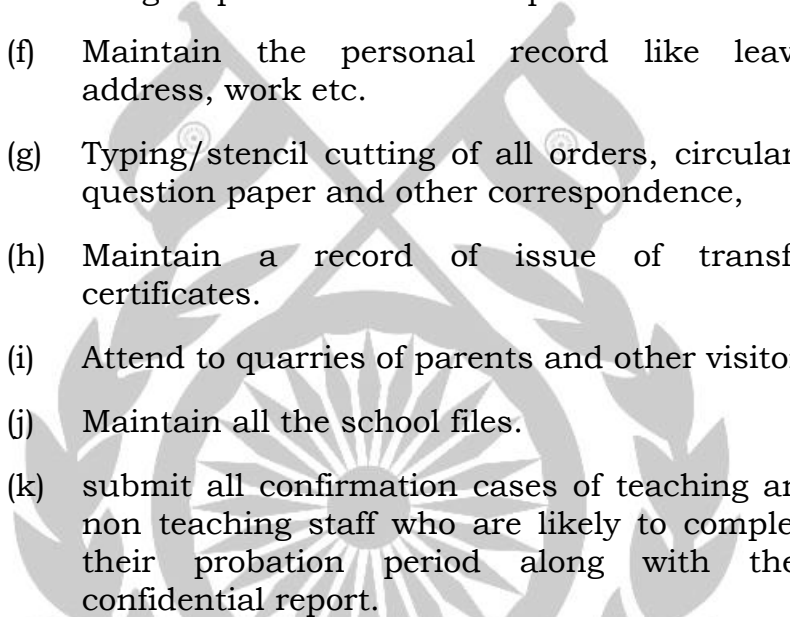
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- (xii) Prepare the balance sheet and put up to the Principal along with the cash account book.
 - (xiii) Put up to the Principal, the list of students on end of each quarter who have not paid the fees, along with their particulars.
 - (xiv) Put up to the Principal the applications for refund of caution deposit after thorough scrutiny and inform if any due are to be recovered.
 - (xv) Maintain important key register. All duplicate keys of the office/class rooms/almirahs/ cupboards are to be kept in a sealed cover.
 - (xvi) Look after the general correspondence of the school and ensure smooth running of the school office.
 - (xvii) Preparation of bank statements monthly and submission to the competent authority as applicable.
 - (xviii) He/She should know and undertake all typing and computer work on independent basis relating to proposals, purchase formalities and initiate office note of school office for all the Administrative/Accounts and other activities of the school.

- (xix) He/she will maintain files/registers relating to Accounts and put up list of all old records for weeding out by burning or to dispose of in the public auction.
- (xx) He/she will maintain the file index relating to School Correspondence.
- (xxi) He/she has to maintain Imprest Money, student Fee Registers Subsidiary register under supervision of Principal.
- (xxii) He/she shall deal with the correspondence of EPF Scheme of employees of CRPF Public School with EPF organization as applicable to respective school as per the central/state instructions.

0708 : Typist-cum- Jr. Clerk

S/He will be responsible to carry out the following duties:-

- (a) Issue Registration forms to the parents for admission of their wards. Collect registration form fee and maintain the record.
- (b) Issue students diaries, progress reports and banks pay-in-slips, collect their cost and maintain the record.
- (c) Hand over daily collection from issue/sale of registration form etc. to the accountant and keep all the receipts vouchers in a separate file.

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- (d) Maintain the admission register.
 - (e) Maintain the record of the issue Performa for the gate pass to the entitled persons.
 - (f) Maintain the personal record like leave, address, work etc.
 - (g) Typing/stencil cutting of all orders, circulars, question paper and other correspondence,
 - (h) Maintain a record of issue of transfer certificates.
 - (i) Attend to quarries of parents and other visitors
 - (j) Maintain all the school files.
 - (k) submit all confirmation cases of teaching and non teaching staff who are likely to complete their probation period along with their confidential report.

0709 : Peon, Peon- cum- Mali and Sahayika

The duties of peon, peon – cum- Mali and Sahayika and other support staff will be as prescribed by the Principal.

CHAPTER-VIII

School Funds and Accounting.

0801 : **School Funds:-** CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad (Telangana) :

The Funds of the School shall consist of :-

- 1) Caution Money, Fees, Fines, Development Fee, and Collection for specific purposes from the students in accordance with the Rules framed by the CRPF Employees' Educational Society including fees collected for Hostel.
- 2) Contribution made by the CRPF Employees' Educational Society and Managing Committee for any specific purposes.

0802 : **Mode of operations of the Accounts:**

- 1) All money belonging to the School shall be kept in a Nationalized Bank/Scheduled Bank as may be decided by the Managing Committee
- 2) This account will be operated by the Manager/ Secretary and Principal jointly and in the absence of the Principal, the person nominated by the Managing Committee will operate the account.

0803 : Financial Power:-

The financial competence of the authorities for according expenditure sanction out of CRPF Employees Educational Society and concerned School Fund is specified as under:

CRPF Employees Educational Society Fund:

1.	DG CRPF	President of Society	Full power
2.	ADG(Hqr) Dte. General CRPF	Senior Vice President of Society	Up to Rs. 6 Lakh
3.	IG(Adm) Dte. General CRPF	Addl Senior Vice President of Society	Up to Rs. 4 Lakh
4.	DIG(Welfare) Dte. General CRPF	Vice President of Society	Up to Rs. 2 lakh
5.	Dy. Comdt(Wel) Dte. General CRPF	Secretary of Society	Up to Rs 50,000/-

CRPF Public School, Rohini, Delhi & CRPF Public School Dwarka, New Delhi, School Fund:-

Official and Financial Power :-

1	IG (Adm) Dte General CRPF	Chairman of Managing Committee	Above 1 Lakh
2	DIG (Adm/Wel) Dte General CRPF	Vice-Chairman-cum-Manager	Up to Rs. 1 lakh
3	Principal	Head of the School	Up to Rs.50,000/-

**CRPF Public School Jawahar Nagar,
Secunderbad (Telangana), School Fund :-**

1	IGP S/S Hyderabad	Chairman Managing Committee	of	Above Rs.1 Lakh
2	DIGP GC CRPF RRY	Manager Managing Committee	of	Up to Rs. 1 Lakh
3	Commandant GC CRPF RRY	Asst. Manager Managing Committee	of	---
4	Principal	Head of the School		Upto Rs.50,000/-

0804 : PROCUREMENT:-

Procurement of various items for CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad(Telangana) is carried out as per the guidelines listed below:-

- 1) Purchase up to Rs.15,000/- may be made by the Principal of the concerned Institution without calling quotations.
- 2) For Purchase of stores of value beyond Rs.15,000/- to Rs.1,00,000/- a Committee comprising the following shall be constituted by the concerned Manager, CRPF Public School:-

Presiding Officer	Principal
Member-I	One faculty teacher (Nominated by the Principal)
Member-II	One office staff (Nominated by the Principal)
Finance Member	One ministerial staff nominated by the Manager.

- 3) For Purchase of stores of value above Rs.1,00,000/- a Committee comprising the following shall be constituted by the concerned Manager, CRPF PUBLIC SCHOOL

Presiding Officer	DIGP/Commandant of CRPF
Member-I	Principal of the School
Member-II	Dy.Comdt./Asst.Comdt of CRPF
Member-III	One faculty teacher (Nominated by the Principal)
Member- IV	One office staff (Nominated by the Principal)
Finance Member	One Ministerial staff nominated by the Manager.

The purchases above Rs.1(one) lakh are to be carried out after observing due formalities.

- 4) The authorities concerned such as Principal/ Manager / Chairman /President who have been vested with the Financial Powers for purchase of stores shall constitute the Purchase Committee. However, the Manager can constitute a Purchase Committee for purchase of stores above Rs. 50,001 & up to Rs.1,00,000/-.
- 5) The Purchasing Committee shall carryout proper market survey and submit its report to the competent authority with full details of the items to be procured, quality specifications, rates, name and address of the firm etc and all other relevant documents along with its recommendations.

- 6) The Principal should ensure proper maintenance of items purchase so as to ensure its longevity. The necessary repairs may be carried out as and when required within the financial powers vested in him/her. In case the cost repair exceeds the financial competence of the Principal, proper proposal should be submitted to appropriate authority for approval of the competent authority prior to the commencement of the work.
- 7) The Principal should appoint a Board of Officers consisting of a **Senior Teacher**, Superintendent (if posted) and one staff from the Clerical Cadre to classify the stores as and when required. The Principal of the Institution concerned is competent to declare stores of value up to Rs.50,000/-(Replacement value) as condemned. In case the replacement value of stores required to be declared as condemned as above Rs.50,000/-, approval should be obtained from the Manager or Chairman of the School, as the case may be.

0805 : Accounting Instructions:-

- 1) The Principal will be In-charge of the school fund of CRPF Public School Rohini Delhi, CRPF Public School, Dwarka, New Delhi and CRPF Public School, Jawahar Nagar Secunderabad(Telangana) and will be responsible for its proper maintenances.
- 2) Receipts of fixed deposit and other investments shall be kept in the custody of the Principal.

- 3) The cash book should incorporate the entire transactions relating to the school fund chronological sequence. For this purpose, all receipts, whether by way cash or cheque or draft relating to the school fund should be entered on the receipt side of the cash book.
- 4) The cash book is to be closed at the end of each calendar month and at the time of change of Accounting officer.
 - (a) Ensure safe custody of the money, stores and other property of the school.
 - (b) Ensure that the cash book is written regularly and properly maintained.
 - (c) Ensure safe custody of the cheques, counterfoils of cheques/issued, pay-in-slips, statements of account or pass book and other valuable records concerning cash.
 - (d) Ensure that accounts, returns, etc are submitted to the management on due dates.
 - (e) Ensure that no account/record is destroyed without obtaining the prior approval of the management.

0806 : Audit of Accounts:-

- 1) CRPF Public School Rohini Delhi and CRPF Public School, Dwarka, New Delhi fund account will be audited annually by the registered Chartered Accountant deputed by CRPF Headquarter, Lodhi Road, New Delhi. The audited balance sheet and statement of accounts will be placed before the Management Committee by the Secretary of the Committee.

- 2) The audited balance sheets are to be submitted to the Directorate of Education by the **31st day of July** of each year for Delhi Schools and as applicable to other Schools.
- 3) Similarly, the CRPF Public School, Jawahar Nagar Secunderabad (Telangana) fund account will be audited annually by the registered Chartered Accountant deputed by Managing Committee of the School and the audited balance sheet and statement of accounts will be placed before the Management Committee by the concerned designate of the Committee. The audited balance sheets to be submitted to concern Educational Authorities by the date fixed by the State/authority concerned.

