## CONTENTS

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Background</td>
<td>1-2</td>
</tr>
<tr>
<td>2.</td>
<td>Perspective on Early Education</td>
<td>3-7</td>
</tr>
<tr>
<td>3.</td>
<td>Aims and Objectives</td>
<td>8-9</td>
</tr>
</tbody>
</table>

## CHAPTER 1

**BRIEF HISTORY, AIM AND OBJECTIVES OF ARMY WELFARE EDUCATION SOCIETY**

4. Pre-Primary Schools 10
5. Registration of Schools 11
6. Pre-Schools with Classes above UKG 12
7. All Schools with Class 1 and Above as ‘Junior Wing’ APS 13
8. Mid-Day Meal 14
9. Children with Special Needs 15
10. Children Education Allowance 16
## CHAPTER – 3

### MANAGEMENT STRUCTURE

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Management of Army Pre-Primary Schools</td>
<td>17</td>
</tr>
<tr>
<td>12.</td>
<td>Board of Administration (BoA) at Headquarters Commands</td>
<td>18</td>
</tr>
<tr>
<td>13.</td>
<td>Functions of Board of Administration</td>
<td>19</td>
</tr>
<tr>
<td>15.</td>
<td>Senior Patron</td>
<td>23</td>
</tr>
<tr>
<td>16.</td>
<td>Officiating Appointments</td>
<td>24</td>
</tr>
<tr>
<td>17.</td>
<td>Size of School and Neighbourhood Concept</td>
<td>25</td>
</tr>
</tbody>
</table>

## CHAPTER – 4

### PATRON, CHAIRMAN, SCHOOL ADMINISTRATION AND MANAGEMENT COMMITTEE (SAMC), DISCIPLINARY COMMITTEE AND COMPLAINT COMMITTEE FOR FEMALE EMPLOYEES

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.</td>
<td>Patron</td>
<td>27</td>
</tr>
<tr>
<td>19.</td>
<td>Powers and Responsibilities of Patron</td>
<td>28</td>
</tr>
<tr>
<td>20.</td>
<td>Composition of School Administration and Management Committee</td>
<td>29</td>
</tr>
<tr>
<td>21.</td>
<td>Functions</td>
<td>30-31</td>
</tr>
<tr>
<td>22.</td>
<td>Quorum</td>
<td>32</td>
</tr>
<tr>
<td>23.</td>
<td>Powers and Responsibilities of the Chairman</td>
<td>33-34</td>
</tr>
<tr>
<td>24.</td>
<td>Staff Officer to Chairman</td>
<td>35</td>
</tr>
<tr>
<td>25.</td>
<td>Duties of Staff Officer to Chairman</td>
<td>36</td>
</tr>
</tbody>
</table>
CHAPTER 5

THE HEADMISTRESS

28. Powers and Responsibilities of the Headmistress 43
29. Academics 44
30. Administration 45
31. Finances 46
32. Financial Powers 47
33. Welfare 48

CHAPTER 6

CODE OF CONDUCT FOR TEACHERS

34. The Code 50-52

CHAPTER 7

DUTIES AND RESPONSIBILITIES OF THE SCHOOL ACADEMIC AND ADMINISTRATIVE STAFF

35. Faculty 54-55
36. Wellness Teacher (Counselor) 56
37. Special Educator 57
38. Librarian 58
39. Computer Technician 59
<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.</td>
<td>Head Clerk</td>
<td>60</td>
</tr>
<tr>
<td>41.</td>
<td>Account Clerk</td>
<td>61</td>
</tr>
<tr>
<td>42.</td>
<td>Supervisor Administration</td>
<td>62</td>
</tr>
<tr>
<td>43.</td>
<td>Ayaas</td>
<td>63</td>
</tr>
<tr>
<td>44.</td>
<td>Watch &amp; Ward Staff (Chowkidar)</td>
<td>64</td>
</tr>
<tr>
<td>45.</td>
<td>Multi Tasking Staff (Peon)</td>
<td>65</td>
</tr>
<tr>
<td>46.</td>
<td>House Keeping Staff (Safai Karamchari)</td>
<td>66</td>
</tr>
<tr>
<td>47.</td>
<td>Additional Duties</td>
<td>67</td>
</tr>
<tr>
<td>48.</td>
<td>Para Medics (Qualified Nursing Staff)</td>
<td>68</td>
</tr>
<tr>
<td>49.</td>
<td>Duties of Other Staff</td>
<td>69</td>
</tr>
</tbody>
</table>

**CHAPTER-8**

**CLASSIFICATION, RECRUITMENT, QUALIFICATIONS AND TERMS AND CONDITIONS OF SERVICE**

<table>
<thead>
<tr>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.</td>
<td>Authorised Establishment</td>
</tr>
<tr>
<td>51.</td>
<td>Classification and Category</td>
</tr>
<tr>
<td>52.</td>
<td>Types of Teaching Staff</td>
</tr>
<tr>
<td>53.</td>
<td>Recruitment</td>
</tr>
<tr>
<td>54.</td>
<td>Certificates from Applicants</td>
</tr>
<tr>
<td>55.</td>
<td>Sample Formats (Bio Data, Appointment Letters and Agreements)</td>
</tr>
<tr>
<td>56.</td>
<td>Ban on Employment of Relatives of Patron, Chairman, Principal, Vice Principal, Staff Officer and other authorities with the school</td>
</tr>
<tr>
<td>Serial No</td>
<td>Article</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>57.</td>
<td>Filling up of Temp (Adhoc) Vacancies caused due to Leave, Resignations and Terminations during Academic Session</td>
</tr>
<tr>
<td>58.</td>
<td>Abinito Void Appointments</td>
</tr>
<tr>
<td>59.</td>
<td>Medical, Character and Other Certificates</td>
</tr>
<tr>
<td>60.</td>
<td>Increments at the Time of Appointment</td>
</tr>
<tr>
<td>61.</td>
<td>Pay and Allowances</td>
</tr>
<tr>
<td>62.</td>
<td>Service Conditions of Regular Staff</td>
</tr>
<tr>
<td>63.</td>
<td>Service Conditions of Contractual Administrative Staff</td>
</tr>
<tr>
<td>64.</td>
<td>Termination of Service due to Closing Down of Schools and Abolition of Posts</td>
</tr>
<tr>
<td>65.</td>
<td>Resignation</td>
</tr>
<tr>
<td>66.</td>
<td>Age of Retirement</td>
</tr>
<tr>
<td>67.</td>
<td>Service Benefits</td>
</tr>
<tr>
<td>68.</td>
<td>Leave Entitlement of the Staff</td>
</tr>
<tr>
<td>69.</td>
<td>Common Rules Regarding Leave</td>
</tr>
<tr>
<td>70.</td>
<td>Vacation Staff</td>
</tr>
<tr>
<td>71.</td>
<td>Non Vacation Staff</td>
</tr>
<tr>
<td>72.</td>
<td>Admissibility of Vacation Pay to Teachers and other Staff Categorised as ‘Vacation’</td>
</tr>
<tr>
<td>73.</td>
<td>Encashment of Leave by Non Vactional Staff</td>
</tr>
<tr>
<td>74.</td>
<td>Leave Travel Concession</td>
</tr>
<tr>
<td>75.</td>
<td>TA and DA</td>
</tr>
<tr>
<td>76.</td>
<td>Loan</td>
</tr>
</tbody>
</table>
CHAPTER –9

MISCELLANEOUS MATTERS RELEVANT TO SERVICE IN THE SCHOOL

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>77.</td>
<td>Service Records</td>
<td>107</td>
</tr>
<tr>
<td>78.</td>
<td>Verification of Character and Antecedents</td>
<td>108</td>
</tr>
<tr>
<td>79.</td>
<td>Annual Confidential Reports</td>
<td>109</td>
</tr>
<tr>
<td>80.</td>
<td>Reports on Probationers</td>
<td>110</td>
</tr>
<tr>
<td>81.</td>
<td>Permission to Teachers to Appear at Higher Examinations</td>
<td>111-113</td>
</tr>
<tr>
<td>82.</td>
<td>In-Service Training of Teachers</td>
<td>114</td>
</tr>
<tr>
<td>83.</td>
<td>Provision of Uniform for Nursing Assistant, Lab Attendant and Group D Employees</td>
<td>115-116</td>
</tr>
<tr>
<td>84.</td>
<td>Teaching Days, Holidays, Vacation and Working Hours</td>
<td>117-118</td>
</tr>
</tbody>
</table>

CHAPTER –10

DISCIPLINE, TERMINATION OF SERVICE, REPRESENTATIONS AND REPORTING OF INCIDENTS

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>85.</td>
<td>Discipline</td>
<td>121-122</td>
</tr>
<tr>
<td>86.</td>
<td>Administrative Action</td>
<td>123</td>
</tr>
<tr>
<td>87.</td>
<td>Major and Minor Penalties</td>
<td>124</td>
</tr>
<tr>
<td>88.</td>
<td>Breach of Code of Conduct leading to Disciplinary Action</td>
<td>125</td>
</tr>
<tr>
<td>89.</td>
<td>Suspension</td>
<td>126-131</td>
</tr>
<tr>
<td>90.</td>
<td>Termination of Service</td>
<td>132</td>
</tr>
<tr>
<td>91.</td>
<td>Redressal of Grievances</td>
<td>133-135</td>
</tr>
<tr>
<td>92.</td>
<td>Reporting of Incidents</td>
<td>136</td>
</tr>
<tr>
<td>93.</td>
<td>Prohibition of Sexual Harassment</td>
<td>137</td>
</tr>
<tr>
<td>Serial No</td>
<td>Article</td>
<td>Page</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>94.</td>
<td>Use of Tobacco and its Products</td>
<td>138</td>
</tr>
<tr>
<td>95.</td>
<td>Ban on Employment in AWES Run Schools</td>
<td>139</td>
</tr>
<tr>
<td></td>
<td>Teachers &amp; Principals</td>
<td></td>
</tr>
<tr>
<td>96.</td>
<td>Dress</td>
<td>140</td>
</tr>
<tr>
<td>97.</td>
<td>Punctuality</td>
<td>141</td>
</tr>
</tbody>
</table>

**CHAPTER-11**

**ADMISSION RULES**

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Article</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>98.</td>
<td>General</td>
<td>145</td>
</tr>
<tr>
<td>99.</td>
<td>Priorities of Admission</td>
<td>146-149</td>
</tr>
<tr>
<td>100.</td>
<td>Percentages of Civilian Children</td>
<td>150</td>
</tr>
<tr>
<td>101.</td>
<td>Children of Foreign Nationals/NRIs in Army Public Schools</td>
<td>151</td>
</tr>
<tr>
<td>102.</td>
<td>Admission Procedure and Evaluation Test</td>
<td>152-153</td>
</tr>
<tr>
<td>103.</td>
<td>Admission with/without Transfer Certificate</td>
<td>154</td>
</tr>
<tr>
<td>104.</td>
<td>Age Limit</td>
<td>155</td>
</tr>
<tr>
<td>105.</td>
<td>Proof of Age</td>
<td>156</td>
</tr>
<tr>
<td>106.</td>
<td>TC from Other Schools</td>
<td>157</td>
</tr>
<tr>
<td>107.</td>
<td>Change in date of Birth</td>
<td>158</td>
</tr>
<tr>
<td>108.</td>
<td>Promotion of Students</td>
<td>159</td>
</tr>
<tr>
<td>109.</td>
<td>Inclusive Education</td>
<td>160</td>
</tr>
<tr>
<td>110.</td>
<td>Curriculum</td>
<td>161</td>
</tr>
<tr>
<td>111.</td>
<td>School Uniform</td>
<td>162-163</td>
</tr>
<tr>
<td>112.</td>
<td>Fees and Other Charges</td>
<td>164-165</td>
</tr>
<tr>
<td>113.</td>
<td>Suggested Fee Structure</td>
<td>166-168</td>
</tr>
</tbody>
</table>
Serial No  
114. Budgeting  
169

Appendices and Annexures  

A  Certificate of Registration of Society Act XXI of 1860  
B  Annual Administrative and Technical Inspection  
Annexure I to Appendix B  
Annexure II to Appendix B  
C  School Information Data  
D  Instructions on Payment Of Instructions on payment of fee for wards of Ex-Defence Personnel at par with wards of service personnel in Army Public Schools  
E  Performance Record/Workshops attended/Leave Record/Record of Counselling  
F  Qualification Requisites  
G  Details of emoluments for the month  
H  Sample Format for Bio Data Headmistress  
J  Sample Offer Letter of Offer for Headmistress  
K  Sample Appointment Letter for Headmistress  
L  Sample Agreement for Headmistress  
M  Sample Offer Letter for Regular Teachers  
N  Sample Appointment Letter for Regular Teachers  
O  Sample Agreement Regular Teachers  
P  Leave Account of Employees  
Q  Record of Service
R Attestation Form
Annual Confidential Reports

Annexure I to Appendix S ACR : Headmistress

Annexure II to Appendix S ACR: Teaching Staff
Annexure III to Appendix S ACR: Adm Staff

T ACR /Probationer: Headmistress

U ACR /Probationer: Regular Staff (Other than Headmistress)

V Authority to Award Penalty

W Redressal of Grievances

X TC

Y Registration Form

Z Application for Admission
CHAPTER 1: BACKGROUND, AIM AND OBJECTIVES OF PRE-PRIMARY SCHOOLS

Background

1. **General.** Post-independence, Indian Army started running its schools to provide education to its children. These Regimental Schools, erstwhile known as APPS, were established as a welfare measure based on authorization as Kindergarten Schools. They were brought under the Army Pre School Education Council (APEC)/AWWA in 2005, to design a sound ECCE programme for pre-scholars and prepare the child for formal schooling. A felt need of a common curriculum and uniform resulted in the schools getting placed under the control of AWES from Apr 2011 and included guidance, formulation of policies, coordinate curriculum / books and teacher empowerment. Today, the APPSs are a veritable hub of activity, functioning in a vibrant environment with support and involvement of formations, motivating them to produce confident and responsive learners.

2. **Command & Control.** The Trajectory of APPS since its inception has been based on an adhoc structure, without a formal institutionalized layout. This was primarily, with a view to keep the control at the LMA level, given the peculiarities and dynamics of each station, region and the State. While occasionally, suitable interventions were taken in the form of bringing them under the AWWA in 2005, part responsibility moving to AWES in 2011 and again involving AWWA in advisory role, which lasted from 2017 to 2019. All such interventions did not fulfill the comprehensive requirements of the environment. The decentralized model with a selective responsibility of each vertical, i.e., LMA, Comd HQs, AWWA and the AWES has not matured due to inherent lacunae of lack of integration, feedback mechanism and the communication loop amongst each other.

Perspective on Early Education

3. **Early Childhood Intervention and Relevance at APPS & APS Levels.** Parents and Parental Involvement are as crucial in the child’s learning curve as is the research-based neuro-science evidences for cognitive development. Since such research-based evidence has shown the importance of Early Interventions, there is a need to have Early Identification procedures streamlined, beginning from admission to parent interaction and school intervention. This facet assumes added significance for wards of service persons, who face changing social and domestic environment due to unique service conditions. The role of AWWA &LMA through established forums to
educate the families in the premise of parental involvement, positive home environment and the critical periods of cognitive development of the children from birth to the age of 8 years is important.

4. **National Perspective on Early Childhood Education (NCF 2005).** The NCF 2005 identifies the age of Early Childhood stage until the age of 6-8 years, as the most critical period of a child’s life for a **foundational development** that impacts the learner for life. The NECECF 2013 covers the holistic development of the child through “Play-way approach”, developing interrelated domains of development, as stated in “Exemplar Guidelines for Implementation of ECCE Curriculum by NCERT.

5. **NCERT - National Focus Group Early Childhood Education.** The planning and provision of early childhood and primary education programmes need to take into account the **three Principles of Child Development** i.e., Child development is a **continuous and cumulative process**; Health, nutrition, and educational / psychosocial development are all **synergistically interrelated** and a child’s development will be optimized if the programmes **address not only the child but also the child’s overall context.** The Pre School Curriculum published by NCERT in August 2019, significantly brings out the Curricular Framework, Pedagogical processes and the factors that affect the smooth transition of the Pre - School learners to formal education. This refers to the **synergistic functioning of the Pre-School, the Primary School and the parents.** MWCD has laid down, the age bracket of 3-6 years for a child to undergo play-based pre-school education. The NCERT in Apr 2018 also, defined such education from 3+ to 5+ years.

6. **National Education Policy (NEP) 2020.** The NEP-2020 clearly states the evidence of two aspects, enrolment of large number of children without
undergoing ECCE program at 6 + and far too many children getting admission in class 1 before the age of 6 years. The environmental feedback in the APPS system suggests that parental pressure to send children to school at an early age is commonly prevalent, which leads to pressurize for formal learning. The system thus, tends to ignore the age criteria, which also gets magnified during school hopping by a child. The Pre- primary education comprises Nursery, LKG and UKG levels. NEP 2020 has proposed to integrate pre-primary schooling and Class 1&2 of primary into a foundation learning. This interalia suggests that these schools would also be under the scrutiny of Regulatory Bodies. These would necessitate a revised approach to the entire schooling system in the Army so that besides fulfilling our obligations to the regulatory bodies, we meet the rising aspirations of our children specially the seamless transition from our APPS to APS system.

7. **Problem Statement.** While the functioning of the APPS is meeting the current needs of our children, they remain inward looking, ignoring crucial **formative years of Three to Eight**, driven on enthusiasm of local commanders rather than a culture or structure. Similarly, with a renewed focus on ECCE, the system falls short of meeting the future challenges as well as aspirations. There is a felt need to undertake a review of the entire system of Pre-Primary Education in the Army and get it in tune with modern practices. The guidelines issued nearly a decade earlier need to be reviewed as per changed times and education environment as prevalent in good schools of India. Army personnel get posted from one station to another and therefore there is a need to have uniformity including common curriculum.

**Aim and Objectives**

8. **Aim.** To develop co-educational Army Pre-Primary Schools for imparting quality education at affordable cost to the children of Army personnel including ex Army personnel.

9. **Objectives.** The objectives of pre-primary education are as under: -

   (a) Ensure a welcoming, loving and caring atmosphere so that the budding learner settles down in an environment away from home.

   (b) Provide a learning environment which would catalyze the inquisitive instincts of the growing mind, and stimulate an enquiry-based learning attitude in the students.

   (c) Implementation of the Early Childhood Education (ECE) programme.

   (d) Promotion of inclusive education.
(e) Assist in cognitive development of the children.

(f) Prepare the students for a smooth and seamless transition from UKG to Class-1.
10. **Pre-Primary Schools.** Education is a subject on the concurrent list of the Constitution of India with a dominating role for the States, in regulating school education. As of date, most State governments do not regulate Pre School Education. Pre School education was limited to two years before Class-1 and under various names like Aanganwadi, Pre-school -1&2, Nursery & Kindergarten, LKG&UKG etc. The DoP&T rules on Children Education Allowance (CEA) also allow for two years prior to Class -1, besides formal school of classes 1-12. Government institutions like NCERT and Ministry of Women and Child Development have recently begun to profess a three-year pre-school system starting with the minimum entry age of three years. The New National Education Policy 2020 also formalizes a three-year Pre-school programme starting after completion of three years of age.

11. **Registration of Schools.** Normally all educational institutions are supposed to be registered with the State education department which oversees the functioning of the schools. Play schools, Pre-primary Schools were kept out of the ambit of any regulators till recent times. However, the New Education Policy 2020, by virtue of combining with Class 1 and 2 as Foundation Level would result in regulating all these schools as well. As and when the rules are implemented, the Local Management will have to get these schools registered with the state regulating bodies and comply with their instructions, as and when formulated. In all probability these rules will be in line with the rules set out for regular schools in the state. These could be as follows: -

(a) It should be owned and managed by **govt or a non-profit-making Society/trust.** For the purpose of this clause, if ever required, these schools may have to be put under the **Patronage of AWES**, since serving officers are barred from being members of any Society/trust as per prevailing Service Rules.

(b) The ownership of land should be clear and should be on contiguous piece of land.

(c) Perimeter should have a boundary wall with controlled access gates.

(d) The building should be safe in terms of structural safety and from fire hazard.

(e) Safe and purified drinking water, separate toilets for boys and girls etc.
Premises should be clean and provide a healthy learning environment.

12. **Pre-Schools with Classes above UKG.** Pre-Schools which are already having classes beyond UKG i.e., Class 1 upwards, come under the category of Primary Schools and are required to be registered with the education authorities of the respective State Government and are required to comply with their rules and regulations. These schools are also expected to comply with provisions of RTE 2009, which beyond other provisions would require giving away 25% seats to children of economically weaker sections (EWS) and not charge them any fee. Schools would be expected to claim educational expenses of the EWS students from State Education Department, which is usually payable at rates applicable in Government Schools. Presently a case is under consideration at the Ministry of Human Resource Development to exempt the schools run by Armed Forces from the ambit of RTE 2009.

13. **All Schools with Class 1 and Above as ‘Junior Wing’ APS.** All schools under this category, will need to have their own logo and therefore will adopt the APS Logo with an annotation of ‘JUNIOR WING’. They can use the Logo of AWES and continue to be under the control of the LMA, as hitherto. However, it is to be noted that such a step would require institutionalized and confirmed admission to all students studying therein to secure admission to regular APSs. APSs in such stations will have to remove all classes which are available in the ‘Junior Wing’ or keep additional capacity at higher classes for such assured intake. Certificate of Registration of Society Act XXI of 1860 under which AWES has been registered as a Society is attached as Appendix A.

14. **Mid-Day Meal.** If the School has any child from EWS category, the School will have to make arrangements for Mid-Day meal as well. In this situation the nutritive and calorie value, the hygiene and variety of the food will have to be ensured as per state guidelines on the subject. It is possible that the state government insists that the Mid Day Meal would not be restricted to only children from EWS category as it would be considered as differentiation between students of the same school.

15. **Children with Special Needs (CwSN).** No CwSN shall be put at a disadvantage in the Schools. Inclusive education shall be afforded to all students who have already been identified or show signs to be falling in the category of CwSN, who may approach the school for admission.

16. **Children Education Allowance.** As of now, Children Education Allowance (CEA) is allowable for only two years prior to Class-1 in any registered School. As and when the government rules change to a three-year Pre-School concept, this policy may undergo a change.
CHAPTER 3: MANAGEMENT STRUCTURE

Management of Army Pre-Primary Schools

17. The School shall be managed as follows:

(a) Head of the Institution: Headmistress.
(b) Chairman: CO of the Unit looking after the Adm of the School.
(c) Patron: IO of the Chairman.
(d) Senior Patron: COS Corps/ GOC Division/ Sub Area/ Dy Comdt Cat A Establishment.
(e) Chief Patron: GOC Corps/ Area/ Comdt Cat A Establishment.
(f) Academic Advisor: Principal of the nearest APS.
(g) Controlling Officer: Dir AWES Cell, Comd HQ.
(h) Higher Management: Board of Administration, HQ Comd.
(j) Technical Advisor: MD AWES

Board of Administration (BoA) at Headquarters Commands

18. **Composition.** BoA would ensure that the guidelines laid down are adhered to meticulously for the efficient running of all schools/institutions in the area of responsibility of the Command. It would be composed of the following at Headquarters Commands and any other person(s) nominated by the Patron and the Chairman:

- **Patron-in-Chief** -GOC-in-C
- **Chairman** -Chief of Staff
- **Members** -Chief Patrons
  - Maj Gen Administration / MGGS
  - Brig A / BGS
  - Col (Edn)
- **Member Secretary** -Director AWES Cell
19. **Functions of Board of Administration.** The Board of Administration shall formulate and ensure implementation of broad policies concerning the schools. The Board of Administration shall provide common guidelines for the schools in the Command to cover the following areas:-

(a) Visit Schools/Institutions and monitor their activities & academic performance on as required basis.

(b) Monitor implementation of policies of regulatory bodies and directions issued by the Board of Administration in schools.

(c) Order special inspection as and when required.

(d) Projection, obtaining approval, budgeting & monitor construction of schools through AMWP& Welfare Funds.

(e) Maintain data bank of all schools.

(f) Monitor financial health of each school.

(g) Provide legal assistance / consultancy to schools and monitor progress of cases.

(h) Progress land transfer cases and process through QMG’s channel.

(i) Monitor faculty enrichment and demand additional vacancies if required to ensure balance growth of schools. Obtain & forward views of schools.

(k) Plan and execute empowerment programme for APPS Headmistress/Teachers.

(l) Maintain liaison with Regional CBSE, State Education Department and Regulatory Bodies etc.

(m) Board of Administration will nominate Chief Patron, Senior Patron, Patron and Chairman, School Administration & Management Committee, and also intimate the same to HQ AWES.

**Role of Army Welfare Education Society (AWES)**

20. The functions of Army Welfare Education Society relating to Army Pre-Primary Schools have been given out by the orders of the then Chief of Army Staff in 2011 and are as under: -
(a) Issue guidelines on curriculum, recruitment and basic qualification of teachers, tuition fees and salary structure. Update and revise the same as and when required.

(b) Organize workshops for Headmistresses and teachers at Faculty Development and Research Centre (FDRC) to upgrade their knowledge and skills.

(c) Provide advice and guidance on matters relating to pre-primary education.

21. HQ AWES shall act as technical advisor for all matters for running these Schools. The Certificate of Registration of AWES issued by Registrars of Societies, Delhi is attached as Appendix A.

22. For day-to-day administration of the school, local SAMC will be formed. Its composition, functions, powers and responsibilities are given in detail in Chapter 4.

**Chief Patron**

**Senior Patron**

23. Senior Patron will be senior to the Patron and generally follow the Chain of Command. He will be the father figure for the overall supervision of the School. As a member of the BoA, he shall overlook the school functioning and ensure that all policies of the BoA are implemented. He shall be the final authority for redressing all parental, recruitment and service-related grievances. An ‘A’ branch officer in his formation HQ shall be tasked to assist him in this role. He shall also exercise financial powers as allowable under the rules.

**Officiating Appointments**

24. As and when the chairman is away on duty/long leave, the Patron shall make arrangements for an equal rank officer to assume charge of his responsibilities towards the school. No staff officer at any level shall assume the appointments of Chairman/Patron/ Senior / Chief Patron at any stage. Except in the case of Chairman, if any post is vacant for more than 15 days, the officer tenating the appointment in the officiating capacity can assume charge.

**Size of School and Neighbourhood Concept**

25. While there is no specific guideline on the School size, a pre-primary school with strength of more than 600 Students may not be manageable. Many existing APPSs are
above this strength, the management may consider opening more schools closer to living clusters of Army personnel in a garrison. This would also support the concept of Neighbourhood Schools which advocates that small children should not be required to travel more than 3 kms to their school.

26. Blank
CHAPTER 4: PATRON, CHAIRMAN, SCHOOL ADMINISTRATION AND MANAGEMENT COMMITTEE (SAMC), DISCIPLINARY COMMITTEE AND COMPLAINT COMMITTEE FOR FEMALE EMPLOYEES

Patron

27. Patron will be senior to the Chairman and generally follow the Chain of Command.

28. **Powers and Responsibilities of Patron.** Patron would exercise general supervision over various activities of the school. His powers and responsibilities are as under:-

   (a) Provide advice and guidance to the Chairman, SAMC and Headmistress from time to time as deemed fit.

   (b) Reviewing Officer for the annual confidential report of the Headmistress.

   (c) Accord approval to the composition of SAMC.

   (d) Approve appointment/confirmation of Head Mistresses of Schools.

   (e) Approve Proceedings of Departmental Promotion Committee (DPC).

   (f) Peruse budget of the school and accord confirmation.

   (g) Exercise financial powers as laid down in by Board of Administration as amended from time to time.

   (h) Peruse the Audit and Action Taken Reports of the school and endorse directions as deemed fit.

   (j) Award major penalties to Headmistress/Teachers.

   (k) Confirm major penalties awarded by Disciplinary Committee to Adm Staff.

   (l) Provide Administrative support to the School through fmn resources to the extent possible.

   (m) Carry out Annual Inspection of the School. Format for Annual Adm &Tech Inspection is given at Appendix B (For Administrative Inspections – Annexure I & Technical Inspection – Annexure II refers).

   (n) Forward Details of School Information as per Appendix C to Command AWES Cell and AWES HQ.
School Administration and Management Committee (SAMC)

29. **Composition.** SAMC will be formed where schools are established with a view to afford maximum freedom to coordinate and for facilitating day to day running of the Army Pre-Primary Schools. 50% of members should preferably be females. Their composition would be:-

   Chairman - As nominated by Chief Patron.

   Secretary - Headmistress

   Members
     - One Staff Officer/Another officer of the unit (a substantive Major or above).
     - Two parents of students in the School.
     - Two teachers of the School.
     - **One educationist** (Principal of neighbouring APS/ any other school)

**Notes:-**

1. Parents and teachers nominated as members of the SAMC will be rotated every year.

2. Relatives of employees/management of school will not be members of the SAMC.

3. Composition of SAMC will be approved by the Patron.

30. **Functions.** Functions of the SAMC are as under: -

   (a) Oversee functioning of the schools including school hours, vacation and holidays as per laid down policy.

   (b) Ensure implementation of policies by regulatory bodies and directions of BoA and Patron.

   (c) Examine Inspection Report and ensure rectification of all observations made by the Inspection Team.

   (d) Examine proposed infrastructure projects and grant confirmation.

   (e) Prepare five-year roll-on plan. Ensure availability of adequate funds for growth of the schools, pay & allowances of employees and routine expenditure while passing the budget. Ask schools to draw up investment plan to build up adequate reserve of funds and examine the same.
Nominate CA/ Auditor and ensure that school accounts are audited every year. Examine the CA report and initiate action on observations. Also ensure local audit board carries out audit of school accounts regularly.

Recommend amendments required in Text Books/ workbooks.

Consider case for recruitment of non-teaching staff and regularization of service and grant approval for action as per rules.

Examine demand for funds and approve the same. Monitor progress of execution.

Recommend up gradation of the school, if applicable.

Obtain list of suggestions received in suggestion boxes from Chairman quarterly and monitor actions thereof.

Meeting of the SAMC will be held periodically (at least once in four months) so that members are in touch with running of the school and necessary approval and sanction is accorded as and when required without delay.

Quorum. The meeting shall be considered properly constituted with a minimum of two-third members (minimum 5) present. The minutes of duly constituted meeting will be properly recorded.

Powers and Responsibilities of the Chairman

The Chairman will function as Chief Executive and exercise general supervision to ensure proper functioning of the school. His detailed powers and responsibilities are as under:

(a) To preside over the meetings of the SAMC and be responsible for all functions of SAMC as given in Para 30 above.

(b) Initiate case for opening new school/adoption of existing school through proper channel.

(c) Initiate case for infrastructure projects and supervise execution.

(d) Ensure school data is forwarded to all concerned.

(e) Ensure that action is taken on observations in the audit report.
(f) Deal with all legal cases/complaints pertaining to school and represent AWES, Chairman BoA and Patron in all Court cases.

(g) Forward recommended amendments to rule books for schools.

(h) Initiate case for allotment of funds.

(j) Compile vacancies of teachers and initiate action for recruitment and conduct of selection Boards.

(k) Ensure publication of school magazine. Also ensure that articles for educational institutions magazine are forwarded in time.

(l) Ensure implementation of standard curriculum in the school as forwarded by AWES.

(m) Ensure teachers attend workshops as per vacancies allotted. Arrange to conduct training programme at school level.

(n) Ensure regular updating of school website, if any.

(o) Project school activities through media.

(p) Ensure timely initiation, review of ACRs and dispensation where necessary.

(q) Facilitate selection of Headmistress.

(r) Demand funds and intimate progress of execution. Forward utilization certificate for the funds allotted to Command AWES Cell.

(s) Initiate action on points approved in SAMC.

(t) Exercise financial powers as laid down by BoA.

(u) Sanction move of Headmistress and other employees for official outstation duties.

(v) Sanction all types of leave of Headmistress and extra ordinary leave without pay for all other employees beyond three months.

(w) Ensure that Goals and objectives are set and progress towards their achievement be constantly monitored.

(x) Ensure Headmistress prepares Year’s Academic plan in advance and holds regular staff meetings to review the progress.
(y) Obtain regular feedback from parents, teachers and students, and address issues raised by them.

(z) Ensure the Faculty Enrichment Programme (FEP) is subscribed as planned at FDRC.

(aa) Attend maximum PTMs to obtain feedback from parents for improvement of school.

(ab) The Chairman is responsible to implement observations in the Annual Adm/Tech Inspection Report.

(ac) Periodically interact with faculty/staff and address them on important issues.

(ad) Ensure affiliation with nearest hospital for emergency treatment of students and staff.

(ae) Exercise powers vested on him/her vide various articles of rule book on various matters as amended from time to time.

#af) Provide administrative support from unit resources to the extent possible.

34. In the absence of the Chairman, Second in Command of the Chairman’s Unit, if nominated as member of SAMC, will officiate as Chairman.

Staff Officer to Chairman

35. The Chairman may use the services of staff officer, nominated by him, to assist him in the performance of his duties. The Staff officer will not be involved in functioning in the School on behalf of the Chairman. It will be ensured that the staff officer does not become another link between the Chairman and the Headmistress. The Staff Officer will not interfere in the routine functioning of the school but will only facilitate Chairman in his functioning on accounts of checking accounts and such documents sent by the Headmistress to the Chairman in his unit. He will neither initiate a noting related to school nor correspond directly with higher HQ on school matter except when required to be communicated on behalf of Chairman. All other correspondence is to be generated under signature of the Headmistress (after approval of Chairman).

36. **Duties of Staff Officer to Chairman.** The detailed duties are as follows:-

(a) To ensure that all the correspondence in respect of the school is promptly put up to the Chairman and directions/orders given by the Chairman are conveyed without any delay to the Headmistress.
(b) To go into the details of all the project reports or modernization schemes forwarded by the school and have them vetted by the competent authority. Thereafter to render advice to the Chairman regarding feasibility and implementation of the projects based on the above feedback.

(c) In matters regard to provisioning of administrative support for the smooth functioning of the school.

(d) Co-ordinate visit of senior officers/dignitaries to school whenever scheduled.

(e) He will act as a facilitator in the overall context. He will, however, not become a link in the chain of communication between Headmistress and Chairman.

Disciplinary Committee (DC)

37. A Disciplinary Committee will be formed to deal with cases of indiscipline in the school. This will be read in conjunction with Articles 171 & 172.

(a) **Composition of DC for Employees other than Headmistress.**

<table>
<thead>
<tr>
<th>Presiding Officer</th>
<th>-Chairman SAMC (in his absence an equal level officer member of the station nominated by the Patron)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>-* Principal of other APS in station / close by location (as nominated by LMA)</td>
</tr>
<tr>
<td></td>
<td>- A serving officer from the SAMC to be nominated by the Chairman</td>
</tr>
<tr>
<td></td>
<td>-One teacher to be nominated by the Chairman</td>
</tr>
</tbody>
</table>

* In extreme cases/ remote locations, Principal of some other local school may be co-opted.

(b) **Composition of DC for Headmistress.**

<table>
<thead>
<tr>
<th>Presiding Officer</th>
<th>-An officer of the rank of Colonel other than the Chairman of the school nominated by Patron of the school.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td>-One Principal (female) of other schools (From an APS if possible).</td>
</tr>
</tbody>
</table>
- A senior teacher from another School (preferably from an APS), but not related/connected with the unit of the Chairman.

(c) **Functions.**

(i) To consider the report of inquiry officer/inquiry committee/complaint committee and other material on record and pass order as deemed fit.

(ii) Consider representations of employees against censure awarded by Headmistress and pass order as deemed fit.

(iii) Forward suitable cases to respective Patron/HQ Commands through proper channel for final disposal with its recommendations.

**Notes**

1. If the DC is considering disciplinary case of any of its members, the concerned member will not participate in the proceedings.

2. In case major penalty is awarded to the employees less Headmistress, forward the proceedings of Disciplinary Committee containing award of penalty, to the Patron for confirmation.

3. In case major penalty is recommended for the confirmed Headmistress, forward the same to Chief Patron for awarding the penalty.

4. Where the DC fails to arrive at a decision for reasons to be recorded in writing, forward such cases to BOA, through proper channel, for disposal.

5. DC can also place an employee under suspension where prima-facie is established or where a fair and impartial inquiry cannot be conducted if the employee is allowed to continue in office/post.

6. Presiding officer of DC will give an opportunity to the defaulter (in writing) to make a statement in his/her defence to the DC by giving, location date and time. If the defaulter does not reply the letter, fails to appear in DC at given date and time or declines to make a statement; the DC will record the same and commence the proceedings. If the defaulter makes a statement, the same will form part of the proceedings.

7. If any member is a witness in the case, he/she will not be a member of DC.
Complaint Committee for Female Employees / Children

38. A complaint committee would be constituted in all Army Pre-Primary Schools to deal with the complaints of sexual harassment / sexual assault in the school premises. The composition and functions of the complaint committee would be as under:

(a) Composition.

Chairperson
- Senior suitable female faculty member.

Members
- Two female employees of school. Where two female employees are not available, one female and one male employee.
  - Representative NGO familiar with the issues of sexual harassment at work place (wherever NGO familiar with the issues of sexual harassment at work place is not available in the station, especially in schools in remote areas, representative of AWWA may be detailed).

(b) Functions.

(i) Recommend measures for improvement of work conditions, leisure, health and hygiene for female employees/girl students.

(ii) Investigate & consider complaints by female employees/ girl students against sexual harassment.

(iii) Forward investigation reports on sexual harassment complaints to Disciplinary Committee for suitable action along with its recommendations.

Notes

1. Complaints of sexual harassment will be submitted by the complainants in writing. If the case of sexual harassment is reported verbally by the complainant, the Headmistress / Chairperson of complaint committee would ask the complainant to submit the complaint in writing at the earliest (within 24 hours).

2. If the complaint involves any member of the complaint committee, the concerned member will not take part in processing the complaint as member of the complaint committee. Another suitable member shall be deputed.

3. If the sexual harassment complaint involves the chairperson, the complaint will be submitted to the Principal. If the Headmistress is the Chairperson of the complaint committee and the complaint involves the
Headmistress, the sexual harassment complaint will be submitted to Chairman who will investigate the matter and submit recommendations to the Disciplinary Committee/Patron who would take suitable action.

4. In case the sexual harassment complaint is against the Chairman, the complaint would be sent to the Patron for necessary action as deemed fit.

5. In cases of penetrative or aggravated sexual assault, all assistance will be provided by the school to the victim in lodging FIR. The offender will be handed over to the civil police. All possible help will be extended to the police.

6. It will be ensured that the identity of the victim including name, address, photograph, family details, neighborhood or any other particulars indicating identity will not be disclosed to anyone.

7. In sexual harassment cases other than mentioned in Note 5, a copy of the complaint will be given to the police by the school stating that the sexual harassment case is under investigation by the Complaint Committee.

8. In case the offender is an employee / student of the school, for offences listed in Note 5, the individual will be placed under suspension immediately. For offences under Note 7 the offender will be placed under suspension on establishment of prima-facie in the case.

(Attention is also drawn to Protection of Children from Sexual Offences (POCSO) Act 2012 which covers children below 18 years of age.)

39-42 Blank
CHAPTER 5: THE HEADMISTRESS

Powers and Responsibilities of the Headmistress

43. The post of 'Head of the Institution' is reserved for women. Hence only suitable female candidates shall be appointed and known as Headmistress. Headmistress will render advice to the Chairman on future growth of the school to cover all aspects. The other responsibilities of the Headmistress are classified under the following heads:-

(a) Academic.
(b) Administration.
(c) Finance.
(d) Welfare.

44. **Academics.**

(a) To plan one year's academic work in advance in consultation with her colleagues and to hold staff meetings at least once a month to review the work done during the month and to assess the progress of the pupils.

(b) To supervise, guide and control the work of the teaching and non-teaching staff of the school.

(c) To help and guide the teachers and promote their professional growth and towards this end, actively encourage their participation in courses designed for in-service training.

(d) To promote initiative of the teachers for self-improvement and encourage them to undertake experiments, which are educationally sound.

(e) To organise the teachers for study of the curriculum and the syllabi, with a view to analyze the objectives of teaching of various topics and adapting the instructional programme, with due regard to inter-subject co-ordination. Such study is particularly necessary when a new curriculum or syllabus is introduced. Update the curriculum as per instructions/circulars/notifications issued by AWES from time to time.

(f) To ensure that Teacher's Diary is maintained in a manner that:-

   (i) It helps the teacher in his/her day-to-day work and

   (ii) It helps others to understand and appreciate his/her work and that six best notes of lessons are sent to the Chairman each year.
(g) To supervise class-room teaching and secure co-operation and co-ordination amongst teachers of the same subject/area as well as inter-subject co-ordination.

(h) To provide special help and guidance to teachers newly entering the profession on first appointment.

(i) To prescribe a time table for scrutiny of written work and home assignment of the pupils and ensure that assessment and corrections are carried out regularly and effectively.

(k) To make necessary arrangements for organising special instruction(s) for the pupils according to their need.

(l) To inform the teachers about the new grading schedules which may be prescribed from time to time for assessing their yearly work and not only to evaluate their work objectively but also to bring to the notice of the Chairman the meritorious work done or a successful experiment undertaken by any teacher to improve the instructions in the school.

(m) To organise and co-ordinate various co-curricular activities through the House System or in any other effective way and ensure maximum participation by students at school and cluster levels.

(n) To organise periodic educational excursions after proper pre-planning.

(o) To keep in constant touch with the latest developments in the field of education.

(p) To organise in-service training of teaching staff in consultation with institution of repute e.g. National Council of Education Research and Faculty Development and Research Centre (FDRC).

(q) To develop and organise the library resources and reading facilities in the school and ensure that the pupils and teachers have access to and use books.

(r) To establish liaison with local reputed Schools to get the latest information regarding academic schemes, procedures and projects followed by them.

(s) To ensure that special children are integrated in their classes and monitor their academic progress.

(t) Take at least 12 periods per week and maintain interaction with the students.

45. **Administration.** The responsibilities under this head are listed below:-
(a) Appointment of Administrative Staff as selected by the SAMC.

(b) To implement the instructions and policies of the authorities in respect of curricular and co-curricular activities and to take steps to bring about healthy development of the school in all these fields.

(c) To administer the school on sound lines and to develop healthy teacher pupil relationship.

(d) To be responsible for the proper maintenance of school accounts and school records, service books of teaching and non-teaching staff, returns and statistics as prescribed by the Society from time to time.

(e) To handle the official correspondence relating to the school and to furnish within the prescribed dates all returns and information required by the AWES.

(f) To formulate and submit to the Chairman for approval proposals for teaching staff, furniture, teaching aids etc., well before the commencement of the academic session.

(g) To make purchase of stores required for the school in accordance with the procedure laid down in booklet Financial Management of Army Public Schools (Yellow Book). A copy of the same can be procured from AWES/APS.

(h) To have physical verification of school property and stocks including condemnation and depreciation conducted by a committee constituted for the purpose through the administrative staff of the School at least once a year and to inspect the stock ledgers periodically to ensure their proper maintenance in accordance with the rules. A report to this effect will be made to the Chairman before the school closes for the summer vacation.

(i) Pursue all legal cases in courts, maintain interaction with legal counsels to monitor the progress on the court cases and keep the Chairman informed and take action as per his directions.

(k) Headmistress will apprise the Chairman about the complaints received through various channels and take action as per his directions.

(l) To be in charge of admissions in the school, preparation of school timetable, allocation of duties to the teachers and their teaching load, provision of necessary facilities to the teachers in the discharge of their duties and conduct of tests in accordance with the rules prescribed by the Managing Committee or AWES or affiliating authority from time to time.

(m) To ensure conduct of regular parent teacher meetings
(n) To send regularly the progress reports of the students to their parents or guardians.

(o) To promote the physical well-being of the pupils, secure high standards of cleanliness and health habits and arrange periodic medical examination of students and send medical reports to parents or guardians.

(p) To establish liaison with the local units and authorities in order to secure help for the better functioning and growth of the school.

(q) To maintain a record of leave for the staff. Also sanction all types of leaves for the staff working under him, except cases of Extra-Ordinary Leave (without Pay) will be referred to the Chairman.

(r) Proper dissemination of all orders and instructions from Chain of Command and AWES and ensuring their compliance. He/she shall keep Chairman apprised of the same. There shall be no deviation from laid down Rules and Regulations. The Headmistress will ensure correct implementation of policies. Management of the school is not authorized to approve any deviation from policies. Any deviation ordered by management will be intimated to BOA by the Headmistress on occurrence.

(s) Arranging printing of school magazine, Diary and Calendar if required.

(t) Address school assembly from time to time to disseminate important information and emphasize on inculcation of healthy moral and social values.

(u) To identify infrastructure requirements of the schools and project the same to SAMC.

(v) Ensure safety and security of students, employees and property in the school campus.

(w) Report any untoward incident in the school to the authorities.

(x) Ensure all amendments to laid down Rules and Regulations for Army Pre-Primary Schools and Financial Management of Army Public Schools are incorporated / pasted at the appropriate place in the books concerned.

(y) Maintain a class wise list of medico sensitive students to cater for medical emergency.

(z) To ensure initiation of ACR for all employees in time.

46. **Finances.** The responsibilities under this head are listed below:-
(a) Present budget of the school for ensuing financial year to SAMC before 31 Jan each year.

(b) He/she will ensure the observance of the following instructions: -

(i) Scrutiny of pay bills and ensure correctness every month.

(ii) He/she will ensure strict adherence to the entitlements of the staff and will be responsible to make good any loss suffered by the school by negligence or ignorance in this regard.

(iii) He/she will personally scrutinize all financial documents and append a certificate to this effect before putting them up for Chairman's countersignatures.

(iv) He/she will maintain a systematic record of entitlements, dues and liabilities of the staff and periodically produce them for perusal by the Chairman.

(c) He/she will make arrangements to draw the money from the Bank and will be responsible for its security, safe custody and accounting.

(d) To make all payments (including salaries etc of teachers and other staff) in time and according to rules.

(e) To ensure that the school fees are realised and credited to the School Account. He/she will maintain a proper record of defaulters and sundry debtors and prepare a monthly fee reconciliation statement showing amount of fees due, previous dues, if any, fees realised during the month and fees still due. This should reconcile with the Sundry Debtors list. Instructions / methods for payment of fee are given at Appendix D.

(f) To be responsible for proper utilization of the school fund and ensure financial viability of the school.

(g) To ensure that financial entitlements of the school employees like service gratuity, leave encashment and EPF are paid in time and correct record of the same is maintained in the school.

47. **Financial Powers.** The Headmistress will be empowered to incur expenditure as per the approved budget and within limits (50% of that stated for Principal of an APS) laid down in the latest edition of Financial Management of Army Public Schools as amended from time to time. The other Appointees will also enjoy the financial powers as per their Ranks and Not the Appointments as stated in the Yellow Book.
48. **Welfare.** The responsibilities under this head are listed as follows:

(a) To grant permission to Group ‘D’ Employees of the school for appearing in higher examinations.

(b) To look after the welfare of the students and employees of the school.

(c) Adequate suggestion boxes for parents and staff suggestions shall be provided in the school premises including Library, Stationery Shop, end of corridors etc. The keys will be kept only with the Chairman to open the boxes once a month.

49. Blank.
CHAPTER 6: CODE OF CONDUCT FOR TEACHERS

The Code

50. A person who chooses teaching as a career, assumes the obligation to conduct himself or herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in work and conduct, setting an example which will command the respect of the pupils, the parents and colleagues.

51. Teaching, in its true sense, is not mere instruction but influence. The teacher’s duty is not merely to communicate knowledge in specific subjects but also to help children grow to their fullest stature and unfold their personality. In this responsible task what matters most is the personal example of the teacher. The following points are, therefore, laid down for the guidance of the teachers of the Army Pre-Primary Schools:

(a) Every teacher shall, by precept and example, instill in the minds of the pupils entrusted to his/her care f values of patriotism, respect for all, love for nature and tolerance for other faiths.

(b) Every teacher has a responsibility towards pupils. He/ she must:

(i) Be impartial in his/her relations; be sympathetic and helpful to slow learners.

(ii) Aim to improve physical, mental and moral well-being of pupils leading to overall personality development.

(iii) Promote freedom of thought and expression coupled with discipline and dignity.

(c) Every Teacher should be above board in his/her personal conduct. He/She should:

(i) Be temperate and sober in habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the school.

(ii) Have an exemplary moral character. He/she dealings with the members of the other sex in the school or outside it, should not be such as would cause reflection on his/her character or bring discredit to the school.

(iii) Be neat & clean and dressed in a dignified manner.
(iv) Abide by the rules and regulations of the school and show due respect to the constituted authority and diligently carry out instructions issued to him/her.

(v) Be punctual in attendance and all work related to class work and any other work or duty assigned to him/her by the Headmistress.

(vi) Consider school property and funds as if placed in trust with him/her and shall exercise the same prudence and care, as he/she would do in respect of his/her own property or funds.

(vii) Promote dignity and solidarity of his/her profession.

(viii) Be polite and courteous towards parents and guardians.

(ix) Reflect the positive aspects of life in the Armed Forces and motivate children to respect and join the Armed Forces.

(d) Attend in service training/workshops/seminars when detailed by the Headmistress / Chairman.

(e) **Don’ts. A Teacher Will Not:**

  (i) Divulge confidential matters related to the institution.

  (ii) Be a member of any political party or indulge in activities either openly or in camera in support of any such party.

  (iii) Be a member of the State or Central Legislature. He/she shall resign his/her job before standing for election as a candidate.

  (iv) Indulge in or encourage any form of malpractice connected with examinations or other school activities.

  (v) Indulge in making allegations against anyone which are fake and not supported by concrete evidence and are only based on hear-say.

  (vi) Undertake private tuition of students in any form. Extra coaching organised in the school campus after the school hours will not be considered as “Private Tuition”

  (vii) Engage himself/herself in any commercial activity or as a selling agent/ canvasser for any publishing firm or trader in school campus.

  (viii) Represent his/her grievances if any, except through proper channel, nor will he/she canvass any non-official or outside influence or support in respect of any matter pertaining to his/her service in the school.
(ix) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any pupil, parent or any person with whom he/she has come into contact by virtue of his/her position in the school.

**Notes.**

1. The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no official dealings with him/her.

2. A casual meal, lift or other social hospitality of a casual nature shall not be deemed to be a gift.

3. On occasions, such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social practice, a teacher may accept gifts.

(x) Ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever, except with previous sanction of the competent authority.

(xi) Discriminate against any student on the grounds of religion, caste, region, language, place of origin, social and cultural background or and any of them.

(xii) Neglect in duties assigned to him/her by the school.

(xiii) Remain absent from the school without leave or without the previous permission of the head of the school.

(xiv) Pass any sexist, racist or other derogatory comments against anybody or make allegations which are not based on facts supported by evidence or making allegations against any member of the staff, parent or management which are later found to be baseless.

(xv) While being present in the school absent himself/herself (except with the prior permission of the Headmistress) from the class which he/she is required to attend.

(xvi) Practice or incite any student to practice casteism, communalism or untouchability.
(xvii) Cause or incite any person to cause any damage to school property.

(xviii) Propagate through his/her teaching lesson or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal and sectarian activities.

(xix) Behave or encourage or incite any student, teacher or other employee to behave in rowdy or disorderly manner in the school premises.

(xx) Be guilty of misbehavior or cruelty towards any parent, guardian, student, teacher or other employee of the school or give corporal/mass punishment to students.

(xxii) Organize or attend any meeting in the school except where he/she is required, or permitted by the Headmistress of the school to do so.

(xxii) Carry out monetary transactions with the pupils and parents and/or exploit his/her school influence for personal ends.

(xxiiii) Smoke, use tobacco/tobacco products within the school premises.

52. The above code of conduct will apply, where applicable, to the members of non-teaching staff of the school as well as the Headmistress. If any employee violates the code of conduct, he/she will be liable for administrative or disciplinary action.

53. Blank.
CHAPTER 7: DUTIES AND RESPONSIBILITIES OF THE SCHOOL ACADEMIC AND ADMINISTRATIVE STAFF

Academic Staff

54. **Faculty.** The faculty shall be responsible to impart education to the students in the play way method. The young students stepping out of their homes away from the parent’s careful eyes and therefore it is very essential that the teachers of Pre-primary Schools adopt a very loving, caring, tolerant, patient and compassionate towards these children. Extra caution would be required to be exercised on their safety and careful observation ensured to find out their response to the instructions.

55. Teachers will be required to adapt to the latest pedagogy as advocated for young children and should be inquisitive and progressive in their personal outlook to imbibe the modern practices in the fast-changing educational system.

56. **Wellness Teacher (Counselor).** Duties and responsibilities of Wellness Teacher are as under:-

   (a) To work as a Mental Health Professional directly under the Headmistress.

   (b) To administer Psychological tests and interpret the results and advise parents for counseling by specialists wherever required.

   (c) To take effective measures for preventive and crisis handling.

   (d) To conduct parental counseling sessions and workshops.

   (e) To assist school authorities in formulating discipline policies.

   (f) To guide and assist teachers to manage behaviour of children.

   (g) To be a member of interview board and committee for selection of students and teachers for appointments, wherever required.

   (h) Act as advisor to the Headmistress on behavioral matters in the school.

57. **Special Educator.** Duties of Special Educator are as under:-

   (a) He/she needs to have the right mindset and temperament to work with students who have wide range of learning, mental, emotional, cognitive and physical disabilities.

   (b) Be creative, highly intuitive, be of calming nature, detail and deadline oriented, adaptable and even tempered.
(c) He/she should be able to identify the specific need of a particular student and plan, adopt and present lessons to meet each student’s needs.

(d) Teach life skills and basic literacy to affected students.

(e) Assist general education teachers to adapt lessons that will meet needs of the students with disability in their class.

(f) Ensure/help maintain organized classrooms, limit distractions, use music & voice modulators, breakdown instructions into small manageable tasks, use multi-sensory strategies and give students with special needs opportunities for success.

(g) Depending on situation he/she may stay within a Designated Resource Room and work with special need students and address each disability factor to overcome them.

(h) He/she should track student’s progress, provide information to parents, create tests/evaluations, create & reinforce classroom rules, work with school administrators and prepare students for standardized tests.

(j) He/she should be able to communicate and coordinate with others involved in the student’s well-being i.e., parents, social workers, school psychologist, occupational & physical therapists, school administrators and other teachers.

(k) His/ Her ultimate role as a Special Educator is to provide instructions and support which facilitates the participation of students with disabilities in regular classrooms.

(l) Maintain the resource room and also take on any task given by the Headmistress.

58. **Librarian.** No separate Librarian shall be hired. The teacher nominated to maintain the small library should be responsible for accounting and maintenance of the Library including the assets therein.

59. **Computer Technician.** A Computer technician should be hired if the School has more than 20 computers and IT equipment. If there are fewer IT resources, the option to have on call arrangements with a technician could be considered. If a Technician is hired, then the following should be applied:

   (a) He/she will be responsible for maintenance and upkeep of computers and all IT equipment in the School.
(b) Responsible to switch on/off all computer systems in the morning/evening and to ensure smooth functioning of the Network/Laboratory.

(c) Should complete the scheduled maintaining tasks like running of Anti-Virus, Scan disk/Disk Defragmenter progress on each machine once a week, making note of frequent faults occurring, proper list of Hardware Components/Software available in the School.

(d) Should keep proper records of Annual Maintenance Contract and its timely renewal.

(e) Keep records of all System Software/Educational Software and furniture/items in the Computer Laboratory.

(f) Installation and periodic up gradation of Software / Hardware / Anti-Virus.

(g) Recommend upgradation of computers consistent with technology development.

(h) Undertake trouble shooting/minor repair of computers, peripheral and Networking.

(i) Maintenance of Network and Internet connectivity.

(k) Check and remove the common system faults, cannibalize defective components with permission of Headmistress and request for the service of engineer only if essential.

**Administrative Staff**

60. **Head Clerk.**

(a) Supervision and control of office staff. Ensure smooth functioning of the offices.

(b) Assist Headmistress and Administrative Supervisor in School administration and office work.

(c) Co-ordinate and/or make arrangements for meetings, conferences, functions and other co-curricular activities/competitions.

(d) Meet the petty expenses of the school, maintenance of its accounts and handing over the same to account section in each month.

(e) Preparation of documents for inspections/visits/meetings.

(f) Ensure timely submission of periodic reports and returns.

(g) Maintain register pertaining to students’ admissions and withdrawals.
Attend to visitors, students and staff members and get their work/queries replied/sorted out.

Get the office documents, files and registers updated. Ensure digitization of all records.

Maintain leave record of school staff.

Maintain school offices, Headmistress’s Office, Office stores and equipment.

Maintain demand register.

Remind Administrative Officer/Vice Headmistress to hold stock taking board every year as per rules

Any other task assigned by the Headmistress.

61. **Account Clerk.** He/she will work under Head Clerk and duties will include the following:-

(a) Maintenance of cash Account books and ledgers including digitization of accounts.

(b) To get school fees receipts from the bank, enter in fee receipt register and maintain proper record of the fee receipts.

(c) Ensure that fee collection is as per fee due, In case of discrepancy, report the same to Head Clerk/ Headmistress.

(d) Preparation of summary of fee collection and reconciliation statements.

(e) Preparation of list of defaulters.

(f) Preparation of vouchers of daily income/expenditure and necessary entries in cash books/ledgers.

(g) To prepare pay roll, salary slips of school staff every month and ensure timely deduction /deposition of EPF, ESIC, Taxes as required as well as timely issue of Form-16.

(h) Depositing of cash/cheques to bank.

(j) Preparation of quarterly audit board proceedings.


(l) Reconciliation with monthly bank statement and keeping record thereof.
(m) Assist Chartered Accountant in carrying out audit.

(n) Overall responsibility of accounts office covering all matters concerning accounts.

(o) Keep photocopies of school FDs and remind Head Clk/Administrative Officer/Headmistress for their crediting/re-investment at least thirty days before the date of maturity.

(p) He/she will also be the School Cashier. However, he/she would not hold more than Rs 20,000/- under his charge in cash at any time.

(q) Carry out all tasks assigned by Head Clerk/Headmistress.

62. **Supervisor Administration.** Supervisor Administration will be hired if a School is beyond strength of 200 students. If the Student strength is less than 200, Chairman may detail a suitable JCO from his unit for performance of this role. He would work under headmistress. His duties will include the following:-

(a) Responsible for the security arrangements of the school and campus during day and night including fire prevention and lighting arrangements. Supervision to ensure functioning of school guard and proper maintenance of registers at the main gate.

(b) Assist in making satisfactory arrangements for supply of drinking water for the pupils and ensure that the school buildings and its fixtures and furniture, office equipment, lavatories, play grounds, school garden etc are properly and carefully maintained.

(c) Ensure general upkeep, repairs/maintenance of accommodation, vehicles, furniture and equipment.

(d) Proper hygiene and sanitation and conservancy arrangements in the school campus.

(e) Liaison with units, MES and other local institutions for effective and efficient functioning.

(f) Liaison with SHO for organizing anti mosquito sprays.

(g) Effective supervision of the school premises to prevent pilferage, theft, trespassing and encroachment.

(h) Liaise with Station HQ for Army buses for transportation of school children. Coordinate with transporter to ensure smooth running of hired transport for students.
(j) Administrative arrangements for educational and recreational trips of students and staff.

(k) Make arrangements for Annual Stock Taking cum Condemnation Boards in respect of all stores.

(l) Assist in making administrative arrangements for annual day, sports day, other competitions and annual inspection of the school.

(m) Ensure timely repair of electric, sanitary fittings and buildings as per orders of Adm Officer/Headmistress.

(n) Supervise the work of group D staff of the school. Employ casual labour for casual/routine work of school as per orders of Administrative Officer/Headmistress and supervise their work.

(o) Maintain details of important telephone numbers of essential services like Police, Cantonment Board, Hospitals, Fire Stations, District Administration and Education Authorities including District Disaster Management Centre etc.

(p) Any other duty assigned by the Headmistress.

63. **Ayaas.** Ayaas will be employed in the Schools on as required basis. They shall not exceed a scale as stipulated in these guidelines. They shall perform all duties as assigned by the Headmistress and the teachers for managing the small children. They have to be polite and caring for the students and courteous to the faculty and other members of the staff.

64. **Watch & Ward Staff (Chowkidar).** Watch & Ward Staff will be responsible to look after the property of school during the period the school is closed. Her/His duties will be as under:-

   (a) To ensure that all rooms have been locked properly and keys deposited with the Administrative Supervisor / Headmistress / any other designated person.

   (b) To ensure that nothing belonging to the school, teachers or students has been left out. He/she will report to the Headmistress if any item of school property or that of any student or teacher has been found out-side. He/she will keep such things in his custody and handover the same to the Headmistress the next day.

   (c) To lock the main gate.

   (d) To keep a watch on the school premises during the night and report any untoward incident to the Headmistress if staying in the campus. He will report the incident to the Headmistress on telephone, if not staying in the campus, as soon as possible. He will also report the incident to the neighboring unit for information and assistance.
(e) To carry out any other task assigned to him/her by the Headmistress.

65. **Multi-Tasking Staff (Peon).** Multi-Tasking Staff will carry out all tasks befitting the appointment assigned by the Headmistress including running errands for school work and delivering dak and carrying of documents as ordered by the Headmistress.

66. **House Keeping Staff (Safai Karamchari).** House Keeping Staff will ensure that all buildings including Administrative Block, Academic Blocks, toilets and play grounds are cleaned every day. He/ She will make use of disinfectants as per orders. They will work under the Headmistress and Administrative Supervisor.

67. **Additional Duties.** In addition to the duties enumerated above, the Headmistress may assign any additional duty to any staff-member, as deemed fit but ensure that they are not employed in his/her house.

68. **Para Medics (Qualified Nursing Staff).** Para Medics will perform the duties of providing medical aid/first aid to the school employees and students and advise evacuation where necessary. He/she would advise the Headmistress on procurement of medicines, ensure that the Infirmary (MI Room) is adequately stocked with medicines and properly maintained. In absence of female nursing staff, the male Nursing Staff will treat the female patients in the presence of a female only. He/she will maintain the record including telephone numbers of nearby hospitals/Path labs. Preferably, a qualified female nurse is recommended as Para Medic staff in the school.

69. Duties of other staff if any may be laid down by SAMC of the school.

70. Blank.
CHAPTER 8: CLASSIFICATION, RECRUITMENT, QUALIFICATIONS AND TERMS AND CONDITIONS OF SERVICE

Authorised Establishment

71. **School Leadership and Supervisory Staff.** The head of the school will be called the Headmistress. She will be assisted by the team of teachers, Administrative Supervisor and the Administrative staff in the smooth running of the School.

Classification

72. **Teaching staff.** The classification of the teaching staff shall be as under: -

(a) **Pre-School Teachers.** The teachers will be employed for teaching all subjects to the students of classes Nursery, LKG and UKG. They should be compassionate, adaptive, and have sound knowledge of modern-day pedagogical practices for Pre-school level children. They should be fluent in English along with Hindi and preferably one local language. Their services would be utilized for all subjects at the pre-primary level and in addition, also as per individual aptitude and organizational requirement of the School authorities.

(b) **Primary Teachers.** Schools having classes 1 and up to class V shall also have Primary teachers. Primary Teachers shall be employed for teaching primary classes. They should be compassionate, adaptive, and have sound knowledge of modern-day pedagogical practices for Primary level children. They should be fluent in English along with Hindi and preferably one local language. Their services would be utilized for all subjects at the primary level and in addition, also as per individual aptitude and organizational requirement of the School authorities.

(c) **Specialist Staff.** APPSs should have a Special Educator on their rolls. In addition, if financials permit, they may have a Counselor also.

73. Besides the Headmistress, the school academic staff will be worked out as per above formula in respect of the following categories of staff: -

<table>
<thead>
<tr>
<th>Category</th>
<th>Scale of authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Academic Staff</td>
<td></td>
</tr>
<tr>
<td>(i) Pre-Primary Teacher</td>
<td>@ 1 for every section of 25 students and an increment of 1 teacher for every 10 Teachers.</td>
</tr>
<tr>
<td>(ii) Primary Teachers</td>
<td>1.25 teachers for Classes I to V per section of 25 students.</td>
</tr>
<tr>
<td>(iii) Activity Teacher</td>
<td>1 per 200 Students or part thereof.</td>
</tr>
</tbody>
</table>
(iv) **Special Educator.** @ 1 for every 40 CwSNs or part thereof.

(v) **Counselor.** One per School (Not Mandatory).

**Note.** IT technician (When school has 25 or more computers / if hired) should have Advance Diploma or Diploma in Computing & Hardware with knowledge in at least two of the following (hands on experience should be given due weightage):-

(i) Networking and LAN Administration.
(ii) Operating Systems.
(iii) RDBMS with programming. Proficiency in one language.

(b) **Administrative Staff.**

(i) Supervisor Administration.
(ii) Head Clerk 1.
(iii) Accounts Clerks-1.
(iv) Para Medics-1.
(v) Driver (As required).
(vi) Ayaas (1 per sections of Nursery & LKG, 1 per 3 sections of UKG).
(vii) Multi-Tasking Staff, Gardener, Watch & Ward Staff, House Keeping Staff (as required).
(viii) Tradesmen like Carpenter, Plumber, Electrician etc Group D staff.

**Notes**

1. The appointments of Supervisor Adm, Head Clerk and Account Clerk shall be considered as nucleus core administrative staff. SAMC may appoint core nucleus staff as ‘regular’ for the sake of continuity and smoother administration of the school. Alternatively, some categories could be filled on contractual basis & some vacancies earmarked be outsourced to the extent feasible, otherwise these be employed on casual /daily wages. If the School has a vehicle it may have the driver on regular basis or as required basis.

2. Staff beyond scales given above may be approved by the BoA on case to case basis.

3. The services of group D staff should preferably be outsourced; if not feasible they would be employed on casual/daily basis.
Types of Teaching Staff

74. Teaching staff would be employed as per requirements of the school based on strength of students. The terms shall be as follows:-

(a) **Regular.** This category shall be the nucleus staff employed through deep selection and shall be the backbone of the School faculty. 50% of the staff should preferably be ‘regular’.

(b) **Fixed Term Contract.** These appointments will be made before the beginning of an academic session for a term of three academic sessions. The contract will only be for one term and shall not be automatically extendable or renewable. On completion of term, a teacher will have option to appear in a fresh selection process for a vacancy in the school. The periodicity of contracts should terminate along with the end of the academic session.

(c) **Adhoc.** These appointments may be made for a limited period not exceeding 11 months to fill up a leave vacancy or a vacancy which may arise due to resignation/removal of another teacher mid-session. Such employment should not exceed one academic session. On completion of term, an adhoc teacher will have option to appear in a fresh selection process for contractual/regular category provided there is a vacancy and the individual meets the QR for that employment.

**Note:-**

1. All regular teachers will be on probation for a minimum of one year and a maximum of two years, which shall be endorsed. The suitability shall be arrived at within the period of probation. Any extension of probation beyond two years shall only be allowed by the BoA based on specific reasons of inability to judge the efficacy of the probationer within the stipulated time. The record of performance will be maintained as for format given at Appendix E. The qualification requisites for staff should be as given at Appendix F.

2. The emoluments payable to teachers employed on fixed term basis will be at par with the regular teachers.

3. The emoluments admissible to teachers on ‘Adhoc’ appointments may be determined by the SAMC.

4. Records of emoluments in respect of all employees is to be maintained regularly as per format given at Appendix G.

Recruitment

75. **Headmistress.** The Headmistress will be appointed as a regular employee. She will be on probation for a minimum period of one year extendable by another year with the permission of the Chief Patron. A selection committee constituted by concerned
Chief Patron will make selection of Headmistress in accordance with QR spelt out in these guidelines. The composition of the selection board shall be as follows:

(a) Presiding Officer - Patron.
(b) Members - Chairman.

- Principal of an APS.

76. An eligible teacher from the same Army Pre-Primary School may appear, as candidate, in the selection process for Headmistress without resigning from her appointment and retain the option to revert back to her previous appointment in case not found suitable during the probation. In such an eventuality where a teacher from the same school is selected as Headmistress, the appointment will be tenanted as ‘Officiating Headmistress’ for the period of probation and thereafter, if the performance during probation is satisfactory, appointed as ‘Headmistress’. Her academic load shall be shared by other staff or a fresh appointee during this period. Officiating allowance’ equal to the difference between the last pay drawn and the salary allowable for Headmistress shall be paid during the officiating period.

77. **Teachers.** Selection of teachers will be made strictly in accordance with the authorized establishment as laid down in Article 73. The selection board shall be convened by the Patron of the School and shall be composed as follows:

(a) Presiding Officer - Chairman.
(b) Members - Principal of an APS (another school if APS is not available).

- A PRT from the APS (another school if APS is not available)

**Note:**

1. If a Special Educator/Counselor is being hired the PRT member shall be replaced by Special educator/Counselor of the APS/another School.
2. For selection of Art craft/music/computer teacher, a subject expert from the APS / other School shall be a member in place of the PRT member in the board.

78. **Art Craft/ Music/Dance Teacher.** Selection and employment of teachers in this category may only be done on need basis subject to fund availability and the size of the school. The salary /grade shall be at par with other teachers of the School.
79. **Administrative Staff.** The feasibility of outsourcing the administrative services/staff will be explored before making appointments of administrative staff. All recruitments of Adm Staff in the schools will be contractual except nucleus core adm staff. SAMC may carry out recruitment as per following procedure:

(a) As far as possible, posts will be advertised in the News Papers one month prior to the date of interview and applications invited.

(b) Interviews will be held for various categories of posts.

(c) A merit list of candidates interviewed will be prepared category wise and signed by the members of the Selection Committee. The same will be submitted to the Chairman SAMC for approval.

(d) Candidates will be appointed from the top in the merit list to fill the existing and approved vacancies.

(e) Reserve list will be maintained for appointment against vacancies arising subsequently.

(f) Terms and conditions of service, appointment and discharge will be clearly mentioned in the appointment letter.

(g) Ex-servicemen applying for the job holding equal competence should be given preference in employment.

80. **Selection Board.** The Board for such selection shall be convened by the Patron with the Chairman as the Presiding Officer. Members would include the headmistress of the School and one more faculty member of the School.

81. **Certificates from Applicants for any Employment in School.** The following certificates / self-declaration will be obtained from all applicants:

(a) Non-involvement in legal/disciplinary cases and in case involved, details of pending cases and punishment awarded where cases have been closed. No individual shall be employed who has an ongoing criminal case against him/her.

(b) Non-termination/ non dismissal from earlier service due to inefficiency/unsatisfactory performance of duties.

**Note.**

1. The above would be cross checked from the details submitted in the application by the applicant. The Selection Board will consider the above
certificates to determine the suitability of the candidate for employment in the school.

2. Suppression of any information, submission of false/fake certificates/documents and/or giving false/incorrect information would lead to termination of service of the employee.

82. Sample formats for New Headmistress’s Bio-data, Offer Letters, Appointment Letters and Agreements are at Appendix H to O.

Ban on Employment of Relatives of Patron, Chairman, Headmistress and Other Authorities Associated with the School

83. Wife, Son, Daughter and Son / Daughter-in-law of Senior Patron, Patron, Chairman, Headmistress, and any other authority associated with the school including SAMC will not be appointed in those AWES schools in respect of which they hold the office.

Filling up of Adhoc Vacancies caused due to Leave, Resignations and Terminations during Academic Session

84. These vacancies would be filled on adhoc basis for a period of leave of permanent incumbent/appointment or till the end of academic session, whichever is earlier. The following guidelines are laid down in this regard:

(a) If the vacancy occurs at a time of the year where the school work can be carried on without serious handicap or dislocation, the vacancy may not be filled at all. The Headmistress shall manage the affairs of the School with the rest of the staff.

(b) If the vacancy is of more than a month’s duration and occurs at a time when the teaching work cannot be managed without filling up the vacancy, adhoc appointment may be made. No commitment for permanent absorption should be made in respect of such arrangements and the duration of appointment should be clearly specified. This period can be extended later if the teacher concerned extends his / her leave but in any case, not beyond the long vacation.

(c) In the situation mentioned under (b), if a whole-time teacher is not available, the Headmistress may make some part-time arrangement on reasonable remunerations. The actual amount of the remuneration should bear a relationship to the time devoted by the person appointed.

85. Abinitio Void Appointments. In case any certificate/degree/diploma submitted by the appointee is found to be fake /false and/or any information given by the
appointee in application for the appointment or at the time of interview either verbally or in writing is found to be false or incorrect or if the qualification is not found to be matching the QR for the post, the appointment will be deemed void ab initio and liable for termination with immediate effect through a termination order and no salary in lieu of notice is required to be paid.

**Medical, Character and Other Certificates**

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

(a) Medical certificate of fitness from hospital established or maintained by the Government/Army or local authority.

(b) Two certificates from educationists or any other respectable members of Society, not related to the candidate, certifying the character and conduct to the satisfaction of the school authorities.

(c) Original degrees/diplomas, certificates alongwith certificates(s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification.

**Increments at the Time of Appointment**

87. Staff being employed as regular or fixed term employment may be given upto ten increments based on work experience at the discretion of Selection Board at the time of appointment. Norms of awarding increments would be as given below. Increments should be based not only on years of experience but also on special talent, competence, skills and other factors. **This is not a right of the Candidates** but a facility to draw better quality. Financial resources of school will be taken into account. Table of increments is as follows:

(a) One - 3 years work experience - One
(b) More than 3 and upto 6 years work experience - Two
(c) More than 6 and upto 8 years work experience - Three
(d) More than 8 and upto 10 years work experience - Four
(e) More than 10 years upto 11 years work experience - Five
(f) More than 11 and upto 12 years work experience - Six
(g) More than 12 and upto 13 years’ work experience - Seven
(h) More than 13 and upto 14 years work experience - Eight
(j) More than 14 and upto 15 years work experience  -Nine

(k) More than 15 years work experience  -Ten

Pay and Allowances

88. The pay and allowances of employees of Army Pre-Primary Schools shall be laid down by BoA taking into account Central / State Govt pay scales if any, and shall be fixed subject to local conditions and the financial viability of the school. The salaries are directly related to the fee collections and therefore SAMCs will align both these aspects in consultation with BoA through Chief Patron. With a basic fee structure as recommended in the following chapters, the recommended starting lumpsum salaries for various categories are as follows:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Category of employee</th>
<th>Size of School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>≤ 400 Students</td>
</tr>
<tr>
<td>1</td>
<td>Headmistress</td>
<td>30000</td>
</tr>
<tr>
<td>2</td>
<td>Pre-Primary Teachers</td>
<td>20000</td>
</tr>
<tr>
<td>3</td>
<td>Primary Teachers*</td>
<td>22000</td>
</tr>
<tr>
<td>4</td>
<td>Clerical Staff &amp; Paramedic</td>
<td>18000</td>
</tr>
<tr>
<td>5</td>
<td>Ayaas</td>
<td>16000</td>
</tr>
<tr>
<td>6</td>
<td>Gp D Staff</td>
<td>15500</td>
</tr>
</tbody>
</table>

*It is recommended that a school with less than 300 Students should not expand to include Class 1 or above, to avoid expenditure on hiring of PRTs.

Notes.

1. The employees of these schools are usually not completing an eight-hour work day and are therefore government rates have not been recommended for any category of work. But this does not imply that the staff is paid so low that they are not enough to attract talent, or motivating for those already employed. Accordingly, if local conditions warrant, the scales may be suitably modified.

2. Salary of Term based / Adhoc Teaching / Non-Teaching Academic Staff. Starting emoluments of staff within a category shall be uniform except for the increments part of it, which may vary based on experience.
3. **Salary of Administrative Staff.** Contractual / adhoc administrative staff shall be on consolidated pay. Group ‘D’ employees may be aligned with minimum wages as applicable to respective state.

4. **Increment.** Annual Increment to employees on consolidated pay may be fixed at a rate of 5% since they are not being given any DA increases.

5. SAMC may approve lesser salaries if funds do not permit paying the above-mentioned salaries. Any scale less than tabulated above shall be approved by the BoA.

6. Services of Group D Employees will be outsourced to the extent feasible. Where this is not feasible, they would be employed on casual / daily wages/ part time on wages to be decided by SAMC. In exceptional cases, Group D staff may be employed on temporary basis on consolidated pay with sanction of BoA.

7. EPF & ESIC membership shall be extended to all eligible employees as per EPF & ESIC Acts, as amended from time to time.

8. Records of emoluments in respect of all employees is to be maintained regularly as per format given at Appendix H.

**Service Conditions**

89. **Regular Teaching, Non-teaching Academic & Administrative Staff**

(a) **Tenure.** Staff employed under this category shall be on the rolls of the school till attainment of the age of superannuation. The date of superannuation shall be 60 years of age in all categories.

(b) **Probation.** All regular employees shall, on initial appointment, be on probation up to a maximum period of one year from the date of his/her joining the duties. In exceptional and justifiable circumstances, the period of probation may be further extended at the discretion of BoA. Services of an employee during probation or extended period of probation may be terminated by the appointing authority without assigning any reason by giving one-month notice in writing or one-month salary in lieu of notice. In case there is a need to terminate the services due to a major act of indiscipline or breach of code of conduct disciplinary action shall be initiated and only termination of services shall not be resorted to. If an employee desires to be relieved during the period of probation, it will be necessary for him to give one-month notice in writing or one-month salary including all allowances in lieu of notice.

(c) **Confirmation.** If the work and conduct of a regular employee during the period of probation or extended period of probation is found to be satisfactory,
the management may confirm the services of the regular employee through a written communication. Decision to not give a confirmation shall have to be taken at least one month before the period of probation and communicated to the probationer as a notice for termination of service. The absence of a written communication in time on decision of non-confirmation and the probationer's continuation in holding the appointment beyond the date of completion of probation shall also be construed to be a confirmation.

(d) **Retirement.** All members of the academic staff under this category shall retire on the last day of the academic session in which the individual attains the age of 60 years. An individual born on 01 Apr shall however retire on 31 Mar of the same year in which the individual attains the age of 60 years. Non-academic staff shall retire on the last day of the month in which they attain the stipulated age.

(e) **Resignation.** All members of this category can resign from their service by giving two months’ notice or two months’ pay in lieu of such notice. Also, see Article 95.

(f) **Removal.** A member who turns into a non-performer can be removed from service if the individual does not show improvement even after serving two written counseling and two warnings interspersed by three months each. Decision of such administrative action shall be preceded by serving a show cause notice and consideration of the reply thereof. The removal of an employee shall be done on the signatures of the appointment who is empowered to order the convening of a board for selection of such category of employee.

(g) **Transfer.** Inter School transfer of teachers is not allowable.

(h) **Security Deposit.** Every teacher employed as regular shall have to deposit two months’ salary as a security deposit. This may be done in six installments in the first six months of the employment.

Note. Service conditions of other academic staff shall be governed by the clauses of their agreement / appointment letter.

90. **Contractual Administrative Staff.** The administrative staff other than group D staff and the nucleus core employees would be employed on contractual basis. The terms and conditions of contractual administrative staff would be as under:

(a) **Age.** Whenever the management desires to appoint contractual Administrative Staff, the maximum age for initial employment would be 45 years. However, if the individual is an ESM the maximum age shall be up to 55 years at the time of initial joining.
(b) **Period of Engagement.** Administrative Officer/Warden and Administrative staff would be appointed for a period of three years at a time. The contractual engagement can only be made through a fresh selection process. The accounts of contractual employees will be closed at the end of the contract period. Contractual Administrative Staff may apply afresh after expiry of initial contract period. Their application will be considered on merit.

(c) **Leave Entitlement.** Leave will be entitled to them as given in Article 94.

(d) **Pay and Allowances.** Administrative staff will be employed on consolidated pay as given at Article 88 or as fixed by the School management.

(e) **Retirement.** Adm staff shall superannuate at the age of 60 years. This shall be affected on the last day of the month in which the individual attains the age of 60 yrs. Those born on the last day of the month shall however retire on the same day.

**Termination of Service due to Closing Down of Schools & Abolition of Posts etc**

91. The SAMC shall also be competent to terminate the service of a confirmed employee in case of abolition of a post due to closing down of school/institution, a class or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one notice in writing or one-month salary including all allowances.

**Resignation**

92. If a member of the academic staff including other regular employees intends to resign, he/she shall give two months’ notice in writing or two months’ salary in lieu to the school. However, other employees shall give one month’s notice or one month’s salary in lieu. In the case of all members of regular academic staff, resignation should be co-terminus with the end of academic session. The competent authority to accept a resignation shall be the Chairman in the case of non-academic and Administrative staff, Patron in case of Teachers and Chief Patron in the case of Headmistresses. Authorities vested with powers to accept the resignation also has the powers to waive off notice period of resignation or clause of co-terminus with Academic Session. Acceptance of resignation shall be given in writing specifying a date when it shall come into effect. Any application for withdrawal of resignation received on or after the date of signing this letter of acceptance shall not be considered.

**Notes.**

1. **Vacation Period.** The vacation period may also be counted as part of notice period for the purpose of resignation by a confirmed employee on vacation pay provided; he/she is present on duty either on last working day prior to the commencement of vacation period or on the first day after expiry of the vacation
period. However, this provision will be applied at the discretion of management since this does not match with the clause of co-terminus to end of academic session.

2. An employee is allowed to withdraw his / her resignation any time before it is accepted by the competent authority. Once accepted by the competent authority, a date, the resignation comes into effect shall be communicated to the employee through fastest possible means and process initiated to fill the vacancy that is bound to occur as a result of the resignation. If an employee submits resignation with immediate effect or without mentioning any effective date, his/her resignation once accepted by the competent authority, will become final. The resignation will become effective on the mentioned date if accepted by the management.

3. The management at its discretion may decide the date of acceptance of resignation and convey the same to the employee in writing within three working days of acceptance of resignation.

**Age of Retirement**

93. **Headmistress and Teaching Staff.** Every employee shall retire at the age of 60 years. If the age of retirement of the Headmistress and the teaching staff falls during the academic year, they will retire on 31 Mar of the following year (on completion of academic year).

94. **Administrative Staff.** Administrative staff will retire on the last date of the month in which they attain the age of 60 years. Those born on the first day of the month shall however retire on the last day of the previous month.

**Service Benefits.**

95. The following service benefits will be admissible to the employees of the Army Pre-Primary Schools:-

(a) Eligible employees as per the Employees Provident Funds and Miscellaneous Provisions Act 1952 (As Amended) would be member of Employees Provident Fund Scheme and will contribute 12% provided the employee strength is 20 or above subject to a salary ceiling of Rs 15000/- per month (Basic + DA). No employees in Army Pre-Primary Schools where salary is more than 15000/-pm at the time of appointment will be made member of the EPF.

(b) Accident insurance policy as operational through AWES and if subscribed to shall be applicable.

(c) Service Gratuity to the regular confirmed employees will be paid at the time of resignation/termination/superannuation @ ½ month’s emoluments for
every completed year of service as a regular employee provided an employee has continuous service of five years in the institute. Employees who have secured successive contracts through interviews shall not fall in to the category of continuous service. The service gratuity will be limited to a maximum of 16 ½ months emoluments. Service gratuity will not be paid to an employee whose service has been terminated on disciplinary grounds with major penalty.

(d) **Service Gratuity in case of Death of Employee in Service.** In case a regular employee dies while in service, he would be paid gratuity for the period served in the school irrespective of the fact whether he has completed 5 years continuous service or not.

(e) For the definition of Wages see explanation in Article 2 (s) of “The Payment of Gratuity Act 1972” which is as under:-

“Wages’ mean all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and include dearness allowances but does not include any bonus, commission, house rent allowance, overtime wages and any other allowances”.

**Note.** Formula for calculation of Gratuity. = Monthly Emoluments x 15 days x No of years of unbroken Service.

**Leave Entitlement of the Staff**

96. Staff other than outsourced will be entitled to the following types of leave in an academic year:-

(a) **Casual.** 08 days. Sunday/Closed holidays falling during the period of casual leave are not counted as part of casual leave. Un availed casual leave will not be encashed.

(b) **Medical.** 12 days on half pay or 6 days on full rates of pay. To be availed on the prior production of a medical certificate from a MBBS Doctor, Ayurved or Homeopath. This may be availed in parts in a calendar year. Accumulation of medical leave up to a maximum of 30 days in entire service is permissible.

(c) **Vacation.** Applicable only for vacation staff as per academic calendar of the school.

(d) **Earned.** Earned leave due to non-vacation staff calculated @ 1 day’s leave for every 12 days of qualifying service. No earned leave is authorised to vacation staff. While availing earned leave holidays / Sundays in between the period shall not be excluded from the total leave being availed.

(e) **Maternity.** Can be given as under:-
(i) **Pregnancy Cases.** 26 Weeks (Applicable up to two surviving children).

(ii) **Miscarriage/Abortion.** 45 days in the entire career of a female staff. Frequency of this type of leave is on “as required basis” but to a maximum of four weeks, supported by medical certificate.

(f) **Paternity.** 15 days (for male employees within first two months of adoption delivery of child by spouse).

(g) **Child Adoption.** 80 days (For first adoption only if there is not more than one surviving child).

(h) **Extra Ordinary leave (Without Pay).**

<table>
<thead>
<tr>
<th>Ser</th>
<th>Ground</th>
<th>Max Days</th>
<th>Sanctioning Auth</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Compassionate</td>
<td>15</td>
<td>Headmistress</td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>Medical</td>
<td>90</td>
<td>Headmistress</td>
<td>With Med Cert</td>
</tr>
<tr>
<td>iii</td>
<td>Compassionate</td>
<td>45</td>
<td>Chairman</td>
<td></td>
</tr>
<tr>
<td>Iv</td>
<td>Medical</td>
<td>180</td>
<td>Chairman</td>
<td>With Med Cert</td>
</tr>
<tr>
<td>V</td>
<td>Maj disease like TB/Cancer, leprosy, Mental illness etc</td>
<td>365 days</td>
<td>Chief Patron</td>
<td>With Med Cert</td>
</tr>
</tbody>
</table>

**Notes.**

1. A women employee is entitled to 26 weeks of Maternity Leave, which should commence from a date anytime between the Expected Date of Delivery (EDD) and eight weeks prior to it. This leave shall be a continuous span of 26 weeks irrespective of Holidays / Sundays / Vacations etc which may fall within this period. In case the delivery takes place before the EDD, the date of commencement of leave shall accordingly be from the date of actual delivery.

2. A women employee is entitled maternity benefits on completion of 80 days qualifying service (including authorized absence / holidays with wages) in the twelve months immediately preceding the date of her expected delivery.

3. Period of maternity leave will not extend beyond the term of employment.

4. All employees will intimate in writing about their pregnancy and EDD once their pregnancy is confirmed to facilitate the management to plan in advance adhoc appointments for the period of absence on account of maternity.
5. Details for leave of employees is to be maintained as per format given at Appendix P.

**Common Rules Regarding Leave**

97. All types of leave will be subject to the following rules:

(a) Leave is a matter of privilege and cannot be claimed as a right
(b) Leave must be got sanctioned before it is availed of.
(c) In case of sudden illness or emergency when prior sanction cannot be obtained, leave application will be submitted at the earliest, along with a medical certificate. However telephonic intimation shall be passed to the school authority on the first day.
(d) Casual leave cannot be combined with earned leave, summer vacation, autumn and winter break. Unexpended casual leave is neither encashable nor accumulated and would lapse at the end of a calendar year if not availed.
(e) There shall be no half day’s casual leave due to short working hours.
(f) Period of extra ordinary leave without pay on medical grounds or otherwise will not count towards notice for resignation from service. It is also clarified that in case the resignation is submitted during extra ordinary leave without pay on medical grounds or otherwise, the period of extra ordinary leave will also not count towards notice for resignation.

**Note.** Prefix and suffix may be permitted to be combined with CL/EL at the discretion of the sanctioning authority. Vacations cannot be prefixed/suffixed with CL.

**Vacation Staff**

98. The teaching staff including Counselor of the school shall be in the category of vacation staff. However, they may, without any extra financial benefits be called for organised educational activities upto one week (Five working days) during the vacation period in an academic year. Accordingly, leave entitlement to vacation staff will be limited to a maximum of 60 days in a year during the vacation period.

**Non-Vacation Staff**

99. The following staff of the school shall be in the category of Non-vacation staff:

(a) Headmistress.
(b) Supervisor Adm.
(c) Computer Technician.
Admissibility of Vacation Pay to Teachers and other Staff Categorised as ‘Vacation’

100. The staff of school who have been classified as ‘Vacation’ and who are not called for duty during the long vacation (Summer) shall be entitled to vacation pay only when they complete eight months continuous service prior to vacation. (For Schools in hill stations and following a longer winter vacation, the summer break will not be considered as the ‘Long Vacation’ as referred above).

101. It is clarified that a teacher would qualify for vacation pay if he/she is present on duty either on the last working day prior to the commencement of summer vacation or reports for duty on the first day on the expiry of the summer vacation. Adhoc/Temporary/Part-time teachers are not entitled to any vacation pay.

Notes.

1. The condition of eight months continuous service prior to vacation would apply to long vacation (summer) and not to autumn and winter breaks.

2. Vacation staff can include the summer vacation in their notice period for resignation provided they are present on the last working day prior to commencement of summer vacation and are eligible for vacation pay.

Encashment of Leave by Non-Vacation Staff

102. Regular and those employed for fixed terms non-vacation staff will be entitled to encashment of leave not exceeding 15 days in a year subject to a total of 300 days at the time of retirement / resignation / completion of term of engagement. Medical/Casual leave cannot be encashed. Contractual employees on consolidated pay would be entitled to encashment of leave at the rate of their consolidated pay not exceeding 15 days in a year. Encashment of leave be permitted in mid service at request of individual at the rate of pay drawn (Basic + DA) at that time. However, total period of such mid service encashment will not exceed overall entitlement of 300 days in the entire service.

Leave Travel Concession

103. Due to financial limitations, leave travel concession facilities cannot be given to the employees of Army Pre-Primary Schools.

Travelling Allowance/Expenditures
104. Any employee of the Army Pre-Primary School when detailed on duty to proceed to another station will be entitled to TA. For travel by road in one’s own transport, prior permission of the Patron will be obtained. All such moves will be carried out with prior sanction of the Chairman and will be kept to the bare minimum. Employees can be ordered to move on outstation duties by HQ AWES, HQ Commands or by the Chairman. Rates of TA shall be uniformly applied for all schools as follows:

(a) **Headmistress.** Air Economy/ AC I tier/ AC Bus. Accommodation Rs 3000/- per day. TA Rs 1000/- per day lump sum.

(b) **Faculty.** Air Economy/ AC II tier/AC Bus. Accommodation Rs 1000/- per day and TA Rs 750/- per day lump sum.

(c) **Gp C/ Adm Staff.** AC III Tier. Accommodation Rs 750/- per day and TA Rs 600/- per day lump sum.

(d) **Gp D Staff.** II Class. Accommodation Rs 500/- per day and TA Rs 400/- per day lump sum.

**Note:** All outstation moves of employees, when on duty / not on leave, unless ordered by BoA will be intimated by Chairman SAMC to BoA. The scales given above shall be revisited every five years.

**Loan**

105. Loan up to a maximum of Rs 10,000/- (against security deposit) can be advanced to Group D employees of the school in emergent cases with the approval of Chairman. The loan amount will be recovered in suitable installments from salary as per directions of Chairman. No interest will be levied on the loan. If the loan amount is not returned by the employee within the stipulated time, the loan amount will be adjusted against the security deposit of the employee.

**Note.** For the posts which have been abolished through this rule book, existing staff on such posts shall continue in service to complete their terms of engagement.

106. Blank
CHAPTER 9: MISCELLANEOUS MATTERS RELEVANT TO SERVICE IN THE
SCHOOL

References

Appx N - Record of Service. Article 106
Appx O - Attestation and Identity Certificates Article 107
Appx P - Instructions for Preparation and Maintenance of ACRs Article 108
  (a) Annexure I to Appx P ACR: Headmistress Article 108
  (b) Annexure II to Appx P ACR: Teachers Article 108
  (c) Annexure III to Appx P ACR: NT Staff Article 108
  (d) Annexure IV to Appx P ACR: Adm Staff Article 108
Appx Q - Report on Probationer: Principal Article 109
Appx R - Report on Probationer: Staff other than Principal Article 109

Service Records

107. Service Book and Personal File. A service book in respect of all employees will be maintained by all Army Pre-Primary Schools. For each employee of the school, a personal file would be opened in the school office soon after he/she joins the school. The personal file will be shown to staff/teacher and his/her signature obtained. On his/her first appointment in the school, the particulars of the employee will be filled in the Record of Service (Appendix Q). A copy of the same will be placed in personal file.

Note. Bio data of Headmistress (As per Appendix H) along with board proceedings on initial appointment in the school will be forwarded by Chairman to Command AWES Cell.

Verification of Character and Antecedents

108. All employees of the school will furnish their antecedents in duplicate as per the attestation and identity certificates given at Appendix R within one month of their appointments. Identity certificate in case of dependents of Defence personnel may be signed by the OC Unit. Services of teachers/staff whose verification of character and antecedents is not received within one month will be terminated.
Annual Confidential Reports

109. The work and conduct of each member of the regular teaching staff will be reported on, at the end of the academic year in the prescribed Confidential Report Forms. The instructions for preparation of ACR are given at Appendix S and ACR Forms for Principal, Teaching Staff & Non-Teaching Staff (NTS) are given at Annexure -1 to 3 to Appendix S respectively. ACRs where initiated will be initiated and reviewed as under:

<table>
<thead>
<tr>
<th>Employee</th>
<th>IO</th>
<th>RO</th>
<th>SRO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Headmistress</td>
<td>Chairman</td>
<td>Patron</td>
<td>Senior Patron</td>
</tr>
<tr>
<td>(b) Teachers/Spl educators</td>
<td>Headmistress</td>
<td>Chairman</td>
<td></td>
</tr>
<tr>
<td>(c) Contractual Adm Staff</td>
<td>Headmistress</td>
<td>Chairman</td>
<td></td>
</tr>
</tbody>
</table>

Notes.

1. ACRs of School Staff will be initiated and reviewed by designated authorities only. This power is neither to be delegated nor given to the officiating incumbent.

2. ACR of Adm Staff will be initiated by Headmistress.

3. 90 days of physical service under IO and 45 days under RO would be mandatory for initiation and review of ACR.

4. In case, the employee does not complete 90 days under the initiating officer, the report can be initiated by the reviewing officer provided the employee completes 90 days of physical service under him.

5. In case the employee does not complete 90 days of physical service under IO or under RO, initiation of his/her ACR can be delayed upto a maximum period of 60 days. In such cases, the period covered under the report would be changed accordingly.

6. The ACRs would be forwarded to SRO for appointments at Para 108 (b) above (Teachers/Spl Educators) for his remarks, only if these are below average, outstanding or when specifically asked by him.

7. If the Headmistress is not appointed in a school for more than 9 months in an academic year or is involved in a disciplinary case for more than 9 months in an academic year, the Officiating Headmistress can be permitted to initiate the ACRs of the designated employees with special permission from the Patron.

8. It is mandatory to show ACRs graded ‘Average’ and below to the ratee. ACRs having any adverse/advisory remarks will also be shown to the ratee and signatures obtained on the ACR.
9. If IO as stipulated above is not eligible / available to initiate the ACR, SAMC will nominate a person to initiate the ACR.

10. **Retention of ACRs.** ACRs of school employees will be retained for a period of five years after an employee has become non effective. However, the ACRs of school employees involved in court cases where ACRs are required, would be retained irrespective of time till finalization of the court cases. ACRs of such employees will be destroyed only after approval of Patron. List of destroyed ACRs would however, be kept for a period of 10 years.

**Report on Probationers**

110. A special report on probationers on completion of 11 months of service will be forwarded by the Headmistress to the Chairman SAMC. Subsequent reports will be initiated two months prior to completion of probation. The probation report of the Headmistress will be initiated by the Chairman SAMC and will be reviewed by Patron. The specimen forms of the Report on probation for Headmistress and for Staff other than Headmistress are placed at Appendices T and U respectively.

**Permission to Teachers to Appear at Higher Examinations**

111. Teachers employed in the school may be permitted to appear in higher examinations privately, provided that such pursuit of higher studies is of utility to the school and is not prejudicial to the discharge of his/her duties and responsibilities in the school.

112. Such permission can be granted in the case of teachers other than the Headmistress by the Headmistress. In the case of the Headmistress, such permission shall be obtained from the Chairman, SAMC.

113. The permission to appear in an examination will further be subject to the condition that no preparatory leave for such examination shall be granted to the teacher concerned. He/she will only be allowed leave of the kind due, and if no leave is due, extra-ordinary leave without pay for the days of examination plus the actual transit time to the place of examination (both ways) will be granted.

**In-Service Training of Teachers**

114. Headmistresses shall be responsible for the In-Service training of their teachers. They should plan the Seminars/Workshops/Courses on a yearly basis, their school teachers would attend in various subjects, either in station or outstation in close liaison with Headmistress of other institutions organising such training programmes. In-Service Training of teachers should be planned for complete year and integrated with academic calendar of the school. The in-service training of teachers will be conducted as under:
(a) **Faculty Development & Research Centre (FDRC).** For five days as per programme to be issued by the FDRC. The teachers will be detailed under school arrangements as per instructions of FDRC.

(b) **By Respective HQ Command.** Two working days as per programme to be issued by HQ Command concerned. The teachers will be detailed under school arrangement as per instructions of HQ Command concerned.

(c) **Schools.** For five working days with the commencement of summer vacation i.e., first Monday of summer vacation as per programme to be issued by the school concerned. The teachers will be detailed under the arrangements of the school.

**Provision of Uniform for Nursing Assistant, Lab Attendant and Group D Employees**

115. If funds permit, employees mentioned below will be issued uniforms/items (not cash in lieu) as under:-

(a) **Paramedics Staff.** Two sets of white Lab Coat once a year.

(b) **Ayaas.** Two sets of Light Blue Coloured Saree /or Suit every two years.

116. **Pattern of Uniform.** The standard pattern of uniform for male employees will consist of a Sky-Blue Shirt, Blue trousers, Black Shoes and Black Cap. Short Buttoned-Up Coat/Pullover for winter. For female Group D employees, the standard pattern will consist of Light Sky-Blue Sari, Blouse and Sandal, and Blue Pullover for winter (Sky Blue Salwar Kameez and Dupatta can be given in lieu of Sari).

**Teaching Days, Holidays, Vacation and Working Hours**

117. **Yearly Schedule.** The School session will be from 01 Apr each year and shall terminate on last day of March the next year. All progress cards and TCs/Admissions etc shall be given away in the first week of March. There shall be an administrative break each year from 16-31 March when Students shall not be required to come to School, however teachers shall be coming to School. This period shall be used to prepare for the next session alongside the management of admissions, transfers, staff recruitment etc. The total number of **teaching days** during the academic year i.e. from the 1st Apr of the year to the 31st Mar of the next year would be minimum 180 days and a max of 200 days. A break-up of working days and holidays etc. is given below:

<table>
<thead>
<tr>
<th>Days</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) No of Teaching days</td>
<td>180</td>
</tr>
<tr>
<td>(b) Summer Vacation</td>
<td>50</td>
</tr>
<tr>
<td>(c) Autumn break</td>
<td>10</td>
</tr>
</tbody>
</table>
(d) Winter break 15
(e) All Saturdays, Sundays and Govt. of India/State Holidays not accounted for in (ii) (iii) & (iv) above 84
(f) PTMs, Non Academic Days 20
(g) Holidays at the discretion of the Headmistress 6

365

Notes:-

1. Autumn and summer breaks may be re-arranged as per the orders of local administration. However, the loss of academic days due to orders of the local administration will be made good by adjusting the summer/winter breaks as the case may be.

2. Headmistresses will organize interaction with all teachers on academic matters on third Saturday of every month to include evaluation of academic work of the preceding period and planning for the coming weeks.

118. Daily Schedule. The schedule spread over 180 working days in a year works out as under:

(a) No of period per day - 5 (40 mins x 5) = Total 3 hrs 20 mins
   Assembly - 20 mins
   Recess - 20 min
   Total School hours - 4 hrs.

(b) If School has Classes 1 and above the School shall be of 4 hrs 40 mins with one extra period each day.

(c) Working hours will be in conformity with other schools in the station. Minor adjustments in the daily schedule could be made within the powers of local Management/ Headmistress to suit local weather/conditions.

(e) In case holidays are announced by the State Govt due to weather and other reasons, the same may be observed.

(f) The school is required to intimate to the SAMC the actual dates covering the duration of the autumn, summer, winter breaks and special holidays.

(h) Working hours for non-vacation staff will be two hours more than the School hours. Timings for the same will be laid down by the SAMC keeping the overall school timings in view.
Notes:-

1. Schools located at Hill stations may have summer break of 10 days and winter break of 60 days.

2. Working Hours of Adm Staff may be fixed by the SAMC.

3. Teachers would be required to be present in the school for at least one hour more than the School timings i.e., 15 minutes before start time and 45 minutes after school to set up arrangements for the next day and to take on additional assignments as per requirements imposed by the Headmistress.
CHAPTER 10: DISCIPLINE, TERMINATION OF SERVICE, REPRESENTATIONS AND REPORTING OF INCIDENTS

References

Appx T - Authority to Award Penalty and Appeal against the Decision of the Disciplinary Committee. Articles 171 (c) & (d) and 172(c)

Appx U - Redressal of Grievances Articles 183 & 184

Discipline

121. **Cases of all Employees, Other than the Headmistress.** The employees of the school under this category, whether under probation or not, suspected of corrupt practices or breach of discipline or misconduct will be dealt in the following manner: -

(a) The Headmistress will carry out preliminary investigations and if prima facie case is established, he/she will forward his/her report in writing to the Chairman of the SAMC for detailing of an Inquiry Officer/Committee for further investigations.

(b) In no case this preliminary investigations and reporting of the matter will be delayed beyond 24 hours. The inquiry officer/committee so appointed will complete the Inquiry expeditiously and forward report to the Presiding Officer, Disciplinary Committee within 20 days of his appointment. If the delinquent employee does not report for inquiry when called upon to do so by the inquiry officer/committee appointed for the purpose, or does not give evidence or walks away without permission of inquiry officer/committee, such behaviour of the delinquent employee will lead to termination of his/her service. Same will be recorded in writing by the inquiry committee in inquiry committee report duly signed by all the members.

(i) Inquiry committee will provide adequate opportunity to the delinquent employee to defend his/her case. The delinquent employee will be allowed to cross examine the witnesses and record to that effect be made in the inquiry report duly signed by the witness, delinquent employee and inquiry officer.

(ii) In case of sexual harassment, the procedure contained in the POCSO Act to be followed by the inquiry committee.

(c) An emergent meeting of the Disciplinary Committee will be called within reasonable time. The recommendations of the Inquiry Officer/Committee will be
placed before the meeting for information of all members. The committee may award appropriate penalty under Rules of as authorized under Appendix V.

(d) Appeal against the decision of the Disciplinary Committee can be made to the authorities as authorized under Appendix W, whose decision will be final and binding.

122. **Cases against the Headmistress.** The cases against Headmistress will be investigated by the Chairman SAMC in a discreet manner. The Chairman will follow the procedure as given below:

(a) After preliminary inquiry, in case prima facie is established, he will immediately inform the Patron and the Senior Patron and send the report in writing. The Patron will detail an inquiry officer/committee to investigate the case within given time frame (Not exceeding 14 days). If the delinquent employee does not report for inquiry when called upon to do so by the inquiry officer/committee appointed for the purpose, or does not give evidence or walks away without permission of inquiry officer/committee, such behaviour of the delinquent employee will lead to termination of his/her service. He would forward the report of the inquiry committee to the Patron along with his recommendations for convening of the Disciplinary Committee (DC).

(b) Disciplinary Committee (DC) will be constituted as laid down in Article 31 by the Patron with instructions to assemble and consider the report of the inquiry officer/committee. The DC can award minor penalties to the above employees. In case of Headmistress, the recommendations for award of major penalties would be forwarded to the Patron School. Refer Appendix V.

**Notes Under Article 121 and 122**

1. Disciplinary proceedings without a show cause notice violates the principle of natural justice and is liable to be set aside on the grounds of illegality.

2. Resignation shall not be sought to avoid taking disciplinary action. If this is done all documentary evidence / findings should be retained for five years and information about such action shall be sent to all schools so that the individual does not take up employment in any Army Educational Institution.

**Administrative Action**

123. Action can also be taken against employees on grounds of inefficiency, delinquent behavior and redundancy. Following procedure will be followed by the Chairman:

(a) Peruse the record of counseling and warnings administered to the employees by the Headmistress.
(b) In case the action is to be taken against the Headmistress, the counseling / warnings administered by the Chairman shall be perused by the Patron.

(c) Issue warning to show improvement giving suitable time (not less than 90 days).

(d) Issue show cause notice to the employee concerned seeking a reply within stipulated time (Not less than 15 days from the date of receipt). Proceedings without a show cause notice violate the principle of natural justice and is liable to be set aside on the grounds of illegality.

(e) Initiate discharge proceedings, if necessary, duly endorsed with considerations on the reply of the employee to the show cause notice. All record of proceedings shall be maintained with reasons considered for taking this step.

(f) Termination of service, confirmation and disposal of appeal against termination will be in accordance with Appendix W.

(g) All terminal benefits as applicable shall be payable after deducting dues if any. Such entitlements should be cleared within 15 days from the date of termination of service.

(h) In case any employee of School absconds from their place of duty for more than four days without any intimation to concerned authorities, a written notice of absence must be sent to the employee at recorded address through registered post and e-mail. In case of no reply employee does not return to duty after 15 days of absence, Chairman may terminate the services of the employee suo-moto. If any loss of stores / property / finances is involved an FIR should also be lodged.

124. **Major and Minor Penalties.**

(a) Minor Penalties like censure, withholding of increment of pay and recovery of any pecuniary loss caused by an act of omission or commission are minor penalties.

(b) Major Penalties are like reduction in grade and dismissal / termination from service. The procedure for disciplinary action has already been covered in Articles 121 & 122 and administrative action in Article 123. Service gratuity will not be paid to an employee whose service has been dismissed/terminated on disciplinary grounds with major penalty.
Notes.

1. **Authority to Award Penalties.** Levels at which the penalties are to be confirmed and levels at which petitions against the penalties are to be disposed are at Appendix V.

2. All awards of penalties, confirmation of penalties and disposal of petitions will be under the personal signature of the designated authority.

3. Censure can be awarded by Headmistress. However, all other minor penalties will be awarded by the Disciplinary Committee.

(c) **Explanation.** The following shall not amount to a penalty within the meaning of this rule, namely:-

(i) Stoppage at the efficiency bar on the ground of unfitness to cross the bar.

(ii) Retirement of the employee in accordance with the provisions relating to superannuation or retirement.

(iii) Termination of service of a teacher, who was not qualified on the date of appointment.

(iv) Discharge of an employee appointed on a short-term officiating vacancy caused by the grant of leave, suspension or the like.

**Breach of Code of Conduct Leading to Disciplinary Action**

125. All employees will follow the Code of Conduct as prescribed under Article 82 of Rules & regulations of AWES. The disciplinary proceedings may be initiated against the employees for misconduct as given below:-

(a) Breach of Code of Conduct as given in Article 82.

(b) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.

(c) Theft, fraud or dishonesty in connection with the School’s business or property.

(d) Willful damage to or loss of School’s goods or property.

(e) Taking or giving bribes or any illegal gratification.

(f) Habitual absence without leave or absence without leave for more than 10 days.

(g) Habitual late attendance.
(h) Breach of any rules and regulations of the School.

(j) Disorderly behaviour during working hours at the School or any act of subversion of discipline even outside the School.

(k) Habitual neglect or negligence of work.

(l) Frequent repetition of any act or omission for which a fine may be imposed.

(m) Striking work or inciting others to strike work in contravention of the provisions of any law or rule.

(n) Does not report for inquiry when called upon to do so by the Inquiry Officer (IO) / Committee/DC or walks away while giving evidence without completing the same without permission of IO/Committee/DC.

**Note.** If the employee having given all opportunities of hearing does not cooperate at all and ignores the inquiry completely, the justified punishment awarded by the Disciplinary Committee, which is neither shocking not disproportionate does not violate the principle of natural justice.

**Suspension**

126. Chairman SAMC may place an employee under suspension with immediate effect for grave criminal offence like rape, assault, delinquent behavior and misdemeanor etc to be ratified by the Disciplinary Committee within 7 days. Disciplinary Committee may place an employee under suspension for the following:

(a) Where a prima facie case against an employee is established and disciplinary proceedings are contemplated or pending.

(b) Where a case against him/her in respect of any criminal offence is under investigation or trial.

(c) Where the employee is charged with embezzlement.

(d) Where the employee is charged with cruelty towards any student or other employee of the school.

(e) Where the employee is charged with misbehaviour towards any parent, guardian, student or employee of the school.

(f) Where the employee is charged with misconduct.

**Note.** An employee under suspension can be restrained from attending office and duties by a written order of the Chairman SAMC/DC as the case may be. He would, however, report as and when ordered by the Chairman/DC and submit a
certificate that he/she has not joined any other service during the period of not reporting/suspension.

127. No order for suspension shall remain in force for more than three months unless the SAMC, for reasons to be recorded by it in writing, directs the continuation of the suspension beyond the period of three months provided that where a suspension is continued beyond a period of six months, the Patron may, if he is of the opinion that the suspension is being unreasonably prolonged, revoke the order of suspension.

128. An employee shall be deemed to have been placed under suspension by an order of the appointing authority:-

(a) With effect from the date of his detention, if the employee is detained in judicial custody for a period exceeding forty-eight hours on a charge or an offence which in the opinion of the managing committee involves moral turpitude.

(b) With effect from the date of his conviction, if in the event of a conviction for an offence involving, in the opinion of the managing committee, moral turpitude, the employee is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired from service consequent to such conviction.

Explanation - The period of forty-eight hours referred to in this rule shall be computed from the commencement of detention or conviction, as the case may be, and for this purpose, intermittent periods of detention shall be taken into account.

129. Where a penalty of termination from service imposed upon an employee is set aside or rendered void, in consequence of, or by a decision of a court of law or of the Tribunal, and the disciplinary authority on a consideration of the circumstances of the case decides to hold further inquiry against such employee on the same allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, such employee shall be deemed to have been placed under suspension by the managing committee from the date of original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.
130. **Miscellaneous Issues.**

(a) An order of suspension made or deemed to have been made in these rules shall continue to remain in force until it is modified or revoked by the managing committee or the Patron.

(b) Where an employee is suspended or is deemed to have been suspended and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the SAMC may for reasons to be recorded by it in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceeding.

(c) An order of suspension made or deemed to have been made under these rules may, at any time be modified or revoked by SAMC or by the Patron.

131. An employee under suspension shall report for duty, subject to Note to Article 176, and also shall be entitled to a subsistence allowance as an amount equal to one-half of the pay last drawn by him and in addition to such pay, dearness allowance at the appropriate rate to be paid in the same manner as salary.

**Termination of Services**

132. As the tenure of service is usually the matter of agreement between the employer and the employee, service of an employee may be terminated in the following manner:-

(a) A contract of service comes to an end when particular job or the period for which an employee is engaged is completed.

(b) It can be terminated before the stipulated period by the management by means of notice for a certain period or in lieu of notice by payment of salary for that period.

(c) It comes to an end by the resignation tendered by an employee as per the terms and conditions laid down in the appointment letter.

(d) It comes to an end when the employer of AWES terminates/dismisses the employee as per rules of the society.

(e) It comes to an end when the post is abolished due to discontinuation of a subject/closing down of a class/stream or of the School.

(f) In the case of contractual employees and probationers the services could be terminated as per terms and conditions given in the appointment letter.

(g) Services of employees can be terminated as follows:-

(i) **On Disciplinary Grounds.** Services of employees found guilty of corrupt practices, breach of discipline and misconduct can be terminated
by following the procedure enumerated in Articles 121 & 122. A show cause notice would be issued to the delinquent employee explaining the reasons why his/her services are proposed to be terminated.

(ii) **On Administrative Grounds.** The services of employees can be terminated on Administrative Grounds by giving notice for the period (as applicable) or salary in lieu provided before terminating the service an employee shall be given a show cause notice explaining the reasons why his/her services are proposed to be terminated. Administrative grounds will cover the following:-

(aa) Inefficiency.

(ab) Suppression of any information, submission of false/fake certificates/documents and/or giving false or incorrect information.

(ac) Delinquent behaviour.

(ad) Redundancy

**Notes.**

1. The school should have sufficient documentary evidence in support of the charge. For the purpose, the school will maintain disciplinary record of each employee. Warnings issued to the employees will be recorded and signed by the employee and the Headmistress. In case employee refuses to sign, signatures of two witnesses will be recorded. If required, a proper inquiry be conducted against the charge of delinquent behaviour.

2. For termination of service on administrative grounds, a show cause notice will be given by the Chairman SAMC to the employee. The show cause notice along with the reply of the employee will be considered by the SAMC, who would recommend action against the employee to the appointing authority. The appointing authority will take a decision which would be conveyed by the Chairman SAMC to the employee.

(h) All termination of service under Article 132 (g) (ii) will be done by the prior concurrence of one level above the level of appointing authority. Please see Appendix V.

(j) A brief report on termination of service of any head of institution on any account shall be forwarded to HQ AWES within 10 working days.
Redressal of Grievances

133. Grievances Redressal Committee composed as under will be formed in the schools for redressal of grievances of teaching and non-teaching staff :-

(a) Presiding Officer - Senior member of the SAMC nominated by the Chairman

(b) Members
   - Headmistress
   - One teacher (Member of SAMC)
   - One Parent
   - Principal APS (If required)
   - One employee of Adm staff (If required)

134. **Functions of Committee on Redressal of Grievances (GRC).**

(a) The committee will consider written complaints of employees other than complaints against Headmistress.

(b) Consider the complaint and give decision within 15 days of receipt of complaint.

(c) No Action shall normally be taken on any anonymous and/or pseudonymous complaints made to the GRC in respect of the affairs of the school.

135. **Appeals.** Appeals against the decision of GRC or other authorities can be addressed to the authorities given at Appendix W, who will decide the appeal within 30 days from the date of receipt.

**Reporting of Incidents**

136. Serious incidents involving cases of accidents, assault and affray, unnatural deaths, ragging, immoral behaviour, damage to property and loss of life would be reported immediately on occurrence in accordance with the procedure enumerated below:-

(a) **Initial Report.** Initial Report will immediately be submitted by the Headmistress to the authorities in chain on telephone followed by written report by Fax/E-Mail within 24 hrs of the incident. Besides the chain of command, cases of accidental deaths/injuries will be reported to AWES for processing of Insurance claims.
(b) **Detailed Report.** Detailed report will be sent by the Schools within seven days of the incident by E-Mail and post to the authorities in chain including HQ AWES.

(c) **Final Report.** Final Report will be submitted to BoA by the Schools through proper channel on finalisation of the case. A copy shall be endorsed to HQ AWES for records.

137. **Prohibition of Sexual Harassment.**

(a) All employees of Army Pre-Primary Schools are prohibited from causing any sexual harassment to employees, students, and visitors. Complaints of sexual harassment will be submitted by the complainants in writing to the Headmistress/Complaint Committee. In cases where sexual harassment occurs as a result of an act of omission by outsiders, the Headmistress shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action. For this purpose sexual harassment would mean unwelcome sexually determined behaviour (whether directly or by implication) and would include the following:-

(i) A demand or request for sexual favours.
(ii) Eve-teasing and molestation.
(iii) Jokes causing or likely to cause awkwardness or embarrassment.
(iv) Gender based insults or sexist remarks.
(v) Innuendos, unsavory remarks and taunts.
(vi) Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
(vii) Physical contact, touching or brushing against any part of the body and the advances.
(viii) Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
(ix) Physical confinement against one’s will and any other act likely to violate one’s privacy.
(x) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

(b) **Reporting of Sexual Harassment Cases within School Campus.** Sexual harassment cases will be reported as given in Article 135.
138. **Use of Tobacco and its Products.** Min of HRD (Dept. of Education), Govt. of India has banned the use of Tobacco/Tobacco products within the school premises by teachers, parents, visitors and staff. All schools will display board indicating “POSSESSION AND USE OF TOBACCO PRODUCTS IN ANY FORM IS STRICTLY PROHIBITED IN THE SCHOOL”.

139. **Ban on Employment in Army Pre-Primary Schools-Teachers & Headmistresses.** The particulars of staff dismissed on the following grounds will be sent by respective AWES Cell at Command HQ to all AWES cells, HQ AWES and all schools, who will maintain a record of such staff in a register:-

(a) Dismissed from service on disciplinary grounds.
(b) Unsatisfactory performance.
(c) Dismissed on grounds of misconduct or any other serious charges.

140. **Dress.** Keeping in view the sense of responsibility and dignity inherent in the personnel likely to be employed as Headmistresses or teachers, no specific dress is laid down for them. However, it shall be obligatory for the teaching staff to be dressed up in a sober manner during the school hours and while present in the school premises. Use of slippers, long loose unkempt hair and nails not closely trimmed are health hazards and poor examples for children. These shall be avoided.

141. **Punctuality.** All employees shall be punctual in attending to their work. Casualness and unpunctuality will be viewed seriously and would attract disciplinary action.

142-144. Blank.
CHAPTER 11: ADMISSION RULES

General

145. Admission in Army Pre-Primary Schools to children of serving Army personnel coming on transfer from out station can be made anytime during the year and they will not be denied admission, subject, however to availability of seats. Admission of civilian children will not be at the cost of Army children, the latter will never be refused admission. Strength of civilian children will not exceed 10% (inclusive of NRI children) of the overall strength in the school after admitting all Army children and also catering for their mid-session admissions. Civilian children can be admitted only if infrastructure permits and their admission does not adversely affect teacher to pupil ratio, only after ensuring 100% admission of Army children with a few reserved seats for them for mid-session admissions.

Priorities for Admission

146. The priorities for admission subject to availability of seats will be as under:-

(a) Children of serving Army personnel including DSC (ex-Army), children of Army widows and children of those TA personnel who have a minimum of 5 years embodied service.

(b) Children of Ex-Army personnel retired / invalided out on medical grounds with pension, DSC personnel retired with pension from DSC, Children of teaching staff members.

(c) Children of serving Air Force, Naval and Coast Guard personnel.

(d) Children of retired Air Force, Naval and Coast Guard personnel.

(e) Children of ex-Army personnel who left Army with less than 10 years of service and not categorized as ESM.

(f) Children of civilians paid out of Defence Estimates, Para Military Forces including, MES, GREF, TA (when not embodied).

(g) Children of Para Military Forces including, MES, GREF, TA (when not embodied).

(h) Other children.

147. The above priorities of admission shall be suitably moderated to bring parity with the priorities of admission offered to wards of Army personnel by other services / organizations in their schools in the same station / location.
148. If due to acute shortage of classrooms there is difficulty in adjusting all children of serving Army personnel, SAMC may further prioritize children at Article 192 (a) as follows:

(a) Transfer cases from Army Pre-Primary School and private recognized schools.
(b) Transfer cases from local schools within the city.
(c) All other cases.

149. In stations where there are two or more schools, a comprehensive policy will be drawn by respective BOA so that load is evenly distributed. It should be based on proximity of the school from residence and availability of seats.

**Notes.**

1. Children under Article 192 (f), (g) and (h) will be considered civil Children for the purpose of admission.
2. Children of civilian staff employed in the school will not be counted as civilians for this purpose.

**Percentages of Civilian Children**

150. Admission to civilian children would be avoided. In exceptional cases of remoteness or single unit station, the strength of civilian children will have a ceiling of 05 to 10%, subject to availability of seats. A bond from parents of such children would be obtained to ensure no automatic admission to APS schools.

151. **Children of NRIs in Army Pre-Primary Schools.** NRI children are allowed to be admitted in all Army Pre-primary Schools. It will, however be ensured by the School that all formalities like checking of visa, passport and guarantee of character and conduct by two respectable Indian citizens etc are completed before granting admission to such children and the sanction of the Chairman is taken in each case.

**Admission Procedures and Evaluation Test**

152. **Admission.** All children of serving/retired Army personnel coming on Pass/promoted TC from another Army Public School any time during the academic year will be admitted based on Transfer Certificate (TC) from previous school, without an admission test. Transfer certificate will be issued to all outgoing students as per format given at Appendix X. Specimen for Registration form and Application for admission is given at Appendix Y& Z respectively.

153. **Evaluation Test.** No evaluation test will be held even if the candidate is arriving from a school other than APPS.
Admission With/Without Transfer Certificate

154. Direct admission i.e. admission without a transfer certificate shall be made up to class V only in the case of wards of Army personnel. If a pupil, who has not previously attended any recognised school, applies for admission to any one of the Classes II to V, his parent or guardian shall be required to give full history of his previous education and submit an affidavit to the effect that his ward has not attended any recognised school till then. He/she shall also be required to submit the District Administration Certificate of Registration of birth to ascertain the exact date of birth of his ward. If a seat is available in the class to which admission is sought, the head of the school shall arrange a special test to determine the suitability of the pupil for admission to the class. Admission shall be granted if the pupil passes in the special test. If the parent or guardian’s statement under this clause is found to contain any willful misrepresentation of date of birth or other facts regarding the pupil’s educational career, the head of the school shall cancel the admission and report the matter to the education authorities of the district for circulation of the information to other schools. The name of the pupil will be struck off the roll of the school.

Age

155. **Age Limit.** Where state rules are not being enforced, the age of a student on first admission to various classes in Army Pre-Primary Schools shall be regulated as indicated below:-

<table>
<thead>
<tr>
<th>For Admission</th>
<th>Completed Age on 31 Mar of Year of Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td>3 Years</td>
</tr>
<tr>
<td>LKG</td>
<td>4 Years</td>
</tr>
<tr>
<td>UKG</td>
<td>5 Years</td>
</tr>
<tr>
<td>I</td>
<td>6 Years</td>
</tr>
<tr>
<td>II</td>
<td>7 Years</td>
</tr>
</tbody>
</table>

**Notes.**

1. The table above shall not be applicable if a student arrives on transfer from a CBSE recognized School with an age not matching the ages given above. For all others the admission shall be moderated as per stipulated age.
2. **For Differently Abled Children.** For admission to Class I, the maximum age limit as on 31 Mar would be 7 years which can further be relaxed by the Headmistress. Age for all other classes will be calculated accordingly.

3. For the purpose of this clause, it is clarified that those born on 01 Apr of the year shall be considered to have completed the age on 31 Mar of the same year.

156. **Proof of Age.** Birth certificate issued by the Registrar of Births and Deaths as authorized by the State Govt/Govt of India.

157. **TC from Other Schools.** TCs in respect of candidates from schools will be accepted for admission provided these are endorsed by the District Education Officer of the District in which the school is located.

158. **Change in Date of Birth.** Once recorded in the school scholar register. Request of change of date of birth will be processed as per procedure laid down in CBSE Bye Laws.

159. **Promotion of Students.** All students in the School will be assessed regularly on their progress but no student shall be detained in any class in any APPS under any circumstances. They shall invariably be promoted to the next class under the No Detention Policy of the government.

160. **Inclusive Education.** Students assessed to be slow learners or having any other problem in coping with the curriculum shall be assessed by the Special Educator of the School. The parent should be informed of any such condition and counseled to take proactive steps to help the student in a manner that the child can undergo clinical tests etc. Efforts will specially be made in collaboration with the parents so that such students are appropriately handled both at home and at school.

161. **Curriculum.** The NCERT has developed a curriculum for Early Childhood Care and Education. This shall be followed in All APPSs. The details of academic framework are given in Section 2 of this Book. The Schools shall prescribe books/workbooks only out of those recommended by AWES. No Student up to Class II will be required to carry books/workbooks from home to school and vice versa. Schools shall make arrangements for safe custody of books and stationery in the school/ classroom only.

**School Uniform**
162. **School Uniform.** All students are expected to wear uniform. Uniforms as stipulated below shall be applicable to the students in APPSs.

163. (a) **Summer.**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>White shirt with half sleeves</td>
<td>White Shirt or Blouse with half sleeves, Plaits and Red Ribbon</td>
</tr>
<tr>
<td>Steel Grey shorts or trousers</td>
<td>Steel Grey Divided Skirt Or Steel Grey Kameez with 'V' Neck White Salwar and White Dupatta</td>
</tr>
<tr>
<td>White canvas shoes</td>
<td>White canvas shoes</td>
</tr>
<tr>
<td>Steel Grey socks</td>
<td>Steel Grey socks</td>
</tr>
<tr>
<td>School Belt, Tie (Grey and Red striped Tie and Belt)</td>
<td>School Belt, Tie ( Grey and Red striped Tie and Belt)</td>
</tr>
<tr>
<td>Sikh Students may use a white handkerchief over the bun of hair neatly tied on the head.</td>
<td>Long Hair may be braided</td>
</tr>
</tbody>
</table>

(b) **Winters.**

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>White shirt</td>
<td>White shirt or Blouse. Plaits and Red Ribbons</td>
</tr>
<tr>
<td>Navy Blue blazer or Navy-Blue pullover ('V' Neck without collar)</td>
<td>Navy Blue blazer or Navy Blue pullover ('V' Neck without collar)</td>
</tr>
<tr>
<td>Dark Grey worsted trousers or shorts</td>
<td>Dark Grey worsted skirt Or Dark Grey Kameez with Half 'V' neck White Salwar and White Dupatta</td>
</tr>
<tr>
<td>White Canvas shoes</td>
<td>White canvas shoes</td>
</tr>
<tr>
<td>Dark Grey socks or stockings</td>
<td>Dark Grey socks or stockings</td>
</tr>
</tbody>
</table>
(c) **AWES Badge.** Wherever the School is converted to ‘APS Junior Wing’, The design of the AWES badge on blazer/belt will be same as the ‘Crest’ copyrighted by AWES. No Badge shall be worn by the students on their uniform Lapel/chest

(d) School tie may be made optional in summer at the discretion of the Principal, depending on local weather conditions.

### Fees and Other Charges

164. **Fees and other Charges.** School Management can fix the fee chargeable from Students in line with directions of the Respective BoAs. School fee should be so fixed that the school is financially self-sustaining. Exception to fee may be given to wards of regular and contractual faculty members only if they/spouse are not entitled to CEA from any source.

165. School management may consider online fee payments to avoid cash transactions in the schools. Besides annual fee which is to be charged at the beginning of the academic session, tuition fee should preferably be charged on quarterly basis.

166. Instructions / methods for payment of fee are given at **Appendix D** (Read in consultation with Article 39). A suggested fee pattern for all APPSs is given below: -
# RECOMMENDED FEE STRUCTURE: ARMY PRE-PRIMARY SCHOOL

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Type fee/charges</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Army Wards</td>
</tr>
<tr>
<td>(a)</td>
<td><strong>One-time fee</strong></td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Admission Form</td>
<td>50/-</td>
</tr>
<tr>
<td>(ii)</td>
<td>Registration</td>
<td>450/-</td>
</tr>
<tr>
<td>(iii)</td>
<td>Admission</td>
<td>2000/-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>2500/-</td>
</tr>
<tr>
<td>(iv)</td>
<td>Security (Refundable)</td>
<td>2000/-</td>
</tr>
<tr>
<td>(b)</td>
<td><strong>Annual Fee</strong></td>
<td>(To include books/workbooks. school stationery, play way, school journal, Accident Insurance)</td>
</tr>
<tr>
<td>(c)</td>
<td><strong>Tuition Fee</strong></td>
<td><strong>per month</strong></td>
</tr>
<tr>
<td>(i)</td>
<td>Nursery/LKG/UKG</td>
<td>2000/-</td>
</tr>
<tr>
<td>(ii)</td>
<td>Classes 1 and 2</td>
<td>2500/-</td>
</tr>
<tr>
<td>(iii)</td>
<td>Classes 3 to 5</td>
<td>3000/-</td>
</tr>
</tbody>
</table>

**Notes :-**

1. Fee shall be revised every year by 10% or the rate allowable by the state education department whichever is less. This is mandatory since increasing load of salaries and other operational expenses have to be met by the Schools.

2. Mgt may decide higher fees as per financial viability of the school on case to case basis depending upon str of the school.

167. **Late Fees.** If fees are not paid by due date(1-10\textsuperscript{th} day of the Month) late fee will be charged as under:-

   (a) Up to 20\textsuperscript{th} of the current month \textbf{-Rs 100/-}

   (b) Up to 1 month \textbf{-Rs 200/- Caution/Reminder Notice be sent}

   (c) From 1 to 2 months \textbf{-Rs400/-Warning/Reminder Notice be sent}

   (d) From 2 to 3 months \textbf{-Rs 750/-}
168. If fees and fine are not paid for three consecutive months, the name of the student will be struck off the rolls.

**Budgeting**

169. While the School Headmistress shall prepare the annual budget in consultation with the chairman, a rough calculation of income expenditure for two models of school size are given below :-

| Monthly Income Expenditure Model for a Pre-Primary School (Str-300 Students) |
|-----------------------------------------------|-----------------|-----------------|
| Ser No | Distribution | Total |         |         |         |         |
|        | Nur | LKG | UKG | Fee Rates | Salary |         |
| 1      | Sections | 4  | 4  | 4  | 12 |         |         |
| 2      | Student Capacity incl 10% civilian | 100 | 100 | 100 | 300 | all cats incl 10% civs 6,30,000 |         |
| 3      | Teachers | 13 |         |         |         |         |         |
| 4      | Others | 1  |         | 14 | 20000 | 280000 |         |
| 5      | Ayaas | 4  | 4  | 2  | 10 | 16000 | 160000 |         |
| 6      | Headmistress | 1 |         | 30000 | 30000 |         |         |
| 7      | Clk Staff | 2 |         | 18000 | 36000 |         |         |
| 8      | Gp D Staff | 3 |         | 15500 | 46500 |         |         |
|        | Total |       |       | 6,30,000 | 552500 |         |         |

Income over expenditure of Approx Rs 75000 per month will cater for Increments to staff and operational expenditures.

Annual charges and admission charges collected would also contribute towards operational expenditures.

Cost of workbooks and stationery shall be borne by the School. Work-Books Recommended by AWES for APPSs shall only be prescribed in the Schools.
## Monthly Income Expenditure Model for a Pre-Primary School
**(Str-500 Students)**

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Distribution</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nur</td>
<td>LKG</td>
</tr>
<tr>
<td>1</td>
<td>Sections</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Student Capacity incl 10% civilians</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Teachers</td>
<td>12</td>
</tr>
<tr>
<td>4</td>
<td>Others</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Ayaas</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Headmistress</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Ckl Staff</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>Gp D Staff</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>11600</td>
</tr>
</tbody>
</table>

Income over expenditure of Approx Rs 2 lakh will cater for increments to staff and operational expenditures.

Annual charges and admission charges collected would also contribute towards operational costs.

Cost of Books/workbooks and stationery shall be borne by the School up to Class UKG Only. Books/workbooks recommended by AWES for APSs and APPSs shall only be prescribed in the Schools.

The above models are for reference purposes only.

170-175. Blank
CERTIFICATE OF REGISTRATION OF SOCIETY ACT XXI OF 1860


I hereby certify that Army Welfare Education Society (AWES) has this day been registered under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi this 29th Day of April One Thousand Nine Hundred and Eighty Three.

REGISTRATION FEE OF RS. 50/- PAID

Office Seal

Sd/-X- X-X-X-X-
REGISTRAR OF SOCIETIES:
DELHI ADMINISTRATION: DELHI
ANNUAL ADMINISTRATIVE AND TECHNICAL INSPECTION

BASIC DATA

1. Name of the School
2. Year of Establishment
3. Name of the Principal
4. Dates of Last Inspection
5. Dates of Current Inspection
6. Composition of Board of Officers
7. Administrative Inspection Report (Annexure 1)
8. Technical Inspection Report (Annexure II)
Annexure I to Appendix B

ADMINISTRATIVE INSPECTION REPORT

ADM STAFF POSITION

1. Has Adm Officer been appointed – Y/N
   If yes, name and date of appointment -

2. **Details of Adm Staff.**

<table>
<thead>
<tr>
<th>Cadre</th>
<th>No in Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular</td>
</tr>
<tr>
<td>Clk</td>
<td></td>
</tr>
<tr>
<td>Supervisor Administration</td>
<td></td>
</tr>
<tr>
<td>Accountant</td>
<td></td>
</tr>
<tr>
<td>UDC</td>
<td></td>
</tr>
<tr>
<td>LDC</td>
<td></td>
</tr>
<tr>
<td>Receptionist</td>
<td></td>
</tr>
<tr>
<td>**Driver, Chowkidar, Peon,</td>
<td></td>
</tr>
<tr>
<td>Mali, Safai Karamchari</td>
<td></td>
</tr>
</tbody>
</table>

3. Inspecting Officer’s Remarks (To include adequacy or excessive employment of adm staff).
**Discipline**

4. Discipline in the school under the following heads:-

   (a) Outstanding cases against Principal or Staff.

   (b) Outstanding cases against students.

5. Details of outstanding legal cases against Principal, SAMC, and AWES.

6. Inspecting Officer’s remarks (to include adequacy of school efforts to resolve outstanding legal cases).

**Finance**

7. Method of collection of fees from the students (fees is not to be collected in cash).

8. State of Fixed Deposits separately for Corpus AWES, Corpus School, Grants and School Funds (give details of amount against gratuity, security, provident fund, leave encashment and ARF AWES, ARF School).

9. A copy of income and expenditure statement and balance sheet for the preceding year duly audited (Chartered Accountant report to be attached.)

10. Scrutiny of accounts.

11. Inspecting Officer’s remarks (to include whether FDs are yielding current interest rate and overall financial health of the school).

**Security**

12. Does the school have adequate security/safety : Y/N. arrangements including terror threats/other contingencies for campus, employees and students? If no, recommendations of inspecting officers for instituting the same.
Fire Fighting Arrangements and Disaster Management

13. Does the school have adequate fire fighting arrangements and disaster management SOP and resources? If no, recommendations of inspecting officers for instituting the same.

Insurance of School Property

14. Does the school have Insurance of school property including buildings against fire, earthquake and floods/any other contingency? If no, recommendations of inspecting officers for instituting the same.

Follow Up Actions

15. Whether follow up actions have been taken by Principal on points raised during last administrative inspection report, if No, reason thereof.

Overall Assessment


Station : Signature of Board of Officers
Date : Presiding Officer

Members

Note.
1. With reference to other contingencies imply landslides, wild animals, riots, political disturbance etc.
2. Proper SOPs must be formulated for Paras 12 to 14.
3. CBSE directions will be followed for employment of transport for schools.
TECHNICAL INSPECTION REPORT

PART 1- IDENTIFICATION DATA AND ENROLMENT STATE

1. **Class-Wise Strength as on the Date of Inspection.**

<table>
<thead>
<tr>
<th>Class</th>
<th>No of Sections</th>
<th>Enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Boys</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Offrs JCOs OR</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Admission during the Session.**

<table>
<thead>
<tr>
<th>Class</th>
<th>No of students admitted On TC</th>
<th>New admissions</th>
<th>Min qualifying % for admission</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Offrs JCOs OR CIV</td>
<td>Offrs JCOs OR Civ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. No of Army Children denied admission class wise.

4. Inspecting Officer’s remarks on information under
items 1, 2, 3 & 4 with reference to excessive enrolment in classes, general ability of students at intake and turbulence in student population.

**PART II - RESOURCE PERSONNEL**

**Teaching Staff Position**

1. **Summary of Teaching Staff.**

<table>
<thead>
<tr>
<th>Cadre</th>
<th>Authorized</th>
<th>No in Position</th>
<th>Remarks Percentage appointed on regular basis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Regular</td>
<td>Contractual</td>
</tr>
<tr>
<td>(a) Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) Vice Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) PGTs (Science)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Physics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Biology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Biotech</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) PGTs (Commerce)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(i) Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Business Study</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) PGTs (Common to all streams)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(i) English
(ii) Maths
(iii) Economics
(iv) Computer Science
(v) Information Practice
(vi) Psychology
(vii) History
(viii) Political Science
(ix) Hindi
(x) Sanskrit
(xi) Physical Education
(xii) Any others

(f) **TGTs (Humanities).**
   (i) Hindi
   (ii) English
   (iii) Sanskrit
   (iv) Social Studies

(g) **TGTs (Science).**
   (i) Maths
   (ii) Biology

(h) PRTs
(j) Misc

(k) Computer Laboratory Technician

(l) Science Laboratory Attendant

(m) Librarian

(n) Counselor

(o) Any others

2. **Teaching Load.**

(a) Teacher-Pupil Ratio

(b) Section-Teacher Ratio

(c) Teaching load in terms of periods
   
   (i) Maximum

   (ii) Minimum

   (iii) Average

3. **Inspecting Officer’s Remarks.** Adequacy of teaching staff and non-availability of key teaching staff.

4. Fee structure of the school.

5. Salary structure of the school.

**PART III – MATERIALS**

**Equipment**
1. Principal’s department wise report regarding adequacy/inadequacy of equipment including that of laboratories.

**Library**

2. **State of Library Books.**

<table>
<thead>
<tr>
<th>Held</th>
<th>Added Last Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) English</td>
<td></td>
</tr>
<tr>
<td>(b) Hindi</td>
<td></td>
</tr>
<tr>
<td>(c) Others</td>
<td></td>
</tr>
</tbody>
</table>

3. Number of newspapers/magazines being subscribed.

4. Inspecting Officer’s remarks (regarding automation of library and appropriateness of new papers and magazines being subscribed by the school).

**Laboratories**

5. Inspecting Officer’s remarks (regarding lay out, equipment, model, charts, working space and safety precaution).

**School Records**

6. The inspecting Officer to examine school records listed below and report about their being kept up-to-date and in proper form.

| (a) Admission Register |
| (b) Attendance Register |
| (c) Leave Register including record of Principal’s leave |
| (d) Personnel files of staff. |
| (e) Service books |
| (f) Subject/Class Marks Register |
(g) Transfer Certificate Record
(h) AWES Circular Folder
(j) CBSE Circular Folder.

8. Inspecting Officer’s assessment about the maintenance of school records.

PART IV – ACADEMIC PERFORMANCE

1. Inspecting Officer’s remarks on academic results.

Standard of Teaching

2. Are the teacher’s diary, lesson plan/notes maintained? Yes/No.

3. What is the frequency of check by Principal (weekly/Monthly)?

4. Are the teaching aids in use sufficient and appropriate?

5. Steps taken to cater to the needs of differently abled children

6. Measures taken to help academically weak students.

Teaching Effectiveness

7. Opinion of the Inspecting Officer on teaching effectiveness during the inspection (At least 3 lessons from class IX to XII to be supervised).

PART V - FACULTY ENRICHMENT PROGRAMMES

School Level

1. The Headmistress should give a brief report on:-

   (a) Project and innovations undertaken in the school.

   (b) In service training of teachers.

   (c) Regional language taught, if any.
Command AWES Level

2. The Headmistress should enunciate participation of teaching staff in the organised educational activities at command AWES level.

AWES Level

3. The Headmistress should enunciate participation of teaching staff in the faculty enrichment programme at HQ AWES level. Details of each category be mentioned separately.

4. Inspecting Officer’s observations on adequacy of school efforts to actively participate in Faculty Enrichment Programme at school level, Command level and AWES level

PART VI – PROGRESS ON AWES INITIATIVES

<table>
<thead>
<tr>
<th>Ser No</th>
<th>AWES Initiatives</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Life Saving Skills and First Aid</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Science Park</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Green Governance Programme</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Green India Scheme</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Green Olympiad</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Group Personal Accident Policy</td>
<td></td>
</tr>
<tr>
<td>(g)</td>
<td>Managing Adolescence</td>
<td></td>
</tr>
<tr>
<td>(h)</td>
<td>English Bridge Course</td>
<td></td>
</tr>
<tr>
<td>(j)</td>
<td>Any other</td>
<td></td>
</tr>
</tbody>
</table>

Inspecting Officer’s observations (Regarding adequacy of school efforts to actively promote AWES initiatives in the schools).
PART VII – CO-CURRICULAR AND GENERAL

Morning Assembly

1. List of the activities undertaken during the Morning Assembly:

2. Inspecting Officer’s observations.

Co-Curricular Activities

3. List of activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Membership</th>
<th>Frequency of Meetings</th>
<th>Yearly Funds allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Excursion/hikes/educational trips/adventure activities undertaken during the year.

<table>
<thead>
<tr>
<th>Activity</th>
<th>No of students</th>
<th>No of Staff</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Achievements at Inter-School debates, declamation contests, exhibitions etc.

Games and Sports

6. Principal’s report about. Playgrounds, outdoor activities etc.

7. Funds spent on games/spots during the previous year.

8. Participation of teachers other than PETS in games and sports.

Contact with Parents

9. Principal's report on parent-teacher contact in the school.

10. Frequency of parent teachers’ meetings-monthly/quarterly

11. Is Parents’ Day observed, If so give periodicity?

12. Whether a register for suggestions from parents is maintained.
PART VIII – OVERALL ASSESSMENT

1. Inspecting Officer’s impressions and assessment against following heads:-

   (a) Professional standard of teachers.

   (b) Are the curriculum objectives being achieved?

   (c) Faculty morale.

   (d) Inspecting Officer’s Observations- Regarding adequacy of school efforts in co-curricular activities, sports and interaction with parents.

   (e) Are the inter-personal relations between teachers and principal cordial?

   (f) Is the Principal approachable?

      (i) To Staff

      (ii) To Students

   (g) School-Parents Relations.

2. Outstanding achievements of the school.

3. Follow-up action by the Headmistressl on the last Technical Inspection report.

4. Grade School – Academically Sound/Good/Satisfactory/Below Minimal standard.

   Signature of Board of Officers

   Date

   Place

   Presiding Officer

   Members
Appendix C
{Article 28(n) refers}

SCHOOL INFORMATION DATA AS ON __________

1. Name of School : __________________________________________

2. Name of **Headmistress** : __________________________________

3. Tele No: (Mil)___________(Civ) __________(Fax No) __________

4. E Mail ID __________________________________________________

5. Controlling Formations: Command ___________ Corps ________

   Div_________  Bde_________  Unit______________

6. Military station/Cantt ________________________________

7. Postal Address_____________________________ PIN No ________

8. School started wef : ________________________________

9. **Students.**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total</th>
<th>Current yr</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serving Army Pers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retd Army pers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Force and Navy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civilian (Defence, Para Mil &amp; Coast Guard, MES, GREF and TA)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** (Last 5 years) Till current year.
10. **Class-wise Strength.**

<table>
<thead>
<tr>
<th>Class</th>
<th>Sec - A</th>
<th>Sec - B</th>
<th>Sec - C</th>
<th>Total</th>
<th>CwSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LKG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UKG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class -I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class -II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: Create table as per school requirement.*

11. **Details of Teachers.**

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Name</th>
<th>Appt</th>
<th>Qualification</th>
<th>Emp wef</th>
<th>Permt/Contract/Adhoc</th>
<th>Army/Civ</th>
<th>Attended workshop at FDRC (Yes/No)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

12. **Details of Adm Staff.**

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Name</th>
<th>Appt/Trade</th>
<th>Qualification</th>
<th>Emp wef</th>
<th>Permt/Contract/Outsourced</th>
<th>Remarks</th>
</tr>
</thead>
</table>

13. **State of Infrastructure.**

(a) Land Area___________ Sq meters

(b) Building re-appropriated Govt Building /Constructed from_______ Funds.

(c) Boundary wall with gate__________ (Adequate / Deficient)

(d) No of Class rooms: _______________ (Adequate / Deficient)

(e) Administrative rooms: ______________ (Adequate / Deficient)
(f) Toilets for Staff and Students : (Adequate / Deficient)

(g) Play Equipment : (Adequate / Deficient)

(h) Fire Fighting equipment : (Adequate / Deficient)


15. Books/Work books prescribed in different classes: 
   (List Here)

16. Fee Structure:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Type fee/charges</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Army Wards</td>
</tr>
<tr>
<td>(a)</td>
<td>Onetime Fee</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Admission Form</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Admission</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>(iv)</td>
<td>Security (Refundable)</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Annual Fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(To incl Books/work books, school stationery, play way, school journal, Accident Insurance, etc)</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>Tuition Fee per month</td>
<td></td>
</tr>
<tr>
<td>(i)</td>
<td>Nursery/LKG/UKG</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Classes 1 and 2</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Classes 3 to 5</td>
<td></td>
</tr>
</tbody>
</table>

17. Fee increased for the current Academic year______ %
18. **Salary Structure (Monthly).**

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Category of Employee</th>
<th>No of Employees</th>
<th>Rate</th>
<th>Salary Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Headmistress</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pre-Primary Teachers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Primary Teachers*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Clerical Staff &amp; Nur Asstt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ayaas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Gp D Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. **Accounts.**

(a) **Income Sources.**

(i) Fee

(ii) Interest from Bank Deposits

(iii) Others (Please Specify)

(iv) Total Annual Income

(b) **Expenditures.**

(i) Salaries

(ii) Stationery

(iii) Others (Please Specify)

(c) **Fixed Deposits.** (Under different heads like Gratuity, School Development, Maintenance, etc)

(d) Average Income over Expenditure last three years:
20. Audited Balance Sheet as on 31 March of last Financial Year

21. New Initiatives undertaken:

Signature of Headmistress___________

Name __________________________

Date  ____________

Counter Signature of Chairman

Place: Signature

Date : Name & Appointment
INSTRUCTIONS ON PAYMENT OF FEE FOR WARDS OF EX DEFENCE PERSONNEL AT PAR WITH WARDS OF SERVICE PERSONNEL IN ARMY PUBLIC SCHOOLS

1. Ex-Army/Navy/Air Force/Coast Guard personnel granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board/invalided medical board.

2. Recruits medical boarded out and granted disability pension.

3. Ex-Army/Navy/Air Force/Coast Guard personnel who have taken discharge/released after 10 years of service.

4. TA personnel retired with pension or those who have taken discharge after 10 years of embodied service.

5. Members of MNS who have taken discharge after 10 years of service or are in receipt of pension from Army.

6. Ex-Army Postal Services (APS) personnel who have retired from APS after completing their minimum pensionable service and ex APS personnel who had served in the Army on deputation for a period of 10 years.
### PERFORMANCE RECORD

<table>
<thead>
<tr>
<th>Year</th>
<th>Academic Performance</th>
<th>Personal Conduct</th>
<th>ACRinitiated</th>
<th>Reason of Non initiation</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OS/VG/G/F/P</td>
</tr>
</tbody>
</table>

### WORKSHOPS ATTENDED

<table>
<thead>
<tr>
<th>Ser</th>
<th>Dates</th>
<th>Subject/Topic</th>
<th>Agency/Resource person</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LEAVE RECORD

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates</th>
<th>No of Days</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### RECORD OF COUNSELING / WARNING

<table>
<thead>
<tr>
<th>Ser</th>
<th>Date</th>
<th>Counseling for</th>
<th>Written / Verbal</th>
<th>Letter ref if Written</th>
<th>Sign of Principal</th>
<th>Sign of Teacher</th>
<th>Sign of Witness if teacher refuses to sign</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
QUALIFICATION REQUISITES

1. Qualification requisites (QRs) of Teaching, Non-Teaching Academic Staff and Administrative Staff are given in succeeding paras.

2. Headmistress. The following QRs are laid down for selection of Headmistresses of APPSs:-

   (a) Graduate or above in any discipline.

   (b) Mandatory - A Teaching Degree BEd (Elementary Education or NTT (mandatory).

   (c) Experience as required under anyone of the following clauses:-

      (i) At least 3 years’ experience of administrative charge of a recognized Middle School or higher classes.

      (ii) At least 5 years’ experience as headmistress /Coordinator/Supervisor of Primary Wing of a recognized High School or an APPS.

   (d) Age criteria will be ‘Below 55 years on the date of appointment.

3. Teachers

   (a) Teachers for Pre-School. Must have at least qualified Grade XII through any recognized Board CBSE/ICSE/NIOS etc with minimum 50% marks. Should have done Nursery Teachers Training Course or a Two-year diploma in Elementary Education from an institution recognized and approved by the State Education Department. Graduation in any field is desirable.

   (b) PRTs. Graduates with 2 years Diploma in Elementary Education (D.E.Ed) / B Ed. in Elementary education with minimum 50% marks in each. CTET/State TET qualified.

Note:

1. The candidate who has qualified as B.Ed and not D.El. Ed would have to undergo a six month bridge course in elementary education from
an institution recognized by the NCTE within the period of probation (two years).

3. No specific academic qualification is laid down for activity teachers. Their selection will be subject to suitability based on experience and knowledge as assessed by the Selection Board. Good communication skills in English is mandatory.

4. For teachers being appointed on vacancies that may arise during the course of the academic year (‘Adhoc’ appointments) the above said QR would be preferred QR and not mandatory QR.

4. **Age.** As on 01 Apr of the year of appointment, the age of the candidate should not be less than 25 years and more than 40 years if not holding any experience. Candidates with at least 5 years teaching experience in the last ten years in Pre-primary classes can be enrolled up to the age of 55 years:

   **Note.** To avail of any age relaxation case shall be processed to the Chief patron.

5. **Special Educator.** Graduation with B.Ed (Special Education) or B.Ed General with 1 Year Diploma in Special Education

6. **Head Clerk.**

   (a) Preferably an Ex-Serviceman of clerk category up to the age of 55 years.
   (b) 5-10 years’ experience in office management, account handling as Head Clerk with high proficiency in staff duties and drafting experience.

   (c) Computer Savvy- MS Office. Etc.

   (d) Educational Qualification - Minimum Graduate in case of civilian.

   (e) Should not have any disciplinary case against him in the entire service.

7. **Accountant.**

   (a) Commerce Graduate or Fifteen years’ service as a clerk in the Defence Services.

   (b) Basic computer application course of Army/Diploma in Computer Applications of not less than one-year duration. Knowledge of double entry system of accounting, excel sheet and accounting software.

   (c) Minimum 5 years’ experience as an Accounts clerk in the Defence Services/reputed organization.
8. **Para-Medics.** 10+2 and diploma in nursing with minimum five years of experience. A female Para-medic should be given preference.

9. **Ayaas.** At least 8th pass.

10. **Group 'D' Staff.** Preferably Group D staff should be outsourced.

**Notes.**

1. Medical fitness certificate issued by a MBBS Doctor to be submitted by all employees

2. Security clearance / police verification shall also be obtained.
Appendix G
(Note 4 to Article 74 refers)

ARMY PRE-PRIMARY SCHOOL_______________ (Name of the School)

### DETAILS OF EMOLUMENTS FOR THE MONTH OF

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Name</th>
<th>Basic Pay Rs</th>
<th>Grade Pay</th>
<th>Total Basic Pay</th>
<th>DA Rs</th>
<th>Dues</th>
<th>Recoveries/Deductions</th>
<th>Net Amount Payable Rs</th>
<th>Signature (on Revenue Stamp)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date:** ___________________________  **Signature of Head Mistress**
FORMAT FOR BIO DATA: HEADMISTRESS

1. School : 

2. Name : 

3. Husband/Father’s Name & Profession : 

4. Date of Birth : 

5. Date of Appointment : 

6. Date of Superannuation : 

7. Date of Marriage : 

8. Mob. Number : 

9. Qualification (Graduation & above)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Year</th>
<th>Institution</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Experience:-

<table>
<thead>
<tr>
<th>Job</th>
<th>Institute</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Awards, if any :

12. Expertise :

13. Major achievements :
14. Seminar/Workshops attended:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
</table>

15. Books/Papers Published:

16. Computer Literacy:

17. Previous EPF Membership:

18. Any other aspect the appointee would like to highlight:

Dated: (Signature of Headmistress)
Appendix J
(Article 82 Refers)

SAMPLE LETTER OF OFFER OF APPOINTMENT FOR THE POST OF HEADMISTRESS

Tele : .................. ................................
..................
..........................................
..........................................
..........................................
..........................................
..........................................

..........................................

Date………..

..........................................

..........................................

..........................................

..........................................

..........................................

..........................................


OFFER OF APPOINTMENT FOR THE POST OF HEADMISTRESS

Dear ____________,

1. Reference your application for the post of …………………….. and interview held on ……………………..

2. You have been selected for the Post of ……………………. to be appointed wef. ……………………. Your basic pay will be ` ……………………. per month. DA @ ……………………. %. HRA will/will not be admissible. Increments/Basic Pay and DA shall be revised periodically as applicable from time to time.

3. Initially you will be on probation for a period of ……………………., which may be extended further by the appointing authority if necessary. After successful completion of Probation or extended period of probation you will be communicated, in writing, about your confirmation. Important terms and conditions specifying leave entitlements, retirement age, etc. are attached for your perusal.

4. Your appointment is subject to entering into an Agreement with the School Administration and Management Committee, before joining the school, on own behalf and on behalf of the AWES on an ` 50/- Non-judicial Stamp Paper as given in Sample Agreement attached with Appointment Letter. Failure to enter into an agreement within stipulated period would automatically cancel the Letter of Offer/Letter of Appointment.
5. At the time of joining, you are required to produce Medical Certificate of fitness from a hospital established or maintained by the Government. You are also required to produce two certificates from educationists or any other respectable member of society, not related to you, certifying your character and conduct, to the satisfaction of the school authorities. The referred documents are required to be submitted with the agreement as stated in Para 4, above.

6. You are required to join duty on .................. (......... hrs). You will not be entitled to any TA/DA or charges for conveyance of your baggage for joining the service. The Chairman, School Administration and Management Committee shall not be in any way responsible for any liability towards your previous employer, if any.

7. In view of above, you are requested to confirm your joining in writing, by .................. If you fail to confirm the same by due date, the offer will stand cancelled automatically and the school will be free to appoint the next candidate on the selection panel.

8. If this offer of appointment is acceptable to you, you are required to report to school on ................ for issuance of formal appointment letter. No TA/DA will be paid for this visit. You will produce and submit original certificates/degrees/diplomas, against receipt, alongwith their photocopies for verification, one day prior to joining the school. Original documents will be returned to you after verification within ten working days.

9. You may contact School office in case of any query.

(..................)
Chairman
SAMPLE APPOINTMENT LETTER FOR HEADMISTRESS OF ARMY PRE- PRIMARY SCHOOL (SCORE OUT/OMIT WHATEVER IS NOT APPLICABLE)

REGD BY POST
..................................................................................................................
..................................................................................................................

APPOINTMENT LETTER FOR HEADMISTRESS

Dear Sir/Madam,

1. Reference Letter of Offer for appointment dated _____ and your confirmation Letter No __________ dated _____________________.

2. The Board of Administration congratulates you on being selected as Principal, Army Public School _______________________ with effect from _______________. You shall be entitled to Basic Salary of ` __________ with annual increment of ____% per year. You shall be entitled to following allowances, which would be revised periodically:

   (a) ________.
   (b) ________.

3. Your service conditions will be governed by AWES Rules and Regulations for Army Public Schools, as in vogue. You will study these rules and regulations at the time of joining and submit a certificate before joining that you have read above rules regulations of AWES and would comply with them.

4. Initially, you will be on probation for a period of ____________ which may be extended further, if required by the Management. Your services may be terminated during the probation or the extended period of probation by giving one month’s notice or salary in lieu of the notice without assigning any reason by the appointing authority. Likewise, you may resign by giving one month’s notice or salary in lieu thereof during the probation period.
5. On completion of your probation or extended period of probation you will be communicated, in writing, about your confirmation or otherwise.

6. After confirmation, your service can be terminated by the appointing authority on administrative/disciplinary grounds in accordance with School Rules. On confirmation after successful completion of probation you will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to you, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Management.

7. After confirmation, you can resign from the service by giving two months' notice or two months' pay in lieu of notice with the proviso that you cannot do so during the academic session. The end of the notice period therefore has to be co-terminus with the last day of the academic session. You can leave the service only on acceptance of your resignation by the competent authority. If you resign from the service during academic session or leave the service without your resignation being accepted by the competent authority, your security deposit will stand forfeited.

8. It will be mandatory on your part to keep a Security Deposit equivalent to total emoluments of two months with the school. The amount will be recovered from your salary in six equal installments. The Security Deposit will be refunded to you, interest free, at the time of leaving the service on submission of clearance certificate, provided you have complied with the conditions laid down in Para 7 above.

9. In the event of any loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by SAMC.

10. You will not be entitled to any TA/DA or charges for conveyance of your baggage on joining the service.

11. Prior to joining the service in the school, you will produce “No Objection Certificate/ Clearance Certificate” from your previous employer, if any. Appointing Authority or SAMC shall not be, in any way, responsible for any liability towards your previous employer.

12. Your working hours will be as laid down by the SAMC from time to time. In addition, you will be required to attend meetings/conferences called by the Chairman or any other authority of the school to discuss various issues even after school hours. You
would also be required to attend seminars, workshops and academic interactions during the summer vacation for a period up to nine days.

13. Your appointment is made on the basis of information given by you in your application for employment and at the time of interview. You will produce original certificates/degrees/diplomas along with self-attested photocopies for verification one day prior to joining the school. Original documents will be returned to you after verification. In case any certificate/degree/diploma or information given by you is found to be false/fake or incorrect, your appointment will be deemed void ab initio and your services would be terminated without any notice or salary in lieu of notice.

14. At the time of joining, you are required to produce a medical certificate of fitness from a hospital established or maintained by the Government or local authorities. The medical certificate should not be more than one month old.

15. You are required to produce two certificates (Not more than six months old) from educationists or any other respectable member of Society, not related to you, certifying your character and conduct to the satisfaction of the School authorities. In case these certificates are not produced within a period of one month of appointment, the said appointment shall stand null and void.

16. Your appointment is subject to entering into an agreement with Chairman SAMC, on behalf of the Board of Administration, within 15 days of joining the School on ` 50/- Non-judicial Stamp Paper as given in Sample Agreement to School Rules and Regulations. Failure to enter into ‘Agreement’ within stipulated period would automatically cancel the appointment.

17. You will abide by the instructions given to you by the Chairman SAMC and other higher authorities from time to time and take active part in co-curricular and other such activities of the school.

18. You will redress grievances, if any, through Chairman, SAMC. The decision of the Appointing Authority shall be final and binding on you. It may be noted that Army Pre-Primary School ___________ comes under the category of ‘Unaided Private School’ and it is not a Govt. Institute.

19. Your address, as indicated in your application for appointment, shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the
Head Clerk within three days from the date of such change and get such change of address recorded.

20. The matters not specified in Rules and Regulations for Army Pre-Primary Schools, this Appointment Letter and Agreement shall be decided on merit by the management and the decision shall be binding on you.

21. You are requested to report for duty on _________ to Chairman SAMC for briefing. If you fail to join by __________ without prior information, the offer will automatically stand cancelled and the next candidate on the panel will be appointed.

Yours Sincerely
(Patron)
For Chairman Board of Administration
SAMPLE AGREEMENT HEADMISTRESS

Army Pre-Primary School, ________________________________ (Name of the Station)

Agreement between the Employee (Headmistress) and the Employer

AGREEMENT

An agreement is made on this ____________ day of _______________, 20_____, between Mr/Mrs/Miss _______________ Headmistress of the School ______________ hereinafter called Party No. 1 of the One Part and the Chairman School Administration Management Committee (SAMC) (Army Pre-Primary School............) on behalf of Board of Administration _________________ hereinafter called the Employer, the Party No. 2 of the Other Part. The Party No. 2 hereby agrees to employ the Party No. 1 and the Party No. 1 hereby agrees to serve as ____________ in the school on the terms and conditions enumerated as follows:

1. That Party No.1’s employment shall begin from the _________ day of _______Month of the year_________. Party No. 1 shall be paid a monthly Salary of ` ___________ all-inclusive with annual increment of ____% per year.

2. These shall be revised from time to time as applicable to his/her case.

3. The service conditions of Party No. 1 will be governed by Rules and Regulations for Army Pre-Primary Schools as in vogue. Party No. 1 has already submitted the certificate stating that Party No. 1 has read the said Rules and Regulations and would comply with them. Party No.1 will also abide by orders and instructions (Oral or written) given by or on behalf of Party No. 2.

4. Initially the Party No. 1 will be on probation for a period of ______________ which may be extended further by Party No. 2. The services of the Party No. 1 may be terminated during the probation period by giving one month’s notice or salary in lieu thereof by Party No. 2. Likewise Party No. 1 can also resign from the service by giving one month’s notice or one month’s pay in lieu of notice to Party No. 2 during the probation period.
5. After completion of Probation or extended period of probation, Party No. 1 will be communicated, in writing, about the confirmation by Party No. 2.

6. After confirmation of services of Party No. 1, Party No. 2 can terminate the services of Party No. 1 by giving two months’ notice or salary in lieu. Likewise, Party No. 1 may also resign by giving two months’ notice or salary in lieu thereof with the proviso that Party No. 1 cannot do so during the academic session. The last day of notice for resignation by Party No. 1 has to be co-terminus with the last day of the academic session. Party No. 1 can leave the service of the school only on acceptance of his/her resignation by the Party No. 2. If Party No. 1 resigns from the school during the academic session and/or leaves the school without acceptance of his/her resignation by the Party No. 2, the Security Deposit of Party No. 1 will stand forfeited.

7. The appointment of Party No. 1 has been made on the basis of certificates/degrees/diplomas submitted by Party No. 1 and information given by Party No. 1 during the interview. If the certificates/degrees/diplomas and/or information given by Party No. 1 are found to be fake/false or incorrect at any stage, the appointment of Party No. 1 would be invalid ab initio and terminated. In such cases no advance notice be served or salary in lieu of notice be given by Party No. 2.

8. Party No. 1 will keep a Security Deposit equivalent to two months total emoluments with Party No. 2. The amount will be recovered from the salary of Party No. 1 in six equal installments by Party No. 2. Party No. 2 will return the Security Deposit, interest free, to Party No. 1 in the event Party No. 1 leaving the service after giving requisite notice and as per terms and conditions given in the Appointment Letter of Party No. 1.

9. During the service under this AGREEMENT, Party No. 1 will be liable to disciplinary action in accordance with the Rules and Regulations of the school as amended from time to time for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or misconduct or non-performance of duties or breach of any of the provisions of the rules and regulations as prescribed by the management and the said School as amended from time to time.

10. If the Party No. 1 is suspended from duty during investigation into any charge of misconduct or other charges mentioned in Para 11 above, Party No. 1 will not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance as per the AWES Rules and Regulations.
11. The Party No. 1 will apply himself/herself honestly, diligently and efficiently under the orders and instructions of Party No. 2. Party No. 1 will discharge all duties pertaining to that office and/or which are necessary to be done in Party No. 1’s capacity as aforesaid and will make himself/herself in all respects as useful as may be required of Party No. 1. Party No. 1 will always act in paramount interest of the School.

12. Duties of Party No. 1 will include the usual duties of the post of Headmistress for which Party No. 1 is employed and any other suitable duty/duties, which the Party No. 2 may call upon Party No. 1 to perform. The Party No. 1 shall not either directly or indirectly engage and be concerned in trade or in a private professional practice, but shall devote the whole of his/her time and attention to the services of Party No. 2. The Party No. 1 shall use his/her utmost exertions to promote the interests of the Party No. 2. Party No. 1 shall conform with and be subject to the terms and conditions of employment, issued by the AWES as well as the School Administration and Managing Committee from time to time.

13. On confirmation, after successful completion of probationary period, Party No. 1 will be eligible for annual increment(s) which may have become due during the period of probation. However no increment will be granted to the Party No. 1, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Party No. 2.

14. If at any time, Medical Officer designated by the Party No. 2 certifies that the Party No. 1 is by reason of any infirmity of mind or body, is incapable of rendering efficient service in the School, the Party No. 1 shall be called upon by Party No. 2 to relinquish the appointment. The decision of the Board of Administration shall be final and binding on Party No. 1.

15. The Party No. 2 will be competent to terminate the service of Party No. 1 as per Rules and Regulations of AWES even after confirmation of service of Party No. 1 in case of closing down of the school by giving two months’ notice in writing or two months’ salary including all allowances in lieu of the notice.

In witness whereof the Parties hereto set their hands this ______day of____(month) and _____________(year).

In presence of following Witnesses:

1. _____________________
   Address and Occupation of the Witness
   of the Witness
   Party No. 1 (Signature)
   (Headmistress)
2. _____________________

Address and Occupation of the
of the Witness

__________________

Party No. 2 (Signature)
(Patron of the School
on behalf of Board of
Administration)
SAMPLE LETTER OF OFFER OF APPOINTMENT FOR THE POST OF TEACHER

Tele: ........................................
........................................
........................................
Dt.................................
........................................

OFFER OF APPOINTMENT FOR THE POST OF _____

Dear ________,

1. Reference your application for the post of ............ and interview held on ......

2. You have been selected for the Post of ............ to be appointed w.e.f. .......Your monthly pay will be `.................... per month all Inclusive. Increments shall be given periodically as applicable from time to time, as per extant School policies.

3. (For ‘Regular’ Appointees only) Initially you will be on probation for a period of __________, which may be extended further by the appointing authority. After successful completion of probation or extended period of probation you will be communicated, in writing, about your confirmation. Important terms and conditions specifying leave entitlements, retirement age, etc. are attached for your perusal.

4. Your appointment is subject to entering into an Agreement with the School Administration and Management Committee, before joining the school, on own behalf and on behalf of the School Management on an ` 50/- non-judicial stamp paper as given in Sample Agreement attached with this letter. Failure to enter into an agreement within stipulated period would automatically cancel the appointment.

5. At the time of joining you are required to produce medical certificate of fitness from a hospital established or maintained by the Government. You are also required to produce two certificates from educationists or any other respectable member of society, not related to you, certifying your character and conduct, to the satisfaction of the school authorities. The referred documents are required to be submitted with the agreement as stated in Para 4, above.

6. You are required to join duty on ............. (......... hrs). You will not be entitled to any TA/DA or charges for conveyance of your baggage for joining the service. The
Chairman, School Administration and Management Committee shall not be in any way responsible for any liability towards your previous employer, if any.

7. In view of the above, you are requested to confirm your joining by ................. If you fail to confirm the same by due date, the offer will stand cancelled automatically and the school will be free to appoint the next candidate on the selection panel.

8. If this offer of appointment is acceptable to you, you are required to report to school on ........... for issuance of formal appointment letter. NO TA DA will be paid for this visit. Further, you will produce and submit original certificates/degrees/diplomas, against receipt, along with the photo copies for verification, one day prior to joining the school. Original documents will be returned to you after verification within ten working days.

9. You may contact school office in case of any query.

(..........................)
Chairman

Appendix: Important terms and conditions specifying leave entitlements, retirement age, etc.
SAMPLE APPOINTMENT LETTER (Teachers / Academic Staff)

Dear Sir/Madam,

1. Reference letter of offer for appointment dated _____ and your confirmation letter ________ dated _____________________.

2. The School Administration and Management Committee congratulates you on your being selected as ____________. You shall be entitled to Monthly Salary of `__________ with annual increment of ____% per year.

3. Your service conditions will be governed by Rules and Regulations for Army Pre-Primary Schools as amended from time to time. You will study these rules and regulations at the time of joining the appointment and submit a certificate before joining duty that you have read School rules and regulations for Army Pre-Primary Schools and would comply with them.

*4. Initially you will be on probation for a period of ______________ years, which may be extended further by the appointing authority. In case you are not found suitable for regular employment for _____ during the period of probation or extended period of probation, your services as regular ______ will be deemed to have been terminated at the end of probation/extended probation period. If found suitable after probation or extended period of probation your services will be confirmed as Regular __________. Your services can be terminated during the probation period by giving one month’s notice or salary in lieu thereof. Likewise, you can also resign from the service by giving one month’s notice or one month’s pay in lieu of notice to the School Authorities during the probation period. On confirmation after successful completion of probationary period the you will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to the you, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Management.
5. Your last pay drawn would be protected in case the same is more than the entry level pay cited above. During probation you will be eligible for all benefits as applicable to you in previous regular appointment. In case you are not found suitable during probation, you would be given an option of reverting back to your previous regular appointment. In case of reversion, the service rendered during probation would be counted as service in your old appointment.

# Applicable for regular teachers of same school only. Delete if not applicable.

6. If you do not complete eight clear months as regular teacher before summer vacation, no vacation pay would be paid to you.

7. On confirmation your service conditions would be the same as applicable to confirmed employees in the School as laid down in Rules and Regulations for Army Pre-Primary Schools as amended from time to time. You shall be liable for transfer in organizational interest.

8. After confirmation, your service can be terminated by the Chairman SAMC on administrative/ disciplinary grounds in accordance with ibid Rules by giving two months’ notice or salary in lieu of notice as per Rules in vogue.

9. After confirmation, you can resign from the service of the school by giving two months’ notice or two months’ pay in lieu of notice, with the proviso that you cannot do so during the academic session. The end of the notice period for resignation therefore has to be co-terminus with the last day of the academic session. You can leave the service of the school only on acceptance of your resignation by the competent authority. If you resign from the service during academic session and/or leave the service without acceptance of your resignation by the appointing authority, your security deposit will stand forfeited.

10. It will be mandatory on your part to keep a security deposit equivalent to two months of total emoluments with the school. The amount will be recovered from your salary in three equal installments. The security deposit will be refunded to you interest free at the time of leaving the service on submission of clearance certificate, provided you have complied with the conditions laid down in Para 10 above.

11. In the event of any pecuniary loss or damage to the school occasioned by you due to disregard or failure to comply with any requirement, order or departmental instructions or from any neglect whatsoever on your part, you shall be liable to
deductions from your salary to make good the loss or damage(s) or any part thereof, the amount of which shall be fixed by SAMC.

12. Your working hours will be as laid down by the school from time to time. In addition, you will be required to attend meetings/conferences called by the Headmistress or any other authority of the school to discuss various issues even after school hours. You would also be required to attend seminars, workshops and academic interactions during the summer vacation for a period up to five days.

13. At the time of joining, you are required to produce a medical certificate of fitness from a hospital established or maintained by the Government or local authorities. The medical certificate should not be more than one month old.

14. Within 15 days of your confirmation, you are required to enter into an Agreement with the SAMC on a `20/- non-judicial stamp paper. Failure to enter into `Agreement' within stipulated period would make you liable for administrative/disciplinary action and/or automatically cancel the appointment.

15. You will abide by the instructions given to you by the Headmistress and other higher authorities from time to time and take active part in co-curricular activities and other such activities of the School.

16. During the service you will be liable to disciplinary action in accordance with the rules and regulations framed by the school from time to time for any act of insubordination, intolerance or other misconduct or the commission of an act which constitutes a criminal offence or of any breach of non-performance of duties or any of the provisions of those present or of any rules pertaining to the conduct of the School.

17. You will apply yourself honestly, diligently and efficiently under the orders and instructions of the Management Committee/Headmistress under whom you are placed as teacher or employee in the School and you shall discharge all duties pertaining to that office and or which are necessary to be done in your capacity as aforesaid and will make yourself in all respects generally as useful as may be required of you and shall always act in paramount interest of the Institution.

18. You shall not appear for or apply for interview for any job outside the School without the prior permission of the authorised officer of the School. If you have already applied before joining the school it is your duty to inform the Principal at the time of appointment and seek his/her written permission if you are required to appear for interview later on.
19. You will not on any occasion absent yourself from duties without first having obtained the permission of the Headmistress or in the case of sickness or accident without forwarding a medical certificate to the satisfaction of the Headmistress.

20. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. In case there is any change in your residential address, you will intimate the same in writing to the Head Clerk within three days from the date of such change and get such change of address recorded.

21. You will redress grievances, if any, through Headmistress. The decision of the Chairman shall be final and binding on you. It may be noted that Army Public School __________comes under the category of Unaided Private School and it is not a Govt Institute.

22. The matters, not specifically mentioned in Rules and Regulations for Army Pre-Primary Schools, this Appointment Letter and Agreement, shall be decided on merit by the management and the decision shall be binding on you.

23. You are requested to report for duty on __________. If you fail to join by ___________hrs without prior information, the offer will automatically stand cancelled and the next candidate on the panel will be offered the appointment.

Yours Sincerely,

Chairman
Army Pre-Primary School
Appendix O
(Article 82 refers)

SAMPLE AGREEMENT REGULAR TEACHERS

Army Public School _________________________________ (Name of the Station)

Agreement between the Employee (Teachers) and the Employer

AGREEMENT

An agreement is made on this ____________ day of _______________, 202_____,
between Mr/Mrs/Miss _______________ Teacher of the School ______________
hereinafter called Party No.1 of the One Part and the Chairman School Administration
Management Committee (SAMC) (Army Pre-Primary School…….) on behalf of Board
of Administration _______________ hereinafter called the Employer, the Party No.2
of the Other Part. The Party No.2 hereby agrees to employ the Party No.1 and the Party
No.1 hereby agrees to serve as ______________ in the school on the terms and
conditions enumerated as follows:-

1. That Party No.1’s employment shall begin from the _________ day of _____Month
of the year__________. Party No 1 shall be paid a Monthly Salary of ` __________ (all
Inclusive) with annual increment of ____% per year.

2. These shall be revised from time to time as applicable to his/her case.

3. The service conditions of Party No 1 will be governed by Rules and Regulations
for Army Pre-Primary Schools as in vogue. Party No 1 has already submitted the
certificate stating that Party No 1 has read the said Rules and Regulations and would
comply with them. Party No 1 will also abide by orders and instructions (Oral or
written) given by or on behalf of Party No 2.

4. Initially the Party No.1 will be on probation for a period of _____________which
may be extended further by Party No 2. The services of the Party No.1 may be
terminated during the probation period by giving one-month notice or salary in lieu
thereof by Party No.2. Likewise Party No 1 can also resign from the service by giving
one-month notice or one month’s pay in lieu of notice to Party No 2 during the probation
period.

5. After completion of probation or extended period of probation, the Party No. 1 will
be communicated in writing about the confirmation by the Party No. 2.
6. After confirmation of services of Party No.1, the Party No.2 can terminate the services of Party No.1 by giving two months’ notice or salary in lieu. Likewise the Party No.1 may also resign by giving two months’ notice or salary in lieu thereof with the proviso that Party No 1 cannot do so during the academic session. The resignation of Party No 1 has to be co-terminus with the last day of the academic session. Party No 1 can leave the service of the school only on acceptance of his/her resignation by the Party No 2. If Party No 1 resigns from the school during the academic session and/or leaves the school without acceptance of his/her resignation by the Party No 2, the security deposit of Party No 01 will stand forfeited.

7. The appointment of Party No 1 has been made on the basis of certificates/degrees/diplomas submitted by Party No 1 and information given by Party No 1 during the interview. If the certificates/degrees/diplomas and/or information given by Party No 1 are found to be fake/false or incorrect at any stage, the appointment of Party No 1 would be invalid ab-initio and terminated. In such case no advance notice be served or salary in lieu of notice be given by Party No 2.

8. Party No 1 will keep a security deposit equivalent to two months total emoluments with Party No 2. The amount will be recovered from the salary of Party No 1 in six equal installments by Party No 2. Party No 2 will return the security deposit interest free to Party No 1 in the event Party No 1 leaving the service after giving requisite notice and as per terms and conditions given in the appointment letter of Party No 1.

9. During the service under this AGREEMENT, the Party No.1 will be liable to disciplinary action in accordance with the Rules and Regulations of AWES and those of the school amended from time to time for any act of insubordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or misconduct or non-performance of duties or breach of any of the provisions of the rules and regulations as prescribed by the AWES and the said School as amended from time to time.

10. If the Party No.1 is suspended from duty during investigation into any charge of mis-conduct or other charges mentioned in Para 9 above, Party No 1 will not be entitled to any pay during such period of suspension but shall be entitled to receive a subsistence allowance as per the AWES Rules and Regulations.
11. The Party No.1 will apply himself/herself honestly, diligently and efficiently under the orders and instructions of Party No 2. Party No 1 will discharge all duties pertaining to that office and/or which are necessary to be done in Party No 1’s capacity as aforesaid and will make himself/herself in all respects as useful as may be required of Party No 1. Party No 1 will always act in paramount interest of the School.

12. Duties of Party No.1 will, include the usual duties of the post of Teacher for which Party No 1 is employed and any other suitable duty/duties, which the Party No 2 may call upon Party No 1 to perform. The Party No.1 shall not either directly or indirectly engage and be concerned in trade or in a private professional practice, but shall devote the whole of his/her time and attention to the services of Party No 2. The Party No.1 shall use his/her utmost exertions to promote the interests of the Party No 2. Party No 1 shall conform with and be subject to the terms and conditions of employment, issued by the AWES as well as the School Administration and Managing Committee from time to time.

13. On confirmation after successful completion of probationary period the Party No.1 will be eligible for annual increment(s) which may have become due during the period of probation. However, no increment will be granted to the Party No.1, unless efficiency, conduct, diligence during the year immediately preceding the increment, has been approved by the Party No 2.

14. If at any time, Medical Officer designated by the Party No.2 certifies that the Party No.1 is by reason of any infirmity of mind or body, is incapable of rendering efficient service in the School, the Party No.1 shall be called upon by Party No 2 to relinquish the appointment. The decision of the Board of Administration shall be final and binding on Party No 1.

15. The Party No 2 will be competent to terminate the service of Party No.1 as per Rules and Regulations of AWES even after confirmation of service of Party No 1 in case of closing down of the school by giving two months’ notice in writing or two months' salary including all allowances in lieu of the notice.
In witness whereof the Parties hereto set their hands this _____day of_ month and year__________

**In presence of following Witnesses:**

1. 
   Address and Occupation of the Witness
   Party No. 1 (Signature)
   (Teacher)

2. 
   Address and Occupation of the Witness
   Party No. 2 (Signature)
   (Chairman of the School on behalf of Board of Administration)
**LEAVE ACCOUNT OF EMPLOYEES**

<table>
<thead>
<tr>
<th>Month</th>
<th>Casual leave availed</th>
<th>Sick leave availed</th>
<th>*Earned leave</th>
<th>Any other leave availed</th>
<th>Remarks</th>
<th>Principal’s initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Previous balance (In Red Ink)</td>
<td>Current year EL</td>
<td>Tota l Availed</td>
<td>Balan ce (In Red Ink)</td>
</tr>
<tr>
<td>January</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If applicable

Place and Date          Principal’s Signature

**Note.** Two half days leave will be treated as one day’s casual leave.
Appendix Q
(Article 107 refers)

Army Pre-Primary School, ............................................(Name of the School)

RECORD OF SERVICE

1. Name ............................
2. Post ..............................
3. Date of Appointment ......................
4. Scale of Pay ..........................
5. Present Pay .........................
6. Other/Allowances .....................
   DA .................................. HRA .............................. ........................................
7. Permanent / contractual / Temporary/Adhoc......
8. If permanent, date of confirmation ..........
9. Whether on Probation ..................
10. Date of expiry of probation ..............
11. Date of Birth ......................
12. Place of Birth ........................ Distt ............... State ............
13. Nationality .........................
14. Blood Group .......................
15. Father’s / Husband’s/Wife’s Name ...........
16. Religious Denomination .................
17. Mother Tongue .....................
19. Identity Card No. ..................... Date of Issue ........
20. Whether Medical Examination is done and Certificate submitted at the time of appointment.

21. Academic Qualifications:-

<table>
<thead>
<tr>
<th>Certificate/Degree</th>
<th>Board/University</th>
<th>Year of passing</th>
<th>Div/Grade</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

22. Professional Qualifications:-

<table>
<thead>
<tr>
<th>Certificate/Degree/Diploma</th>
<th>Board/University</th>
<th>Year of passing</th>
<th>Div/Grade</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

23. Experience:-

<table>
<thead>
<tr>
<th>Trade/Profession</th>
<th>Duration</th>
<th>Name and Address of Employer</th>
<th>Job Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

24. Language Proficiency:-

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
<th>Examination Passed with date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26. Local Address /Permanent Address …………….. 

27. Telephone/Mobile Number …………………

28. Marital Status : Married/Unmarried

29. Next of Kin: Name .................Relationship .................
Address: .................................................

30. Details of children:

31. Sports/Games played with proficiency

32. Hobbies with degree of proficiency

33. Names and addresses of two referees:-

    (a)

    (b)

34. I hereby certify that to the best of my knowledge and belief the above particulars are, in all respects, correct/true.

Place:
Date: 
Signature of the Employee

Countersigned

Date: 
(Signature of Immediate Senior Officer)

Notes
1. All statements made in the Record of Service must be supported by Original Certificates.
2. Self-attested photocopies of certificates may be kept for record.
ATTESTATION FORM

ARMY PRE-PRIMARY SCHOOL, ……………………… (Name of the Station)

1. Name in full (in capital) with aliases, Surname: ……….
   if any (Please indicate if you have added or dropped at any stage) Name: ……………….

2. Present address in full (i.e. Village, Thana and District with house number, lane/street/road and town with Pin Code)

3. Permanent address in full (i.e. Village, Thana and District with house number and town with Pin Code).

4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Residential address in full (Village, Thana and District with house number lane/street/road and town with Pin Code)</th>
</tr>
</thead>
</table>

5. (a) Father’s name in full with aliases, if any : 

   (b) Present postal address
       (if dead, give last address) :

   (c) Permanent home address :

   (d) Profession :

   (e) If in service, give designation :
6. Nationality
   (a) Father : 
   (b) Mother : 
   (c) Husband/ Wife : 
   (d) Employee : 
   (e) Place of birth of Husband/ Wife : 

7. (a) Date of birth : 
   (b) Present age : 
   (c) Age at 10+2 : 

8. (a) Place of birth, District and State in which situated : 
   (b) District and State to which you belong : 

9. (a) Your religion : 
   (b) Are you a member of 
      (i) Scheduled Caste/Scheduled Tribe 
      (ii) Other Backward Caste 

10. Educational Qualifications showing details of educational institutions with years since 10+2.

<table>
<thead>
<tr>
<th>Name of School/ College with full address</th>
<th>University</th>
<th>Date of entering</th>
<th>Date of leaving</th>
<th>Examinations passed</th>
<th>Div/ Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
11. If you have, at any time, been employed, give details:

<table>
<thead>
<tr>
<th>Designation of post</th>
<th>Period</th>
<th>Full address of the office, firm or institution</th>
<th>Reasons for leaving the previous service</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
</tbody>
</table>

12. Have you ever been prosecuted/kept under detention, or bound down/fined, convicted by a court of law for any offence? If the answer is ‘Yes’, full particulars of the case, detention, fine, conviction, sentence etc should be given. Is any case pending against you in a court of law at the time of filling up this attestation form?

13. Names and addresses of two responsible persons of your locality or two references to whom you are known.

   (a) ________________________________

   (b) ________________________________

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. If any info is found to be false, I understand that I shall be liable for disciplinary action which may also lead to termination of service.

Place:

Date:  
Signature of the Employee.....................
IDENTITY CERTIFICATE

Certificate to be signed by any of the following:

(a) Gazetted Officers of Central or State Government
(b) Members of Parliament or State Legislature
(c) Non-Gazetted Sub-Divisional Magistrates/Officers.
(d) Tehsildars or Naib/Dy. Tehsildars authorized to exercise magisterial powers.

Certified that I have known Shri/Shrimati/Kumari ........................................

Son/Daughter of Shri ................................................................. for the last

years ................................................................. Months
and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place : Signature .................................................................

Date : Designation or

Status and Address .................................................................

Note: For legal purpose, local address will be taken into account. Change of local and
permanent address will be intimated to the Head Clerk in writing within twenty four
hours on occurrence.
Appendix S
(Article 109 refers)

ANNUAL CONFIDENTIAL REPORTS
(Instructions for the Preparation and Maintenance of Annual Confidential Reports on the Staff of Army Pre Primary Schools)

Preparation of Reports

1. The Annual Confidential Reports on the staff of Army Public Schools, shall be prepared for the year ending 31 March every year. These reports must be completed not later than 30 May every year.

Initiation of Annual Confidential Reports (ACRs)

2. Annual Confidential Reports will only be initiated by the authorities laid down in Article 154 except under exceptional circumstances where Officiating Principals are specially authorized by the Patron.

Maintenance of Reports

3. The Principal should regard it as his/her personal and special responsibility to ensure that Annual Confidential Reports are properly maintained in respect of all persons working in the school. It is his/her duty to observe carefully the work and conduct of the staff and to provide training and guidance wherever necessary. The Annual Confidential Reports should be based upon the results of such observations and periodical inspections.

Custody of Reports

4. The reports of all staff will be kept under the custody of the Principal of the School. Principal’s report once reviewed by the Patron, will be kept in safe custody of the Chairman, SAMC.

Period and Frequency of Reporting

5. Confidential Reports should be recorded annually, for the preceding academic year.

6. Reports should also be written on the staff of the school, when the Principal leaves the school, during the interval between two annual reports.

7. No report needs, however, be written unless a reporting officer has at least three months experience on which to base his/her report.
**Communication of Adverse Remarks**

8. It is necessary that every employee should know what his shortcomings are and how he can remove them. The best results will be achieved only if every reporting officer realizes that it is his duty not only to make an objective assessment of his subordinate’s work and qualities, but also to give him at all times the necessary advice, guidance and assistance to correct his faults and deficiencies. If this part of duty is properly performed, there should be no difficulty about recording adverse entries, because they would only refer to shortcomings, which have persisted despite the reporting officer’s efforts to have them corrected. Accordingly, in mentioning any faults or shortcomings, the reporting officer should also give an indication of the efforts he had made, by way of guidance, admonition etc. to get the shortcomings removed and the results of such efforts.

9. It is mandatory to show ACR graded “Average” and/or containing adverse/advisory remarks. The ratee would sign such ACR at appropriate place, alternatively a slip containing the grading and/or adverse/advisory remarks, duly signed by the ratee would be pasted on the ACR.

10. In communicating remarks to the member of staff reported upon, the following procedure should be followed:-

   (a) Where no adverse entry is made in a Confidential Report, nothing should be communicated, except in cases dealt with in (c) below.

   (b) Where an adverse entry is made, whether it relates to a remediable or an irremediable shortcoming, it should be communicated; but while doing so, the substance of the entire report, including what may have been said in praise of the person should be communicated.

   (c) Where the report of a person shows that he/she had made efforts to remedy or overcome shortcomings mentioned in the preceding report, the fact should be communicated to the person in a suitable form and a copy of such communication should be added to the ACR.

**Representation against Adverse Remarks**

11. Representations against adverse remarks should be made within three months of the date of communication.

12. The following procedure may be adopted in dealing with such representations:-

   (a) All representations against adverse remarks except Principal/Vice Principal/Adm Officer/Bursar will be examined and disposed of by the Chairman in consultation, if necessary, with the reporting officer.
(b) If it is found that the remarks were justified and the representation was frivolous, a note will be made in the Confidential Report of the employee that he/she did not take correction in good spirit.

(c) If the Chairman feels that there is not sufficient ground for interference, the representation should be rejected and the employee informed accordingly.

(d) If the Chairman feels that remarks should be moderated, necessary entries separately with proper attestation at the appropriate place of the report, will be made; the correction would not be made in the earlier entries themselves.

(e) In the event of the competent authority coming to the conclusion that the adverse remarks were inspired by malice or were entirely incorrect or unfounded and therefore deserve expunction, the Chairman will take necessary action to score through the remarks, paste it over and make an entry, properly dated and attested, stating that this has been done.

(f) Representation against adverse remarks in the ACR of Headmistress/Adm Officer/Bursar will be processed through proper channel and disposed off by the Patron.

13. Representations or explanations against adverse entries should not be added to the Confidential Reports.

**Propriety of issue of Letters of Appreciation or Notes of Commendation to the Staff**

14. The general policy is to discourage the practice of granting letters of appreciation or notes of commendation to any member of the staff and placing such letters in the Confidential Reports. Exception may, however, be made in cases where letters of appreciation are issued by the SAMC in respect of any outstanding good work done and the same should go into the Confidential Report Dossier. Where an employee has got National/State/CBSE award the same should be mentioned.

*(Specimen forms of Confidential Report forms for Principal, teaching and non-teaching staff are attached as Annexure I-IV).*

**Notes.**

1. If an employee does not submit duly completed ACR Form by him/her by due date, a reminder will be sent to him/her. However, if he/she does not submit the ACR within 7 days after the reminder, the ACR will be initiated by the IO and the fact that the individual did not submit the ACR in spite of reminder will be mentioned and copy of the reminder will be attached along with.
2. Where ratee refuses to sign the ACR graded average and/or containing adverse/advisory remarks, such ACR will be forwarded to the RO without his/her signature with the remarks that “the ratee was shown the ACR but refused to sign the same”.

3. While initiating or reviewing the ACRs the designation **Chairman or Patron of the School** (Name) will be mentioned and not the designation/appointment in the formation concerned. The stamp containing the appointment in the formation should not be put on the ACR.

4. ACR to be printed on both sides of sheet.

5. All pages will be signed by individual on top right-hand corner.

6. Self-appraisal will be attached as separate sheet (one only) and each sheet signed by individual and principal.

7. ACRs graded average below and/or containing advisory/adverse remarks by the RO/SRO will be communicated to the ratee through the IO and extract of grading and advisory/adverse remarks will be pasted at the appropriate place duly signed and dated by the ratee.
ANNEXURE I TO APPENDIX S
(Article 109 refers)

ANNUAL CONFIDENTIAL REPORTS: HEADMISTRESS

Name. . . . . . . . . . . . . . . . . . . Appointment . . . . . . . . . . . . . . . . . . . . . . . .

Initial . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . .

ARMY PRE-PRIMARY SCHOOL ____________________ (Name of the School)

ANNUAL CONFIDENTIAL REPORT: HEADMISTRESS

Period from ____________ to ________________

PART – I PERSONAL DATA AND SELF APPRAISAL
(This report should be initiated by the Chairman SAMC and reviewed by the Patron of the School)

1. Name : 
2. Date of Birth : 
3. Educational Qualifications : 
4. Date of appointment : 
5. Details of probation period (If any) : 
6. Period of absence from duty (on leave, training etc) during the year : 
7. Self-Appraisal (To be filled in by the individual reported upon) : 
8. (a) Academic and Professional achievements during the year including degrees/diplomas obtained, books/articles published, and training courses attended etc. 
   (b) Enumerate tasks and targets, if any assigned by the Chairman SAMC to the individual reported upon during the period.
(c) Brief resume of the work done by the individual during the period reported upon, bringing out academic, administrative, co-curricular activities and any other special achievement. (The resume should not exceed 300 words)

(Signature of Headmistress Reported upon)

Date:

PART – II PERFORMANCE VARIABLES ASSESSMENT BY INITIATING OFFICER (IO) (CHAIRMAN OF THE SCHOOL SAMC)

1. Does the IO agree with all that is recorded under Para 7 of Part-I by the individual? If not, enumerate the extent of disagreement with reasons.

2. General Comments on the functioning and results achieved by the School.

3. Academic Proficiency and application of knowledge and professional skills (teaching skills) on the job.

4. Supervisory skills and organizing ability in instructional and other programmes.

5. Awareness of latest innovations in the field of education and their implementation in the school.

6. Administrative ability:-
   
   (a) Knowledge of Rules, Instructions and Procedures of AWES/CBSE.

   (b) Ability in written expression.

   (c) Maintenance of records including accounts.

7. Discipline.
8. Control & Management of staff and students:-

   (a) Maintenance of order and discipline amongst students and staff.

   (b) Ability to get work from staff and motivate students.

   (c) Relations with parents, organizations and the SAMC

   (d) Relations with staff and students.

9. Planning and implementation of in-service training of teachers.

10. Honesty and Integrity.

11. Stamina both physical and mental.

12. Selflessness and Dedication to organization and service.

13. Pen Picture


   (Confine the grading to the following expressions:- Outstanding/Very Good/Good/Average/Poor)

   *(An individual should not be graded Outstanding unless exceptional qualities and performance have been noticed, Grounds for giving such a grading should be clearly brought out in the pen picture)*

15. Have you shown the relevant portions of ACR graded ‘Average’ and below and /or containing adverse/advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?
16. Recommendation for retention in the post : Recommended/Not Recommended

PART – III REMARKS OF THE REVIEWING OFFICER (PATRON)

1. Do you agree with the initiating Officers' assessments contained in Part II? If not, the extent of disagreement.

2. Overall assessment of performance and Qualities.


   (Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average / Poor)

   (An individual should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for retention in the post -Recommended/ Not Recommended

Signature of Reviewing Officer
Name :
Designation :

Signature of Initiating Officer
Name :
Designation :
Date :
PART – IV TECHNICAL REPORT BY MD AWES


2. Knowledge of the developments in the field of school education to include TAL, methods of teaching, curriculum, CCE etc.

3. Innovative ideas in the field of school education and perspective planning of the school.

4. Any other remarks.

Signature of Technical Reporting Officer

Name :

Designation :

Date :

PART – V REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer

Name :

Designation :

Date :
ANNEXURE II to Appendix S  
(Article 109 refers) 

ANNUAL CONFIDENTIAL REPORTS : TEACHING STAFF 

Name. . . . . . . . . . . . . . Appointment ..............Initial . . . . . . . . Date . . . . . . . . . . . . . . . 

ARMY PRE-PRIMARY SCHOOL________________________ (Name of the School) 

ANNUAL CONFIDENTIAL REPORT :...........................

Period From__________To__________________

PART – I PERSONAL DATA AND SELF-APPRAISAL 
(This report should be written by the Headmistress and should be reviewed by the Chairman SAMC) 

1. Name : 
2. Date of Birth : 
3. Educational Qualifications : 
4. Date of appointment : 
5. Details of probation period (If any) : 
6. Period of absence from duty (on leave, training etc) : during the year. 
7. Class(es) /Subject(s) taught at present : 
8. Self-Appraisal (To be filled by the individual reported upon) : 
9. Ability to teach through English Medium : 
10. Contribution to co-curricular activities : 

11. Brief mention of outstanding achievements during the year:

(Signature of Individual)

Name

Date

12. Details of warnings/Punishments awarded during the period under review:

13. Academic Proficiency and application of knowledge and professional skills (teaching and skills) on the job:

14. Supervisory skills and organizing ability in instructional: and other programmes:

15. Relationship with Teachers, Adm Staff and students:

16. Awareness of latest innovations in the field of education and their implementation in the school:

17. Administrative Ability:-

   (a) Knowledge of Rules, instructions and Procedures of AWES/CBSE:

   (b) Ability in written expression:

   (c) Maintenance of records including accounts:

18. Discipline:

19. Control and Management of staff and students:-

   (a) Maintenance of order and discipline amongst students and staff:

   (b) Ability to get work from staff and motivate students:
20. Honesty and integrity. : 

21. Medical/Health Status

22. Selflessness and Dedication to organization and service:

23. Pen picture : 

24. Grading : 

25. Have you shown the relevant portions of ACR graded ‘Average’ and below and/or containing adverse/advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

26. Recommendations for retention in the post : Recommended/ Not Recommended

(Signature of Initiating Officer)

Name

Designation

Date

Note. Para 1 to 8 will be filled by the ratee and checked by the Headmistress on receipt of ACR form.

PART – II REMARKS OF THE REVIEWING OFFICER (CHAIRMAN)

1. Do you agree with the initiating Officers’ assessments contained in Part II? If not, the extent of disagreement.

2. Overall assessment of performance and Qualities.
   (Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average / Poor)
   (An individual should not be graded outstanding unless exceptional qualities and performance have
   been noticed, grounds for giving such a grading should be clearly brought out).

4. Recommendation for retention in the post :  Recommended/
                                            Not Recommended

                   Signature of Reviewing Officer
                   Name    :
                   Designation  :
                   Date   :

PART –III REMARKS OF THE SENIOR REVIEWING OFFICER (PATRON)

                   Signature of Senior Reviewing Officer
                   Name    :
                   Designation  :
                   Date   :
ANNEXURE III to Appendix S
(Article 109 refers)

ANNUAL CONFIDENTIAL REPORTS : NON TEACHING STAFF

Name. . . . ............ Appointment .........Initial .......... .Date .......... . . . .

Army Pre-Primary School : .........................................(Name of the School)

ANNUAL CONFIDENTIAL REPORT:................................

PERIOD FROM _____________ TO _______________

(This report should be initiated by the Headmistress of the school and reviewed by the Chairman SAMC)

PART - I

1. Name : 

2. Date of Birth : 

3. Educational Qualification : 

4. Designation of post : 

5. Date of appointment in present Post : 

6. Details of probation period (if any) : 

7. Period of absence from duty : 
   (on leave, training etc) during the year

8. Self-appraisal : 
   (To be written by individual to include professional growth, goals and strategies for teachers and attached as separate sheet and each sheet to be signed by individual and principal)
9. Class(es)/Subject(s) taught at present: (a)  
    (b) 

10. Workshops attended (a)  
    (b) 

11. Books Read  
    (a)  
    (b) 

Self Appraisal by _____________________, School _____________________  
For period from _________________ to _________________.

(Signature of Individual)  
(Signature of Headmistress)

Name. ..................  
Initial. .................

**PART II**

12. Subject knowledge : 

13. Competence to teach :  
   (Use of teaching aids, Contribution to Co-scholastic activity, Encourage student participation) 

14. Communication skills :  
   (Verbal and non-verbal) 

15. Use of Technology :  

16. Attitude :  

17. Sense of responsibility :
18. Relationship with senior, peers, juniors and parents

19. Team spirit.

20. Co-curricular activities.

21. Misc/additional competency :

22. Ability to organise school events :

23. Whether reprimanded during the Period under review :
   (a) Verbal Counseling (reason)
   (b) Written Counseling (reason)

24. Grading
   Confine the grading to the following expressions (Outstanding/Very Good/Good/Average/poor)
   (An individual should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out)

25. Pen picture

26. Have you shown the relevant portions of ACR graded 'Average' and below and/or containing adverse/advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

27. Recommendation for Promotion/Retention :

Signature of Headmistress/Initiating Officer
Name :
Designation :
Date :
PART – III REMARKS OF THE REVIEWING OFFICER

1. Grading
   (Confine the grading to the following expressions:
   Outstanding/Very Good/Good/Average/poor)
   (An individual should not be graded outstanding
   unless exceptional qualities and performance
   have been noticed, grounds for giving such a
   grading should be clearly brought out)

2. Recommendation for retention in the post
   : Recommended/
     Not Recommended.

Signature of Reviewing Officer
Name : 
Designation : 
Date : 

REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer
Name : 
Designation : 
Date : 

Annexure III to Appendix S  
(Article 109 refers)

**ANNUAL CONFIDENTIAL REPORT: ADM STAFF**

Period From ________________ To _________________

(This report should be written by the Supervisor Adm and should be reviewed by the Headmistress).

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name :</td>
</tr>
<tr>
<td>2.</td>
<td>Date of Birth :</td>
</tr>
<tr>
<td>3.</td>
<td>Designation of post held :</td>
</tr>
<tr>
<td>4.</td>
<td>Date from which continuous Appointment is held :</td>
</tr>
<tr>
<td>5.</td>
<td>Basic pay on 31 March of year of Report and pay scale. :</td>
</tr>
<tr>
<td>6.</td>
<td>Educational and other Qualifications :</td>
</tr>
<tr>
<td>7.</td>
<td>Brief description of duties allotted :</td>
</tr>
<tr>
<td>8.</td>
<td>Observations on:-</td>
</tr>
<tr>
<td>(a)</td>
<td>Intelligence :</td>
</tr>
<tr>
<td>(b)</td>
<td>Initiative :</td>
</tr>
<tr>
<td>(c)</td>
<td>Devotion to duty :</td>
</tr>
<tr>
<td>(d)</td>
<td>Skill in the work on which employed :</td>
</tr>
<tr>
<td>(e)</td>
<td>Whether maintains all registers and accounts tidily and up-to-date :</td>
</tr>
<tr>
<td>(f)</td>
<td>Amenability to discipline :</td>
</tr>
</tbody>
</table>
(g) Relations with superiors : 
(h) Relation with other staff : 
(j) Punctuality in attendance : 

9. Whether responsible for any outstanding: Work during the period under review Meriting special commendation

10. Whether reprimanded for any indifferent: Work or for other reasons during the period Under review.

11. General assessment of good and bad : qualities

12. Grading. : 
   (Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average/Poor.
   (An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

13. Pen Picture :

14. Have you shown the relevant portions of ACR graded ‘Average’ and below and /or containing adverse/advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

15. Recommendation for retention in the post : Recommended/Not Recommended

Signature of Initiating Officer
Name
Designation
Date
REMARKS OF THE REVIEWING OFFICER

1. Grading. :
   (Confine the grading to the following expressions:- Outstanding / Very Good / Good / Average/Poor.

   (An individual should not be graded Outstanding unless exceptional Qualities and performance have been Noticed, grounds for giving such a Grading should be clearly brought out)

2. Recommendation for retention in the post : Recommended/ Not Recommended

Signature of Reviewing Officer
Name
Designation
Date

REMARKS OF THE SENIOR REVIEWING OFFICER

Signature of Senior Reviewing Officer
Name
Designation
Date
Appendix T
(Article 110 refers)

Name. . . . . . . . . . . . . . . . . Appointment . . . . . . . Initial . . . . Date . . . . . . . . . . .

ARMY PRE-PRIMARY SCHOOL __________________________(Name of the School)

REPORT ON PROBATIONER: HEADMISTRESS

Period From ________ To ________

Note: Probation report will be initiated by the Chairman SAMC on completion of 11 months of service. In case of extension of probation period, one more probation report will be initiated on completion of 22 months of service.

1. Name of Appointee : 

2. Designation of the post to which appointed : 

3. Date of appointment : 

4. Reference number and date of letter of appointment to the post: 

5. Period of probation : 

6. Date on which period of probation expires : 

7. (a) Chairman’s report on the work conducted of the appointee during the period of probation : 

(b) If any shortcomings have been noticed, what are those shortcomings? : 

(c) Were these shortcomings brought to the notice of the appointee in writing, with a view to give him an opportunity to remedy those shortcomings and show necessary improvement? : 

(d) What are the results of written communications?

8. Does the chairman recommend:-

(a) That the appointee is suitable for Confirmation

(b) That his/her probation should be extended for another one year

(c) That his/her shortcomings are such that extension of probation would not lead to any improvement in his/her work/conduct and that therefore his/her services should be terminated.

9. Have you shown the relevant portions of ACR graded ‘Average’ and below and/or containing adverse/advisory remarks to the ratee and obtained his/her signatures on the ACR as per rules?

10. If the chairman’s recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the Patron for further disposal. (Please state herein whether the copy is attached).

Signature of the Initiating Officer
Name : 
Designation : 
Date : 
Appendix U
(Article 110 refers)

Name. . . . . . . . . . Appointment .................Initial ........ . . . . . .Date . . . . . . .

ARMY PRE-PRIMARY SCH SCHOOL, ______________________(Name of the School)

REPORT ON PROBATIONER: REGULAR STAFF (OTHER THAN HEADMISTRESS)

PERIOD FROM ___________________ TO ___________________

Note: Probation report will be initiated by the headmistress on completion of 11 months of service by the employee. In case probation period is extended, one more probation report will be initiated on completion of 22 months of service.

1. Name of Appointee : 

2. Designation of the post to which appointed : 

3. Date of appointment : 

4. Reference number and date of letter of appointment to the post : 

5. Period of probation : 

6. Date on which period of probation expires : 

7. (a) Initiating Officer’s report on the work conducted: by the appointee during the period of probation. 

   (b) If any shortcomings have been noticed, what are those shortcomings? 

   (c) Were these shortcomings brought to the notice: of the appointee in writing, with a view to give him an opportunity to remedy those shortcomings and show necessary improvement? 

   (d) What are the results of written communications? : 

8. Does the Initiating officer recommend:-

(a) That the appointee is suitable for confirmation :

(b) That his/her probation should be extended for another one year

(c) That his/her shortcomings are such that extension of probation period would not lead to any improvement in his/her work/conduct and therefore his/her services should be terminated.

9. Does the initiating officer recommend:-

(a) That the appointee should continue on the appointment as per the agreement

(b) That the appointee should not continue on the appointment as per agreement because his/her performance has been unsatisfactory.

(c) Does the appointee deserve increment after one year based on his/her performance so far.

10. Overall performance : Outstanding / Very Good / Good / Average / Poor (delete whichever is not applicable).

11. Have you shown the relevant portions of Probation Report graded ‘Average’ and below and/or containing adverse/advisory remarks to the ratee and obtained his/her signatures.

12. If the initiating officer’s recommendation is in favour of either 8(b) or 8(c) above, an attested copy of the letter of appointment issued to the appointee should be attached to this report and the case forwarded to the respective Chairman SAMC for final disposal (Please state herein whether the copy is attached).
If the Reviewing Officer’s endorsement is affirmative in para 9(a) and (c), the appointee will be given increment after one year. If, however the Reviewing Officer endorses that the appointee should not continue as contractual employee based on his/her performance, the services should be terminated as per rules.

Signature of the Initiating Officer
Name :
Designation :
Date :

**Notes**

1. *Applicable only for non-academic contractual employees
2. For contractual staff, Para 6 should read ‘Date on which one year expires’.
3. For contractual staff, para 7(a) should read Initiating Officer’s report on the work conducted by the appointee during the above period.’
4. The report on contractual staff should be initiated after completion of one-year service.
5. Strike out Paras which are not relevant.

**REMARKS OF THE REVIEWING OFFICER**

Signature of Reviewing Officer
Name :
Designation :
Date :

**REMARKS OF THE SENIOR REVIEWING OFFICER**

Signature of Reviewing Officer
Name :
Designation :
Date :
## AUTHORITY TO AWARD PENALTY

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Appt</th>
<th>Type of Action</th>
<th>Level of Penalty</th>
<th>Auth to order Penalty</th>
<th>Auth to Confirm Penalty</th>
<th>Petition against penalties to be disposed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Headmistress / Supervisor Adm</td>
<td>Disciplinary</td>
<td>Minor</td>
<td>DC</td>
<td>Patron</td>
<td>Chairman BoA</td>
</tr>
<tr>
<td>2.</td>
<td>Headmistress / Supervisor Adm</td>
<td>-Do-</td>
<td>Major</td>
<td>Patron</td>
<td>Chairman BoA</td>
<td>Patron BoA</td>
</tr>
<tr>
<td>3.</td>
<td>Regular Staff other than Ser 1</td>
<td>-Do-</td>
<td>Minor</td>
<td>Principal</td>
<td>SAMC</td>
<td>Patron</td>
</tr>
<tr>
<td>4.</td>
<td>Regular Staff other than Ser 2</td>
<td>-Do-</td>
<td>Major</td>
<td>DC</td>
<td>Patron</td>
<td>Chairman BoA</td>
</tr>
<tr>
<td>5.</td>
<td>Contractual Staff</td>
<td>-Do-</td>
<td>Minor</td>
<td>Principal</td>
<td>Chairman</td>
<td>Patron</td>
</tr>
<tr>
<td>6.</td>
<td>Contractual Staff</td>
<td>-Do-</td>
<td>Major</td>
<td>SAMC</td>
<td>Patron</td>
<td>Chairman BoA</td>
</tr>
<tr>
<td>7.</td>
<td>All Others</td>
<td>-Do-</td>
<td>Minor</td>
<td>Principal</td>
<td>Chairman</td>
<td>Patron</td>
</tr>
<tr>
<td>8.</td>
<td>All others</td>
<td>-Do-</td>
<td>Major</td>
<td>DC</td>
<td>Patron</td>
<td>Chairman BoA</td>
</tr>
<tr>
<td>9.</td>
<td>Headmistress / Supervisor Adm</td>
<td>Administrative</td>
<td>Minor</td>
<td>DC with prior Confirmation</td>
<td>Patron</td>
<td>Chairman BoA</td>
</tr>
<tr>
<td>10.</td>
<td>Headmistress / Supervisor Adm</td>
<td>-Do-</td>
<td>Major</td>
<td>Patron with prior Confirmation</td>
<td>Chairman BoA</td>
<td>Patron BoA</td>
</tr>
<tr>
<td>11.</td>
<td>Regular Staff</td>
<td>Administrative</td>
<td>Minor</td>
<td>Principal</td>
<td>SAMC</td>
<td>Patron</td>
</tr>
</tbody>
</table>
Penalties under Disciplinary and Administrative action against staff during probation period shall be administered in the same manner and by same authorities as in the case of regular staff.
### AUTHORITIES TO DECIDE APPEALS AGAINST DECISIONS OF GRC AND OTHER AUTHORITIES

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Appeal</th>
<th>Authorities for Redressal of grievances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>First Appeal against the decision of GRC</td>
<td>Patron</td>
</tr>
<tr>
<td>2.</td>
<td>Second Appeal against the decision of the Chairman</td>
<td>Chairman BOA</td>
</tr>
<tr>
<td>3.</td>
<td>Final Appeal against the decision of the Patron</td>
<td>Patron BoA</td>
</tr>
</tbody>
</table>

**Note.** Appeals by the authorities will be considered and disposed within 30 days of their receipt.
Appendix X
(Article 152 refers)

SCHOOL NAME AND STATION

TRANSFER CERTIFICATE

1. Name of Pupil : 
2. Mother's/Guardian Name : 
3. Father's/Guardians Name : 
4. Category : General/ SC/ST/OBC/ EWS 
5. Nationality : 
6. Date of Birth according to Admission Register (in Christian Era):-
   (a) In Figures : DD/MM/YYYY
   (b) In Words :
7. Class in which Pupil Last Studied: _______________________
8. Class in which admission is due: _______________________
9. School dues paid Upto : ____________________________
10. Annual charges refunded for : from __________ to ____________
11. Caution/Security money refunded: __________________________
12. Attendance:
   (a) Number of school (working) days: ____________________________
   (b) Number of school (working) days present: ______________________
13. Date of Application of Certificate : ___________________________
14. Date of issue of Certificate: ___________________________

15. Reasons for leaving the school: ___________________________

16. Remarks (if any): ___________________________________________

Checked by: ____________________________  
(State full name & Designation)

Signature of Class Teacher ____________________________
Name and Date

Signatures of Headmistress
Date:
(Name & Designation Stamp)
REGISTRATION FORM FOR ADMISSION

Army Pre-Primary School, ________________(Name of the School)

1. Name of the Child _______ Sex _________
2. Date of Birth (in figures ___ (in words)________________
3. Place of Birth __________________
4. Class and School previously attended _______________________
5. Class to which admission is sought __________________________
6. Name of :-
   (a) Father ___________________________Rank____________
   (b) Mother_______________Rank (If applicable) _________
7. Place of Posting of Father/Mother and Unit ____________
8. Other details:
   (a) Official address of the Father/Guardian
       __________________________________________
   (b) Mobile No ______________________
   (c) E-mail ID _______________________
9. Residential Address of the Father/Guardian
   (if father is deceased) _______________________
   __________________________________________
10. Occupation _____________________________ Annual income ____________

Date : ___________________ Signature of Father/Guardian
Appendix Z
(Article 152 refers)

Army Pre-Primary School__________ (Name of the School)

APPLICATION FOR ADMISSION

Admission No ___________________

1. Full Name of the Pupil ____________________________

2. Date of Birth (in words) ____________________________
   (in figures) ____________________________
   (Authority) ____________________________

3. Name of the Father ____________________________

4. Name of the Mother ____________________________

5. Father’s/Mother’s Occupation ____________________________
   (a) Army/Air Force/Navy ____________________________
   (b) Rank ____________________________
   (c) Serving/Retired/War Widow/Army Widow, if service place of posting and
       Unit ____________________________
   (d) Civilian ____________________________

6. Address
   (a) Official ____________________________
   (b) Residential ____________________________
   (c) Telephone No/Mobile ____________________________
   (d) E-mail ID ____________________________

7. Family Income (from all sources) per month ____________________________

8. (a) Class last studied ____________________________
   (b) School in which last studied ____________________________
   (c) Medium of Instruction ____________________________
   (e) Was the school recognised or not? ____________________________
   (f) Examination body to which the school was affiliated ____________________________

9. Result of the last examination Passed/Failed ____________________________

10. Class to which the admission is sought ____________________________
11. Disability /Handicap (If any) ____________________________________

12. Mother tongue of the student ____________________________________

   Details of transfer certificate attached, if any _________________________

13. Whether Scheduled Caste or Scheduled Tribe? _______________________

14. Hobbies: Art, Music, Embroidery, Cutting & Stitching, Science Club etc.

   __________

---

DECLARATION BY THE PARENT

I hereby declare that the date of birth of my son/daughter is ____________ and
other particulars are correct and that I would not demand any change in them at any
subsequent date.

________________________
Signature of Parent

ORDERS OF THE HEADMISTRESS

Admit ____________________________ in class
____________________ Section ____________________________

________________________
Signature of Headmistress

OFFICE REMARKS

Admitted in ______________________ and allotted section ________________

Dues paid vide Receipt No. __________________________ dated _____________

Office seal & Date

Signature of Head