

CHAPTER VI GRANT-IN-AID

60. Aid to existing schools to continue— Every aided school shall, so long as it fulfils the conditions for receiving aid, continue, subject to the provisions of these rules, to receive such aid.

61. Power of Administrator to determine the number of aided schools— The Administrator or any other officer authorised by him in this behalf shall determine, every year, the total number of recognised unaided schools to which grant-in-aid may be given.

62. Application for grant-in-aid— Every application for grant-in-aid by a school shall be made in Form II and shall be addressed to the Administrator or any officer authorised by him in this behalf, and every application for the yearly assessment of grant shall be made in Form III.

63. Power of Administrator to cause the school to be inspected— Where an application is made for any grant-in-aid in relation to a school, the Administrator shall cause such school to be inspected by an officer authorised by him in this behalf as regards the suitability or otherwise of the school to receive such aid.

64. No aid to be given unless suitable undertakings are given by the managing committee.—²[(1) No school shall be granted aid unless its managing committee gives an undertaking in writing that :

- (a) it shall comply with the provisions of the Act and these rules;
- (b) it shall fill in the posts in the school with the Scheduled Castes and the Scheduled Tribes candidates in accordance with the instructions issued by the Central Government from time to time and also maintain the roster and other connected returns in this behalf;

1. Ins. by DSE(A)R, 1990, R. 15(b)(iii).

2. Subs. by DSE(A)R, 1990, R. 16.

- (c) it shall deposit its five percent share towards pay and allowances, medical facilities, pension, gratuity, provident fund and other prescribed benefits with the Administrator every month;
- (d) it shall disburse or cause to be disbursed the dues maintained in clause (c), within the first week of every month to the employees of the school;
- (e) while filling up the posts in the school, it shall give first preference to such of the employees of other aided schools as have become surplus in pursuance of the provisions of rule 47;
- (f) it shall comply with the directions given by the Director under subsection (3) of Section 24 of the Act;
- (g) it shall fill in such number of posts in the school as have been approved by the Director, in accordance with the post fixation in pursuance of rule 75, without any discrimination or delay as per the Recruitment Rules prescribed for such posts;
- (h) it shall ensure that the head of the school possesses the necessary papers of an employee who is due to retire from service after attaining the age of superannuation or otherwise, with a view to avoid any delay in sanctioning the pension, gratuity, provident fund to such employee of his/her family, as the case may be; and
- (i) it shall attend to all the claims of the service matters of the employees of its school as and when they become due, promptly without any delay or discrimination, strictly in accordance with the Recruitment Rules or the instructions issued by the Central Government from time to time on the subject.

(2) The breach of any constitution specified in sub-rule (1) shall render such school liable to be removed from the grant-in-aid list.]

65. Conditions for grant-in-aid— A school seeking grant-in-aid shall have—

- (a) a permanent income, whether from endowments or other sources (excluding fees and the Pupils Funds) which, when supplemented by grant-in-aid, shall be adequate to discharge its obligations under the Act and to enable it to carry on its work efficiently;
- (b) a reserve fund of an amount which shall not be less than the amount indicated in the Table below or the amount specified by rules and regulations of the Affiliating Board, whichever is higher :

Provided that the amount specified in the Table below shall be subject to review, every five years, by the Advisory Board;

- (c) the reserve fund shall be the property of the school, shall be maintained in its name and shall be kept deposited in a scheduled bank or a nationalised bank or a post office and such account shall

ordinarily be operated jointly by the Director or any officer authorised by him in this behalf and the manager of the school :

Provided that where it is urgently necessary to draw any money from the reserve fund to meet any emergent expenditure or to meet the salary and allowance of the employees of the school in the event of the omission or failure of the managing committee to discharge the obligations imposed upon it by sub-section (2) of section 10, the account may be operated by the Director alone.

Table

Scale of minimum obligatory reserve fund

¹ [Senior Secondary Schools/Secondary schools] having up to 500 students	Rs. 10,000
¹ [Senior Secondary Schools/Secondary schools] having 501 to 750 students	Rs. 12,000
¹ [Senior Secondary Schools/Secondary schools] having 751 to 1000 students	Rs. 15,000
¹ [Senior Secondary Schools/Secondary schools] having more than 1000 students	Rs. 20,000
Middle schools, irrespective of the number of students	Rs. 5,000

66. No grant-in-aid for unqualified staff— (1) In order to be eligible receive grant-in-aid, a school shall employ adequate number of qualified teaching and other staff as approved by the Director under the norms of post fixation or as has been specified by him from time to time.

(2) Save as otherwise provided in sub-rule (5) of rule 98, the pay of unqualified teachers shall not be an admissible charge for the assessment of grant-in-aid for the school unless an exemption has been made by Director in this behalf.

67. Enrolment and attendance— The number of students on the rolls on an aided school shall not fall below the number on the basis of which aid was initially granted to such school, and the number of working days of such school shall not fall below 210 in a year; and where the number of students fall, below seventy-five per cent of the first mentioned number or the number of working days falls below 210, a proportionate reduction may be made in the grant-in-aid payable to such school.

68. Grant-in-aid for a stage of education— Where a school receiving grant-in-aid for classes, comprising one stage wishes to secure grant-in-aid for another stage, the managing committee or the manager of such school submit a fresh application in respect of the stage for which such grant is desired.

69. Stoppage, reduction or suspension of grant-in-aid— ²[Subject to the provisions of rule 65 any grant-in-aid to a school may be stopped, reduced or suspended at any time by the administrator—

- (a) if one or more of the conditions for the recognition, discipline, organisation or instructions in school is unsatisfactory; or
- (b) if the managing committee of the school fails, without any reasonable excuse, to comply with any provisions of the Act or these rules; or

1. Subs. by DSE(A)R, 1990, R. 17.

2. Subs. by DSE(A)R.1990, R. 18.

- (c) if, as a result of lack of discipline, the academic standards are likely to be adversely affected; or
- (d) if one more of the conditions for the recognition of school or the grant of any aid to a school have been violated;
- (e) if the managing committee of the school fails to initiate or finalise disciplinary action against an employee who has been placed and or suspension, pending contemplation of such disciplinary action, in accordance with the provisions of rule 118 and 120 within a period of one year of the date of suspension; or
- (f) if the procedure as laid down under sub-section (3) of section 8 of the Act or rule 118 or 120 have not been followed in the case of termination or dismissal from service of an employee or in the case of compulsory retirement or reduction in rank of an employee, notwithstanding that any or such employee is reinstated in service or restored to his original position as a result of the decision of the Court of Law or any Competent Authority.

Provided that no aid shall be stopped, reduced or suspended except after giving to the managing committee of the school a reasonable opportunity of showing cause against any of the proposed action .]

70. Managing committee to pay its share towards salary and allowances of employees, etc.— The managing committee of a school, in relation to which aid has been reduced or suspended, shall, if it runs the school after such reduction or suspension of aid, discharge the obligation referred to in sub-section (2) of section 10.

71. Power of Administrator to withdraw from the reserve fund and make payment of managing committee's share of salaries and allowances— (1) Where the managing committee omits or fails to deposit its share of the salaries and other allowances of the employees of the school, the Administrator may authorise the Director to draw such amount from the reserve fund as would be sufficient to meet the managing committee's share of the salaries and allowances of the employees.

(2) The Administrator may also authorise the Director to draw any sum from the reserve fund where such withdrawal from the reserve fund becomes necessary to make any emergent repairs in the buildings of the school or for any other emergent purpose.

72. Payment of managing committee's share of salaries and allowances where aid has been stopped, reduced or suspended— Where aid to any school has been stopped, reduced or suspended, and the managing committee of the school has, by reason of such stoppage, reduction, or suspension omitted or failed to deposit its share of the salaries and allowances of the employees of the school, the Administrator shall pay, or cause to be paid, the managing committee's

share of the salaries and allowances of the employees and authorise the Accounts Officer of the Directorate of Education, Delhi, to draw in part or in full the aid which would have been payable to the school but for such stoppage, reduction or suspension and utilise the sum so drawn towards payment of the managing committee's share of the salaries and allowances of the employees of the school, and where such withdrawal and payment is made by the Accounts Officer he shall keep separate accounts for the withdrawal and expenditure.

73. Categories of aid— (1) Aid shall be of two categories, namely :—

- (a) maintenance grant; and
- (b) building grant.

(2) Maintenance grant shall be of two kinds, namely :—

- (a) recurring maintenance grant; and
- (b) non-recurring maintenance grant.

(3) The recurring maintenance grants are :—

- (a) staff grant;
- (b) provident fund grant;
- (c) pension and retirement benefit grant;
- (d) medical benefit grant;
- (e) benefits specified in Chapter X;
- (f) grants for the purpose of books and journals, which are essential for the library; and
- (g) grants for the acquisition of essential equipments of the school.

74. Recurring maintenance grant— (1) Recurring maintenance grant shall be given to aided schools at the rate of ninety-five per cent, of the difference between the approved expenditure on the items in relation to which recurring maintenance grant may be made and the income from fees and such other items as may be specified by the Director.

(2) Special fee, if any, levied with the approval of the Director for the teaching of sciences, music or any other subject shall be included in the total fee income and such special fee shall be expended in full for the purpose for which it has been levied :

Provided that no special fee shall be levied for teaching in the primary or middle stage.

75. Approved expenditure— The approved expenditure for recurring maintenance grant shall comprise salaries of the staff appointed with the approval of the Director to the extent of the number of posts which have been sanctioned and approved by the Director for the purpose of aid in accordance with the post-fixation rules made by the Director from time to time.

76. Non-recurring maintenance grant— Non-recurring maintenance grant shall be of the following categories, namely :—

- (a) contingent grant;
- (b) rent grant;
- (c) depreciation grant for school;
- (d) hostel grant and depreciation hostel grant;
- (e) grant for equipment, furniture, games and sports materials and the like;
- (f) biennial or triennial grants for the purchase of books for the library and for the setting up of a book bank.

77. Contingent grant— (1) Contingent grant shall be admissible to a school to the extent of the ninety-five per cent, of the actual expenditure incurred during the period of twelve months immediately preceding the financial year for which the grant is made, subject to such ceiling on items as may be approved by the Director from time to time.

(2) The approved items of contingent expenditure shall be such as are specified in Appendix I.

¹[(3) Relevant contingent grant may not be paid unless the audited annual accounts and sundry records, like vouchers, receipts and the like, are produced.]

78. Rent grant— Rent grant for buildings taken on hire (not being a building taken on hire from any person managing the school) and used for instructional purposes shall be assessed annually and shall be an amount equal to ninety-five per cent, of such assessed rent, subject to a maximum limit of three hundred rupees per month, or such higher limit as the Central Government may, from time to time, specify :

Provided that no charge on account of upkeep and repairs of the building shall be added to the rent charged by the landlord.

79. Depreciation grant for the school— School using their own buildings which have been constructed without any grant from public funds shall be allowed depreciation grant at the rate Rs. 12.00 per month for each room used for instructional purposes but not exceeding Rs. 300.00 per month for the whole building or such higher sum as the Central Government may, from time to time, specify.

80. Hostel grant— Maintenance grant to a hostel attached to an aided school shall be made at the rate not exceeding ninety-five per cent of the excess of approved expenditure over the income from hostel fees specified by the Director, subject to condition that the average attendance of students in residence for the period of twelve months immediately preceding the financial year for which the grant is made is not less than ten.

1. Subs by DSE(A)R, 1990, R. 19.

81. Depreciation grant for hostel— The aided schools which have their own hostel buildings and which have been constructed without any grant from public funds shall be allowed depreciation grant at the rate of Rs.12.00 per month for such 150 square meters of area under actual occupation by boarders and for kitchen buildings at the rate of Rs. 8.00 per month and at the rate of Rs.15.00 per month for the Superintendent's quarters or at such higher rates as the Central Government may, from time to time, specify.

82. Depreciation fund— Depreciation grant given to a school or its hostel shall be deposited by the managing committee in a depreciation fund account to be opened in a scheduled bank or a nationalised bank in the joint name of the Director or any other officer authorised by him in this behalf and the manager of the school, and no money shall be withdrawn from the said account for the normal maintenance expenditure :

Provided that the Director may, in special circumstances permit an aided school to utilize the said fund for extraordinary repairs, additions or alterations to the building or for such other purposes as might yield regular income to the school.

83. Grant for equipment, furniture etc.— (1) Grant for the purpose of equipment, furniture, appliances or games and sports materials or the like shall be paid annually and shall be not less than two-thirds of the total expenditure actually incurred in the purchase of approved articles of such specifications as may be laid down by the Director.

(2) No grant shall be admissible on the expenditure for the conveyance or cartage of such equipment, furniture or appliances.

(3) No grant shall also be admissible under this head for ordinary repairs of furniture and equipment and purchase of consumable articles for science, drawing, domestic science or agriculture; and the expenditure on these items shall be incurred from the contingent grant or from the special fee, if any, levied for the teaching of such subject.

84. Conditions relating to the payment of grant for equipment etc.— The grant for the purchase of furniture, equipment or appliances, games and sports materials or the like, shall be paid subject to the following conditions, namely :—

- (a) that the Director is satisfied that the purchase for which the grant is made has actually been made and that the articles are of the approved kind and specification;
- (b) the managing committee of the school gives an undertaking, in writing, that—
 - (i) no article purchased with the grant shall be struck off from the school property register or the stock register and no book shall be removed from the catalogue of library books unless it has been previously declared as unserviceable by a properly constituted Condemnation Board constituted by the Directorate of Education, Delhi;

- (ii) all such unserviceable articles shall be written off and disposed off by the managing committee in accordance with the instructions of the Director;

Provided that where the value of any unserviceable article exceeds rupees five hundred, it shall not be written off without the previous sanction of the Director;

- (iii) the scale proceeds, if any, shall be refunded to the Government in the same proportion in which the grant was drawn for the purchase of the articles;
- (iv) if the school ceases to be a school of the status approved by the Director or an aided school or it has been maintained in a state of inefficiency, or the articles are used for purposes other than those for which they have been purchased, then the Director shall have a lien on the articles for the recovery of a sum which bears such proportion to the present market value of the articles as the grant bears to the market value of such articles at the time when the grant was made;
- (v) non-recurring grant may be sanctioned by the Director at the rate of not less than two-thirds of the approved expenditure subject to a maximum of one thousand rupees in each individual case.

85. Application for grant of furniture, etc.— (1) Applications for grant for the purchase of furniture, equipments, appliances and games and sports materials shall be submitted in Form II to the Administrator by the 1st day of September of the financial year preceding that in which the grant, if approved, is to be paid, and a detailed list, with the cost of each item, shall be invariably furnished with each application.

(2) The decision of the Director shall be communicated to managing committee of the school by the 31st day of December of the year in which the application is made.

86. Procedure for purchase of furniture— ¹[The purchase of equipment, furniture appliances, games and sports materials and the submission of grant papers shall be made in accordance with such procedure, as may be laid down from time to time.]

87. Building grant— (1) Building grant may be paid for the following purposes only to those schools which are qualified to receive maintenance grant, for—

- (a) purchase, construction or extension of school or hostel buildings;
- (b) payment of debts incurred in the purchase, construction or extension of school or hostel building.

(2) No grant shall be admissible under sub-rule (1) for ordinary and extraordinary repairs and for the upkeep of a school building, and any grant made under clause (b) of sub-rule (1) shall be made only in special cases.

1. Subs. by DSE(A)R, 1990, R. 20.

88. Quantum of building grant— No buildings grant shall ordinarily exceed two-thirds of the total expenditure actually incurred subject to a maximum of rupees one lakh or any higher amount which may, after the commencement of these rules, be approved by the Central Government.

89. Application for building grant— (1) Applications for building grant shall be submitted, along with plans estimates and specifications for the building, in such form, as may be specified by the Administrator.

(2) Every application for building grant shall comply with such conditions, including execution of an agreement, as may be specified by the Administrator.

90. Income from building— Any income derived by letting out a portion or whole of the building used for instructional purpose or for hostel shall be regarded as miscellaneous income of the school and shall be deducted from the total rent or depreciation grant due to it, in accordance with the following criteria, namely :—

- (i) in the case of school buildings which have been constructed after obtaining building grant from the Administrator, or public funds, only two thirds of the total amount recovered from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against in grant payable to the school;
- (ii) in the case of school buildings which have been constructed without assistance from building grant or public funds, one-third of the total amount of income derived by the school from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against the depreciation grant payable to the school;
- (iii) in the case of schools which are housed in rented buildings, the entire income derived by the school from any canteen, tuck-shop or any employee living in the school premises shall be adjustable against the rent grant if the rent of the school building is within the specified limit; but where the rent paid is in excess of the specified limit, that part of the income which reduces the liability to the specified limit, shall be taken into account for adjustment against rent grant.

91. Grant not admissible on the salary of manager— (1) If the manager of a school is a person other than the head of the school and such manager is working on a salaried basis, no grant shall be admissible in relation to the salary to such manager.

(2) Where the head of the school also functions as the manager thereof, no salary or other remuneration shall be payable to him for function as such manager.

92. Conditions of inadmissibility of grants.— (1) No aid shall be admissible on any special increment, allowance or financial benefit given to the employees unless the same has been previously approved by the Director.

(2) No aid shall be granted in respect of any employee who is retained in service subsequent to the attainment by such employee of the age of superannuation, unless such retention is made in accordance with these rules or with prior approval of the Director or in accordance with the general instructions issued by the Director.

(3) No aid shall be admissible in the case of an employee rendering gratuitous service :

Provided that if an employee is approved by the Director to work on part-time and salaried basis the admissible grant in his case shall be calculated at the rate of pay specified for similar category of teachers employed in Government schools and in proportion to the time spent by him for teaching work other than religious instruction.

(4) The minimum number of weekly period of actual secular instruction required to qualify a teacher for full staff grant, shall not be less than that laid down from time to time for a teacher of a similar grade in a Government school:

Provided that the staff grant may be reduced or disallowed if this condition is not fulfilled.