



Government of Kerala

Administration Manual for Transferred Functions: Primary Schools

(Prepared by KILA under KLGSDP)

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GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP) - Administration Manual for Primary Schools - Approved - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1748/2017/LSGD

Dated, Thiruvananthapuram, 27.05.2017

- Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 17/05/2017 received from the Project Director, KLGSDP

ORDER

As per Government Order read as 1st and 2nd paper above, a Manual Vetting Committee and a Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After detailed deliberations, the Manual Vetting Committee held on 02.05.17 decided to approve the Administration Manual for Primary Schools and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Administration Manual for Primary Schools prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

**By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government**

To

- The Project Director, KLGSDP.
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur.
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPAO)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
Office Copy/Stock File

Copy to :-

- Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD.
Personal Secretary to Special Secretary, LSGD.

Forwarded/By order,

Karadadi

Section Officer.

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| 2 | Control Over Officers Rule, 1997 | 3.1.12 |

ACRONYMS

| | | |
|-------|---|--------------------------------------|
| AEO | - | Assistant Educational Officer |
| APIO | - | Assistant Public Information Officer |
| BRC | - | Block Resource Centre |
| CPTA | - | Class Parents Teachers Association |
| DEO | - | District Educational Officer |
| KER | - | Kerala Education Rule |
| KPR | - | Kerala Panchayat Raj |
| LP | - | Lower Primary |
| LRG | - | Local Resource Group |
| LSG | - | Local Self Government |
| MPTA | - | Mothers Parents Teachers Association |
| PEC | - | Panchayat Education Committee |
| PIO | - | Public Information Officer |
| PTA | - | Parents Teachers Association |
| RTE | - | Right to Education |
| RTI | - | Right to Information |
| SC/ST | - | Schedule Caste/Schedule Tribe |
| SMC | - | School Management Committee |
| SRG | - | School Resource Group |
| SSA | - | Sarva Siksha Abiyan |
| SSG | - | School Supporting Group |
| UP | - | Upper Primary |

Introduction

1.1. Education and Local Government

Education is a process for not merely imparting knowledge, but to make the new generation committed to the comprehensive development of society. Going through the history of development of Kerala, one can see strong and sustained social interventions in the field of education. The State has made commendable achievements in education, especially when compared with the achievements of other States and has already attained the goal of free and universal elementary education as mentioned in the Constitution. The quality of education imparted is as important as achieving universal education. Though many attempts have been made to improve the quality of education, the goal is yet to be attained. But the infrastructures of the schools have improved substantially after elementary education has been devolved on the Grama Panchayats.

Among the subjects recommended for devolution (item 17 in the 11th Schedule of the Constitution) to Local Governments under the 73rd constitutional amendment, education occupies an important place. In the context of Kerala, education is a subject that can be easily decentralized. The comparatively larger population size of the Grama Panchayat renders them suitable units for administration of education. People's participation is essential in all educational activities. Keeping that in mind, certain functions such as the management of Government Pre-primary and Primary Schools are transferred to Grama Panchayats through Schedule III of The Kerala Panchayat Raj Act 1994.

According to the Kerala Panchayat Raj Act (as amended in 1999) Government Pre-primary and Primary schools and their staff are under the control of Grama Panchayat. Necessary changes have been made in the Kerala Educational Rules

also in tune with the Kerala Panchayat Raj Act. All their assets are vested with the Grama Panchayat. It is the responsibility of the Grama Panchayat to bring all the children in the age group of 5-14 years in the Grama Panchayat area to the nearby schools and provide them quality education.

Along with learning activities, many other activities having social relevance, take place in schools. Some of them are activities under SSA, midday meals, availability of free books, scholarships and financial aids, special facilities for physically and mentally challenged students etc. Such programs can be implemented effectively only by continuous evaluation and strong support from the Grama Panchayat. Creating infrastructure for schools such as class rooms, office, compound wall, water supply, toilets, playground, setting up library, laboratory, IT infrastructure and furniture etc. comes under the preview of Local Governments. Grama Panchayat have to formulate projects to improve infrastructure facilities and to improve quality of education based on the Government Guidelines.

1.2. Objective and Scope of this Manual

- i. The objective of the manual is to let the Grama Panchayat and the officials transferred from the line department clearly understand their respective roles and responsibilities in carrying out functions which have been assigned to the Grama Panchayat. However, since the functions retained by the State Government are also implemented within the jurisdiction of the Grama Panchayat, it is rational that those will be of interest to the Grama Panchayat. Information on the retained functions will help the Grama Panchayat to align and converge its activities with that of the State Government. Grama Panchayat will also be able to mobilise the people and provide other support in implementation. Keeping that in mind, this manual not only deals with functions transferred to the Grama Panchayats but also mentions the activities retained by the State Government for taking holistic view of the functioning of Government Primary Schools.
- ii. Exclusion Clause: The Manual is an evolving document and the Director of KILA and Director of Panchayats will accept and incorporate valid suggestion and feedback.

1.3. Functions of Grama Panchayat in the Education Sector

Sectoral functions of the Grama Panchayats in the education sector as per Schedule 3 of the Kerala Panchayat Raj Act,1994 (Act 13 of 1994) are as follows:

1.3.1. Sectoral Functions

- i. Management of Government Pre-primary Schools and Primary Schools
- ii. Implementation of literacy programmes
- iii. Management and promotion of reading rooms and libraries

1.3.2. General Functions

- i. Awareness building against social evils such as drinking, consumption of narcotics, dowry, abuse of women and children

- ii. Ensuring maximum people's participation at all stages of development
- iii. Organise relief activities during natural calamities
- iv. Inculcating environmental awareness and motivating local action for environmental up-gradation
- v. Enhancing communal harmony
- vi. Campaign against economic offences

1.4. Grama Panchayats and Schools

- i. As per Schedule III of The Kerala Panchayat Raj Act 1994, the management and control of the Government Pre-primary and Primary schools are the responsibility of the Grama Panchayat. It is the duty of the Grama Panchayat to meet the requirements of the Government Pre-primary and Primary education of the Grama Panchayat area.
- ii. According to the section 181(1) of the above Act, the supervision and control of the schools are transferred to the Grama Panchayat and the staffs are vested with the Panchayat concerned. Arranging physical facilities suitable to the modern teaching-learning methods, adopting appropriate methods to raise the standards of education and making the system effective come under the responsibility of the Grama Panchayat.
- iii. Based on the changes that may happen in the legal framework, policy and orders of the State Government, the procedures and duties can be revised.
- iv. The services that Grama Panchayat should make available;
 - a. Arrange the physical infrastructure suitable for the modern teaching method.
 - b. Ensure the upkeep and maintenance of the structure, furniture and fixtures.
 - c. Organise various training and workshops to raise the quality of the academic standard.
 - d. Put in place a system that makes the management of education, efficient.
 - e. Take steps to make the Parent Teacher's Association/Mother's Association more transparent and effective for better functioning of the school and redressal of their grievances.
 - f. Arrange effective monitoring system.

Services and Responsibilities

2.1. Services Provided by Schools

The Services that have to put into practice by the Grama Panchayat and the Primary School in the Education Sector are detailed below.

2.1.1. Activities Related to Learning

These activities are related to teaching and learning for attaining desired standard as per the course curriculum and evaluation of the same. The most important service given from the schools is teaching using appropriate methodology resulting in learning as per syllabus in a time bound manner. The schools also provide for participating in co-curricular and co-scholastic activities which helps students to grow mentally and physically, to develop scientific temperament as well as in improving their general awareness. The evaluation helps to measure the extent of learning and child specific learning deficiencies for paying appropriate attention.

2.1.2. The Order of Teaching

The teaching plan shall be divided as annual, half yearly, quarterly, monthly and weekly learning events according to the teaching plan so as to utilise effectively the scheduled time suitable to each standard.

2.1.3. Text Books

The books published by the Department of General Education from time to time on the basis of the teaching plan shall be used in the schools.

2.1.4. Learning Materials

Ensure the availability of the teaching-learning materials. The books of all sub-

jects, required by all the students of the school shall be made available in the school concerned before the 15th May in each year.

- i. Every year, after the examination results are published the Headmaster/Headmistress shall call the joint meeting of the Managing Committee, PTA office bearers, Secretary of the School Co-operative Society and the teacher who is responsible for the text books.
- ii. Discussion shall be made to take steps to get the books from the Book Centre except those which are in stock.
- iii. The responsibility of making the text books available in time is vested with the Headmaster/Headmistress and the Secretary of the Society in accordance with the State Government norms. (The text books taken for distribution should be sold at the price fixed by the Government or at the printed price. The schools without Society should make the books available through the School Society of the neighborhood).
- iv. It is the responsibility of the Headmaster/Headmistress with the assistance of the PTA and School Managing Committee to make available the necessary reference books, audio visual instruments, laboratory work materials and the stationary articles necessary for teaching activities. This includes other publications including the dailies, for the academic year.

2.1.5. Availability of Teachers

The Headmaster/Headmistress should adopt the procedure to ensure the availability of the teachers who lead the academic activities. In case there is the possibility of the teacher vacancy the matter should be intimated to the Deputy Director of Education before 31st March.

2.1.6. School Working Days

- i. At least 200 working days are to be ensured in Lower Primary classes and 220 working days in Upper Primary classes or as directed by the Authorities to complete the syllabus effectively. The annual calendar prepared should be helpful for this. If more time is required to cover the entire syllabus, the number of working days can be enhanced according to the local circumstances.
- ii. There shall be 5 hours or hours as directed by the Authorities, in the forenoon and afternoon sessions in each working day in all schools. Each session should be considered as the half of a working day.
- iii. But in schools working in the shift system each session shall be considered as a working day to calculate the attendance of the students.

2.1.7. Time Table

- i. All classes shall be given time table on the first day of the new academic year itself. Before the beginning of the new academic year, the teacher's time table and the class time table dividing the work among the teachers including the Headmaster/Headmistress in consultation with the staff council shall be prepared.

- ii. It is the senior assistant or the person assigned by the Headmaster/Headmistress who shall prepare the time table under the supervision of the Headmaster/Headmistress.
- iii. Time table shall be prepared on the basis of class and standard fixing enough time for introducing the lessons to be completed in each term of the academic year giving importance to the activities of teaching the lessons and the related books stressing priority on proper learning and acquiring desired knowledge.

The time table shall be prepared considering the calendar of education being published by the Department of General Education from time to time. The calendar of educational activities should be prepared after taking into consideration the programmes of the Education Department, District Education Committee and the Grama Panchayat.

2.2. Duties and Responsibilities of the Staff

The duties and responsibilities of the staffs are explained below in detail:

2.2.1. Headmaster/Headmistress

The administrative and academic control relating to the management of the school is vested with the Headmaster/Headmistress. The responsibility of connecting the school with the local society and delivering education related services are also vested with the Headmaster/Headmistress.

These responsibilities can be classified as listed below.

2.2.1.1. Administrative responsibilities

- i. The responsibility to implement the administrative and disciplinary controls of all staffs of the school and orderliness, subject to the existing rules, orders of the State Government, and the Grama Panchayat.
- ii. Deciding the duties and assigning the responsibilities of the various staff according to the direction of Grama Panchayat relating to the management of the school.
- iii. Admission of the children to the school subject to the existing laws, rules and conditions.
- iv. Prepare and keep the school records and registers.
- v. Make correspondences relating to the management of the school.
- vi. Make the financial transaction (through the treasury and otherwise) relating to the school.
- vii. Collect the fees, if any, from the student, as per the prescribed rules, through the teachers, and remit the same to the Treasury.
- viii. Form the Staff Council for ensuring the co-operation of the whole staff and put it into action.

- ix. Review the activities of the school by calling Staff Council at specified intervals. Take steps to rectify and correct the defects noticed, if any.
- x. Make the evaluation report available to the Grama Panchayat Committee.
- xi. Convening the School Level Management Committee and present the report and other matters for discussion.
- xii. Report the activities of the School Management Committee in the Grama Panchayat/Department meeting.
- xiii. Prepare a supervision diary of each teacher and keeping the same.
- xiv. To remain responsible for the safety of the complaint box installed in the school.
- xv. Give receipts for the complaints/suggestions received and prepare the registers for complaints and suggestion.
- xvi. Making inquiries relating to the school, presenting it at the staff council and taking proper decision and adopting remedial steps.
- xvii. Replying to the complainant about the action taken on the complaint.
- xviii. If the complaint/suggestions are about other organisations or the one to be discussed and decided at other levels, transfer it to the institution concerned.
- xix. Take action to publish the information on the notice board of the school and on the notice boards of other institutions as directed by the Local Government organisation for information of the beneficiaries of the school or the public.
- xx. Displaying the attendance board regarding the staff on all working days on time.
- xxi. Ensuring the necessary physical set up in the school with the help of the Grama Panchayat and the Departmental agencies.
- xxii. Work in the Grama Panchayat Level Education Committee as a member.
- xxiii. Implementing the orders and advices of the Grama Panchayat.
- xxiv. Implementing the projects and works entrusted by the Grama Panchayat Institution.
- xxv. Form the committee to give leadership to the noon-feeding programme.
- xxvi. Make available the accessories for the noon-feeding to the person responsible each day.
- xxvii. Take steps to make available the noon-food to the students needing free noon feeding and to distribute free service to the students who take noon-food from the school, during the festive season.
- xxviii. Take steps to make available the financial benefits for the various categories of students (stipend, lump sum grant, scholarship etc.)

- xxix. Take action to make free text book available for the eligible students.
- xxx. Make the bright students equipped for the scholarship examination and seat them for the examination.
- xxxii. Organise activities to encourage and develop the creative ability of the students.
- xxxiii. Give documents and certificates relating to the study, if the former students or the present students request for it.
- xxxiv. The time and day of learning shall be strictly adhered as per rules.
- xxxv. Integrate the school grants with the annual plans truthfully.
- xxxvi. Take action to make drinking water available according to necessity.
- xxxvii. Ensure that the noon-food is cooked and distributed in a healthy manner.
- xxxviii. Arrange set up to clean the class and school with the participation of the students.
- xxxix. Ensure with the help of the contingent menial, teachers and students, that the toilets are functional, clean and have water for use.
- xl. Ensure that the assembly and the mass drill would take place in the specified days promptly.
- xli. Ensure that the teachers would use the school diary system effectively to let the guardians know the school matters.
- xlii. Attend in the Standing Committee meetings and present the educational problems relating to the school and try to solve them as the part of the Panchayat Annual plan.
- xliii. Subject the activities of the school to social evaluation and test through the Grama Sabha.
- xliv. Make deliberate effort to seek the co-operation of the people's representatives in the school activities.
- xlv. Take steps to constitute/reconstitute the Working Group for Education by proposing suitable names of persons who can be effectively utilised in the plan formulation of the Grama Panchayat in the Education sector and also suggest proposals for maintenance plan that are to be taken up using maintenance fund of the Grama Panchayat.
- xlvi. Attend the Grama Panchayat Committee meetings with relevant details, if required.
- xlvii. Take steps to give reply to audit queries if any, within the time and make available all the registers and records to the auditors and inspectors properly.
- xlviii. Keep service registers of staff, cash book and supplementary registers and vouchers up-to-date and produce for different audits.

- xlvi. To extent all support for conducting health checkup of the students as and when the same is taken up by the Health authorities.
- xlix. Take timely action on RTI applications.

2.2.1.2. Academic responsibilities

- i. The class time table and the teacher's time table should be made available on the first day of the academic year itself.
- ii. Form the academic council to support the school functioning.
- iii. Take initiative to prepare the annual school calendar.
- iv. Ensure that the academic activities as per the school calendar are going on properly and smoothly.
- v. Ensure the availability of the reference books and the teaching tools, learning aids and materials.
- vi. Take steps to form separate School Resource Group (SRG) in the L.P. and U.P divisions.
- vii. Preside over the SRG meeting.
- viii. Ensure that all the teachers are preparing the teaching manual and the evaluation of the teaching method.
- ix. Scrutiny of the teaching manual.
- x. Make efforts to co-ordinate the various club activities for the development of the field of knowledge of the students.
- xi. Give leadership to form the Local Resource Group (LRG), for making use of the local expertise.
- xii. Give leadership to organise study tours and picnics.
- xiii. Ensure that the exchange of the teaching plan is going on with comprehensiveness and promptness.
- xiv. Take steps to do the continuous evaluation works.
- xv. Take steps to fill the vacancies of teachers with the support of the management and Grama Panchayat institutions.
- xvi. Ensure that Reading corner, Laboratories, School Library and the Activity corner are made use of effectively.
- xvii. Ensure that all the teachers are preparing the necessary learning instruments and are using them in the classes.
- xviii. Preparing the document "my children" and the teaching manual and handling the classes partially or fully.
- xix. Help to organise teachers training programs.
- xx. Ensure integration with other service sectors.

- xxi. Prepare the academic and administrative standard reports of the school to be presented at the Grama Sabha and review meetings.
- xxii. Identify the slow learners and the differently-abled children to meet their special needs to the extent possible.

2.2.1.3. Formation of the social support system and its effective implementation

An approach, which can be studied through experiences connected with the surroundings and related to the daily life of the student, has to be formed. That shall be linked with the learning plans aim. Its aim shall be to connect the education effectively with the necessities of the life of the student and the existing social and economic processes. The educational activities shall be carried beyond the simple circle of teacher, student and guardian. To the extent possible support from various institutions, local volunteers should be obtained to promote learning beyond the text books.

The responsibilities of the Headmaster/Headmistress as the Head of the school are given below.

- i. Take steps to form PTA, Mother's PTA and Class PTA, in time and to make them function effectively.
- ii. Work as the Convener/Secretary of the PTA
- iii. Form the Local Resource Group (LRG) and the School Supporting Group (SSG) and ensure its effective functioning
- iv. Managing committee:
 - Take the initiative to form the management committee which facilitates the local social co-operation.
 - Function as the management committee member.
 - Arrange the management committee meeting, after fixing the date, time and agenda in consultation with the Chairperson.
 - Send the notice of the meeting to the members in time.
 - Make the minutes of the procedure of the meeting available to the Grama Panchayat Secretary.
 - Implement the responsibility to co-ordinate the sector of the service of other organisations and to extend the development.
 - Discharge the duties as the implementing officer of the Education Sector of the capacity as the informal member of the committee of Grama Panchayat, if their duty is assigned to him/her.
 - Take part in the Grama Sabha and the Development Seminar in the evaluation of education.

2.2.2. The Teacher

- i. Ensure the teaching and learning activities according to the duly prepared year plan, which should be child centered, work oriented and comprehensive.
- ii. Conduct the comprehensive and instant evaluation activities scientifically.
- iii. Prepare the teaching manual that helps the classroom activities.
- iv. Participate promptly in the SRG meetings.
- v. Suggest study tours related to the learning.
- vi. Make use of the reference books, teaching instruments and other arrangements.
- vii. Give guidance to the club activities to attain various skills and assist the students to conduct various programs.
- viii. Ensure the co-operation of the LRG, Mother PTA and class PTA in the class room activities, when necessary.
- ix. Participate in the general PTA and the mother PTA meetings.
- x. Call the class PTA and keep the records concerned.
- xi. Observe closely the specific skills and limitations of each student and record them separately (prepare the document “my children”)
- xii. Provide proper guidance to the talents and defects of the students of the class.
- xiii. Discharge properly the duties assigned by the Head Master/Head Mistress in the academic and organisational matters of the school.
- xiv. Participate in workshops organised at the Department and the Grama Panchayat levels and training for better performance.
- xv. Foster the natural disciplinary feeling and assist the Headmaster/Headmistress in keeping the general discipline.
- xvi. Behave as a model to the students both in the class and outside the class.
- xvii. Try deliberately to bring out the skills of each student and foster their leadership abilities.
- xviii. Encourage the students to keep their house and its premises clean; as well as the school and its premises.
- xix. Prepare the teaching instruments to make the class more attractive.
- xx. Maintain the guardian's relationship through the school diary.
- xxi. Establish individual relationship with the homes of the students of own class (Class under the responsibility).
- xxii. Conduct simple learning researches relating to teaching and present at least a dissertation in a year.

- xxiii. Take up the responsibility of implementation plans of the Grama Panchayat relating to education.
- xxiv. Help the Headmaster/Headmistress in the formulation of Grama Panchayat level Development Plans and Maintenance Plans selected to educational sector.
- xxv. He/She shall act as a coordinator of Grama Sabha as entrusted by the Grama Panchayat without affecting his/her academic responsibilities.

2.2.3. Office Assistant

- i. Open the school gates and classrooms one-hour before the school time and close them after the working time on all working days.
- ii. Ring the bell before the beginning of the class and after each class period and during the intervals as per the instruction of the Headmaster/Headmistress.
- iii. Fulfill the responsibilities entrusted by the Headmaster/Headmistress in relation to the Grama Panchayat Office, Department level Head office, Treasury, other offices and organisations.
- iv. Give necessary assistance when the management committee, PTA, Mother PTA and Class PTA meets.
- v. Complete all the other duties entrusted by the Headmaster/Headmistress strictly and consistently.

2.2.4. Contingent Menial

- i. Clean the rooms, office, schoolyard and cooking room before the working time of the school on all working days.
- ii. Clean all urinals and latrines and make them suitable for use.
- iii. Clean the place of the distribution of noon meal before and after serving the food.
- iv. Ensure that the left over and the other garbage are dumped in the proper places by the students. Bio-wastes shall be put in the garbage pit and the other ones shall be put separately for disposal.
- v. Care shall be taken to see that the waste water canals, the tubes to the soakage pit and the gutter are not obstructed by rubbish.
- vi. Water the grasslands, garden and the vegetable garden on all season other than rainy season.
- vii. Control the growth of bushes and thorny plants in the school compound.

2.3. Ethics of the Staff

The manual enunciates the important responsibilities of the employees and elected functionaries. Still, there are several functional attributes that cannot be fully monitored through official mechanism. At the same time, excellence in public service is required. For this each of them has to discharge their assigned respon-

sibilities by maintaining the highest standard of responsibility, honesty, integrity, transparency and accountability. Since each of them are actually serving the local community to which they themselves belong, their selfless service will go a long way in enhancement of the well-being of the local people, to which the Grama Panchayat is committed. So, maintaining high ethical standards in rendering the best possible service with sincerity and dedication is a necessary condition for effective local governance.

Structure and Office Administration

3.1. Physical Structure

The physical structure of the Primary School should be conducive for carrying out teaching and learning activities. Functionality and neatness of the classrooms and office, arrangement for resting and facilities for cultural activities should be satisfactory. The school campus should have play ground, shade trees and gardens to the extent possible to create a good learning environment. This should also be enhancing the attractiveness of the school. All the Lower Primary and Upper Primary schools are transferred to the Grama Panchayats, and therefore they have the responsibility to develop the best possible infrastructure and environment in their schools. The schools should have the following physical and infrastructure facilities.

3.1.1. The Area

As per the schedule of Chapter-IV (1) of Kerala Education Rules 1959 the primary school shall have the following area of land. Primary School with Lower Primary classes or without Lower Primary classes must have an area from 0.4 to 0.8 hectare (1-2 Acre). The Specification of the location is the following:-

- i. Free from water logging
- ii. Away from air and sound pollution.
- iii. Easy road access
- iv. Away from cremation ground (50 meter)
- v. No liquor shop shall be within 183 meters from School (Chapter IV(4))
- vi. The school compound shall be protected by a suitably designed compound wall and gate and the unauthorized entry should be prevented after school time.

- vii. School PTA shall periodically inspect the school compound and the trees and branches in dangerous condition shall be cut and removed with the assistance of the Grama Panchayat concerned.
- viii. Use of plastics and plastic items shall be avoided in school premises and the use of eco-friendly items shall be promoted.

3.1.2. The Playground and Gardens

- i. In each school, there shall be a proper playground for games and athletics. It would be better if sufficient open place is available near the school ground.
- ii. The school premises shall be plain and suitable for the physical activities of the students.
- iii. The Headmaster/Headmistress/PTA/Management Committee shall make all efforts to maintain garden within the school premises
- iv. Vegetable and Flower garden may be promoted. Trees shall be planted and their branches shall be pruned so that such branches shall not obstruct light from entering school premises/classrooms. Dead or diseased trees on the school premises should strictly be removed as soon as possible to minimize any threat to the safety of the children.

3.1.3. The Buildings

All schools shall have the building with classrooms, office room, staff room, and visitor's room, library, reading room, lunch room, kitchen, toilets, urinals, the stage and auditorium according to the prescribed plan. The girl students of the upper primary and the primary division of the mixed schools shall have separate rest rooms and toilet facilities. Access to the schools, class rooms and toilets should be friendly to the physically handicapped students to the extent possible.

- i. Electrification-electrical instruments
Ensuring strict safety arrangements, all primary schools shall have electric connection. The electric control system shall be installed in the room of the Headmaster/Headmistress. The electric instruments shall be arranged in such a way as to make available sufficient air and light. The electric control system shall be available in all rooms as well. The easy ways should be taken to according to the availability of natural light, circulation of pure air, and the draining of waste water. There should be proper earthing provided to the electrical system and this should be checked regularly.
- ii. Sufficient lights and at least two fans should be provided in classrooms.
- iii. For scientific and effective learning and the fruitful utilisation of time, modern audio visual instruments have to be provided and used in the class room. For using those properly, necessary plug points and switches shall be provided in all classrooms. Centralised audio systems may be arranged in order to give general announcements all over the school including the classrooms.

iv. The following details shall be taken into account in the construction of the school building.

a. Flooring

The floor shall be laid with substances that are washable with water.

b. Windows

The windows shall be provided 1.22 meters above the floor level so as to let air and light freely to the room. The distance from one window to another shall be equal and the total area of the windows shall not be less than 1/5 of the floor area.

c. Ventilator

Ventilator should be installed unless the windows do not reach the top level of the walls. Ventilators shall be immediately below the top end of the walls. Ventilators shall be at the rate of 0.03 ventilators per child.

v. Roof

The roof should be firm and as far possible it shall not let in heat.

a. Each classroom shall give an average of 400 square feet floor area and 4000 cubic feet air moving area as per KER.

b. Each classroom of the Upper Primary School level should be 6m x 6 m x 3.7m and Lower Primary School level 6m x 5.5.m x 3m. Classroom shall have a verandah of the width of 1.5m. Ramp with handrails shall be provided enabling the physically challenged students to reach the classrooms.

c. All classrooms shall be separated by walls or screens of the height of not less than 2.4 meters. When the walls are painted, the color selected shall provide pleasing atmosphere in the classroom. The exhibition boards to display the artifacts and handicrafts and portfolio made by the children, as part of their learning process shall be arranged on the classroom wall itself.

vi. Furniture

Each classroom shall have furniture with the proper measurement and specification.

a. The desk, bench etc. shall be proportionate to the number of children. The lower primary division shall have the desk and bench of lesser height. (In the case of LP classes, baby chair is desirable). The bench and desk shall be designed to help the children to sit erect and write without bending their spinal cord and read leaning back. The arrangement of the bench and the desk shall enable the children to read holding the book and notebook below the eyes at proper distance.

b. The following facilities shall necessarily be provided in each classroom.

- i. Blackboard/Green Board (with stand or fixed on the wall) or White Board
- ii. Chair and table one each.
- iii. One almirah with locks for the teacher
- iv. One waste basket
- v. Children's Board (at lower height at the classroom wall)
- vi. Sufficient cupboard for children to keep their learning materials
- vii. Almirah for class library

vii. Office Room

- a. The office of the school is the nerve center of the organization that diligently watches and controls the activities of the school. The seat for the Headmaster or Headmistress is provided here. The essential physical requirements for the functioning of the office are mentioned here.
- b. The area of the room shall be minimum of 6m x 6m x 3.7m
- c. If the roof is tiled it should have ceiling.
- d. The following minimum furniture and instruments shall be available in the office room.
 - i. Table (with draw)-1
 - ii. Chairs-4-5
 - iii. Almirah (with shelves)-1
 - iv. File rack-1
 - v. First aid box-1
 - vi. Board containing the general information about the school.
 - vii. Clock, bell, phone
 - viii. Notice Board
- e. The master control panel of the distribution of electricity and the centralised audio systems shall be installed in the office room.
- f. Ramps with handrails shall be provided to enable the physically challenged persons to enter the office room.
- g. A flag post shall be erected in front of the office or in the middle of the ground where the school assembly is conducted.

viii. Staff Room

Staff room is the place where teaching staff sit when there is no class for them.

- a. The minimum size required (6m x 6m x 3.7m)

b. Furniture

Each teacher shall have separate chair and a table with drawer and lock. There shall also be shelf for keeping general goods/teaching aids etc. ceiling fans, tube lights and a clock shall be provided in the staff room.

c. Sufficient water tap with wash basin shall be made available

ix. Board

A board to display the school's name, the name of the Grama Panchayat that has the controlling power over the school (as envisaged in section 166(6) of Kerala Panchayat Raj Act 1994, the name of the educational sub district, should be installed in front of the school. The board should have sufficient measurements to interpret the details.

x. Library

a. All primary schools shall have a library and reading room with books that are helpful for creativity, spirit of nationalism, democracy, secularism, scientific awareness, love for environment, humanism, social justice, social unity, ethics etc.

b. The children's literature that gives importance to creativity shall have the priority in lower primary schools.

c. It shall be ensured that the books in the children's literature promotes their general reading and more than one copy each of the reference books are in the library.

d. There shall be a minimum of 500-1000 books in the lower primary schools and 1000-1500 books in the upper primary schools.

e. Shelf with glass shutters to keep books without damage, table, chairs and map-rack, light, fan, emergency light etc. would be necessary.

f. The reading room should have tube light, fan, desks, benches, newspapers, periodicals, handwritten magazines and drinking water etc.

g. Classroom library facilities shall be arranged to make available books for additional reading relating to the lessons for the children. The book for this purpose shall be taken from the library under the supervision of the teacher.

h. Wall rack/small shelf, which are suitable for the class library, shall be arranged in all classes.

xi. Drinking Water

a. There shall be arrangements to make available for the teacher and the children safe drinking water; and water for other purposes in all schools.

b. If the source of water is well, it should be ensured that the availability of water should be proportionate to the strength of students.

- c. The size of the water tank shall be decided proportionately to the volume of the water required.
 - d. It shall be ensured that adequate quantity of water is pumped at the beginning of each working day.
 - e. Sufficient number of water taps shall be provided to ensure the supply of water to all children.
 - f. Fixing top cover of the well with net/grills shall ensure the purity of the drinking water and safety of children.
 - g. At least once a year, the cleaning of the top to the bottom of the well shall be done compulsorily.
 - h. The water tank shall be cleaned once in a month.
 - i. The disposal of waste water shall be ensured compulsorily in all schools.
- xii. Urinals and toilets
- a. The schools shall have urinals and latrines with water, proportionate to the children. Arrangements should also be made to keep those clean with uninterrupted water supply. Proper arrangements should be made to clean the toilets at least twice a day i.e. in the morning and in the afternoon.
 - b. In mixed schools, girls shall have girl friendly urinals and latrines.
 - c. There shall be at least one toilet for the physically challenged.
 - d. There should be proportionate number of latrines required for the students. 6 urinals for 100 boys and 12 urinals for 100 girls or as directed by higher authorities.
 - e. Incinerators shall also be provided in girls' urinals for dispersing sanitary napkins.

3.1.4. School Co-operative Store

- i. The School Co-operative Store functions with the purpose that the text books and note books and other learning materials required for the children shall be made available in the school itself.
- ii. The School Co-operative Store shall have enough space to keep and distribute all the materials for all standards.
- iii. The School Co-operative Store requires a room in the sufficient space.
- iv. The store can be a part of the building or the one built separately.
- v. There shall be sufficient number of racks in the store to keep and display text books and materials on the basis of standards and subjects.
- vi. A strong, lockable, large Shelf to keep the important documents, registers and money, a table with drawers and two chairs shall be provided in the store.
- vii. The working time and the price list of books shall be displayed in front of the store.

- viii. A counter convenient for the students and others to buy books shall be there in the store.
- ix. The arrangement of the counter shall be approachable for the physically challenged students.

3.1.5. The Kitchen and Store

The place where the midday meal (Noon meal) is prepared is the kitchen. The store room for keeping the food materials safe is a part of the kitchen. The area for the kitchen and the store shall be proportionate to the student's strength.

i. The kitchen

The construction of the kitchen shall be done so as to let natural light and air to get in. Arrangement shall be made not to let in rats, birds, creatures, insects etc. The doors of the kitchen shall be larger in size than those of the ordinary classroom.

ii. The roof

The roof shall be strong and heat proof. The construction of the roof using materials that is injurious to health, leaking or easily inflammable shall be avoided.

iii. Floor

The floor shall be made strong by concreting, leveling and pressing.

iv. Cooking arrangement

The community hearths or gas stove, which are fuel-efficient and smoke free and not troublesome to the environment.

v. Firewood

There should be arrangement for keeping the firewood near the kitchen. There shall also be the arrangement to keep the ash outside the kitchen. The ash could be used as manure for the kitchen garden, flower garden and the fruit trees in the school premises.

vi. Safe Drinking Water

Water tap shall be fitted in the kitchen to make available of safe drinking water for cooking.

vii. Utensils

There shall be sufficient number of utensils of different measurements in all schools.

viii. Cleanliness

The waste water and solid waste generated in the kitchen should be properly disposed for keeping the school premises neat and clean. For the disposal of waste water, a soakage pit and drain may be constructed and, for disposing

bio-degradable solid wastes-a garbage pit may be constructed for composting the waste, which can be used as manure for gardening. The technical help of the Health Inspector of the Primary Health Center can be obtained for construction and maintenance of the garbage pit and the soakage pit. The school may consider installing bio gas plants, if feasible. The non-degradable waste may be separately collected and disposed off.

ix. The kitchen shall have electric connection. The tube light shall be fitted at the left or the right top of the hearth.

x. The kitchen shall be at least 15 meters away from the school building.

xi. Furniture

There shall be facilities like rack, lockable Shelf etc. to keep with care the utensil, glass, ladle provisions etc. for cooking and serving food in the kitchen.

xii. Store

The store room with the area of at least 3m x 2m shall be built in the kitchen. It should be adjacent to the kitchen to keep food materials and groceries. The store room should be kept clean and free from the attack of small creatures and insects. The rack (made of wood or metal on the wall using thin slabs) to house the basins or utensils which are not used daily, should be available in the store room. Sufficient number of electric lights shall be fitted in the store room. Common balance for measuring weights should be available. The store rooms should have strong and lockable doors also.

xiii. Dining Room

A dining room for the children to eat food together in hygienic conditions shall be made available in all schools. The building for this can be constructed separately or a vacant part of the school building can be used. The area shall be proportionate to the number of children. The doors shall be made proportionate to the number of children so as to enable them to enter and exit without difficulty. A ramp shall be constructed in front of a door, and hand rail fitted on both sides to enable the physically challenged children to enter the room and exit without difficulty.

xiv. Tools

There shall be required tools for the school hygienic activities in all schools. The broom, basket spade, hatchet etc. which are necessary for the disposal of rubbish, construction of garbage and soakage pits, gardening and its maintenance shall be available in schools.

3.1.6. Laboratory

- i. Laboratory should provide visual or practical experience of learning.
- ii. There should be laboratories for Physical Science, Natural Science, Social Science, Mathematics, and Languages. If separate laboratory is not possible; there should be facility for separate section and there should be building

facility with water, electricity, apparatus, appliances and materials needed in each section.

- iii. The apparatus and materials should be kept properly and be easily visible to students. There should be facility to enable students to do practical and experiments themselves.
- iv. There should be a teacher in charge for each section.
- v. The social science laboratory should develop the ability to view social issues scientifically.

3.1.7. Arts and Sports

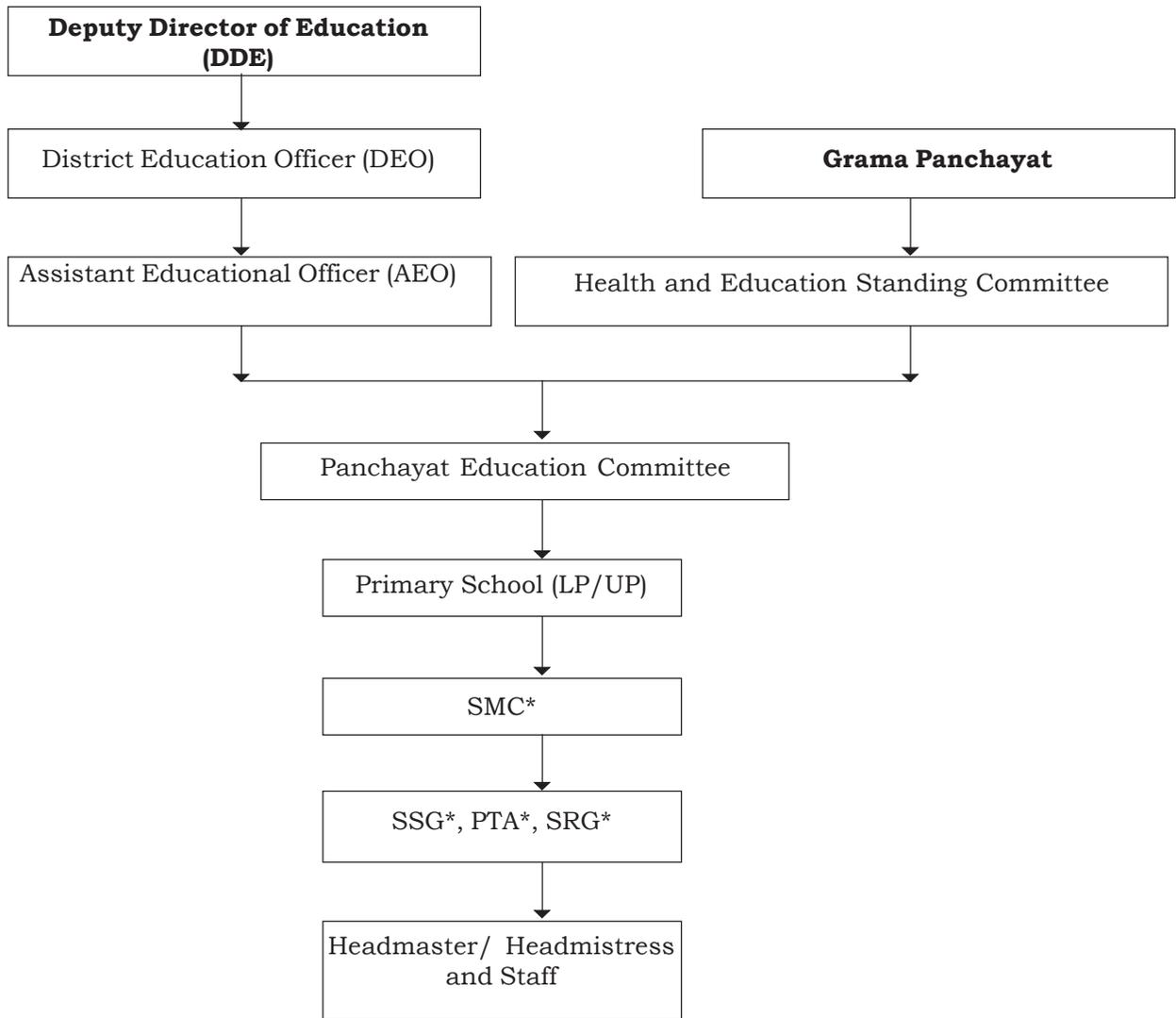
Arts and sports are also considered as scholastic subjects and periods are allotted in school time table. To make it more effective the following measures shall be considered.

- i. Programmes should be arranged in such a way that for all the students who have interest and ability to participate in the various athletic items, game and aquatic items and in arts such as music, dance, drawing, drama etc.
- ii. The Grama Panchayat shall try to make the service of the physical education teachers and art teachers available in all schools and local experts available with the help of PTA in the absence of the teacher, for the benefit of all students.
- iii. Life skills such as swimming should be trained with the help of PEC and parents. The Grama Panchayat can make special project for this purpose

3.1.8. Computer Laboratory

- i. IT education shall be included in the curriculum and shall be a part of syllabus from LP section onwards
- ii. Computer Aided Learning is essential in schools; So Computer Laboratory is to be installed in all Schools
- iii. SSA fund, MLA'S fund, MPLAD fund, LSG fund and sponsorship from individuals and organisations should be utilised for this purpose.

3.2. Administrative Structure



*SMC: School Management Committee

*SSG: School Supporting Group

*PTA: Parents Teachers Association

*SRG: School Resource Group

3.2.1. Health and Education Standing Committee

This committee includes the Chairperson and the members who are the elected representatives of the Grama Panchayat. This committee ensures the implementation of the resolution of the Grama Panchayat, and discusses the dealings and the future programs in the sectors including the education sector, and submits it to the Grama Panchayat committee for its consideration. This Committee has the responsibility to constitute an efficient Working Group for plan formulation and activate it. They have to evolve a local education perspective and formulate plans according to the perspective. They have to participate in the proceedings of formulating action plan under SSA and integrate it with the Grama Panchayat plan. Evaluation of curricular and co-curricular activities of educational institutions has to be done periodically by this Committee. They also have the responsibility of evaluating the functioning of PTAs, Mother PTAs, School Management Committee and Panchayat Education Committee (PEC). They have to review the effective implementation and evaluation of the projects coming under SSA and Grama Panchayat and find solutions for any bottle neck that comes in the way of implementation of various Plan projects. The Headmaster/Headmistress should attend the Standing Committee meetings with necessary details to review the ongoing projects and implement the decisions taken there with the approval of the Grama Panchayat. The minor repair and maintenance of the physical structure including school building and toilets should be given special attention.

3.2.2. Panchayat Education Committee (PEC)

The Panchayat Education Committee prepares the annual education calendar of the Panchayat; in which all the activities planned by the Grama Panchayat in connection with education are posted date wise. They also monitor and co-ordinate the programmes and activities in the education calendar. This committee consists of members representing different stakeholders in the education process within the Grama Panchayat along with elected, non-elected officials, educational experts, teachers and parents, representative of school *Jagratha Samithi*, so as to support the educational functions of the Grama Panchayat. The structure of PEC is as follows:

| | |
|---------------|--|
| Chairman | : Grama Panchayat President |
| Vice Chairman | : Standing Committee Chairman (Health & Education) |
| Secretary | : Lead School Headmaster/Headmistress |
| Members | : All Ward members, All Headmasters/Headmistresses of Schools within Grama Panchayat |
| | : PTA/MPTA Presidents, SRG Chairmen |
| | : Educationists, BRC Trainer in charge |
| | : Members of Volunteer Organizations |
| | (The committee should meet at least once in each term) |
| | PEC Executive Committee |
| Chairman | : Grama Panchayat President |

Vice Chairman : Standing Committee Chairman (Health & Education)

Secretary : Lead School Headmaster/Headmistress

: Ward member (1)

: Headmaster/Headmistress (L P: 1, U P: 1, H S: 1)

: PTA/MPTA Presidents (One Each)

: Educationists (2)

: BRC Trainer in charge (1)

(The Executive Committee should meet at least once in every month)

3.2.3. School Management Committee (SMC)

Management committee aims at implementing the educational activities according to the necessity and interest of the students and the local society and socialization of the students. This committee acts as a general supporting system of the educational activities of each school, and it includes people's representatives, Headmasters/Headmistresses, PTA President and the local people who are interested in education.

Composition and function of the School Management Committee

- i. A School Management Committee consists of elected representatives of the local authority, parents or guardians of children studying in the school and teachers. SMC shall be constituted within six months from the re-opening date and its tenure number is two years. As and when the child passes out or leaves the school, the parent concerned should be replaced by another parent concerned should be replaced by another parent selected at random from among the parents or guardians of the children of that category for the remaining term of the Committee. Provided further that, no member other than an ex-officio member-convener/joint convener and the ward member of the local authority shall serve as a member of the Committee for more than two terms.
- ii. The total membership of the committee in a school having student strength below seven hundred and fifty shall not exceed sixteen excluding the member-convener and the joint-convener, if any.
- iii. The committee should ensure that all the children in the age group specified in the RTE are enrolled in any of the school under the jurisdiction in the age appropriate class it should also take steps to prevent students' absenteeism and take effective steps to make zero dropout rate.
- iv. The quorum of the committee shall be nine.
- v. Where the student strength exceeds seven hundred and fifty, the membership shall be raised to twenty excluding the Convener and the joint Convener, if any, and the quorum in such cases shall be eleven.

- vi. Seventy-five per cent of the strength of the Committee shall be from among parents or guardians of children. Representatives of the Mother-Parents of SC/ST students, and weaker sections and parents of children with special needs, shall be included in the committee to provide proportionate representation of disadvantaged and weaker sections.
- vii. The remaining twenty-five per cent of the strength of the committee shall be from amongst the following persons, namely:-
 - a. The ward member of the Grama Panchayat.
 - b. One teacher from the school to be decided by the teachers of the school.
 - c. One member from amongst local educationists to be decided by the parents.
 - d. The school leader.

Provided that fifty percent of the members shall be women:

- viii. To manage its affairs, the committee shall elect a Chairperson and Vice Chairperson from among the members who are representatives of parents.
- ix. The Head Teacher or where the school does not have a Head Teacher, the Teacher-in-charge shall be the ex-officio member-convener of the committee.
- x. The Convener of the committee shall be competent to invite up to three persons at a time as special Invitees to offer advice on specific issues like child protection, health and nutrition, child psychology and on matters relating to construction activities undertaken by the committee. Provided that no such person shall constitute the quorum or be eligible to vote
- xi. The members of the committee shall participate in the capacity building training courses conducted by the Government to facilitate the effective functioning of the committee.
- xii. The committee shall meet at least once in two months in the school premises and the decisions shall be taken by majority votes.
- xiii. The minutes of the meetings shall be properly recorded and made available to the public through the school notice board and the school's website.
- xiv. The Assistant Educational Officer shall ensure the timely constitution of the committee, organize training of the members and shall facilitate its proper functioning
- xv. The committee shall
 - monitor the working of the school;
 - prepare and recommend school development plan;
 - monitor the utilisation of the grants received from the State Government or local authority or any other source; and
 - perform such other functions as may be prescribed

It shall also perform the following functions, namely:-

- (a) Communicate in simple and creative ways to the public, the rights of the child, the duties of the Government, Grama Panchayat, school, parent and guardian under the Act;
- (b) Ensure that a teacher maintains regularity and punctuality in attending school; holds regular meetings with parents and guardians and appraise them about the regularity in attendance, ability to learn, progress made in learning and any other relevant information about the child;
- (c) Ensure that no teacher is deployed for non-educational purposes other than those specified in section 27 of the Right to Education Act;
- (d) Ensure that no teacher is engaging in private tuition or private teaching activity;
- (e) Arrange to monitor the achievement of the expected learning outcome of the children as specified by the academic authority, with the help of experts and shall also pay attention to student absenteeism and teacher absenteeism, and take necessary steps to provide teachers against short leave vacancies having duration of below one academic year from the panel of teachers maintained by the local authority, at the rate of remuneration fixed by the Director of Public Instruction;
- (f) Ensure the enrollment and continued attendance of all children from the neighborhood in the school so as to ensure zero-dropout rate in the school. The committee shall make efforts to bring back the dropouts through remedial measures;
- (g) Monitor the maintenance of the norms and standards specified in the schedule and that in the Kerala Education Act and Rules issued there under and ensure effective utilization of the school resources;
- (h) Bring to the notice of the local authority and education authorities, any violation of the rights of any child, in particular mental and physical harassment of children, denial of admission and timely provision of free entitlements;
- (i) Identify the needs and prepare school development plan and monitor the implementation;
- (j) Ensure provision for remedial and enrich coaching for children with special needs, late enrollments and slow learners and conduct of meetings of class Parent Teacher Association and Mother/Parent/Teacher Association regularly by the teachers;
- (k) Monitor the identification and enrollment of, and facilities for education of children with disability and ensure their participation in and completion of elementary education;
- (l) Monitor the implementation of the mid-day meal in the school;
- (m) Mobilize support and resources from the Grama Panchayat, the public and other agencies for providing better facilities for both academic and co-curricular activities;

- (n) Prepare an annual account of receipts and expenditure of the school for the amounts received by the committee.

3.2.4. Parents Teachers Association (PTA)

This committee consists of the guardians of the school students and the representatives of the teachers. It aims at the general welfare of the school and acts as a system of assistance in the physical and academic matters. It is under this kind of official set up that the educational institution of the Grama Panchayat works better.

All Teachers and parents of the students of the school are the members of the association. The Office bearers and members of Executive are elected from members of the General body. The President and Vice President should be elected from parent members only. The Headmaster/Headmistress of the school will be the Convener-cum-Treasurer of the Association. The number of representatives of parents in the Executive Committee will be at least one more than the number of representatives of teachers. The senior Assistant and the Secretary of the Staff Council are members of the Executive Committee. The President, Vice President and Convener of the Association will be the Chairman, Vice-Chairman and Secretary respectively of the Executive Committee. The total number of members of the Executive Committee should be limited to 15. The Executive Committee will meet at least once in two months. The term of office of committee will be one academic year.

3.2.5. Class Parents Teachers Association (CPTA)

Parents of all the students of the class and teachers of the class are members of the CPTA. Executive committee should be formed by electing one parent as Chairman and sufficient number of executive members from the general body of the CPTA, and the class teacher as the Convener. The CPTA will meet at least once in every month.

3.2.6. The School Resource Group (SRG)

This is a forum of teachers to discuss classroom experiences and problems related to academic activities aiming the effective transaction of curriculum. In Lower Primary section it is formed standard wise and in Upper Primary section subject wise. There should be separate Convener for each section. The SRG should meet at least once in a week, which will be presided over by the Headmaster/Head Mistress. The Resource Group should discuss the experiences during the last week and should plan academic activities for next week. The Resource Group meeting should be conducted without hindering the classroom activities.

3.2.7. The School Supporting Group (SSG)

The School Supporting Group is formed for associating the resourceful person in the locality who are willing to co-operate for the progress and development of the school and educational activities of the institution. This is a group of the volunteers who have expertise and interest to assist the academic and other activities of the school. The Structure is as follows:-

Chairman : Ward Member
Convener : Headmaster/Headmistress
Members : PTA Members, MPTA Members, Teacher representative
Local resource Persons, Representatives of Volunteer organizations
(The number of members is as per local demand)

3.2.8. School Jagratha Samithi

School Jagratha Samithi is a committee consisting of twelve members for considering and redressing various harassments faced by children from School or at public places. The Committee will be chaired by the Headmaster/Headmistress, convened by a child friendly teacher and another teacher as Joint Convener and will have representatives of PTA, MPTA and students, the concerned Ward member of the Grama Panchayat will also be a member of the Samithi. A box must be installed in the school for submitting complaints and suggestions of the students for redressal of harassments before the Jagratha Samithi. The Convener will be in the charge of the box.

3.2.9. Noon Meal Committee (School Level)

The School noon meal committee is formed to implement the noon meal programme effectively in the school with the materials and funds provided by the department and with the local contribution.

Chairman : PTA President
Convener : Headmaster/Headmistress (Member Secretary)
Members : Ward member, Teachers (2) one should be a lady teacher,
MPTA Member (1), Representatives Parents of SC/ST students (2)

3.3. Office Administration

The Grama Panchayat Institution and the transferred institutions have general and their own office administrative rules. Rules regarding office administration, applicable common and specific to the Grama Panchayat and institutions under it are prescribed in the Manual of Office Management.

3.3.1.School Timing

The Schools shall function from 10.00 am to 4.00 pm on all working days.

3.3.2. Exhibit Institutional Information (Institution Board)

A wall board containing short and clear information about each School should be displayed as contemplated in Section 166(6) of KPR Act 1994;

- Name of the School
- Name of the Grama Panchayat
- Name of Education District
- Name of Education Sub District
- Pin code

Note : The name of the School shall be entered as..... Grama Panchayat School.

3.3.3. Display Details of Service (Service Board)

The information expressing the service data received from each institution the procedure to make them available and the objectives and aims of the organisation should be displayed in the service board.

3.3.4. Individual Information (Maintain Attendance Board)

The vacant posts of teachers and staffs and daily attendance of those who are present along with the time of their arrival on each day should be exhibited on the board. If the teachers/staffs leave the school during school hours, that matter shall be recorded against the name of the person concerned. The purpose or duty on which the person leaves the school shall be recorded. The expected time of return shall also be recorded. It will be helpful to observe and evaluate the service spirit of the staff/officers. The responsibility to record on the board shall be fulfilled by the staff authorized by the Headmaster/Headmistress.

3.3.5. Public/News Announcements (Notice Board)

Install notice board in each school to publicise the time bound general information. The notice boards shall be installed in a place which can be seen by the public, students and teachers. It shall be recorded on the notice board also that pasting other advertisements, on the notice board is an offence. It shall also be notified that tearing, damaging or disfiguring the notice would be an offence as well. A copy of the information about an institution under a Grama Panchayat shall be given to the Head of the other organization for displaying in their notice board. The Heads of the institution shall exchange it in the monthly meetings of evaluation. In the case of the emergent services that come up in monthly meetings, the copy that contains the said information shall be given to the other officer by the Headmaster/Headmistress concerned. There shall be arrangements to send the announcements from the Panchayat office to the other organisations of the Grama Panchayat.

3.3.6. Individual Name Boards

Information regarding the name, subject, class charge, and various other charges such as Scouts and Guides, Clubs etc. and related designation should be displayed in the staff room.

3.3.7. Complaint/Suggestion Box

A box for putting in writing suggestion regarding the service to those who require it and the public and the recommendation, objections and complaints to improve the activities should be installed so as to be easily visible to all. The key of the box should be with the Headmaster/Headmistress.

The Headmaster/Headmistress shall open the box at the end of each week and collect the complaints and suggestions. She/he will sort those items wise and will record those in the register. Headmaster/Headmistress can make use of the service of the staff that is responsible for the exchange of information in the office. The resolutions taken at the school level or suggestions of each week implementable in the institutional level shall be explained in the school level meetings and steps

shall be taken to enforce them. Those complaints/suggestions that require approval or consideration of the Grama Panchayat/Department shall be sent for the purpose. Steps shall also be taken to send the suggestions/complaints concerning other institutions/offices to the Head of the office through the Grama Panchayat Secretary. The primary scrutiny of the individual complaints shall be completed on that day itself. Steps shall be taken to enforce the decision on the individual complaints. The complaints that require immediate redressal and the ones to be solved organization level shall be resolved in the weekly meetings.

Action shall be taken to send the complaints that require Grama Panchayat/ Departmental level consideration, to that level and the others, to the respective heads of the institution. It shall be entered in the register and forwarded to the Panchayat President for information. Action taken at the school level should be sent to the President along with the complaint/suggestion. The information about other organisations should be made available to the Heads of the institution through the Secretary of the Grama Panchayat. The officers shall take action, subject to the instructions received from the Grama Panchayat. The cases related to matters at the departmental level should be solved at the department level itself.

A reference containing a note regarding the action taken and the time of the action shall be made available to the applicant/complainant/objector. People would use the system when they are assured that there is a permanent organisational system responsible to them and they will be encouraged to participate in the activities of the school. That would be helpful for the enhancement of the quality of functioning of the school.

3.3.8. Citizen's Charter

Structure, Functions, Services offered, Teachers and Staffs, their duties and responsibilities, timing of the school, fees and charges fixed if any, time taken for service delivery, redress of allegations etc. shall be published in a visible place in the School.

3.3.9. Name, Designation, Address, Phone number of the APIO, PIO

Details regarding APIO, PIO and Appellate Authority under the RTI Act shall be published in front of each office as per Order No.O&M. (3) 19180/09/DPI Dt.25.03.2009 (**Annexure No.1.**)

3.3.10. Office Documents

The following general records should be kept in the office.

- i. Admission Register
- ii. Establishment Records
- iii. Attendance Register
- iv. Movement Register
- v. Acquaintance Roll
- vi. The Service Register and Other Establishment Records

- vii. Cash Books
- viii. Vouchers
- ix. Records
- x. Schedules
- xi. Receipts
- xii. RTI-Register
- xiii. Gathered information
- xiv. Reports
- xv. Grievance/Suggestions Register
- xvi. Minutes etc.

It is the duty of the staff that is made responsible to discharge the duties such as documenting the records relating to the responsibilities of the service strictly and clearly, arranging, keeping safely and making them available according to necessity. The Headmaster/Headmistress shall have the responsibility to consolidate, document and countersign the same.

The Chairperson of Education Standing Committee and the President of the Grama Panchayat would have the power to check of these sorts of matters are going on well.

3.3.11. Procedures for Resolutions

The Grama Panchayat Secretary and the Headmaster/Headmistress if so designated to function as ex-officio Secretary is bound to implement the various resolutions of the Grama Panchayat. It is the responsibility of the Headmaster/Headmistress as ex-officio Secretary, to follow the procedure related to it.

- i. The Headmaster/Headmistress, as the Ex-officio Secretary has to make his/her remarks in the files concerned in any matters that come for the consideration of the Grama Panchayat.
- ii. The Ex-officio Secretary shall submit before the Grama Panchayat each item with his clear opinions.
- iii. The Secretary/the Ex-officio Secretary have the responsibility to refer to the governments requesting clarification, in writing, if any resolution approved by the Grama Panchayat requires further clarification.
- iv. If any resolution approved by the Grama Panchayat is found illegal, or violating the limits of the power entrusted to it according to the rules, irregular or there is the possibility of danger to human life, health or general safety, the Secretary/Ex-officio Secretary shall request the Grama Panchayat to reconsider the resolution, in writing.
- v. If required, the Secretary/Ex-officio Secretary shall present themselves and record their opinions while re-consideration is being made.

- vi. If the Grama Panchayat reiterates the previous decision the matter should be intimated to the President and refer to the government for clarification
- vii. If no clarification is received within 15 days, the resolution has to be implemented after intimating the President. In such a situation the Secretary/ ex-officio Secretaries will not be responsible for the loss, if any, sustained to the Grama Panchayat due to the implementation of the said resolution. If clarification received within time act accordingly.

3.3.12. Control over Officers

The Government officers and employees whose services are transferred to the Grama Panchayat shall in addition to their function perform other related functions delegated to them by the Grama Panchayat as if they are officers and employees of that Grama Panchayat. They shall be responsible to execute the work including the implementation of any scheme, projects or plans of the government which are not assigned or delegated to the Grama Panchayat.

The full control and supervision of the institutions and employees so transferred to the Grama Panchayat rests with the Grama Panchayats concerned. At the same time the concerned department will also have administration control over the officers.

Whenever any disciplinary proceedings has to be initiated against the staff who fails to perform his official duty or violates the discipline or refuse to carry out the lawful decisions of the Grama Panchayat or the President of the Grama Panchayat or willfully obstruct the implementation thereof the Grama Panchayat may take disciplinary proceedings against such staff and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997. (**Annexure 2**)

Planning, Evaluation and Reporting

4.1. Planning of Activities

4.1.1. Annual Calendar

There shall be a School Calendar for every school, in which all the scholastic and co-scholastic activities to be conducted for the calendar year, in the school is to be listed. All the activities directed by the Government and Grama Panchayat are to be included in the calendar along with the own programs of the School. All celebrations such as Independence Day, Republic Day, Festivals like Onam and Christmas, Melas like Kalamela, Sasthramela and Kayikamela, Study Tours, Picnics and various academic activities etc. must be included in the School Calendar. Detailed calendar for monthly and weekly planning should be based on the annual calendar. It should be further divided as scholastic and co-scholastic activities.

4.1.2. Monthly Planning and Evaluation

The monthly planning and evaluation are necessary to make the school activities more effective. Monthly planning and evaluation have to be done to identify the strength and weakness of the school and to evaluate the activities of the teachers, other staff and the system of peoples support comprehensively.

The evaluation should be done at the school level, Grama Panchayat level and the department level. Grama Sabha meetings, School level staff meetings, management committee and the Grama Panchayat level review meetings are the forum for planning and evaluation.

4.2. School Level

The school level meeting should be held in the first week of the reopening of the school, immediately after the Grama Panchayat level meeting. It is the responsibility of the Headmaster/Headmistress to call the meeting and ensure the participation of all the staff of the school. The meeting should be presided over by the Headmaster/Headmistress. It is the responsibility of the Senior Assistant to prepare minutes of the meeting.

4.2.1. Monthly Planning and Evaluation

The approach to the evaluation meeting is as follows:-

- i. It shall ensure the participation of the entire staff of the school
- ii. It shall not affect the daily working.
- iii. Special attention shall be given to the occupational problem and opinion of the lady teachers and the female staff.
- iv. It shall enhance the intimacy and friendship among the staff.

4.2.2. Matters to be Discussed

The minutes of the Grama Panchayat level meeting shall be discussed at the beginning of the staff meeting.

The scholastic and the co-scholastic activities of the previous month shall be discussed in detail in continuation of the reading of minutes.

- i. The day to today academic activities
 - The planning and implementation of the activities of the previous month as per the annual calendar of the school, the weekly SRG meetings, the teaching manual which is the part of daily planning, the systems of supports available in the teaching works (Reference books, other tools, SSG and LRG) club activities and the evaluations made should be reviewed. The meeting should also work out activities to overcome the shortcomings to make the system more perfect.
 - Scholastic activities for the next month, pre-arrangements and the supporting system (including the training) should also be planned.

4.2.3. Co-scholastic Matters

- i. The matters that deserve attention in the behavior and activities of the staff and the teachers.
- ii. The Headmaster/Headmistress shall report the complaints/suggestions received about the activities of the institutional enquiry, decision, action taken, the reports received from the Grama Panchayat about the complaints and general directions etc.
- iii. Discussion about the physical infrastructure and related issues of the school.
- iv. Decision on matters related to the noon-feeding and its quality.

- v. Matters related to the PTA Management Committee. The report prepared by the Senior Assistant about the procedure of the meeting shall be given to the School Managing Committee within three days.

4.2.4. Teaching Manual

The purpose of the teaching manual is to prepare the classroom activities as per the prescribed methodology and the effect of the teaching imparted in the class room by dividing them as yearly, half yearly, quarterly, monthly, weekly and daily tasks. The planning in this regard has to be done by the school resource group (SRG)

- i. The SRG shall be formed at the LP and UP levels separately. Only teachers are included in this group on each level. Each division has its own Convener.
- ii. SRG meeting is the forum to discuss the class room experiences and problems relating to the teaching method.
- iii. Headmaster/Headmistress would preside the SRG meetings.
- iv. There shall be reporting of each Class Teacher in the SRG meeting.
- v. It is the response notes in the teaching manual that the SRG shall take as the basis of discussion.
- vi. The procedure of the SRG meeting and the resolution shall be recorded in a minute. The responsibility to prepare the minute is with the SRG Convener.
- vii. SRG shall meet once in a week for planning and evaluation of the activities, without hindering the class hours
- viii. Daily Planning: The activities to be performed in the class room each day shall be pre-arranged on the basis of the planning of activities made in the SRG.
 - a. All teachers shall prepare the teaching manual as per the curricular objectives, considering the methods, working time, the order of work, the practice of the teaching learning activities etc., as part of their daily work.
 - b. The response of the children, while teaching, shall be recorded in the manual as reflection notes. (These reflection notes shall be discussed in the SRG meetings and training forums and remedies are to be found.)

4.2.5. Activities of the Clubs

In order to encourage and foster the unity, interest to work, leadership, ability to observe, interest in science, creative skill, proficiency in language, skill in acting and dancing, various club activities related to arts, culture and physical activities should be organised in the way given below. But the artistic and athletic activities are connected inseparably with the teaching plan. So the teacher should make efforts to connect the art and athletic activities with the curriculum.

- i. In the teachers meeting held in the beginning of the academic year presided by Headmaster/Headmistress, he/she shall divide the charge of the club activities to the teachers considering their interests.

- ii. The teachers who are made responsible shall give guidance to the club activities.
- iii. Each club shall prepare its programme of activities and the calendar.
- iv. Science Club, Social Service Club, Mathematics Club, Literary Club, Nature Clubs, Health Club, Agriculture Club, Drama Club, Kathakali Club, Music Club, Astronomy Club etc. can be formed.
- v. The activities said above shall be organised so as to foster the capabilities of students in the art and the field of knowledge and to ensure children's participation in School Kalamela and in the Science, Mathematics, Social Science, I.T and Work Experience melas/festivals.
- vi. The organisation of the activities shall be done to give an opportunity to the students who are interested in club activities and training, to participate in it. All the children of the school should be a member of at least one club on the basis of their interest and abilities.
- vii. The teachers who have the responsibility of the club shall take initiative to organise the activities.
- viii. The PTA/ managing committee has the responsibility to activate the works of the club to make use of the service of the members of the local resource group which is helpful to ensure local expertise and participation.

4.2.6. Physical Activities

- i. This shall be organised so as to get opportunities for all the students who have interest and physical ability to participate in the various athletic items, game and aquatic items.
- ii. The Grama Panchayat shall try to make the service of the physical education teacher available in other schools, in the absence of the teacher of physical education.

4.2.7. Study Tours

Learning has to be connected with the real life. The child can be given the learning experience only by connecting the learning work with the local society, organisation and occupation. Study tours shall be conducted to the Grama Panchayat Office, Krishi Bhavan Farms, Post Office, Veterinary Hospital, Zoo, Bank, Press, Newspaper Office, Railway Station, Factories, Police Station, Science and Technological Organisations, Art Centers, Forest, Sea etc. Corresponding state rules and directions shall be obeyed during study tours.

- i. Study tours shall be conducted considering the context of study and circumstance. Tours shall be conducted as a part of the various study works and as per the directions of each class teacher and under their leadership.
- ii. The Headmaster/Headmistress shall decide training and the method of visiting programme with the co-operation of the SSG Management Committees.

- iii. The Grama Panchayat can do the assistance to arrange opportunity necessary for the study tour programme relating to the places and various organisations.

4.2.8. Exchange of Local Expertise

Beyond the knowledge acquired by reading and hearing, the children shall be able to know the truth about the differences of their surroundings and the local society, contradictions, tradition, agricultural methods, heritage, local knowledge, folk songs, traditional occupations, expertise and to discuss with the concerned experts. Opportunity should be created for this. This work helps the socialization of the students. For this purpose a Local Resource Group (LRG) shall be formed including traditional artists, folk singers, excellent farmers, old people knowing local history and expert labours. It is according to the context of learning that the opportunity for discussing with the LRG should be created. The SSG and PTA Management Committee along with the Headmaster/Headmistress, have the responsibility to form LRG.

4.2.9. Co-scholastic Activities

- i. Scouts and guides

The activities affiliated with the Bharat Scouts and Guides Association is capable of fostering friendship, leadership and high social awareness among the students. If possible this sort of activities should be started. It is the responsibility of the Headmaster/Headmistress to take steps to authorise the teacher concerned.

- ii. Picnic

The picnics that give physical and mental pleasure shall be conducted at least once a year. This shall create an opportunity to all the students to know the places beyond their locality and culture. The places to be visited as a part of the studies should be decided jointly by the staff council and PTA. The Headmaster/Headmistress should take the responsibility of the picnic with the co-operation of the PTA and students.

4.2.10. Making the School Attractive

- i. Every year before the beginning of academic year, action shall be taken to repair, keep up and to make the walls, doors, windows and furniture more attractive with paintings and pictures.
- ii. The construction of new buildings, planting shade trees and medicinal plants shall be done only on the basis of a spatial planning fore seeing at least 25 years so as to enhance the overall attractiveness of the school.
- iii. Efforts shall be made to use every piece of land fruitfully and beautifully.
- iv. Active efforts shall be made to cultivate agricultural/horticultural crops to help the noon feeding programme of the school.
- v. Planting trees, gardening and maintaining agricultural crops shall be done under the supervision of school nature club and health club. In the aided

schools these activities should be done under the supervision of the management committee and PTA. Spatial planning and landscaping shall be done by using the technical help of the Engineering wing of the Grama Panchayat and the local expertise. It is the Ayurveda Medical Officer who shall make available the information about the medicinal herbs to be planted. The Agricultural Officer shall give information about the agricultural/ horticultural crops, the assistance of the Agricultural Assistants shall be ensured in planting and its upkeep.

4.2.11. Medium of Instruction

The mother tongue alone shall be the medium of instruction as far as possible up to the 4th standard. It is through mother tongue that the exchange of ideas and the formation of ideas take place in the child. If the general characteristics and quality of the languages are recognised through the mother tongue that knowledge would help the learning of other languages. When the reading and writing in the mother tongue have become strong, English language learning can begin. As the most acquainted language, English shall be introduced in the fourth standard and gradually in the first stage of the 5th standard the child can start reading and writing. The third language the child should learn could be Hindi.

4.2.12. Method of Teaching

The teaching method shall be child centered, active and participatory. The teacher has the role of a mentor or guide who facilitates and advices for self-learning.

Project, study tour, interview, discussion, writing notes, production of the wall newspaper and presenting shall give diversity to the learning activities. Integration could be made possible in the first two years (in standard 1 and 2) by basing learning on the little components of the world under experience and by centralising more extensive social forms in the subsequent two years (in standard 3 and 4). In classes 5, 6 and 7, the synthesis between their subjects can be practiced through the basic social activities. The integrated learning approach would help the child in convincing him that knowledge is not independent and that it is mutually related and that it should be useful to life. It is through such activities of diversity that gives importance to the field of knowledge that quality education should be imparted. The time table should support the social activities, learning, scholastic and co-scholastic activities and also the school calendar should be prepared by integrating the local resources fruitfully.

4.2.13. Evaluation

a. The approach

The evaluation shall be viewed as an instrument to help the teacher to understand the learning achievement and the problems faced by the child. Evaluation is not different from learning. Learning and evaluation are inseparable activities.

i. Evaluation shall be made by the student himself to evaluate his own achievement.

- ii. The guardians should be encouraged to evaluate learning of their children.
- iii. Evaluation shall be continuous, diagnostic and comprehensive.
- iv. Each activity shall be evaluated in detail. The method of evaluation shall give the teacher a clear idea as to what shall be the subsequent action to be taken in them.
- v. Evaluation shall be done adopting the methods beyond writing. Activities of the children should be valued in their entirety.

4.2.14. Management Committee

The Management Committee should ensure the active participation and leadership of the local people to improve and evaluate the services and the management of the schools.

The Management Committee meeting shall be held after the Grama Panchayat level review meeting and before the school level staff meeting.

- i. The Headmaster/Headmistress (Convener) shall decide the date, time and agenda in consultation with the management committee chairman.
- ii. The information about the meeting shall be given to all the Management Committee members at least 3 days before the meeting.
- iii. The following matters shall be included in the agenda.
 - a. Reading out the Grama Panchayat level review meeting minutes and discussion.
 - b. Activity report of the previous month
 - c. Discussion (for evaluation and further actions)
 - d. Suggestions/complaints concerning the school activities.
 - e. Deciding the procedures of enquiry on the complaints.
 - f. Programme for the coming month (own programs, general programs of the Grama Panchayat, department level programs etc.)
- iv. The meeting shall be held under the Chairmanship of the Chairperson.
- v. The meeting should be held in the school itself.
- vi. The date of the meeting and time shall be decided considering the school activities.
- vii. The Headmaster/Headmistress (Convener) shall present the Grama Panchayat level observation report and the activity report of the previous month.
- viii. The suggestion and complaints concerning the school activities of which those already referred to the Grama Panchayat committee and those on which action were taken at the organisation level itself shall be presented at the meeting.
- ix. The Senior Assistant is responsible to prepare the minutes of the meeting.

- x. The Headmaster/Headmistress is responsible to make, the minutes containing the whole procedure and decision of the meeting, available to the Grama Panchayat Secretary within 5 working days since the meeting.
- xi. The Headmaster/Headmistress shall adopt the procedures to be taken at the organisation level according to the decision of the meeting.

4.2.15. Panchayat Level

The enlarged governing committee meeting including all the Headmasters/Headmistresses of the primary schools, other Heads of organisations transferred to the Grama Panchayat and the members of the Panchayat Committee shall be held on all months. The Secretary shall decide the agenda and the date of the meeting in consultation with the President. The information regarding this shall be intimated to all primary school Headmasters/Headmistresses at least 3 days before the meeting. The Headmasters/Headmistresses concerned shall present the reports of evaluation conducted at the academic and the management committee levels.

- i. The Headmaster/Headmistress shall also report the announcements concerning the departments and the details regarding the educational programs. In continuation of this the evaluation at the Standing Committee level and the programs of activities of the next month shall be presented for discussion.
- ii. The Grama Panchayat Secretary is responsible to prepare the minutes of the meeting procedure and send it to all the Heads of the primary schools.

4.3. Formation of Panchayat Plan, Implementation, Procedure

One of the Headmaster/Headmistress of the School transferred to/under Grama Panchayat has the responsibility to work as the Convener or the Implementing Officer in formulating and implementing the projects related to educational sector of the Grama Panchayat.

4.3.1. Formation of plan

- i. Panchayat Committee designates one of the Headmaster/Headmistress as the Convener of the Working Group of the education sector.
- ii. The Convener shall prepare and present a Status report for the education sector, in the Working Group meeting held for forming the plan each year.
- iii. The draft allotment amount set apart by the Grama Panchayat during the year for the education sector shall be submitted along with the status report.
- iv. The Convener shall take the responsibility to call the Working Group in consultation with chairman of the working group
- v. The Convener shall prepare a list of the suggestions and the amount necessary for them to be included in the plan document and to be printed and supplied in the Grama Sabha after this being discussed in the Working Group meeting, and submit it to the Grama Panchayat committee along with the Status report and also suggest the works that are to be taken up in the maintenance plan.

4.3.2. Participation in the Grama Sabha

- i. The Headmaster/Headmistress or any of the teachers deputed by the Headmaster/Headmistress shall participate in the Grama Sabha of the wards concerned and take part in the discussions concerning their institutions and give explanations when necessary. The Convener should participate in the development seminar.
- ii. The Convener should submit at the development seminar, the plan suggestions after making necessary changes in them according to the suggestions from the Grama Sabha and as per the decisions of the Panchayat Committee.
- iii. The Convener has the responsibility to prepare the project of the education sector with the help of the Working Group members with the approval of the Standing Committee according to the suggestions arrived at the development seminar. The other teachers should give necessary assistance. The Convener should use the expertise of the Working Group members to prepare the plans.
- iv. The Convener has the responsibility to make necessary changes in the plans prepared according to the decision of the Panchayat Committee and submit for approval of the competent authority.

4.3.3. Implementation of the Plan

- i. The Convener shall work as the Implementing Officer and carry out the plans of the Education sector as per the decision of the Grama Panchayat.
- ii. After implementing the projects, the implementing officer shall submit necessary requisition to the Panchayat President for allotment.
- iii. On receiving the requisition and if the same is found in order allotment letter should be used for the amount.
- iv. The implementing officer should prepare and submit the bill to the concerned Treasury along with the allotment letter. The amount should be credited to the bank account of the beneficiary as far as possible.
- v. The Implementing Officer shall utilise the amount as laid down in the Project.
- vi. The Implementing Officer shall account the expenditure in Sankhya software and submit a report to the Secretary regarding the expenses of the allotment given by him before the 5th of each month.

4.3.4. Audits

When audit of schemes for which the Headmaster/Headmistress was the Implementing Officer, he/she has the responsibility to submit the files and explanation to audit enquiries.

The Implementing Officer is also responsible to answer the questions and clear the doubts arising about the schemes in the Grama Sabha and the other social auditing forums where the Headmaster/Headmistress in question was the Implementing officer.

4.4. Social Audit

Social Audit shall be conducted in every institution of the Grama Panchayat as per Social Audit Manual (G.O. (Rt) No. 1992/2016/LSGD, dt: 25.06.2016).

Annexures

Annexure: 1
Order. No. O & M. (3) 19180/09/DPI Dt.25.03.2009
(See Para: 3.1.9)

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറുടെ നടപടി ക്രമം

വിഷയം: പൊതുവിദ്യാഭ്യാസം - വിവരാവകാശ നിയമം 2005 പ്രൈമറി സ്കൂളുകളിൽ പബ്ലിക് ഇൻഫർമേഷൻ ആഫീസർ തസ്തിക സ്ഥാനനിർദ്ദേശം ചെയ്ത ഭേദഗതി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം : 1. പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറുടെ 16-7-07 ലെ ഒ & എം (3) 77655/05 നമ്പർ ഉത്തരവ്.
2. സംസ്ഥാന വിവരാവകാശ കമ്മീഷന്റെ 9-3-09 ലെ 9280/ എസ്.ഐ.സി. - ജന 1/08 നമ്പർ കത്ത്.

ഉത്തരവ് നമ്പർ. ഒ & എം (3) 19180/09/ഡി.പി.ഐ. തീയതി 25-3-2009

പരാമർശം (1) ലെ ഉത്തരവ് പ്രകാരം പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറേറ്റ്, ഡയറക്ടറേറ്റുമായി ബന്ധപ്പെട്ട ജില്ല/ഉപജില്ല സബ് ഡിവിഷൻ തലത്തിലുള്ള ആഫീസുകളിലും അപ്പലേറ്റ് ആഫീസർ, പബ്ലിക് ഇൻഫർമേഷൻ ആഫീസർ, അസിസ്റ്റന്റ് പബ്ലിക് ഇൻഫർമേഷൻ ആഫീസർ തസ്തികകളിൽ സ്ഥാന നിർദ്ദേശം നൽകി ഉത്തരവായിട്ടുണ്ട്.

പ്രസ്തുത ഉത്തരവ് പരാമർശം (2) ലെ സംസ്ഥാന വിവരാവകാശ കമ്മീഷന്റെ കത്തുപ്രകാരം ഭേദഗതി വരുത്തി പ്രൈമറി സ്കൂളുകളിലെ ഹെഡ്മാസ്റ്ററെ പബ്ലിക് ഇൻഫർമേഷൻ ആഫീസറായും ബന്ധപ്പെട്ട ഉപജില്ല വിദ്യാഭ്യാസ ആഫീസറെ അപ്പലേറ്റ് ആഫീസറായും സ്ഥാനനിർദ്ദേശം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

മേൽ തസ്തികകളിലേക്ക് നാമനിർദ്ദേശം ചെയ്യപ്പെട്ട ആഫീസർമാരുടെ പേര്, ടെലിഫോൺ നമ്പർ എന്നിവ അനുബന്ധ ഉത്തരവുകളിലൂടെ പ്രസിദ്ധീകരിക്കേണ്ടതും വിവരാവകാശ കമ്മീഷൻ സെക്രട്ടറിയേയും, ഈ ആഫീസിലും അറിയിക്കേണ്ടതുമാണ്. അതാത് തസ്തികകളിൽ തുടരുന്നവർ അവധിയിൽ പ്രവേശിക്കുകയോ വിരമിക്കുകയോ ചെയ്താൽ, തുടർന്ന് ചാർജ്ജ് എടുക്കുന്നവർ പ്രസ്തുത ഉദ്യോഗസ്ഥരായി പ്രവർത്തിക്കേണ്ടതാണ്. ഇത്തരത്തിൽ കാലാകാലങ്ങളിൽ ഉണ്ടാകുന്ന മാറ്റങ്ങൾ പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറേറ്റിലും വിവരാവകാശ കമ്മീഷൻ സെക്രട്ടറിയുടെ ഓഫീസിലും അറിയിക്കേണ്ടതാണ്.

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

Annexure: 2

(See Para: 3.1.12)

Control Over Officers Rule, 1997

THE KERALA PANCHAYAT RAJ (CONTROL OVER OFFICERS) RULES, 1997

S.R.O.No.534/97.—In exercise of the powers conferred by sub-section (5) of Section 179 sub-sections (8) and (9) of Section 180 and sub-sections (1) and (3) of Section 181 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-section (1) of Section 254 there of, the Government of Kerala here by make the following rules, namely:-

RULES

- 1. Short title and commencement.** —(1) These rules may be called the Kerala Panchayat Raj (Control over Officers) Rules,1997.
 - (2) They shall come into force at once.
- (2) Definitions.**— (1) In these rules unless the context otherwise requires,-
 - (a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);
 - (b) 'Appointing authority' means an Officer or authority authorised by the Government to appoint an employee to the Government Service or Panchayat Service.
 - (c) 'Municipality' means a Municipality constituted under Section 4 of the Kerala Municipality Act, 1994 (20 of 1994);
 - (d) 'Officer' includes the Secretary appointed under Sub-Section (1) of section 179, officers and employees appointed to Panchayat Service as per rules made under sub-section (4) of section 180 or rules made under the Kerala Panchayat Raj Act, 1960 (32 of 1960), and any Government officer or employee whose service has been lent to the Panchayat under sub-section (2) of Section176 or sub-section (1) of Section181;
 - (e) 'Section' means a section of the Act;
 - (2) The words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
- (3) Lending of service of Government Officers and employees to the Panchayat.**—
 - (1) The Government may, by a special or general order, lend the service of any Government officer or employee including temporary, full time, part time or contingent officer or employee to the Panchayat under sub-section (2) of Section 176 or sub-section(1) of Section 181.
 - (2) The Government officers and employees lent to Panchayat under sub-rule (1) shall be considered as employees of Government for all matters regarding service and their service and wages conditions shall be continued as if they were continued in the Government service and their salary, allowances and other financial benefits shall be given from the Panchayat fund or contribution for the same shall be given to the Government by the Panchayat.

Provided that the Government may continue to give such salary, allowances and other financial benefits to them from the consolidated fund of the Government till the period as the Government may deem fit.

- (3) The Government officers and employees whose service has been lent to Panchayat shall be under the full control and supervision of the Panchayat and they shall exercise those powers and perform duties as may be determined by the Panchayat for matters coming within the jurisdiction of the Panchayat subject to the general restrictions as may be fixed by the Government.
- (4) Every Government officer or employee whose service has been lent to Panchayat while serving for the Panchayat shall also have the authority to exercise the powers entrusted by the Government and shall be liable to perform the duties.
- (5) The Government officers and employees whose service has been lent to Panchayat shall not be entitled to get deputation allowance.
- (6) The Panchayat shall have authority to appoint by transfer any Government officer and employee whose service has been lent to Panchayat from any office or institution of the Panchayat to office of the Panchayat or to any other office or institution under that Panchayat:

Provided that a Government officer or employee shall not be appointed by transfer from a department to another department:

Provided further that Panchayat shall be liable to comply with the general guidelines regarding the transfer of Government officers issued by the Government from time to time.

- (7) Government may for sufficient reasons take back any Government officer or employee whose service has been lent to a Panchayat for the service of Government or may be appointed by transfer from that Panchayat to another Panchayat or to a Municipality.
- (8) If a vacancy arises due to transfer, leave or any other reason in the post of Government Officer or employee whose service was lent to Panchayat and in the circumstances where the service of another Government Officer or employee is not immediately lent to fill such vacancy, subject to such general guidelines issued by the Government, the Panchayat may appoint another person temporarily in that vacancy, by informing the appointing authority in advance, for a period not exceeding six months or till a Government officer or employee is appointed to such vacancy whichever is earlier,—
 - (a) through employment exchange; or
 - (b) if candidate is not available through employment exchange on contract basis as per the conditions specially provided by the Government:

Provided that in the case of such temporary appointment as school teachers, if necessary, the period of six months may be reckoned, as till the end of respective academic year.

4. Imposing of minor penalties on officers.—(1) Where an officer fails to perform his official duty or violates the discipline or refuses to carry out the lawful decision of the Panchayat or will fully obstructs the implementation there of or fails to obey the lawful orders of the President, or for the misbehavior or misconduct of an officer, the Panchayat may take disciplinary proceedings against such officer and may impose on him any one of the following minor penalties, namely:—

- (1) censure,
- (2) fine,
- (3) temporary withholding of increment,
- (4) withholding of promotion,
- (5) recovery of amount from salary.

Notes: —(i) No fine shall be levied on an officer except in the post of last grade, part-time or full-time contingent. Huge amount shall not be levied as fine and trifle fine shall not be levied frequently;

- (ii) the period of with holding of increment shall not be less than three months and not more than three years. There will not be any cumulative effect on with holding of increment and shall not have the effect of postponing future increments;
 - (iii) with holding of promotion shall be temporarily for a specific period and this period shall not be less than six months and not more than three years;
 - (iv) if the period is not specified in the order of with holding of increment or promotion it will be deemed to be three months and six months respectively;
 - (v) in the case where the order of with holding of increment cannot be given effect to the monetary value equivalent to the amount of increments ordered to be with held will be recovered from the salary of the concerned officer;
 - (vi) recovery of amount from salary as a penalty shall be made only when pecuniary loss is caused to the Panchayat by the Act of the officer;
 - (vii) with holding of promotion of the officer concerned shall not entail loss of seniority in the grade for the time being he is working;
 - (viii) an officer whose promotion is with held, shall if and when promoted to a higher grade or to higher time-scale subsequently, on promotion take his place at the bottom of the higher grade or higher time-scale.
- (2) In true case where Panchayat initiates disciplinary action against an officer of the Panchayat referred to in Section 180 for an offence, the Secretary shall not, and in case where the Secretary initiates disciplinary action under clause (ix) of Section 182, the Panchayat shall not imitate disciplinary action against such person for the same offence.
 - (3) Notwithstanding anything contained in sub-rule (1) the concerned appointing authority and disciplinary authority shall have the power to initiate disciplin-

ary action against the Secretary or Government officer or employee whose service has been lent to Panchayat under sub-section of Section 176 or under sub-section(1)of Section 181.

- (4) In the case where Panchayat initiates disciplinary action for an offence, against Secretary or Government officer or employee whose service has been lent to Panchayat, the concerned appointing authority or disciplinary authority and in the case where the appointing authority or disciplinary authority initiates disciplinary action under sub-rule(3) the Panchayat, shall not initiate disciplinary action, against such person for the same offence.
- (5) In the case where the Secretary under clause (xi) of Section 182 or by the appointing authority or disciplinary authority, as the case may be, under sub-rule(3), initiates disciplinary action against an employee whose service has been lent to Panchayat, it shall be in accordance with the Kerala Civil Service (Classification, Control and Appeal) Rules,1960.
- (6) If the Panchayat so decides, the Panchayats may require the Secretary to initiate disciplinary action for any offence against an employee of the Panchayat and the concerned disciplinary authority to intimate disciplinary action against a Government officer or employee whose service has been lent to Panchayat.

5. Procedure to issue memo of charges.(1) Where on the basis of available information, the President or the Grama Panchayat *prima facie* is satisfied that an officer has committed an offence referred to in sub-rule (1) of Rule 4 and disciplinary action has to be initiated against him, the Panchayat has to decide, whether disciplinary action has to be initiated against that person and if the Panchayat so decides a notice requiring to show-cause for not initiating such disciplinary action shall be issued to the concerned officer. In the case of Secretary, the notice shall be issued by the President and in the case of an officer other than the Secretary, by the Secretary, as per the orders of the President:

Provided that on urgent occasions, notice may be issued subject to ratification of the Panchayat.

- (2) The grounds proposed for initiating disciplinary action against the concerned officer shall be clearly shown in the notice issued under sub-rule (1) and after the receipt of notice not less than seven days' time shall be allowed to furnish reply.

Note:—vague statements shall be avoided in the notice, for example, a general statement in the nature of “not complied with the direction of President or Panchayat ”shall not be a ground intended to initiate disciplinary action, instead of it shall be specifically stated that what direction in which circumstances has not been complied with.

- (3) The President shall submit, the explanation, if any, received from the officer, with in the specified time to the notice under sub-rule (1) and if no explanation is received, his report regarding the same for the consideration of the Panchayat. In case of an officer other than Secretary, along with the explana-

tion the opinion of the Secretary or head of office, there of, shall also be submitted by the President for the consideration of the Panchayat.

- (4) After considering the explanation or the report mentioned under sub-rule (3) the Panchayat may decide whether the disciplinary action against the concerned officer is to be dropped or
 - (5) In case whether the Panchayat decides to initiate disciplinary action against an officer under sub-rule (4) a memo of specific charges along with a statement of allegations based on charge or charges shall be issued to him and he shall be required there in to furnish written statement with in fifteen days. The memo of charges shall be issued by the President in the case of Secretary and by the Secretary in the case of an officer other than the Secretary/ Under the orders of the President.
 - (6) Memo of charges shall be in the model form appended to these rules and shall be signed by the President or the Secretary, as the case may be.
 - (7) Memo of charges shall be precise and in clear language and the date and time of occurrence of the incident wherever applicable shall be included therein.
 - (8) While issuing of orders regarding disciplinary action, in the statement of allegations on which each charge is based, shall also refer to any other circumstance which is proposed to be considered.
 - (9) A list of documents relied upon in framing the charges shall be listed out at the end of the statement of allegations.
 - (10) Two copies of the memo of charges and statement of allegation shall be issued to the concerned officer and one copy shall be got back with his dated signature and kept in the file.
 - (11) If no written statement is received with in the period specified in the memo of charges, no reminder shall be issued to the concerned officer, and shall continue with further proceedings on the presumption that there is no written statement to be filed. Provided that in the case of application received for, extension of period, if the President is satisfied that reasons stated in the application are acceptable; such period may be extended to a period not exceeding fifteen days.
 - (12) If at any stage of the further proceeding the Officer applies for the perusal and obtaining the copy of any document referred to in the list appended to the statement of allegations he may be Allowed to perusal and obtain, copy of the documents if the President considers that such permission is not against public interest in due supervision.
- 6. Examination of written statement.—** (1) The President shall submit the written statement if any, received with in the stipulated time from the officer to the memo of charges issued to him under sub-rule (5) of Rule 5 and if no written statement is received, his report regarding the same for the consideration of the Panchayat. In the case of an officer other than Secretary, the

President shall also submit written statement, the opinion of the Secretary or head of office there in for the consideration of the Panchayat.

- (2) If, in the written statement received from an officer, it is requested to hear him in person, President shall hear him in person on behalf of the Panchayat and shall submit the matters informed by him along with written statement for the consideration of the Panchayat.

7. Imposition of minor penalty.—(1) Where the Panchayat after considering the written statement furnished by the concerned officer to the memo of charges issued under sub-rule (5) of Rule 5, or if no written statement is received, the report of the President in that regard, is satisfied that the concerned officer has committed the offence alleged against him and after considering the nature and gravity of the offence committed, may impose on him any one of the penalties mentioned in sub-rule (1) of Rule 4 and orders with signature shall be issued accordingly on behalf of the Panchayat by the President, in the case of Secretary and by the Secretary in the case of an officer not being the Secretary.

- (2) An order issued order sub-rule(1)-

- (a) In the case of the Secretary, the President shall forward a copy with covering letter to the concerned appointing authority for implementation and for recording the details of penalty in his service register, to Government and if necessary to the Accountant General;
- (b) in the case of a Government employee of the State service, the Secretary shall forward a copy with covering letter to the concerned head of department for implementation and for recording the details of penalty in his service register, to the Government and to the Accountant General;
- (c) in the case of a Government officer of subordinate service the Secretary shall forward a copy with covering letter to the concerned head of office for implementation and for recording the details of penalty in his service register and if necessary to the concerned head of department;
- (d) in the case of Panchayat employee referred to in Section 180, if awarded a penalty except withholding of promotion, the Secretary shall execute by entering the details in his service register and in the case of withholding of promotion a copy of that order shall be sent to the appointing authority.

8. Suspension.— (1) If the President is prima facie satisfied that an employee of the Panchayat referred to in Section 180, a Government Officer or employee of subordinate service whose service has been lent to the Panchayat has committed an offence of serious nature, includes misconduct or deserves major penalty, and allowing him to continue in service is against public interest and will obstruct the enquiry being conducted or intending to conduct against him, he may suspend such employee from service subject to detailed enquiry and disciplinary proceeding.

- (2) The concerned employee shall be entitled to subsistence allowance under Rule 55, Part I of the Kerala Service Rules, 1959, during the period of suspension.
- (3) The President shall report the order of suspension and matters leading there to in the next meeting of the Panchayat and shall seek the approval of the Panchayat for the order. If the Panchayat does not approve the suspension, the order of suspension stands cancelled suo moto and the employee suspended shall immediately be reinstated in the employment and period of suspension shall be treated as duty.
- (4) The President shall immediately forward the copy of suspension order and the decision of the Panchayat there on to the appointing authority.
- 5) In the manner without being an obstruction to disciplinary action against the suspended employee, the Panchayat may at any time reconsider his suspension and he may be reinstated to the employment.
- (6) The President shall complete the enquiry against the concerned employee within three months of issue of suspension order and shall submit the enquiry report for the consideration of the Panchayat.
- (7) The Panchayat may decide after considering the enquiry report to drop the disciplinary action in the name of the employee or as the case may be, to initiate disciplinary action under Rule 4 or to forward the enquiry report under Rule 10 to appointing authority or Government, as the case may be.
- (8) In the case where the Panchayat is imposing a minor penalty or dropping disciplinary action in the name of an employee and if the suspension of employee has not been withdrawn till then, together with imposing of minor penalty or dropping the disciplinary action, the suspension shall be withdrawn and how the period of suspension has to be treated shall be determined according to Rule 56 Part I of the Kerala Service Rules, 1959.
- (9) In the case where the enquiry report under Rule 10 is sent to appointing authority or Government, as the case may be and if the suspension has not been withdrawn till then the suspension shall be continued or withdrawn as per the direction of the appointing authority or Government

NOTES

Panchayat Raj (Control Over Officers) Rules, 1997-R.8(6)-The statutory rule is to complete the proceedings at the earliest as evident from sub-rule 6 of Rule 8 which provides the time limit of three months. Therefore the delay is not justified. Since consequence is not provided for not completing enquiry within the time limit, it can be assumed that the said provision is only directory. In other words, the violation of sub-rule 6 may not result in nullification of the entire proceedings as the said rule is only directory. — Pushpavally v. Seethathodu Grama Panchayat - 2002 (2) KLT SN111.

- 9. Appeal and re-examination.**—(1) The officer concerned may file an appeal in the form annexed as Appendix 2 to these rules against the order issued by the President or Secretary as the case may be, on behalf of the Panchayat imposing minor penalty on an officer under sub-rule (1) of Rule 7, before an

officer authorised by the Government for this purpose within thirty days on receipt of such order:

Provided that if the authority is satisfied that there is sufficient reason for not filing the appeal within the specified time, the appeal received after the time may be considered.

- (2) On receipt of the appeal under sub-rule (1), the authority authorised shall call for and examine the connected records and shall after hearing in person the officer who preferred the appeal and the President on behalf of the Panchayat or any other person authorised by the Panchayat who imposed the penalty which being the ground for appeal, confirm, modify or cancel the order imposing such penalty or issue such orders as may deem fit.
- (3) The Government may require the records relating to every order issued under sub rule(2) either suo-moto or on application and may reconsider such order and pass appropriate order regarding it as they may deemit:

Provided that no application for reconsideration of an order shall be considered if it is received by the Government after thirty days from the date of receipt of such order by the applicant:

Provided further that, an order adversely affecting an officer shall not be passed by the Government without giving an opportunity of being heard:

Provided also that the Government shall not suo-moto reconsider an order after One year from the date of the order.

- 10. Procedure on commission of offences which may result in imposing major penalties.**—(1) If the President or the Panchayat believes that an officer has committed an offence which deserves any major penalty, the President, after conducting the enquiry against such officer or employee shall send the enquiry report together with the opinion of the Panchayat there on to the appointing authority in the case of an employee of Panchayat referred to in Section 180 and shall send to the Government in the case of an officer or employee whose service has been lent to the Panchayat under sub-rule(1)of Rule 3.
- (2) The appointing authority or the Government shall examine in detail the report of the President and opinion of the Panchayat, as the case may be, and if necessary after hearing the President or the officer alleged in person shall take suitable decision regarding initiation of disciplinary action and that decision shall be intimated to the President.
 - (3) In the case where the appointing authority or the Government decides to initiate disciplinary action against the officer the procedure contained in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 shall be observed.
 - (4) In the case where the alleged officer has been suspended from service under Rule 8, matters as to whether suspension is to be continued or how the period of suspension is to be reckoned shall be examined by the appointing authority or Government, as the case may be, and shall issue suitable order.

- 11. Observation of provisions of other rules.**—In the case of suspension, imposition of minor penalty and appeal, the procedure laid down in the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960 and the Manual of Disciplinary Proceedings of Government of Kerala shall be applicable to matters not mentioned in Rules 4 to 10 and if there is any doubt of dispute arise regarding any of these, the decision of the Government shall be final.
- 12. Confidential report.** —(1) The President shall prepare the confidential report of the Secretary from time to time and send to the appointing authority.
- (2) The Secretary shall, prepare from time to time the confidential report of the employees of the Panchayat for whom it is directed as keep confidential reports and submit to the President for review and shall send to the appointing authority together with review report of the President.
- (3) The President may send report regarding the service of the Government officers or employees whose service has been lent to the Panchayat from time to time to the concerned appointing authority and the said report shall also be taken in to account, while considering such officer or employee for promotion.
- 13. Granting of leave.** —(1) The Secretary may grant leave including casual leave to the employees of Panchayat referred to in Section 80 subject to eligibility and the provisions of the Kerala Service Rules.
- (2) The President may grant casual leave to the Secretary and to the head of office and institutions which have been lent by the Government subject to eligibility.
- (3) The granting of leave except casual leave to officers referred to in sub-rule(2) subject to eligibility and the provisions of the Kerala Service Rules shall be by the Government officer authorised for this purpose.
- (4) Granting of leave including casual leave subject to eligibility and the provisions of Kerala Service Rules to Government officer or employee not referred under sub-rule (2) whose service has been lent to Panchayat shall be by an officer authorised by the Government for this purpose.
- (5) In the case where granting of leave except casual leave to any officer under sub-rules (3) and (4) is by a Government officer whose service has not been lent to Panchayat the leave application shall be sent to the said officer together with the recommendation of the President.

APPENDIX I

MODEL OF MEMO OF CHARGE

[See sub-rule (6) of Rule 5]

MEMO OF CHARGE

Charge against Sri/Smt..... (name) working in the post of.....in the..... (place of work, officer, institution etc.) under.....Panchayat.

1. It is seen that you, Sri/Smt..... have committed the offence of.....(here enter the alleged offence or the substance of the offences, relevant date or dates and place).
2. You are required to show cause, if any, in writing within fifteen days, from the date of receipt of this notice, as to why disciplinary action should not be taken against you under Rule 4 of the Kerala Panchayat Raj(Control over Officers) Rules, 1997, and if no such statement is received from you within the said period the matter will be proceeded with the presumption that you have nothing to offer in this matter.

A statement of allegations on which the above charge or charges is/are based is attached here with.

Place..... President/Secretary.
 Date..... For.....Panchayat.

APPENDIX II

[See sub-rule(1) of Rule 9]

Appeal against disciplinary actions of.....Panchayat.

1. Name and official address of the appellant :
2. Number and date of the order :
 Appealed against (copy shall be enclosed) :
3. Offence alleged for imposing penalty :
4. Details of penalty awarded :

Reasons based for appeal
 (Enter the reasons in detail)

Place: Signature of the appellant
 Date:

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) As per sub-section (5) of Section 179, sub-section (9) of Section 180 and sub-section (3) of Section 181 of the Kerala Panchayat Raj Act,1994(13 of 1994), the Panchayat is competent to impose minor penalties on Secretary, any officer or employee of the Panchayat and Government Officers or employees whose service has been lent to the Panchayat, respectively. The government intends to make rules, presenting the procedure in the matter and specifying the controlling power of the Panchayat over the officers and in the matter of granting of leave. This Notification is intended to achieve the above object.

Place..... President/Secretary.
 Date..... For.....Panchayat.