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Chapter I

Introduction

1. Sainik School Balachadi operates under the Sainik Schools Society, which is governed by the Ministry of Defence, Government of India.
2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.
3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.
4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter XV of this document.

Chapter II

Particulars of Organization, Functions & Duties

AIM

1. The scheme to establish Sainik Schools was introduced in 1961 with the primary aim of preparing boys and girls academically, physically and “mentally” for entry into the National Defence Academy.
2. The other objectives of the scheme are:-
 - (a) To remove regional imbalance in the officer cadre of the defence services.
 - (b) To develop qualities of body, mind and character which will enable the young boys and girls of today to become good and useful; citizens of tomorrow.
 - (c) To bring public school education within the reach of the common man.

ORGANISATIONAL SET UP

The Sainik Schools are managed by a Society, which is registered under the Societies Registration Act (XXI of 1860). A copy each of the original Memorandum of Association and of the original Rules and Regulations governing the Society are at Appendices ‘A’ and ‘B’ of this Manual.

BOARD OF GOVERNORS, SAINIK SCHOOLS

1. The governing body of the Society to which by the rules of the Society the management of its affairs is entrusted shall be called “The Board of Governors, Sainik Schools,” here after referred to as the Board of Governors.
2. The original Memorandum of association and rules and regulations of Sainik Schools Society registered on 10-10-1961 is as follows:-

CERTIFICATE OF REGISTRATION UNDER SOCIETIES

REGISTRATION ACT XXI OF 1860 (PUNJAB AMENDMENT) ACT 1957, AS EXTENDED TO THE UNION TERRITORY OF DELHI NO.S.1863 OF 1961-62

I hereby certify that “SAINIK SCHOOLS SOCIETY” has this day been registered under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi.

Given under my hand at Delhi this tenth day of October one thousand nine hundred and sixty one. Fee Rs.50/- paid.

SEAL
REGISTRAR OF SOCIETY
DELHI

Sd/ M.L. DHAWAN
REGISTRAR OF SOCIETIES,
DELHI

SAINIK SCHOOLS SOCIETY

MEMORANDUM OF ASSOCIATION OF THE SAINIK SCHOOLS SOCIETY

1. The name of the Society is Sainik Schools Society (as here in after referred to as the Society).
2. The registered office of the Society is situated in Central Secretariat Building (Room No.137 South Block) in the Union Territory of Delhi.
3. The objects for which the Society is established
 - (a) to establish Sainik Schools in various parts of India providing special school education of a high standard with the aim of preparing boys academically and physically for entry in to the National Defence Academy and other walks of life.
 - (b) to take steps which may be necessary or expedient for the management and administration of the Schools.
 - (c) to prescribe general educational and administrative policy pertaining to the schools.
 - (d) to purchase, take on lease, accept as a gift or otherwise acquire any land or building wherever situated in India which may be necessary or convenient for the society.
 - (e) to construct or alter any building which may be necessary for the society.
 - (f) to sell, lease, exchange and otherwise transfer all or any portion of the properties of the Society.
 - (g) to obtain grants from States or Central Government or raise funds from other sources for promotion of Sainik Schools.
 - (h) to make, adopt and vary from time to time, rules for the business of the Society and administration of the schools.
 - (i) for the purposes of the Society to draw and accept and make and endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instrument.
 - (j) to invest the funds of, or money entrusted to the Society upon such securities or in such manner as may from time to time / be determined by BOG and from time to time sell or trans pose such investment.
 - (k) to do all other such things as the Society may consider necessary, incidental or conducive to the attainment of the above objects.
4. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the affairs of the Society are entrusted as required under section 2 of the Societies Registration Act XXI of 1860, (Punjab amendment) Act 1957 as extended to the Union Territory of Delhi, are as follows:-

<u>Sl No</u>	<u>Name</u>	<u>Occupation and Address</u>	<u>Desig-nation</u>
1.	Sh VK Krishna Menon	Union Minister of Defence, New Delhi	Chairman
2.	Sh Pratap Singh Kairon	Chief Minister of Punjab, Chandigarh	Vice-Chairman
3.	Sh Mohan Lal Sukhadia	Chief Minister of Rajasthan, Jaipur	Vice-Chairman
4.	Sh D.S. Desai	Education Minister of	Vice-Chairman

5.	Sh Hitendra Desai	Maharashtra, Bombay Education Minister of Gujrat, Ahmedabad	Vice-Chairman
6.	Dr DS Sidhanta	Chairman, University Grants Commission, New Delhi	Member
7.	Dr NK Sidhanta	Vice Chancellor, University of Delhi	Member
8.	Sh O. Pulla Reddi	Secretary to the Govt of India, Ministry of Defence, New Delhi	Member
9.	Sh PN Kirpal	Secretary to the Govt of India, Ministry of Education, New Delhi	Member
10.	Sh S. Jayashankar	Financial Adviser, Ministry of Finance(Defence), New Delhi	Member
11.	Sh E.N. mangat Rai	Chief Secretary to Govt of Punjab, Chandigarh	Member
12.	Sh H.C. Sarin	Joint Secretary, Govt of India, Ministry of Defence, New Delhi	Member
13.	Sh P.J. Chinmulgund	Secretary to the Govt of Maharashtra, Education Department, Bombay	Member
14.	Sh V.D. Sharma	Secretary to the Govt of Gujrat, Education and Labour Department, Ahmedabad	Member
15.	Maj Gen D.C. Misra, M.C	Chairman, Joint Training Committee, Armed Forces, Headquarters, New Delhi	Member

5. We, the several persons, whose names and addresses are given below, having associated ourselves for the purpose described in this memorandum of Association, do hereby subscribe our names to this Memorandum of Association and set our hands here upto and form ourselves into a society under Act No.21 of 1860. This day of 1961 at New Delhi.

Sl No.	Names, addresses and occupation of Signatories	Signatures of Members	Names addresses and occupations	Signature of witnesses
1	2	3	4	5
1.	Sh VK Krishna Menon	Sd/- VK Krishna Menon		
2.	Dr DS Kothari Chairman, University Grants Commission, New Delhi	Sd/- DS Kothari		S.Soudararajan, Deputy Secretary to the Govt of India, Ministry of Defence
3.	Dr NK Sidhanta Vice-Chancellor, University of Delhi, Delhi	Sd/- NK Sidhanta		
4.	Sh O. Pulla Reddi Secretary to the Govt of	Sd/- O. Pulla		

- India, Ministry of Defence,
New Delhi
- | | | |
|----|--|-----------------------------|
| 5. | Sh PN Kirpal, Secretary to
the Govt of India, Ministry of
Education, New Delhi | Sd/-PN
Kirpal |
| 6. | Sh HC Sarin, Joint Secretary
to the Govt of India, Ministry
of Defence | Sd/- HC
Sarin |
| 7. | Maj Gen DC Misra, M.C,
Chairman, Joint Training
Committee, Armed Forces
Headquarters, New Delhi | Sd/- DC
Misra
Maj Gen |

SAINIK SCHOOLS SOCIETY RULES AND REGULATIONS

Name

1. The name of the Society is the Sainik Schools Society, hereinafter referred to as "The Society".
2. The registered office of the Society shall be situated in New Delhi.
3. (i) The members of the Society shall be as follows:-
 - (1) Union Minister of Defence – Chairman.
 - (2) To (16) Chief Ministers or Education Ministers of the States where the schools are established as may be decided by the State Government.
 - (3) Secretary to the Government of India, Ministry of Defence.
 - (4) Secretary to the Government of India, Ministry of Education.
 - (5) Financial Adviser, Ministry of Defence (Defence), Government of India.
 - (6) Chairman, University Grants Commission.
 - (7) Joint Secretary in the Union Ministry of Defence dealing with education.
 - (8) To (36) one official representative to be nominated by each Government of the States where the Schools are established.
 - (9) Chairman, Joint Training Committee, Armed Forces Headquarters.
 - (10) To (41) Eminent Educationists not exceeding four to be nominated by the Chairman.
 - (42) to (43) Eminent persons not exceeding two to be nominated by the Chairman.
- (ii) In the absence of the Chairman, a person nominated by him will act as the Chairman, and in him will vest all the powers of the Chairman.
- (iii) The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his rank or occupation and address. No person shall be deemed to be a member or be entitled to exercise the rights, privileges of a member unless he has signed the roll as aforesaid.

It shall be incumbent upon a member of the Society to notify to the Secretary his address or any change thereof and unless so notified the address so recorded in the roll shall be deemed his address for all purposes under these rules.

(iv) When a person becomes or is nominated as a member of the society by virtue of an office or appointment held by him, his membership of the Society shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.

(v) Members of the Society who are nominated shall relinquish their membership on the expiry of two years from the date on which they were so nominated, unless their membership is previously terminated by reason of the provision of rule 3(vi) but they shall be eligible for renomination.

(vi) A member of the Society who is nominated shall cease to be a member if he dies, resigns, becomes of unsound mind, is adjudicated insolvent or is convicted of criminal offence involving moral turpitude or if he is removed by the Chairman from the membership of the Society.

(vii) Whenever a member other than ex-officio member desires to resign from the membership of the Society he shall forward a letter containing his resignation addressed to the Chairman and his resignation shall only take effect on its acceptance by the Chairman.

(viii) Any vacancy in the membership of the Society caused by any of the reasons mentioned above shall be filled up by nomination by the authorities entitled to make such nomination and the person nominated in the vacancy shall hold office only for the unexpired period of the terms of the membership.

(ix) The Society shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members and no act or proceedings of the members of Society shall be invalid merely by reason of existence of a vacancy or vacancies in the body or of any defect in the nomination of any of the members.

BOARD OF GOVERNORS

4 (a) The Governing body of the Society to which by the rules of the Society and management of its affairs is entrusted shall be called "The Board of Governors, Sainik Schools" hereinafter referred to as "Board of Governors".

(b) The Governing Body of the Society for the purpose of Act 21 of 1860 shall at the date of registration of the Society consist of the members whose names are set out in clause 5 of the Memorandum of Association and thereafter as soon as the necessary appointments and nominations have taken place shall consist of the members of the Society as specified in rule 3 above.

(c) Any of the ex-officio member named at clauses (2) to (37) of Rule 3, may if he is unable to attend personally any meeting of the Board of Governors, depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers which the member himself is competent to exercise.

(d) A suitable officer will be appointed by the Board of Governors to work as Honorary Secretary of Board of Governors.

(e) The members of the Board of Governors nominated under Rule 3, above shall hold office of a period of 2 years provided that a member on expiry of his term of office shall be eligible for renomination.

- (f) A member of the Board of Governors shall cease to be a member if he shall die, resign, become of unsound mind become insolvent or be convicted of a criminal offence involving moral; turpitude.
- (g) A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon it has been delivered to the latter.
- (h) Any vacancy in the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in (38) to (43) of Rule 3 and by the respective States in respect of members mentioned in (22) to (36) *ibid*.
- (i) The Board of Governors shall function notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of its member, and no act or proceedings of the Board of Governors shall be invalid merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination of any of the members.

FUNCTIONS OF THE BOARD OF GOVERNORS

- 5. The Board of Governors will meet twice a year or as many times as may be necessary. Provided that if any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such may be transacted or such actions may be taken by the Chairman. A report of such action shall be placed before the Board at its next meeting and the Board may ratify such action subject to modifications and exceptions, if any.
- 6. Five members of the Board of Governors including substitute nominated under Rule 4(c) present in person shall be a quorum at a meeting of Board of Governors.
- 7.
 - (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of the Association and for the management and administration of the Schools.
 - (ii) Without prejudice to the generality of the powers conferred on the Board of Governors by Para (i) above, the Board of the Governor shall have the following powers:-
 - (a) Prescription of general educational and administrative policy pertaining to the Schools;
 - (b) Make, adopt and vary, from time to time rules for conducting the business of the Board of Governors and the administration of Schools;
 - (c) Sanction of annual Budgets of the schools.
 - (d) Appointment, discharge of Principals for the Schools;
 - (e) Confirmation or appointments, discharges or dismissals of teaching staff or staff of equivalent status.
 - (f) Disposal of appeals / petitions from staff mentioned in sub-para (e) above;
 - (g) Obtain grants from State or Central Governments or raise funds from other sources;

Provided that any action taken or expenditure incurred with the approval of Shri V.K. Krishna Menon, Union Defence Minister, prior to its first meeting shall be accepted by the Board of Governors when formed as having been validly done and incurred.

8. The Secretary of the Board of Governors will:-
- (a) Carry out the executive duties relating to the functions of the Board of Governors;
 - (b) Be responsible for ensuring that the directives of the Board of Governors are fully and properly implemented.
 - (c) Liaise with the State Government and the various departments of the Central Ministries on behalf of the Board of Governors.
9. A committee or committees of the Board of Governors may be setup with the approval of the Board of Governors to carry out the functions of the Board of Governors as necessary, or for any ad-hoc purpose and may function within the scope of its prescribed authority.

Local Board of Administration

10. The following will constitute the Local Board of Administration for Sainik Schools in each State:-

- (1) GOC-in-C of the command where the school is located or a Senior Defence Service officer nominated by him.
- (2-3) Two officers to be nominated by the Government of the State concerned.
- (4) The Collector of the District.
- (5-6) Two educationists from the State or area where the school is located.
- (7) The Principal of the Sainik School - Member Secretary.

11. The Local Board of Administration will normally meet once every four months unless an extra-ordinary meeting is called by the Chairman of the Local Board. The Secretary of the Local Board will fix the date and time of the meeting in consultation with Chairman as required. The functions of the Local Board of Administration will be as follows:-

- (a) Approve annual budget prepared by the Principal for submission for sanction of the Board of Governors.
- (b) Exercise financial powers as laid down by the Board of Governors from time to time.
- (c) Appoint such teaching staff or other staff, excepting the Principal as may be laid down by the Board of Governors.
- (d) Appoint civilian auditors for auditing school accounts.
- (e) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (f) Exercise general administrative control over the school.
- (g) Implement any other task entrusted to by the Board of Governors.

12. The income and property of the Society, however, derived shall be applied towards the promotion of the objects there of as set forth in the Memorandum of Association. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to

any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other person in return for any service rendered to the Society.

13. All contracts and other instruments relating to the Society shall be expressed to be made in the name of the Society and shall be executed on behalf of the Society by the Chairman, Honorary Secretary and one member of the Board of Governors.

14. The Society shall maintain proper accounts and other relevant records and prepare an annual statement of account including the balance sheet in such form as may be prescribed by the Board of Governors. The accounts of the Society shall be audited annually by the auditor to be appointed by the Board of Governors.

15. The Board of Governors shall have the power to amend, add or alter the above rules and regulations.

Certified to be correct copy of the Regulations of the Sainik Schools Society.

1. Sd/- D.S. Kothari 29-07-1961
2. Sd/- H.C. Sarin 29-07-1961
3. Sd/- D.C. Misra, Maj Gen 29-07-1961

Members of the Board of Governors

Dated this 29th day of July 1961

The above provisions have been modified, enlarged or replaced to the following extent, based on requirements of the Society in accordance with Rule 15 of the Original Memorandum of Association and Rules and Regulations:-

(a) The Board of Governors will meet once or more in a year to discuss the policies and tasks of the Sainik Schools Society. It will also approve the annual budgets of the schools and make a critical evaluation of the working of the schools. It will also examine proposals put up by members of the Society and the public as well. Adequate notice of the meeting along with the agenda will be sent to the members of the Board of Governors.

(b) Members of the Board of Governors may send suggestions or items for discussion at the meeting of the Board of Governors to the Honorary Secretary of the Society.

(c) The Chairman will have the right to allow or disallow the inclusion of the subjects in the agenda.

(d) A subject not included in the agenda can be discussed at the meeting of the Board of Governors with the approval of the Chairman.

(e) In the event of the Chairman being not present for unavoidable reasons, his nominee shall preside over the meeting.

(f) The Presiding Officer will have a casting vote.

(g) The minutes of the meeting will be recorded, preserved and copies circulated to all members of the Board of Governors, Chairman of Local Board of

Administration and relevant extracts will be sent to the State Governments and Ministries concerned.

(h) It has been decided to include D.G., N.C.C. as one of the ex-officio member of the Board of Governors (VII Meeting) and also nominate Vice-Chief of the Army Staff, Vice Chief of the Air Staff and Deputy Chief of the Naval Staff as members of the Board of Governors (IX Meeting).

(i) It has been decided to include on the Local board of Administration a Member of Parliament of the constituency in which the school is located and a parent duly elected from amongst the parents of the boys in the School (XII Meeting).

HONORARY SECRETARY

16. An officer in Ministry of Defence not below the rank of Deputy Secretary shall be appointed as the Honorary Secretary, Sainik Schools Society by the Chairman of the Society. The appointment will be ratified at the meeting of the Board of Governors. The Honorary Secretary's Office will be in the Ministry of Defence. The staff of the office of the Honorary Secretary will be from the establishment of the Ministry of Defence and the pay & allowances of the Honorary Secretary and his staff will be met by the Ministry of Defence. The Honorary Secretary is directly responsible to the Chairman, Board of Governors in all matters connected with administration of the Sainik Schools. He will inspect the Schools annually and bring to the notice of the Chairman of the Society or the Local Board of Administration all matters of importance, concerning the running of the Schools and the welfare of the staff and students. The Honorary Secretary will initiate action at appropriate time for the appointment of Service officers in Sainik Schools. He will obtain an adequate panel of names along with their Dossiers from all the three Services Headquarters. The qualification for Principal in Sainik Schools is a post graduate degree and he should have at least 5 to 8 years of service still to be completed before retirement. The Principals will preferably be from the education Branch of the Defence Services. Teaching experience, extra-curricular activities likely to be of use to children in a Public School, Proficiency in games and sports, etc, will be added qualifications for the post of Principal. It is desirable that the Headmaster and the Registrar also have the above qualifications but in the case of Registrars, the officers need not be from the Educational Branch of the Defence Services and educational qualification of a College Degree is adequate. All the officers concerned should invariably be in good health and in a position to take adequate interest in Sports and Out-door activities. The panel of names for the post of Principal will be put up by the Honorary Secretary to Committee consisting of the Defence Secretary and the Joint Secretary (G) (who are both permanent members of the Board of Governors) assisted by a prominent Educationist.

The officers will be interviewed by the Committee and selected. The selection will have to be finally approved by the Chairman of the Society. The Panel of names for the posts of Headmaster and Registrar will be put up by Honorary Secretary to the Joint Secretary (G) or Defence Secretary who will make the selection based on their record. No interview is prescribed. The Principals will be in the rank of Lt Colonels and the Headmaster and the Registrar will be in the ranks of Majors/Captains with only one of the two posts being in the rank of a Major. The name of the selected officers and their station of posting will be intimated by the Honorary Secretary to the Services Headquarters who will issue instructions to all concerned.

17. Other important duties of the Honorary Secretary are:-

- (a) Prepare the agenda for the meeting of the Board of Governors and take all steps necessary for the said meeting.
- (b) Take appropriate action on all orders of the Board of Governors and / or the Chairman of the society.
- (c) Will on behalf of the Board of Governors instruct and / or direct all Principals of Sainik Schools in all matters, academic, financial and administrative.
- (d) The Honorary Secretary will enquire into and give directions to the Principals on behalf of the Board of Governors on any unprecedented situation or any usual situation.
- (e) Wherever necessary or possible, he will obtain the orders of the Board of Governors or the Chairman.
- (f) The Honorary Secretary may call for and / or examine any records and documents maintained in the Sainik Schools.
- (g) The Honorary Secretary will be responsible for the conduct of the Entrance Examination each year in consultation with the Directorate of Psychological Research. The date time and venue of the examination and detailed instructions for the conduct of the examination, setting up of the question paper and the evaluation of Answer Books, will be communicated by the Honorary Secretary to the Principals and the State Governments and the Union Territories. He will also be responsible for the tabulation of the marks and the announcement of the results and allotment of surplus candidates from one school to another. The Answer Books will be preserved by the Principals in their personal custody for a period of two years from the date of admission of the boys in the school).
- (h) The Honorary Secretary shall draw up rules and regulations for the Society, make amendment to the rules as and when necessary and get it ratified by the Board of Governors at the next meeting.
- (i) Expenditure from the School Reserve Fund will be permissible only after the Local Board of Administration recommends the Principal's proposal. Such expenditure should be examined by the Honorary Secretary to make sure that it is not avoidable or cannot be met from the School Budget, before he concurs in it.
- (j) The Honorary Secretary will review all decisions of the Local Board of Administration and Audit Report of the Schools with a view to see that proposals made or action taken is in order and in the interest of Schools and the Society.

LOCAL BOARD OF ADMINISTRATION

Composition

The following will be composition of the Local Board of Administration for Sainik Schools in each State:-

- | | |
|---|-----------------------------------|
| (a) GOC-in-C of the Command (of any of three Services) where the School is located or a Senior Defence Service Officer nominated by him - Chairman. | |
| (b) Two officers to be nominated by the Government of the State concerned. | } M
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S |
| (c) The Collector of the District | |
| (d) Two educationists from the State or area where the school is located. | |
| (e) Member of Parliament of the Constituency in which the school is located. | |
| (f) A Parent duly elected from amongst the parents of of the boys in the school. | |
| (g) The Principal of the Sainik School- | Member Secretary |

In addition to the above, a Maj Gen or equivalent rank officer (old students of the School & representative of the Old Boys Association) has also been nominated as the Member in LBA.

Explanatory Notes:-

- (a) Where the Member of Parliament happens to be a Cabinet Minister or holds an appointment, which prevents him from attending the meeting, it will be necessary that the Minutes of Local Board of Administration meeting be sent to him for information and comments, if any. The election of the parent who will be a member of the Local Board of Administration should be arranged preferably on Parents Day or Founder's Day when most parents are likely to be in the school. The tenure of the parent of the Local Board of Administration will be as decided by the body which elects him.
- (b) An employee of the school whose son/ward is studying in the Sainik School, as boarder is eligible for the membership of the LBA. No minimum educational qualification for the parent for eligibility as member of LBA have been laid down.
- (c) The rate of TA/DA of the parent member for attending the LBA meeting will be the same as in respect of other non-official members of the LBA.

Quorum and nomination of persons by members of the Board

19. (a) The quorum should be three including at least one representative of the State Government.
- (b) There will be no objection to an ex-office member deputing a representative to attend the Board Meeting on his behalf, while the representative may take full part in the discussions he cannot vote in case any matter is to be decided on a vote.

Functions

20. The functions of the Local Board of Administration are as under:-
- (a) Approve annual budget prepared by the Principal for submission to the Board of Governors.
- (b) Exercise financial powers as laid down by Board of Governors from time to time.
- (c) To approve appointment of teaching staff recruited by a Board consisting of the Principal and a representative of the State Education Department.
- (d) Appoint civilian auditor for auditing School Accounts.
- (e) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (f) To approve action proposed by the Principal to terminate the Services of Class II staff.
- (g) To grant extension of service to employee beyond 58 years of age for periods not exceeding one year at a time till the age of 60.
- (h) To recommend to the Board of Governors utilisation of reserve funds in case of exigency.
- (i) Exercise general administrative control over the School.
- (j) Implement any other task entrusted to it by the Board of Governors.

POWERS

21. Financial Powers

- (a) Recurring expenditures. In regard to recurring expenditure, the Principal shall have powers to incur expenditure within the amount sanctioned in the budget. A quarterly return of the expenditure shall be placed before the Local Board of Administration at its meeting for approval.
- (b) Non-recurring expenditure. In regard to non-recurring expenditure, all major proposals exceeding Rs.5,000/- have to be approved by the Local Board of Administration where the Principal considers that such expenditure has to be incurred urgently, the expenditure may be incurred with the prior approval of the Chairman of the Local Board of Administration and the matter reported to the full Board at its next meeting.
- (c) Establishment Sanction. In regard to the sanction of establishment, scales have been laid down in respect of teaching staff and administrative staff. There are practical difficulties in laying down the scale in respect of the Class IV staff as the requirements of class IV staff vary from school depending upon the local conditions.

Power to create all posts other than those for which scales have already been laid down will be exercised by the Local Boards of Administration. In addition in regard to the fixation of salaries at the time of initial appointment and in regard to sanction of advance increments, the following powers are vested in the Local Boards of Administration:-

- (i) In regard to Masters, a higher start up to 5 increments can be given on a recommendation of the Principal by the Local Board of Administration on initial appointment.
- (ii) Any start higher than that or a revision of salaries during service can be done on with the concurrence of the Honorary Secretary on the recommendation of the Local Board.
- (iii) In regard to administrative staff higher start upto 5 increments at the time of initial recruitment may be given with the concurrence of the Local Board. Any start higher than that should be referred to the Honorary Secretary.
- (iv) In regard of catering staff, Class III, the provisions of para 21(c)(iii) above will apply.
- (v) In regard to Class IV staff, the Principal will have full powers of fixing higher start limited to five advance increments at the time of recruitment. Any upward revision by additional increments other than normal should be done only with the concurrence of the Honorary Secretary.

General administrative supervision

22. (a) In order to enable the Local Board of Administration to exercise general administrative supervision on the School, the Principal should render a report to the Local Board of Administration on the following matters in addition to other reports prescribed earlier:-
- (i) The entrance examination, the number appeared, the number qualified and the number admitted.
 - (ii) Withdrawal of boys.
 - (iii) Term wise progress of boys by classes statistically both in respect of academic and co-curricular fields.

Enquiry into complaints about the School

(b) The member of the Local Board of Administration can seek clarification regarding any complaint received on any aspect of the School Administration at a Local Board meeting. If there are complaints, which the members consider ought to be looked into or clarified, they should be referred to the Chairman of the Local Board to be brought up before Local Board meetings. In view of the Principal's status and functions as the head of a residential school, it is not desirable for any member of the Board to conduct any investigation into a complaint against the Principal.

The members of the Board should restrict themselves to seeking information and clarification from the Principal in a Board meeting. If the Local Board or the Chairman considers that the matter has to be looked in detail, it should be refereed to the Chairman of the Board of Governors who will arrange for such investigation and inform the Local Board of the result.

23. The Principal will inform the Honorary Secretary of likely changes in the incumbency of the GOC-in-C well in advance. The Principals will also report the changes in the Government Servants nominated to the Local Board of Administration. The Educationists on the Local Board of Administration will be nominated by the Society after taking into consideration the views of the State Governments. All changes in the membership of the Local Board of Administration will have to be notified by the Principal.

FINANCES

The entire capital expenditure on land, buildings, furniture and educational equipment required by Sainik Schools and a major portion of the running expenditure is borne by the concerned State Government / Union Territory Administration who are also responsible for maintenance of buildings, roads and installations and for major replacements. They are also required to release grants-in-aid sought for additional requirements of buildings and furniture, transport, laboratory equipment etc.

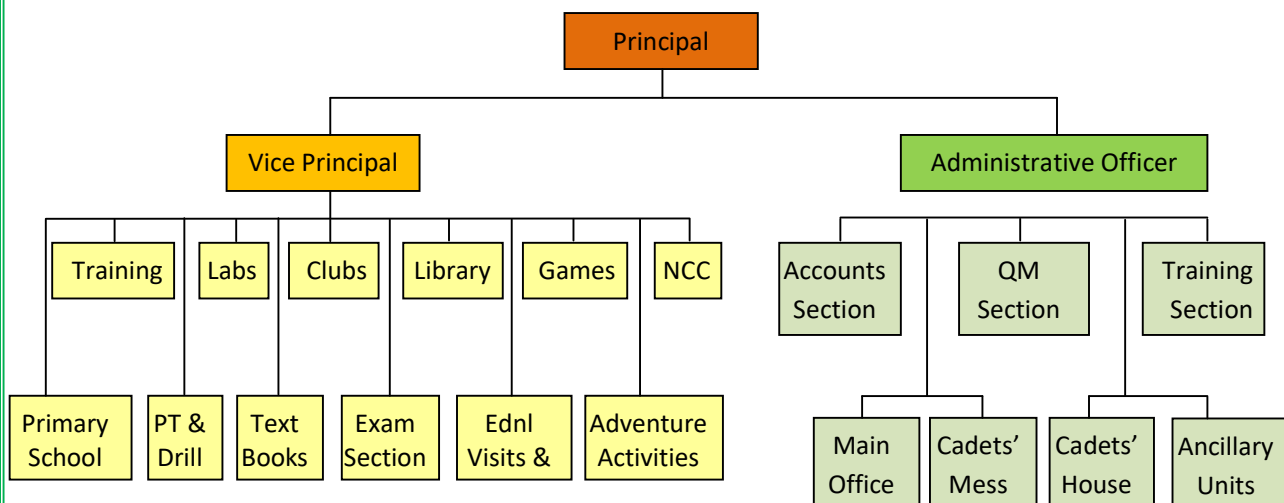
The three service officers and the APTC PTIs and NCC PI Staff posted to the Sainik Schools will be paid from the Defence Service Estimates.

For all other expenses the schools depend mainly on fees payable by the parents.

GRANTS-IN-AID

Sainik School Balachadi receives grants-in-aid from Sainik Schools Society, Ministry of Defence towards infrastructure development and modernization, additionality on pay and allowances, scholarship schemes, training, etc. State Govt of Gujarat also releases annual grant-in-aid towards scholarship scheme, diet subsidy, NDA incentive and running expenditure.

Sainik School Balachadi-Organizational Chart



Chapter III

Powers & Duties of the Officers & the employees

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL, THE HEADMASTER (VICE PRINCIPAL) AND THE REGISTRAR (ADMINISTRATIVE OFFICER)

1. The Principal will be the Chief Executive and the Academic Head of the School and shall be responsible to the Board of Governors and to the Local board of Administration for the smooth running and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depend on his actions, which are watched by all the school employees as well as the students. He will, therefore, set the highest standards of integrity, honesty and efficiency through personal example and excellence in conduct on and off duty. He will identify himself whole-heartedly with the institution under his care, and the school in turn will be identified with the character of the Principal placed as its head.
2. He will be assisted in the performance of his duties by the Headmaster and the Registrar. He shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.
3. The Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency. His duties will be:-
 - (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students.
 - (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.
 - (c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa.
 - (d) To ensure that the staff are promptly guided and trained in the use of latest techniques and that they are suitably sponsored for right type of courses aimed at their in-service training on actual need basis, if necessary.
 - (e) To hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. He will take at least one period every week with each class and talk to the students on matters of academic and general interest.
 - (f) To moderate results in consultation with the staff, to ensure that no student continue to go down in studies or in general behaviour, and that those who are showing unsatisfactory progress despite the best care and advice are weeded out at the earliest possible stage.
 - (g) To maintain proper public relations with the local civil administration in the District and State Govt officials and to ensure cordiality and harmony in regard to the parents and the members of staff.
 - (h) To brief the outgoing students and to keep track of the progress made by them after leaving the school, for a proper feedback.
 - (j) To maintain popularity of the old Boys Association and to ensure that the annual meetings promote healthy contacts and proper relations between the old students and the new.
 - (k) To build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
 - (l) To make all appointments purely on merit, keeping the needs and the larger interests of the institution in view.

- (m) To maintain effective financial control and to sanction all expenditure strictly in accordance with the rules and the budgetary allocations.
 - (n) To ensure proper use and regular maintenance of all buildings & equipments held by the School.
 - (o) To ensure proper accounting of all funds, stores and equipment and to devise and introduce effective checks at different stages so as to avoid any misappropriation, embezzlement, loss or misuse of school money.
 - (p) To take measures necessary for safe custody / security of all cash and equipment, including weapons and ammunition.
 - (q) To ensure proper and optimum utilization of all accommodation and other assets of the school.
 - (r) To take measures necessary for proper health and hygiene of the school community.
 - (s) To invite and accept tenders and to draw contracts.
 - (t) To draw up and issue school standing orders covering all aspects of school administration and to constantly review and update these orders.
 - (u) To carry out a check personally the following at least once in a quarter and append his signatures in the relevant records in token of having carried out such a check:-
 - (i) Cash held against the cash balance shown in the cashbooks maintained in respect of different accounts.
 - (ii) Safe custody of cash, drafts, cheques, postal orders, the keys to the safe, etc.
 - (iii) Progress of action taken on observations made by the stock taking boards or the audit authorities.
 - (v) To approve leave, initiate disciplinary action against erring employees, sanction TA/DA claims and to approve loans.
 - (w) To initiate ACRs of the Headmaster and of the Registrar and to review the ACRs of the Masters and the Administrative Staff will be kept in the personal custody of the Principal.
 - (x) To ensure that all action taken by him is in accordance with the Rules and Regulations of the Society, and to seek approval or guidance from the Honorary Secretary, Sainik Schools Society, on matters not specifically covered by the Rules & Regulations or in case of any doubt.
 - (y) To report to the LBA and the Honorary Secretary all major events, including cases of indiscipline, theft, loss of school property, death or mishap of any kind to any student or staff of the school.
 - (z) To be the Member Secretary of the Local Board of Administration.
4. (a) The above duties being merely illustrative, the Principal will also be responsible for all that is expected of him as the head of a residential education institution.
- (b) In order to expedite action in court cases/filing of vakalathnamas, it has been decided to authorise all the Principals/Headmasters/Registrars of the Sainik Schools to act as an 'OFFICER IN CHARGE' in the court cases and for signing the vakalathnamas etc., on behalf of any member of the BOG whose office is located in Delhi. The engagement of the Counsel could be done in consultation with the Local District Collector / Dy. Commissioner who is also a member of the LBA. The action taken in such case will be informed immediately to the Sainik Schools Society for ex-post facto approval.
- (c) All court cases would have to be perused vigorously. In case, the assistance of the "Sainik Schools Society" is required for some opinion on legal issues /

matters keeping in view the complexity of specific "Suits/Application" etc., the same would have to be taken accordingly, expeditiously.

(d) The above instructions at para (b) & (c) will not be applicable in the matter of those "Contempt Cases" where an officer is made a "Party" in his individual capacity.

HEADMASTER (VICE PRINCIPAL)

5. He/she will be the head of the academic team and he directly responsible to the Principal for training, education and discipline of the students and will assist him as his principal lieutenant in achieving the objectives of the school. He will advise him on all matters connected with training and discipline. He will be assisted in the performance of his duties by all teachers, Housemasters, PT Instructors, Librarian and Subordinate academic staff. As officer Commanding of the NCC Company of the school, he will be answerable to the Principal who enjoys the status of Group Commander NCC. In this task, he will be assisted by PI Staff from the services and the Civilian staff posted by the State Government.

6. His/her detailed duties will include:-

- (a) Planning, co-ordination and implementation of academic programmes.
- (b) Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any.
- (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day.
- (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character.
- (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys.
- (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc.
- (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject.
- (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule.
- (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.
- (k) Provisioning, distribution, accounting, upkeep storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.

- (l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools.
- (m) Timely publication of results, prompt dispatch of progress reports and follow up correspondence with parents on the progress made by the students.
- (n) Proper maintenance of documents including dossiers of students.
- (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline.
- (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during Preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys.
- (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilization of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs.
- (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams.
- (s) Organisation of co-curricular activities to sport and growth talent as also to develop such talent among those who are shy and diffident.
- (t) Selecting training and equipping boys for various courses, NCC campus, competitions and functions.
- (u) Recommending to the Principal, in consultation with the Registrar and the teachers, names of boys for various appointments in the school.
- (v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline.
- (w) Regular and timely publication of School Newsletter and Annual Magazine.
- (x) Guiding and training his sub-ordinates and arranging in-service training for teachers.
- (y) Blank.
- (z) Maintaining the school diary and the school album.
- (aa) Keeping alive the link with the past, through the Old Boys Association.
- (ab) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action.
- (ac) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the N.D.A. and, therefore, need to be withdrawn from the school.
- (ad) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide.
- (ae) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction.
- (af) Organisation and implementation of the NCC instructional programme and safe custody as Officer Commanding of the NCC Company.
- (ag) Organisation of the school functions mentioned below, in close liaison with the Registrar.
 - (i) Ceremonial Parades
 - (ii) Annual Athletics
 - (iii) Annual Day Celebrations

- (iv) Annual Exhibition
- (v) Variety shows
- (vi) Academic prize distribution
- (vii) Any other functions and celebrations considered useful and, therefore, necessary
- (ah) Organising and carrying out general supervision of school societies and Socially useful Productive Work.
- (aj) Organising educational visits, tours, treks and hikes.
- (ak) Functioning as Officer-in-Charge of the Primary school. He will be responsible to the Principal for its efficient functioning.
- (al) Working out the additional requirement of staff, if any, and following proper procedure for recruitment, discharge, dismissal of the academic staff.
- (am) Performing other duties assigned to him by the Principal or expected from him.

7. Since Training and Administration of the school are inter-dependent, he will maintain a close liaison with the Registrar to ensure effective implementation of the School routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

REGISTRAR (ADMINISTRATIVE OFFICER)

8. The Registrar is responsible to the Principal for all administrative and 'Q' duties. He will advise the Principal on all aspects of school administration and assist him in achieving the aims and objectives of the school. He will be assisted in the performance of his duties by the following staff of the school:-

- (a) School Medical Officer
- (b) Office Superintendent
- (c) Accountant
- (d) Quartermaster
- (e) Mess Manager
- (f) Hostel Supdts/Matrons and
- (g) House Masters

9. His detailed duties will include:-

- (a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance.
- (b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees.
- (c) Timely initiation of ACRs
- (d) Guiding and Training his sub-ordinates and supervising of their work.
- (e) Proper maintenance of personal documents.
- (f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc
- (g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions.
- (h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff.
- (j) Timely printing of School Prospectus and other publicity material.

- (k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, dispatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination and interview, etc.
- (l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships.
- (m) Correspondence with State Govt, and parents for recovery of outstanding dues.
- (n) Correct maintenance of leave record of both academic and administrative staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him.
- (o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings.
- (q) Timely submission of messing bills and their realisation.
- (r) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Headmaster, and follow up action on the recommendations of these boards.
- (s) Detailing local purchase committees and stores opening boards.
- (t) Organising purchase of items of clothing, ration, medicines, equipment, etc.
- (u) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office.
- (v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers.
- (w) Supervision of the work of Hostel Supdts/Matrons.
- (x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal.
- (y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts.
- (z) Reception of new entrants and of other students on their return from vacations.
- (aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents.
- (ab) Correct issue of concession forms for rail road journeys.
- (ac) Proper provisioning, procurement, and accounting of stores.
- (ad) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc.
- (ae) Smooth functioning of the school infirmary for prompt and effective medical care of the boys.
- (af) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases.
- (ag) Control of cattle nuisance in the campus.
- (ah) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorized entry into the campus.
- (aj) Prompt reporting of thefts defalcation of school funds and stores and cases of absconding boys to police/parents and the Principal.
- (ak) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office.
- (al) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance

with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day.

- (am) Processing of bills, for POL, road tax, and updating of inventories.
- (an) Recovery of losses, or of damages to fitments/furniture, etc.
- (ao) Issue of furniture to scale and recovery of rent.
- (ap) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008.
- (aq) Framing of Fire Orders and holding of fire Fighting Practices.
- (ar) Provision of recreational and other amenities to staff and to students.
- (as) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action.
- (at) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts.
- (au) Jointly operating bank accounts with the Principal as the co-signatory.
- (av) Signing the Cash Book every day, after all transactions of the day have been entered therein.
- (aw) Further, he will be responsible for:-

- (i) Taking charge of all moneys received for the school and ensuring safe custody of such money.
- (ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs.3,000/-
- (iii) Taking expeditious action to clear outstanding audit objections.
- (iv) Preparing and reconciling the Bank Statements regularly every month.
- (v) Safe custody of classified documents.
- (vi) Inspections of the boys kit, the campus the dormitories, etc.
- (vii) Attending to matters connected with the school estate.
- (viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans.
- (ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any.
- (x) Maintenance of all school statistics.
- (xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.

The training and administration of the school are inter-dependent. The Registrar will, therefore, maintain a close liaison with the Headmaster to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

DUTIES OF SENIOR MASTER

10. The Senior Master will be directly responsible to the Headmaster for co-ordination of academic training and for discipline of the boys. He will advise and assist the Headmaster on all aspects of academic training and administration.

DUTIES OF HOUSEMASTER

11. Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of seniority-cum-merit. A Housemaster will be responsible to the Principal through the Registrar / Headmaster for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the boys of his House. He will be assisted by House Tutors and Matrons/Hostel Superintendents.

12. The Housemaster shall, in addition to the duties cited above, be responsible for:-
- (a) Watching the academic progress and overall growth of his wards and initiating suitable remedial action well in time.
 - (b) Smart turn-out of the boys.
 - (c) Providing Recreational facilities to the boys of his house.
 - (d) Publication of the House news-letters and /or wall magazines.
 - (e) Training the boys for Inter House Competitions.
 - (f) Supervising letter writing by the boys to their parents/guardians.
 - (g) Correspondence with the Parents/guardians of his wards.
 - (h) Proper maintenance of Pocket Money Account and of other records.
 - (j) Visiting Infirmary to enquire about the health of his wards admitted therein.
 - (k) Supervising the work of his House Matron/Hostel Supdt.
 - (l) Maintaining cumulative record cards of the students.

13. A Housemaster should know his boys intimately and should be able to guide them in all the aspects of community living and mould their character and behaviour. He should assign responsibilities to all boys in rotation, so as to enable them to develop organisational ability, self-confidence and qualities of leadership. He should pay special attention to those who are shy and diffident so that they too can develop these qualities to become confident youngsters with initiative and drive.

DUTIES OF MATRONS/HOSTEL SUPERINTENDENTS

14. The Matrons/Hostel Superintendents will assist the housemasters in guiding and supervising the dormitory life of the boys and in efficiently administering the Houses.

15. They will ensure that:-
- (a) All the boys are up at Reveille.
 - (b) They carry out their daily ablutions with emphasis on hygiene and dental care and are properly turned out for all the activities.
 - (c) Those who report sick are attended to and given proper medical treatment and care.
 - (d) They have regular baths and haircuts.
 - (e) They look after their cupboards and keep their clothes and other articles in a neat and orderly manner.
 - (f) All cases of indiscipline and unhealthy behaviour of the boys are dealt with appropriately.
 - (g) Rounds are carried out even after the lights out so as to ensure security and to keep the boys from mischief.
 - (h) The sweepers clean the dormitories properly and the warders, if there are any, take proper care of dormitory layout, house surroundings and security.
 - (j) Account of clothes and linen issued to the boys is kept properly and the dhobi and tailoring services are efficient and satisfactory in all respects.

- (k) The buildings/stores held on charge of the House are properly accounted for. They will be responsible for proper maintenance of building and furniture inventories. They are also to maintain a cumulative record of all the requisitions for repairs etc, in the books placed in the Quartermaster Section, and ensure that all repairs are attended to in time.
- (l) All linen and clothing entrusted to their charge is correctly accounted for and kept in safe custody.
- (m) They effectively assist the Housemaster in ensuring proper harmonious growth and in maintaining high morale and discipline in their Houses.
- (n) The Hostel Supdts will also help/assist the PTIs in Physical Training exercises o the Boarders, as directed by the Principal.

DUTIES OF THE QUARTERMASTER

16. The Quartermaster will work directly under the Registrar and will:-
 - (a) Assist the Principal/Registrar in taking over the land buildings and roads within the campus from the State Public Works Department and hold them on his charge.
 - (b) Maintain inventories in respect of these buildings, along with sketches of electrical, water and sanitary fitments.
 - (c) Hand/take over the buildings meant for official use (Houses, Hospital, Mess, Gymnasium, Swimming Pool, etc.) and for residential purposes and maintains an up to date occupation state.
 - (d) Carry out periodical physical checks of the boundary line of the campus and of all buildings, and conduct special checks as and when instructed by the Principal or the Registrar. He will notice and promptly report encroachments, deficiencies, damages, unauthorised alterations/ constructions and cases of sub-letting, if any.
 - (e) Arrange timely and proper reading of electric and water meters every month after checking and verifying the bills, he will pass them on to the Accounts Section for payment/recoveries.
 - (f) Arrange and supervise repair and maintenance of school buildings, with prior approval of the Registrar/Principal.
 - (g) Hold charge of the school guest house and ensure its maintenance, cleanliness and allotment to guests as per standing orders of the school. He will maintain a register and will be responsible for collection of halting charges including payments for electricity and water consumed, at rates laid down by the school from time to time.
 - (h) Ensure proper street lighting, general sanitation, and cleanliness of the campus.
 - (j) Perform any other duty that may be assigned to him by the Registrar or Principal.
17. He will be the School Security Officer and in that capacity perform the duties laid down by the school and listed in the Security Orders. The security orders will form a part of the School Standing Orders.
18. He will also be the fire fighting officer of the school, and ensure correct maintenance and serviceability at all times of the Fire Fighting equipment placed at different "Fire Points". His duties in detail will be given in the "Fire Fighting Orders", which will be framed

by each school according to local conditions and will be incorporated in the school standing orders.

19. He will be overall in charge of the general employees in the school and will be responsible for their discipline and welfare. Functioning in this capacity, he will be responsible for taking their roll call daily for maintaining a daily parade state. He will recommend leave and report absentees to the Registrar. He will distribute general employees to various departments, under the instructions of the Registrar and as per the directions of the Principal, and will organise central working parties as and when required.

20. He will hold over-all charge of all Mechanical and Animal Transport available in the school. As transport officer, he will be responsible for discipline of the Drivers, proper maintenance of vehicles, regular maintenance of their log books and connected accounts and records under the overall supervision and control of the Registrar.

21. He will be responsible for collection of all stores booked to the school by rail/road and for the dispatch of stores to be sent out by the school.

22. He will assist the Registrar in provisioning of items required for the mess and for other departments/sections of the school. He will also advise bulk procurement and advance stocking of some of the stores if it is beneficial to the school to do so and if the storage space available in the school is adequate.

23. He will be responsible for correct accounting, proper storage and safe custody of dry ration, fresh ration, tinned stuff, fuel, etc. He will also hold on his charge all the miscellaneous stores, clothing equipment, furniture, etc., and will be personally responsible for their timely provisioning, proper storage, safe custody and correct accounting. Maintenance of ledgers/stock registers and connected files separately for each category of stores will be his personal responsibility.

24. He will be assisted by the following, who will work directly under his control:-

- (a) Estate Manager (post abolished).
- (b) UDC (stores)
- (c) Electrician-cum-Pump Operator
- (d) Malies
- (e) Watch and Ward Staff.

DUTIES OF THE OFFICE SUPERINTENDENT

25. The Office Superintendent is officer-in-charge of the Main Office of the School and will be responsible mainly for its proper organization and smooth and efficient functioning.

26. He will work directly under the Headmaster and the Registrar. To ensure smooth and efficient functioning of the Main Office for quick disposal of cases, files and correspondence, he will maintain close liaison with the Training Section, the Accountant and the Quartermaster.

27. He will be broadly responsible for the following:-

- (a) Proper organisation of the office, correct delegation and distribution of work to all clerks and smooth and efficient functioning of the Main Office.
- (b) Discipline of all Main Office Staff, including the Class IV Employees performing the duties of messengers.
- (c) Supervising the work of the office staff under him.
- (d) Timely issue of school Routine Orders and instructions.

- (e) Proper handling and safe custody of all confidential files and documents.
- (f) Proper and regular maintenance of personal files of the school staff and of the boys.
- (g) Correct and timely rendition of all reports and returns.
- (h) Proper filing, indexing and updating of rules and of orders issued by the Board of Governors or by the Honorary Secretary.
- (j) Ensuring that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to school standing orders are issued as and when necessary.
- (k) Maintaining inventories in respect of all the stores, furniture and equipment held in the Main Office.
- (l) Security of information held in the main office as also security of the Main Office and of the offices of the Principal, the Registrar and the Headmaster.
- (m) Prompt and timely action on correspondence pertaining to administrative arrangements made for dispersal of boys proceeding on vacation and for their reception in the school on return from vacation.
- (n) Observance of proper procedure for purchasing, accounting and expending of postage stamps.
- (o) Arranging bulk purchase of office stationery and ensuring that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain a proper record of the issue of stationery to various branches.

28. The duties enumerated above are merely illustrative and not exhaustive. He will also perform other duties that may be assigned to him by the school authorities. He will be assisted by the clerical/ministerial staff allocated to the Main Office.

DUTIES OF ACCOUNTANT

29. The Accountant is required to assist the Principal in managing the Finances of the School and for this purpose a separate Chapter XIII has been incorporated in this Manual. The duties of the Accountant will be directly related to the work area of his employment.

Chapter IV **Procedure followed in decision making process**

ORGANISATION AND ADMINISTRATION

BOARD OF GOVERNORS

1. The overall administration, supervision and control of the Sainik Schools Society will vest with a body called the Board of Governors, Sainik Schools. This Board will be constituted as indicated hereunder:-

- | | |
|---|---------------------|
| (a) Raksha Mantri | - Chairman |
| (b) RRM/URM (Minister in charge of Sainik Schools in Ministry of Defence) | - Vice Chairman |
| (c) Chief Ministers or Education Ministers of the States where the schools are established. | - Ex-Officio Member |
| (d) Secretary to the Government of India, Ministry of Defence | - - do - |
| (e) Secretary to the Government of India, Ministry of Education | - - do - |
| (f) Financial Adviser, Ministry of Finance (Defence) Govt of India | - - do - |
| (g) Chairman, University Grants Commission | - - do - |
| (h) Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services. | - - do - |
| (j) Director General, NCC | - - do - |
| (k) Joint Secretary, Ministry of Defence | - - do - |
| (l) Chairman, Joint Training Committee, Armed Forces, Headquarters | - - do - |
| (m) Education Secretary of each State Government | - - do - |
| (n) Four eminent educationists nominated by the Chairman. | - Nominated Members |
| (o) Four eminent persons nominated by the Chairman. | - do - |

2. Nominated members of the Board of Governors shall hold office for a period of two years provided that a Member on expiry of term of his office shall be eligible for renomination and is so renominated.

3. A member of the Board of Governors shall cease to be a member of the Board on his resignation, becoming of unsound mind, becoming insolvent or on being convicted for a criminal offence involving moral turpitude.

4. A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon as it has been delivered to the latter.

5. Any vacancy on the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in Rule 2.01(n) and (o).

6. The Board of Governors shall function notwithstanding any vacancy on its body and notwithstanding any defect in the nomination of any of its members and no act or

proceedings of the Board of Governors shall be invalid merely by reason of the existence of a vacancy or vacancies on the body or of any defect in the nomination of any of the members.

7. Any ex-officio member if he is unable to attend personally any meeting of the Board of Governors, may depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers, which the member himself is competent to exercise.

8. A suitable Officer shall be appointed by the Chairman Board of Governors to work as Honorary Secretary of the Board.

9. Presence of five members of the Board of Governors including substitutes, if any, deputed under Rule 2.07 above shall constitute a quorum for a meeting of the Board of Governors.

10. If any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such business may be transacted or such action may be taken by the Chairman. The report of such action shall be placed before the Board in its next meeting and the Board may ratify such action, subject to modifications and exceptions, if any.

FUNCTIONS OF THE BOARD OF GOVERNORS

11. (a) The following shall be the functions of the Board of Governors:-

- (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of Association and for the management and Administration of the schools.
- (ii) Without prejudice to the generality of the power conferred on the Board of Governors by sub para (i) above, the Board of Governors shall have the following powers:-
 - (aa) To prescribe general educational and administrative policy pertaining to the schools.
 - (ab) To frame, adopt and vary, from time to time, rules for conducting the business of the Board of Governors and the administration of schools.
 - (ac) To approve opening / closing of any school.
 - (ad) To lay down the revise, whenever necessary, the fees/scholarship structure and sharing of expenditure between Central Govt/State Government and parents.
 - (ae) To raise funds from other sources.

(b) The following shall be the functions of the Chairman, Board of Governors:-

- (i) To appoint Honorary Secretary, Inspecting Officers and Principals of Sainik Schools.
- (ii) To terminate the services of staff when an enquiry into the matter is not feasible or in public interest and for weeding out inefficient staff.

(iii) To exercise appellate powers connected with appointment, confirmation, removal, retrenchment, dismissal of teaching staff or staff of equivalent status.

(iv) To relax the requirement of any particular rule depending upon the circumstances of the case.

EXECUTIVE COMMITTEE

12. There will be an Executive Committee under the Chairmanship of Defence Secretary for close control and supervision over the affairs of Sainik Schools. The composition of the Committee will be as under:-

- | | | | |
|-----|--|---|------------------|
| (a) | Defence Secretary | - | Chairman |
| (b) | Financial Adviser, Defence Services | - | Member |
| (c) | Additional Secretary, Defence | - | Member |
| (d) | Joint Secretary (G) | - | Member |
| (e) | Joint Secretary in the Ministry of Education & Culture concerned with school education | - | Member |
| (f) | Three representatives from the State Governments where Sainik Schools are functioning | - | Member |
| (g) | Honorary Secretary Sainik Schools Society | - | Member Secretary |

13. The State representatives will be nominated by the Chairman, Board of Governors. For the purpose of nominating State representatives, the States are divided into three groups as follows:-

- | | | | |
|-----|----------------|---|---|
| (a) | Eastern Group | - | Bihar, Orissa, West Bengal, Assam and North Eastern States |
| (b) | Northern Group | - | Uttar Pradesh, Madhya Pradesh, Rajasthan, Haryana, Punjab, Himachal Pradesh and Jammu & Kashmir |
| (c) | Southern Group | - | Gujarat, Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu and Kerala. |

14. One State from each group will be represented in the Executive Committee for a period of one year.

15. The Executive Committee will meet as often as considered necessary. The Committee will consider all matters relating to the functioning of Sainik Schools. The decision of the Executive Committee will be placed before the Chairman, Board of Governors for informal approval prior to formal ratification by BOG.

HONORARY SECRETARY

16. The Honorary Secretary, Sainik Schools Society is appointed by the Chairman of the Society. He is an officer not below the rank of Deputy Secretary, posted in the Ministry of Defence. The Honorary Secretary is assisted by other officers of the Ministry of Defence specially nominated for this purpose and such officers not below the rank of Under Secretary will attend to such duties as are assigned to their charge under the overall administrative control of the Honorary Secretary. In the absence of the Honorary Secretary, such officers will dispose of urgent business of the Sainik Schools Society on behalf of the Honorary Secretary. The Honorary Secretary's office is located in the

Ministry of Defence and he functions as the head of the Sainik Schools cell, the staff of which is found from within the sanctioned establishment of the Ministry of Defence.

17. The Honorary Secretary is directly responsible to the Board of Governors for all matters connected with the administration of Sainik Schools. He is required to inspect each school annually himself or through officers specifically nominated for this and to bring to the notice of the Board of Governors of the Society, and of the Local Board of Administration of the concerned school, matters of importance pertaining to the functioning of the school and the welfare of its staff and students. The Honorary Secretary initiates action at appropriate time for timely replacement of Service Officers posted in different Sainik Schools. He takes appropriate action for implementation of orders of the Board of Governors/or of the Chairman. He formulates rules and regulations for the Society, and amends them as and when necessary, getting the amendments approved by the Board of Governors. He is also responsible for smooth conduct of the All India Entrance Examination held every year for selection of candidates for admission to different Sainik Schools. He will review all decisions of the Local Board of Administration and Audit Reports of the schools with a view to ensuring that proposal made or action taken are in order as well as in the best interest of the school and the Society.

LOCAL BOARD OF ADMINISTRATION (LBA)

18. The Local Board of Administration, constituted separately for each school, is composed as under:-

- | | | | |
|-----|---|---|----------|
| (a) | GOC-in-C/FOC-in-C/AOC-in-C of the Army/Navy/Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent. | - | Chairman |
| (b) | Member of Parliament of the Constituency in which the school is located. | - | Member |
| (c) | One Officer of the Education Deptt and one Officer from Engineering Deptt, if so nominated by the Govt of the State concerned. | - | Member |
| (d) | The Collector/Deputy Commissioner of the concerned district. | - | Member |
| (e) | Two eminent educationists from the State, including at least one Principal of a good Public School. | - | Member |
| (f) | A parent other than a Staff member duly elected. | - | Member |
| (g) | The Principal of the Sainik School. | - | Member |

Explanatory notes:-

- (1) Where the Member of Parliament elected from the Constituency happens to be a Cabinet Minister or holds an appointment which prevents him from attending the meeting of the L.B.A. it will be ensured that the minutes of the meetings are sent to him for his information and comments, if any.

- (2) The election of the parent member would be held preferably on a parents day or on the Founder's Day when most parents are likely to attend. The tenure of membership of the parent member will be one year. He will be paid T.A. and D.A. for attending the meetings of the LBA at the same rates as are applicable to their non-official members. If he is a Government Servant, he will be entitled to normal TA admissible to him on duty.
- (3) To be eligible for election as a member of the L.B.A. the parent should fulfill the following conditions:-
 - (i) His son should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study in the school after his election.
 - (ii) He should not have been a defaulter in payment of school dues.
- (4) A member of staff of the school shall not be eligible for election as Parent Member.
- (5) The eminent educationists on` the LBA will be nominated by the Chairman of the LBA after ascertaining the views of the State Govt/Union Territory Administration.

QUORUM AND OTHER RULES CONCERNING MEETINGS OF THE L.B.A.

19. The quorum for an ordinary meeting of the Local Board of Administration will be three members present including at least one representative of the State Government.
20. If the Chairman is absent from a meeting, those present will select a Chairman for the meeting, excluding the Principal who is the Member Secretary.
21. While 15 days notice will be required for a normal meeting an extra-ordinary meeting may be held after giving notice of at least three days.
22. Where a meeting cannot be arranged for any reason or it is not considered necessary to hold one, urgent issues may be decided by circulating the proposals for comments/concurrence.
23. Ex-officio members of the Local Board of Administration may nominate a suitable officer to attend a meeting of the Board on their behalf. The representative may take full part in the discussions. Such nominees will, however, not have the right to vote in case any matter is to be decided by vote.
24. Agenda for a meeting of the Local Board of Administration should be sent to the members sufficiently in advance, asking them to forward additional points for discussion, if they have any. Statements of accounts for the quarter, if they are ready and are required to be discussed in a particular meeting, should be sent along with the agenda for detailed scrutiny by members of the Board.
25. The Local Board of Administration should meet once in every four months. An extra-ordinary meeting of the Board may, however, be called by the Chairman in addition to three ordinary meetings scheduled to be held in a year.

FUNCTIONS OF LOCAL BOARD OF ADMINISTRATION

26. The functions of the Local Board of Administration are as under:-

- (a) Approve annual budget prepared by the Principal.
- (b) Exercise financial powers as laid down by Board of Governors from time to time.
- (c) Approve appointment of staff of Sainik Schools within the scale stipulated according to the procedure prescribed by Sainik Schools Society.
- (d) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.
- (e) Approve action proposed by the Principal to terminate the services up to Class II Staff.
- (f) Recommend to the Board of Governors utilization of reserve funds in case of exigency.
- (g) Exercise general administrative control over the school.
- (h) Implement any other task entrusted to it by the Board of Governors.

CHANGE OF CHAIRMAN AND MEMBERS OF LOCAL BOARD OF ADMINISTRATION

27. The Principal will inform the Honorary Secretary, Sainik Schools Society, well in advance of all likely changes in the incumbency of the Chairman of Local Board of Administration. All changes in the membership of the L.B.A. shall be reported by the Principal to the Honorary Secretary promptly.

TA/DA FOR NON OFFICIAL MEMBERS OF THE LOCAL BOARD OF ADMINISTRATION

28. Travelling Allowance/Daily Allowance payable to non-officials for attending meetings of the Local Board of Administration is to be calculated at the rate admissible to 1st Grade employees of the State Government and strictly according to the State Travelling Allowance/Daily Allowance Rule. The Principal of the Sainik School will be the countersigning authority for all such bills and the TA/DA will be debited to the school funds.

PRINCIPALS' CONFERENCE

29. A conference attended by Principals of all Sainik Schools is held normally once every year by rotation in one of the Sainik Schools. Problems common to all Sainik Schools are discussed at this conference for suggesting solutions. The conference is attended by the Honorary Secretary, Sainik Schools Society. The recommendations of this conference are considered by the Board of Governors, whichever necessary.

Chapter IV

Norms set for discharge of functions

Delegation of Powers. The duties and responsibilities of officers posted in Sainik School Balachadi have been specified above.

Laid down Policies and Guidelines. Sainik School Balachadi follows Sainik Schools Society Rules and Regulations, 1997 and policy letters and guidelines issued by Sainik Schools Society from time to time. Wherever applicable norms for various items of work as laid down by concerned nodal Ministries / Departments / Organizations are being followed. In other cases, norms as laid down in guidelines/circulars etc. of CBSE, CVC, GFR-2017, etc are followed, wherever applicable.

For day-to-day functioning of various Sections, norms regarding time limits for disposal of important receipts are fixed by the Principal / Vice Principal / Administrative Officer at dakstage wherever applicable. The time limit for disposal of various cases depends upon the nature of the files and the level of disposal.

Information under RTI Act 2005. In order to provide information under Right to Information Act which is under the control of public authorities and in order to promote transparency and accountability, the following norms are set to ensure access of available information to the citizens:-

- (a) The norms set by the Right to Information Act are taken in account to provide information to the citizen.
- (b) An applicant directly making request to Public Information Officer to obtain information related to the Official records.
- (c) IPO/Demand Draft of Rs. 10.00 in favour of Principal, Sainik School Balachadi should be enclosed with the application (payment of fees is exempted for BPL category applicants).
- (d) The request is analyzed and forwarded to process the request to provide information to applicants within stipulated time period.
- (e) The relevant information is obtained from sections/unit concerned.
- (f) The information obtained from sections/units is forwarded to the applicant.
- (g) If the required information is provided in set of photocopy (Rs. 2.00 per copy is charged for as photocopy charges).

Compliance of Provisions of Statutes etc. While discharging the respective functions, officers are required to comply with the applicable provisions of Indian Constitution, Statutes and Rules & Regulations.

Chapter V
Rules, Regulations, Instructions, Manual &
Records for discharging functions

Sainik Schools Society Rules & Regulations, 1997

Link:

Note:- Scanned copy of Sainik Schools Society Rules and Regulations, 1997 is given at the abovementioned link for reference. However, Sainik Schools Society Rules and Regulations, 1997 are under revision. The revised Rule Book will be updated immediately after receipt of the same from Sainik Schools Society.

Chapter VI

Categories of documents held by the Public Authority

1. Academic / Training Documents
2. Administrative Documents

Chapter VII

Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof

Being a subordinate organization under Sainik Schools Society, Ministry of Defence, the Sainik School Balachadi functions as per the Sainik Schools Society Rules and Regulations and policies issued by the Board of Governors, Sainik Schools Society from time to time. Policy matters relating to new admissions, recruitment, fees structure, terms and conditions of service for employees, scholarship schemes, finances, procurement procedures, audit, maintenance of documents, ancillary activities, etc are issued by Sainik Schools Society, Ministry of Defence.

Being an educational institution affiliated to the Central Board of Secondary Education, New Delhi, the guidelines and instructions issued by the CBSE from time to time are also binding on the School.

Sainik Schools Society, Ministry of Defence, Govt of India and State Govt of Gujarat are major stakeholders in management of the School. The parents of the students studying in the School also have equal stake in ensuring efficient management of the School.

The School admits boys and girls in Classes VI & IX (subject to availability of vacancies) and has Classes from VI to XII. Therefore, parents (public) who aspire to admit their wards in Sainik School Balachadi and parents whose wards are studying in the School remain the primary clients.

The School seeks suggestions and feedback from the public and parents to improve the system and make it more transparent and efficient.

Sainik Schools Society has considered suggestions received from the parents with respect to Entrance Exam / New Admissions and provisioned reservation for girl candidates, reservation for OBC-NCL category candidates, discontinued interview for the shortlisted candidates, commenced e-counselling process, etc. Sainik Schools Society has also issued SOP for Recruitment of Staff in Sainik Schools to bring similarity and transparency

The School obtains suggestions / feedback from the parents from time to time. The public may also offer their valuable suggestions / feedback to the School as well as the Sainik Schools Society by writing letters or sending email to the following officers for consideration. In case, policy matters, the same would be forwarded to Sainik Schools Society for necessary directions:-

Address of Sainik School Balachadi

The Principal
Sainik School Balachadi
Jamnagar – 361230
Gujarat

Email: ssbjam11@gmail.com

Address of Sainik Schools Society, Ministry of Defence

The Honorary Secretary
Sainik Schools Society
Ministry of Defence, Govt of India
Room No 101, D-1 Wing
Sena Bhawan, DHQ PO
New Delhi 110 011.

Email: sss@sainikschoolsociety.in

Chapter VIII

Boards, Councils, Committees & other bodies constituted as part of public authority

LOCAL BOARD OF ADMINISTRATION (LBA)

The Local Board of Administration is composed (Sainik Schools Society Rules and Regulations, 1997) as under:-

- | | | | |
|-----|---|---|---------------------|
| (a) | GOC-in-C/FOC-in-C/AOC-in-C of the Army/Navy/Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent. | - | Chairman |
| (b) | Member of Parliament of the Constituency in which the school is located. | - | Member |
| (c) | One Officer of the Education Deptt and one Officer from Engineering Deptt, if so nominated by the Govt of the State concerned. | - | Member |
| (d) | The Collector/Deputy Commissioner of the concerned district. | - | Member |
| (e) | Two eminent educationists from the State, including at least one Principal of a good Public School. | - | Member |
| (f) | A parent other than a Staff member duly elected. | - | Member |
| (g) | Rep of Old Boys Association
(Maj Gen or equivalent rank) | - | Member |
| (h) | The Principal of the Sainik School. | - | Member
Secretary |

OFFICIAL LANGUAGE COMMITTEE FOR IMPLEMENTATION OF HINDI LANGUAGE

The Official Language Committee for implementation of Hindi Language is composed (School Order Part-I No 11/2025 dated 01 Apr 2025) as under:-

- | | | | |
|-----|-------------|---|-------------------------------|
| (a) | Chairperson | - | Vice Principal |
| (b) | Member | - | Mr BK Jha, TGT Hindi |
| (c) | Member | - | Mr Sachin Kushwaha, TGT Hindi |

**SCHOOL SAFETY COMMITTEE (SSC) / SCHOOL COMPLAINTS COMMITTEE (SCC)
FOR PROTECTION OF CHILDREN FROM SEXUAL OFFENCE (POCSO) ACT 2019**

A School Safety Committee (SSC) / School Complaints Committee (SCC) comprising of the following is constituted to ensure strict compliance of the Protection of Children from Sexual Offences (School Order Part-I No 11/2025 dated 01 Apr 2025):-

Chairperson	-	Principal, Sainik School Balachadi
Student Safety Officer (SSO) or Child Protection Officer (CPO)	-	Vice Principal, Sainik School Balachadi
Faculty Representatives	-	Senior Master Mrs Priya Sonagra, TGT Maths
Non-Teaching Staff Representative	-	Quartermaster
Parents Representative	-	Parents Body Member
Student Representatives	-	School Captain (Boys) House Captain Ahilyabai House(Girls)
Alumni Representative	-	President, Old Boys Association (OBA)

The primary functions of the School Safety Committee (SSC) are as below:-

- (i) To serve as complaints and Redressal body. The SSC is to hold quarterly meetings, and minutes of the meetings are to be maintained and made available for records.
- (ii) SSC members must undertake a 'Safety Walk' of the entire School premises on 5th of every month in order to ensure compliances of standard safety measures and submit the report to the SSC Chairperson by 10th of month. In addition to the students, all members of the School Safety Committee must be present during every Safety Walk, as far as possible.
- (iii) To organise awareness sessions for cadets and staff including GEs for apprising them of relevant provisions/clauses of POCSO Act-2019 and measures being implemented at School for prevention of sexual exploitation among children/cadets.
- (iv) To open the School's feedback/complaints boxes during the School Safety Walk and take time bound action on queries/complaints/suggestions within 15 days of opening of the suggestion boxes.
- (v) To check the 'Ops' status of CCTV cameras installed in the School campus once a week including hostels and mess and report any incident of non-functional cameras, if any, to CCTV IC for immediate rectification.

INTERNAL COMPLAINTS COMMITTEE (ICC) UNDER THE SEXUAL HARASSMENT OF WOMEN AT WORK PLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT 2013

Complaint Procedure

(i) Complaint regarding Sexual Harassment against women can be made either in paper form or by sending e-mail to: ssbjam11@gmail.com. The Act stipulates that aggrieved woman can make a written complaint of sexual harassment at workplace to the ICC or to the LCC (in case a complaint is against the employer), within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident. As per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013, in case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or an officer of the National Commission for Woman or State Women's Commission or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

(ii) Ministry of Women & Child Development launched an online complaint management system titled Sexual Harassment electronic-Box (She-Box) on 24 Jul 2017 for registering complaints related to Sexual Harassment at workplace. The She-Box is an initiative to provide a platform to the women working or visiting any office of Central Government (Central Ministries, Departments, Public Sector Undertakings, Autonomous Bodies and Institutions, etc.) to file complaints related to Sexual Harassment at workplace under the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.

(iii) Once a complaint is submitted to She-Box, it will be directly sent to the Internal Complaint Committee (ICC) of the concerned Ministry/ Department/ PSU/ Autonomous Body etc. having jurisdiction to inquire into the complaint. The She-Box also provides an opportunity to both the complainant and nodal administrative authority to monitor the progress of inquiry conducted by the ICCs.

[Link for SHe-Box Online Complaint Management System
\(https://shebox.nic.in/\)](https://shebox.nic.in/)

Composition of Committee

The Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Work Place (Prevention, Prohibition And Redressal) Act 2013 is composed (School Order Part-I No 11/2025 dated 01 Apr 2025) as under:-

Ser	Name	Designation	Contact No	Email
(i)	Mrs Veenaben G Parmar TGT Computer Science Sainik School Balachadi	Chairperson	8758793622	Ssbiam11@gmail.com
(ii)	Mrs Lajwanti Yadav TGT English Sainik School Balachadi	Member	8866639105	
(iii)	Mrs Anju Yadav TGT English Sainik School Balachadi	Member	7874141147	
(iv)	Dr Mahesh Bohra PGT Maths Sainik School Balachadi	Member	9408534802	
(v)	Mrs Mamta Balasubramaniam SPIC MACAY Jamnagar	NGO Member	9925050107	

Chapter IX

Directory of Officers and Employees

OFFICERS

SI No	Name of the Officer	Designation
1.	Col Shreyash Mehta	Principal
2.	Lieutenant Colonel Harjot Kaur	Vice Principal
3.	Lt Cdr Hari Ram Poonia	Administrative Officer

ACADEMIC STAFF

Ser	Name	Post
1	MR ANIL KUMAR SINGH	PGT
2	DR MAHESH BOHRA	PGT
3	MR DAU DAYAL PUROHIT	PGT
4	MRS SUNITA KADEMANI	PGT
5	MR MAITRIK N JANI	PGT
6	MR KULDEEP KUMAR BAJPAYEE	PGT
7	MR SANKARARAO GANDHAM	PGT
8	MRS SHIKHA AGNIHOTRI	PGT (Contractual)
9	MR RAVINDRA PRATAP MEEL	PGT (Contractual)
10	MR R S MISHRA	TGT Art Master
11	MR RAGHESH PR	TGT
12	MR BRAJESH KUMAR JHA	TGT
13	MR MAYURA JOSHI	TGT
14	MR S SUNIL KUMAR	TGT
15	MRS VEENA PARMAR	TGT
16	MR LALIT YADAV	TGT
17	MRS LAJWANTI YADAV	TGT
18	MR DHARMIK N JANI	TGT
19	MR ARUN VR	TGT
20	MRS ANJU YADAV	TGT
21	MR RAMESH J MAKWANA	TGT
22	MR PIYUSH J VIRAMGAMA	TGT
23	MR BALRAJ	TGT
24	MS ANKUR CHAUDHARY	TGT
25	MRS PRIYA SONAGRA	TGT
26	MR UMESH KARMORE	TGT
27	MRS ANKITA MAKWANA	TGT (Contractual)
28	MR SACHIN KUMAR KUSHWAHA	TGT (Contractual)
29	MS JAYSHREE NADIYAPARA	PTI-CUM-MATRON (Contractual)
30	MS SONALI	Counsellor (Contractual)
31	VINOD HARIMKAR	LIBRARIAN
32	J V MEHTA	LAB ASST

PTIs & NCC PI Staff

SI No	Name of Employees	Designation
1.	Sub Kishan Singh	NCC PI Staff
2.	Hav Abhaysang Rathod	NCC PI Staff
3.	CHM/APTC Anand Dubey	PTI
4.	Hav/APTC Manuj Chambyal	PTI

ADMINISTRATIVE STAFF

Ser No	Name of Employees	Designation
1.	Dr Keyur Akbari	SMO (Contractual)
2.	Mr Munish Kumar Singh	Office Supdt
3.	Mr Devendra Chandrakant Pujara	Acct
4.	Mrs Banasree Das	Mess Manager
5.	Mr Rajender Singh	Cat Asst
6.	Mr Jagdish	H/Supdt
7.	Mr DV Sharma	Nur Asst
8.	Mrs Dharmistha V Bhatt	UDC
9.	Mr Ritesh R Chakravarti	LDC
10.	Mr Rajesh Kumar M Raval	UDC
11.	Mr DV Joshi	LDC
12.	Mr Nadeem Siddiqui	LDC
13.	Mr Yash Pal	LDC
14.	Mr Vijaysinh Vaghela	LDC (Temp Basis)
15.	Mrs Vanitaben Patel	Nursing Sister (Contractual)
16.	Mr Asim Chad	Ward Boys (Contractual)
17.	Mr Bhupender Kumar	Ward Boys (Contractual)
18.	Mr Surajpal Gahlot	Ward Boys (Contractual)
19.	Mr Ravi Sharma	Ward Boys (Contractual)
20.	Mr Mahendrasinh R Jadeja	Driver
21.	Mr Karan Nimawat	Driver

GENERAL EMPLOYEE (REGULAR)

Ser No	Name of Employees	Designation
1.	Mr Ramesh Bhanji	General Employee
2.	Mr Vasant Moti	General Employee
3.	Mr Bodu A Makrani	General Employee
4.	Mr Paresh H Bhatt	General Employee
5.	Mr Suresh Lal	General Employee
6.	Mr Bachu Limba	General Employee
7.	Mr Birendra Lal	General Employee
8.	Mr Goghubha A Vaghela	General Employee
9.	Mr Kavindra Kumar	General Employee
10.	Mr DharmendraSinh Jadeja,	General Employee
11.	Mr Sahdevsinh P Vaghela	General Employee
12.	Mr Yuvrajsing B Vaghela	General Employee
13.	Mr Gumansinh P Vaghela	General Employee

14.	Mr Birju G Parmar	General Employee
15.	Mr Balvir Singh	General Employee
16.	Mr Mullangi Rajarao	General Employee
17.	Mr Pruthvisinh Vaghela	General Employee
18.	Mr Farooq Osman Chad	General Employee
19.	Mr Raj Kumar	General Employee
20.	Mr Nayan Ghosh	General Employee
21.	Mr Solanki Rambhai Bijalbhai	General Employee
22.	Mr Ashoksinh L Vaghela	General Employee
23.	Mr Ghanshyamsinh B Zala	General Employee
24.	Mr Vinod C Me	General Employee
25.	Mr Bhavesh A Taraiya	General Employee
26.	Mr Jagannath Behera	General Employee
27.	Mr Mukesh K Umar	General Employee
28.	Mr Sunil Kumar Tamta	General Employee
29.	Mr Sunil R Dudhaiya	General Employee
30.	Mr Charanjeet Singh	General Employee

Chapter X

Monthly remuneration received by Officers & Employees including the system of Compensation

Officers

Sl No	Name of the Officer	Designation	Pay Scale
1.	Col Shreyash Mehta	Principal	
2.	Lt Col Harjot Kaur	Vice Principal	
3.	Lt Cdr Hari Ram Poonia	Administrative Officer	

Employees

Sr No	Designation	Name of Employee	Level	Index	Gross Salary
1	PGT	MR.A K SINGH	11	16	1,68,076.00
2	TGT	MR R S MISHRA	10	19	1,52,623.00
3	TGT	MR RAGHESH P R	9	19	1,44,667.00
4	TGT	MR BK JHA	9	18	1,40,689.00
5	TGT	MR MAYURA JOSHI	9	18	1,40,689.00
6	Laboratory Assistant	MR J V MEHTA	7	16	1,10,854.00
7	Catering Assistant	MR RAJENDRA SINGH	6	19	96,166.00
8	General Employee	MR VASANT MOTI	4	19	70,309.00
9	General Employee	MR RAMESH BHANJI	4	19	70,309.00
10	Laboratory Attendant	MR BODU MAKRAANI	4	19	70,309.00
11	Laboratory Attendant	MR PARESH BHATT	4	17	66,484.00
12	General Employee	MR SURESH LAL	3	20	62,812.00
13	General Employee	MR BACHU LIMBA	3	20	62,812.00
14	General Employee	MR BIRENDRA LAL	3	20	62,353.00
15	General Employee	MR GOGHUBHA	3	20	62,353.00
16	PGT	DR. MAHESH BOHRA	9	18	1,60,474.00
17	PGT	MR. DAUDAYAL PUROHIT	9	14	1,42,381.00
18	PGT	MS. SUNITA KADEMANI	8	10	1,12,243.00
19	PGT	MR.KK BAJPAYEE	8	19	1,45,383.00
20	PGT	MR MAITRIK N JANI	8	6	1,00,034.00
21	PGT	MR GANDHAM SANKARARAO	8	3	92,636.00
22	TGT	MR S. SUNIL -KUMAR	8	19	1,45,383.00
23	TGT	MRS VEENABEN PARMAR	8	18	1,41,997.00
24	TGT	MR. LALIT YADAV	8	17	1,37,185.00
25	TGT	MRS. LAJWANTI YADAV	8	17	1,37,985.00
26	Librarian	MR. VINOD HARIMKAR	8	15	1,30,311.00
27	TGT	MR. DHARMIK N JANI	8	15	1,29,511.00
28	TGT	MR. ARUN VR	8	15	1,29,511.00
29	TGT	MRS. ANJU YADAV	8	13	1,22,360.00
30	TGT	MR. RAMESH J MAKWANA	8	9	1,09,904.00
31	TGT	MR PIYUSH VIRAMGAMA	7	11	1,09,904.00
32	TGT	MR BALRAJ	7	6	95,252.00
33	TGT	MS. ANKUR CHAUDHARY	7	6	94,520.00
34	TGT	MRS SONAGRA PRIYA TEJPAL	7	5	91,836.00
35	TGT	MR UMESH KARMORE	7	3	87,578.00
36	Accountant	MR.DEVENDRA PUJARA	7	9	1,02,999.00

37	Office Supdt	MR. MUNISH KUMAR SINGH	7	9	1,02,999.00
38	Hostel Supdt	MR. JAGDISH	6	14	94,452.00
39	Mess Manager	MRS. BANASREE DAS	5	1	54,685.00
40	Nursing Asst	MR. DIPAKKUMAR V SHARMA	5	10	69,208.00
41	UDC	MRS DHARMISHTHA V BHATT	4	10	61,836.00
42	UDC	MR. RAVAL RAJESH M	4	16	73,173.00
43	LDC	MR. RITESH R CHAKRAVARTI	3	19	68,638.00
44	LDC	MR. DILIP V JOSHI	3	15	60,313.00
45	LDC	MR NADEEM SIDDIQUI	2	8	45,487.00
46	LDC	MR YASHPAL	2	1	37,087.00
47	Driver	MR. MAHENDRA- SINH JADEJA	3	19	68,638.00
48	Driver	MR NIMAVAT KARANKUMAR	2	2	38,133.00
49	Gen Emp	MR.KAVINDRA KUMAR	2	12	51,894.00
50	Gen Emp	MR. DHARMENDRASINH JADEJA	2	12	51,894.00
51	Gen Emp	MR.SAHDEV SINH	1	10	43,366.00
52	Gen Emp	MR. YUVRAJ SINH	1	10	43,366.00
53	Gen Emp	MR.GUMAN SINH	1	10	43,366.00
54	Gen Emp	MR.BIRJU PARMAR-	1	10	43,366.00
55	Gen Emp	MR.BALVIR SINGH	1	10	43,366.00
56	Gen Emp	MR MULLANGI RAJA RAO	1	10	43,366.00
57	Gen Emp	MR NAYAN GHOSH	1	9	42,145.00
58	Gen Emp	MR RAJKUMAR	1	9	42,145.00
59	Gen Emp	MR VAGHELA PRUTHVI-RAJSINH	1	9	42,145.00
60	Gen Emp	MR CHAD FAROOQ USMAN	1	9	42,145.00
61	Gen Emp	MR RAMBHAI BIJALBHAI SOLANKI	1	7	39,877.00
62	Gen Emp	MR ASHOKSINH L VAGHELA	1	7	39,877.00
63	Gen Emp	MR GHANNHYAM-SINH B ZALA	1	7	39,877.00
64	Gen Emp	MR VINOD CHHAGANBHAI ME	1	7	39,877.00
65	Gen Emp	MR BHAVESH TARAIYA	1	7	39,877.00
66	Gen Emp	MR JAGANNATH BEHERA	1	7	39,877.00
67	Gen Emp	MR MUKESH KUMAR	1	7	39,877.00
68	Gen Emp	MR SUNIL- KUMAR TAMTA	1	7	39,877.00
69	Gen Emp	MR SUNIL DUDHAIYA	1	7	39,877.00
70	Gen Emp	MR CHARANJEET SINGH	1	7	39,877.00

Chapter XI
Budget allocation & proposed expenditure & disbursement particulars-
Plan Scheme

As approved by Chairman, Local Board of Administrations, Sainik School Balachadi and
Sainik Schools Society, Ministry of Defence, New Delhi.

Chapter XII

Manner of execution of subsidy programmes

Scholarships

The State Governments award scholarships on Income criteria basis. Ministry of Defence similarly awards scholarships to wards of Defence personnel including ex-servicemen. In addition, Ministry of Defence provides a part of scholarships as Central assistance to those students who are awarded State Government scholarships. In addition, the Ministry of Defence also grants subsidy across the board to all students studying in Sainik Schools irrespective of cadets' category, gender, domicile and parents income. The Ministry of Defence also grants NDA incentive to the Class XII cadets joining NDA/INA/OTA, etc. The sharing of expenditure on fees/scholarships amongst Central Government, State Governments and the parents will be as decided by the Board of Governors from time to time.

To enable children from weaker sections of Society to study in Sainik Schools and avail of public school education facilities, the governments of various States/Union Territories have instituted scholarship schemes. Besides, the Ministry of Education and Culture, Govt of India grants merit scholarships on the basis of its own examination and the Ministry of Defence grants a limited number of scholarships on merit-cum-means basis to the children of Defence personnel (including ex-Servicemen) selected for admission to Sainik Schools.

Different types of scholarships made available to the students admitted to Sainik Schools are as under:-

- (a) State Govt scholarships admissible to the domiciles of the concerned state (details of the scheme are available with the schools/Govt concerned).
- (b) Ministry of Defence Scholarships admissible to the children of the armed forces personnel and ex-servicemen as decided by the Ministry of Defence from time to time.

GOVT. OF GUJARAT SCHOLARSHIP 2024-25 AND CENTRAL ASSISTANCE

<u>Category - General Cadets</u>	<u>Scholarship</u>
Up to 40,000/- full Scholarship	15,000/-
40,001/- to 60,000 Half Scholarship	7,500/-
<u>Category - SC / ST Cadets</u>	
Up to 1,00,000/- Full Scholarship	15,000/-
1,00,000/- to 2,00,000/- Half Scholarship	7,500/-
<u>Clothing Allowance</u>	
Full Scholarship Holder - Newly admitted students	600/-
Full Scholarship Holder - Old Students	300/-
Half Scholarship Holder - Newly admitted students	300/-
Half Scholarship Holder - Old Students	150/-
<u>Dietary Charges</u>	
All Gujarat Domicile Cadets	15,496/-
<u>Free Education Policy</u>	
Cadets who were in Government School prior to Join Sainik School are eligible to get Benefit of Free Education Policy from the State Government (Total Payable Fees Less Sharing of Burden by MoD)	Total Fees Less Sharing of Burden by MoD
<u>Central Assistance by MoD</u>	
Full Scholarship Holder of State Scholarship	2000.00
Half Scholarship Holder of State Scholarship	125.00
<u>Re-imburement of Tuition Fee of Class VI to X</u>	
On Commissioned in Armed Forces, the State Government of Gujarat is providing Re-imburement of Tuition Fees of Class VI to X to Gujarat Domicile Cadets. (Tuition Fees of Class VI to X Less Scholarship availed during the respective year, Less Sharing of Burden by MoD and Less Central Assistance by MoD)	
<u>One Time Cash Award to Cadet on Joining NDA</u>	50,000.00
The Government of Gujarat has announced this scheme during the year 2022-23. As per the scheme, One Time Cash Award will be given to Gujarat Domicile Cadets who Joined NDA	

DEFENCE SCHOLARSHIP FROM SAINIK SCHOOLS SOCIETY, MINISTRY OF DEFENCE

Ser	Rank	Scholarship Amount (Rs)
(i)	Upto Other Ranks / Non Commissioned Officer (NCO) or equivalent	32,000/- (Full Scholarship)
(ii)	Junior Commissioned Officer (JCO) or equivalent	16,000/- (½ Scholarship)

In addition to the above, State Govt of Gujarat grants onetime cash incentive amounting to Rs 50,000/- to Gujarat students joining NDA/INA passing through the portals of Sainik School Balachadi.

Details of Scholarship Schemes are also available on the School website at the following link:-

Link : <https://www.ssbalachadi.org/fees-and-scholarship.html>

Chapter XIII
Particulars of recipients of concessions & permits

GOVT. OF GUJARAT SCHOLARSHIP 2024-25:

Ser	Particulars	No. of beneficiaries
(i)	Full Scholarship	16
(ii)	½ Scholarship	14
(iii)	Free Education Policy	175
(iv)	Incentive for Join NDA by State Government	03

DEFENCE SCHOLARSHIP 2024-25:

Ser	Particulars	No. of beneficiaries
(i)	Full Scholarship	31
(ii)	½ Scholarship	10

Chapter XIV

Information available in electronic form & particulars of facilities available to citizens for obtaining information

The information pertaining to the School, Chairman LBA, officers, staff, facilities, activities, achievements, fees, scholarship schemes, online payment, recruitment, entrance exam (admission process), tenders, RTI, CVC circulars, procurement procedure policy, contact address, contact numbers, etc are being uploaded / updated on the School website: <https://ssbalachadi.org>

The important information is also displayed in the Notice Boards available put up in the school academic & admin building, visitors lounge, staff room, classrooms, cadets mess, hostels, main gate, etc for information of the stakeholders and general public.

Citizens may visit the School on working days during 0800-1400 h & 1600-1800 h and seek information related to admission process, fees, scholarship schemes, etc. However, on Wednesday and Saturday, the visit can be possible during 0800-1400 h only. They can also write letters addressed to the Principal, Sainik School Balachadi by post or email and seek information.

Chapter XV
Particulars of Public Information Officers

Ser No	Name and Designation	Public Information Officers
1.	Col Shreyash Mehta Principal Sainik School Balachadi Jamnagar – 361230 Gujarat Telephone Number 02893-246226 Email ID ssbjam11@gmail.com	First Appellate Authority (FAA)
2.	Lt Cdr Hari Ram Poonia Administrative Officer Sainik School Balachadi Jamnagar – 361230 Gujarat Telephone Number 02893-246226 Email ID ssbjam11@gmail.com	Central Public Information Officer (CPIO) (for Administrative matters)
3.	Lt Col Harjot Kaur Vice Principal Sainik School Balachadi Jamnagar – 361230 Gujarat Telephone Number 02893-246226 Email ID ssbjam11@gmail.com	Central Public Information Officer (CPIO) (for Academic matters)

Chapter XVI

Citizens Charter as per the recommendation of the 2nd Administrative Reforms Commission

Services provided by Sainik School Balachadi

Sainik School Balachadi is wholly residential school run on public school lines. The School provides education service to the students from Classes VI to XII. The School imparts instructions in English medium although knowledge of English is not a pre-requisite for admission. The School is affiliated to Central Board of Secondary Education (CBSE), Delhi. While developing sound character, team spirit, dedication to duty, patriotic outlook and desire to serve the country with efficiency, the School prepares its students academically for Secondary School Exam (Class X) and Senior School Certificate Exam (Class XII) conducted by the CBSE and for the entrance examination to the National Defence Academy & Naval Academy. At +2 level, the students will have to study Science stream only. In Class XI and Class XII, they have to study English, Mathematics, Physics and Chemistry mandatorily. However, they have an option of studying Biology or Computer Science as the fifth subject. All students availing scholarship from the government are obliged to take the NDA & NA Entrance Examination during the plus two stage after passing Class XI and have a commitment to appear in the written exam and also in the SSB Interview and make sincere efforts to join the officer cadre of the Armed Forces even after passing out from the School till such time their age permits. Besides academic advancement, the students are encouraged to develop their creative faculties through co-curricular activities and social useful productive work. They are also introduced to systematically to all major games, and are given NCC training to make them eligible to appear for NCC 'A' and NCC 'B' Certificate Exams in Class X and Class XII respectively. The students are also exposed to educational-cum-motivational tours and adventure activities including horse riding and swimming to help them improve their life skills.

Set Standards

Over the period of 64 years of its existence, Sainik School Balachadi has contributed more than 400 officers to the Armed Forces. The alumni of the School have also been contributing in the civil society as bureaucrats, doctors, engineers, entrepreneurs, bankers, politicians, businessmen, etc.

The School has been achieving 100% results in CBSE Class X and Class XII Board Exams. The number of cadets joining NDA from the School has improved during the last five years. The School would like to maintain 100% results in CBSE Class X and Class XII Board Exams in near future also with emphasis on more number of cadets getting distinctions and above 90% of marks. Similarly, the School would like to achieve the target of sending at least feeding 10 cadets of Class XII to NDA, every year which was set by the Sainik Schools Society.

Grievance Redressal Mechanism

CPGRAMS. Sainik Schools Society, MoD has allotted organization code/user-id with password to Sainik School Balachadi for implementation of CPGRAMS Version 7.0.

Redressal of Grievances-Staff

The rules governing Sainik Schools do not recognise any association formed by the school employees. However, the Sainik Schools Society will always be ready to redress any genuine grievances received from any member of the staff individually.

Any member of the staff may put up his grievances in writing to the Board of Governors, Sainik Schools Society, or to the Chairman of the L.B.A. as appropriate with regard to the nature of grievance. All communications must, however, be forwarded only through the Principal of the concerned Sainik School who shall not have the right to withhold such an appeal / representation. While forwarding such appeals, the Principal shall give his recommendations/comments. There is, however, no objection to sending advance copies of such appeals/representations to higher authorities if the matter is of urgent nature. Once such an appeal/representation is received by the Principal, final action against the appellant shall pend till receipt of directions from the authority to whom the appeal has been addressed, although in exceptional circumstances if there is good and sufficient reason to take immediate action against the appellant, failing which the interests of the Sainik School would be compromised, the Principal may at his own discretion and responsibility take such action, as deemed appropriate. If an employee wants to bring any of his grievances to the notice of a visiting officer (the Chairman L.B.A. or the Honorary Secretary, Sainik Schools Society), he will be afforded an opportunity to do so. The employee desirous of seeking an interview with the visiting officer must, however, communicate his intention to the Principal, alongwith the details of his grievances in writing, at least 48 hours in advance and such a permission shall not be refused.

Complaints/Petitions/Representations/Appeals-Staff

Every Sainik School employee has the right to submit complaints, petitions, representations and appeals to the superior authority viz, the Chairman, Local Board of administration, or the Chairman Board of Governors, Sainik Schools Society.

Procedure for Appeals/Representations/Complaints, etc-Staff

The following procedure will be followed for submitting, forwarding and disposing off the appeals, representations, complaints and petitions:-

- (a) All appeals and representations addressed appropriately to the superior authority, must be handed over to the Principal, who will give his comments on it and forward it to the authority addressed, as expeditiously as possible. For Sainik Schools employees "Superior Authority" would mean Chairman, L.B.A. of the concerned school or the Chairman, Board of Governors, Sainik Schools Society.
- (b) Appeals will be made through proper channel as under:-
 - (i) Principal
 - (ii) Chairman, L.B.A. of the concerned school
 - (iii) Chairman Board of Governors, Sainik Schools Society, who will be the final appellate authority.

Notes:- In the case of penalties awarded by the Principal the following additional provisions will be applicable:-

(a) An employee who considers himself aggrieved by an order passed against him, the findings of a Court of Inquiry, or a penalty imposed on him, has the right to submit a petition against such order, findings or penalty. The channel of submission of petition will be the same as already mentioned above. Unless the redress asked for is granted by the Principal or by the Chairman, of the L.B.A, the petition will be forwarded to Chairman, Board of Governors with the comments/remarks of the Principal and the Chairman L.B.A.

(b) The Appellate authorities shall take the following action on petitions:-

- (i) with or without conditions, which the person punished accepts, pardon or remit the whole or any part of the punishment awarded,
- (ii) mitigate the punishment awarded.
- (iii) commute the said punishment to any punishment lower in the scale of punishments.
- (i) Enhance the penalty imposed.

(c) An appeal against the order of the disciplinary authority shall be made within 30 days from the date on which a copy of the order appealed against is delivered to the appellant. The appellate authority may entertain an appeal even after the expiry of the said period, if it is satisfied that the appellant has sufficient valid reason for not preferring the appeal in time.

(d) If the Chairman L.B.A or the Chairman Board of Governors, to whom the petition is forwarded, does not consider the petitioner entitled to any of the reliefs mentioned above, he will reject the petition. The order of the Chairman Board of Governors, who is the ultimate appellate authority, shall be final.

(e) The petition will be addressed by the aggrieved employee personally and not by his representative or a duly constituted attorney.

Parents Association

Each Sainik School will form a Parents Association. Parents of scholarship holders and of full fee paying students studying in the school will be members of the Association. The purpose of the association is to promote healthy exchange of views on the progress of students in the school. The association will meet once a year, preferably on a Parents day or on the Founder's day and elect one representative to be a member of the school's Local Board of Administration. The suggestions of the parents will ordinarily be referred to the Principal through this elected member. The purpose behind the formation of the Parents Association is not to promote lengthy correspondence between the Association and the Principal. The elected parent is expected to take into consideration the implications of each suggestion before bringing it to the notice of the Principal or of the L.B.A.

The Parent Member of the L.B.A. will be elected every year. No other parents association will be given recognition by the School. School conducts regular Parents-Teachers Meets after exams to apprise them about their wards academic performance. Feedback from the parents is obtained on various services delivered by the School and suitable measures are taken to resolve the genuine concerns of the parents. Every

second and fourth Sunday is observed as Parents Day, wherein parents allowed to meet their wards to find out their wellbeing and performance in various activities.

Queries of General Public

General public may visit the School on any working day during 0800-1400 h and 1600-1800 h and seek information related to admission process, fees, scholarship schemes, etc. However, on Wednesday and Saturday, the visit can be possible during 0800-1400 h only. They can also write letters to the Principal by post or email.

Capacity Building

In order to prepare the cadets for the UPSC conducted NDA and NA Written Exam, the School conducts NDA and NA Written Exam Preparatory Classes for Classes XI and XII in-house as well as through outsourcing agency / outside subject experts. The School also conducts SSB Orientation Classes for those cadets who qualify for the Service Selection Board (SSB) Interview. The School has setup 'NDA Cell' comprising of officers and teachers for planning and execution of the training programme to achieve the desired NDA results.

With a view to train and empower the teachers towards training the cadets to be successful in the NDA and NA Written Exam and subsequently in the SSB Interview, the Sainik Schools Society, Ministry of Defence has introduced topics on the subject for the teachers who are being trained at the Indian Institute of Teacher Education (IITE), Gandhinagar at regular intervals. The School has installed Interactive Flat Panels in all classrooms, labs and library. Educational software from Classes VI to XII is also installed to make the teaching-learning process more efficient.

Performance

The Principal is the Chief Executive and the Academic Head of the School and is responsible to the Board of Governors and to the Local Board of Administration for the smooth running and administration. The Principal is assisted by the Vice Principal in looking after the academics and training part and the Administrative Officer assists the Principal in management of administration. The Principal has the authority and responsibility for all matters connected with teaching, management and discipline of the school. There are three categories of staff, i.e. academic staff, administrative staff and General Employees. The academic staff is involved in academic training of the cadets. The Administrative staff is involved in administrative works and general employees manage day to day activities in cadets mess and general upkeep of the school campus. The performance of the cadets and staff is assessed individually and group wise by organizing regular interactions as well as meetings. In addition to three Service Officers, i.e. Principal, Vice Principal and Administrative Officer, there are two PTIs from Army Physical Training Corps who ensure physical training of the cadets. Three NCC PI Staff are also posted from the Indian Army who train the cadets in NCC drill, march-past, Rifle shooting, etc.

Monitoring

The performance of the cadets is regularly monitored by the instructional staff. The Principal and Vice Principal hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. The performance of the Vice Principal and Administrative Officer is monitored by the Principal and Inspecting Officer. The performance of the Principal is monitored by the Inspecting Officer and Honorary Secretary who is a Joint Secretary level officer in the Ministry of Defence. The Vice Principal is responsible to monitor performance of the Academic staff. The Administrative Officer is responsible to monitor performance of the Administrative staff and General Employees. The Honorary Secretary, Sainik Schools Society has directed the Principals to take necessary initiatives for regular monitoring of the performance of cadets in order to improve the performance of cadets in all exams. Chapter-X of Sainik Schools Society Rules and Regulations, 1997 deals with Discipline part of the Sainik School staff, i.e. procedure to be followed to impose minor or major penalties on the erring staff

Evaluation

The Class X, Class XII and NDA results are forwarded to the Chairman, Local Board of Administration and Sainik Schools Society, MoD regularly. The results are analyzed at the headquarters and suitable instructions are issued from time to time to maintain the desired results to meet the school's aim and objectives. The Inspecting Officers from Sainik Schools Society, MoD carry inspection of the school on need basis and provide their insight and recommend measures to improve the overall functioning of the school. As for management of stores and accounts is concerned, the Local Audit Officer (Army), Jamnagar carries audit on half yearly / yearly basis. Various Audit teams also carryout audit (test/thematic) and make observations and suggest correct procedures to ensure proper maintenance of school records and financial accounts.

Continuous Improvement

Sainik School Balachadi established in 1961 was the one of the first five Sainik School in the Country and first in the State of Gujarat. With passage of time, hundreds of good public schools have been set up not only in and around Balachadi, but at various places in different districts of Gujarat. The students now have various job options. So, to attract meritorious students to join the School, retain them till Class XII and subsequently train them to join the National Defence Academy or Indian Naval Academy is a challenging task. With availability of other public schools, the aspirations of the parents and stakeholders are also increasing day by day. To compare the quality of services being offered by the School with other public schools and initiate suitable measures to be the best in the field and provide quality educational service to the students at par with other public school, the School has been collaborating with other public schools in the region and making its students participate in various co and extracurricular competitions organized by Saurashtra Sahodaya Schools Complex.