

NOTIFICATION

No.C.31030/6/97-DCA, the 10.9.2001. in pursuance of paragraph 11 of the Sixth Schedule to the Constitution of India, the following Rules of the Lai Autonomous District Council which received the assent of the Governor of Mizoram is hereby published for general information.

THE LAI AUTONOMOUS DISTRICT COUNCIL (BOARD OF SCHOOL EDUCATION) RULES, 2001(Passed by the Lai Autonomous District Council and received the assent of the Governor of Mizoram on 19th July,2001).

P. Chakraborty,
Secretary to the Govt. of Mizoram,
District Council Affairs Department.

THE LAI AUTONOMOUS DISTRICT BOARD OF SCHOOL EDUCATION RULES, 2001

In exercise of the powers conferred by sub-paragraph 7 (a) of paragraph 2 of the Sixth Schedule to the Constitution of India, the Lai Autonomous District Council is pleased to make the following Rule for the regulation and control of Primary and Middle Schools in the Lai Autonomous District as follows, namely :-

CHAPTER –I

PRELIMINARY

Short title Extent and Commencement	1.	(1)	This Rules may be called the Lai Autonomous District Board of School education Rules 2001.
		(2)	It shall extent to the whole of the Lai Autonomous District;
		(3)	It shall come into force on the date of publication in the Mizoram Gazette.
		(4)	on and from such date on which the whole of this Rule comes into force, the Mizoram Board of school Education in Lai Autonomous District Council area shall cease to

exercise jurisdiction upto the Middle School stage
Educations in Lai Autonomous District Council area.

Definition

2. In this Rule, unless the context otherwise requires ;

- (a) "Administrator" means an Administrator of the Board appointed by the executive Committee to administer the Board during its being suspended;
- (b) "Appropriation" means the assignment to meet specific expenditure of funds included in a primary unit of appropriation.
- (c) "Board" means the Lai Autonomous District Board of School Education constituted under this rules.
- (d) "Budget" means yearly budget of the Lai Autonomous District Board of School Education;
- (e) "Bye-laws" means "Bye-laws" made by the District Council under this Rule.
- (f) "Centre" means the Examination Centre for holding any examination of the Board as may be allotted to it;
- (g) "Centre superintendent" means a person appointed by the Board to conduct and supervise Examination of the Board at the Centre;
- (h) "Custodian" means a person appointed by the Board to have custody of the confidential papers of the Examinations;
- (i) "Confidential papers" means such papers as are considered confidential by the Board in connection with the Board's Examination.
- (j) "Controller of Examination" means a Controller of Examination appointed under this Rule;
- (k) "Controlling authority" means any authority designated as Controlling authority of the Board by the Executive Committee under sub-rule (3) of 3 of this Rule;
- (l) "District Council" means the Lai Autonomous District Council;
- (m) "Drawing and Disbursing Officer" means Secretary of the Board or any other Officer duly authorized by him from time to time in writing to draw and disburse any Board's fund;
- (n) "Executive Committee" means the Executive Committee of the Lai Autonomous District Council;
- (o) "Examination Committee" means Examination Committee constituted by the Board under sub-rule (1) of 42 of this Rule;
- (p) "Finance Committee" means a Finance Committee constituted by the Board under Rule 60;

- (q) "Fund" means the Lai Autonomous District Board of School Education fund as referred to under rules 30(1) and 30, sub-clause 2 (a) to (c) , of this Rule;
- (r) "Gazette" means an Official Gazette of Mizoram;
- (s) "Government" means the State Government of Mizoram;
- (t) "Governing Body" means the Board as constituted under this Rule excluding the co-opted members;
- (u) "Governor" means the Governor of Mizoram;
- (v) "Head of Institution" means the Head of the Institution by whatever name he or she may be designated;
- (w) "Invigilator" means a person who assist the Superintendent of a Centre in conducting and supervising the Examination at a Centre.
- (x) "Institution" means any recognized Pre-Primary, Middle, Professional or Vocational School or Teachers Training Institutions and Adult Education if any by the Board;
- (y) "Managing Committee" means a duly constituted Managing Committee recognized by the Board;
- (z) "Middle School" means a School or Department of a School giving instructions in School Education preparing students for Middle School or Middle English School Leaving Certificate Examination;
- (aa) "Moderator" means a person appointed to moderate manuscripts of Question papers;
- (bb) "Notification" means a notification published by the District Council in Official Gazette of Mizoram;
- (cc) "Paper Setters, moderators, Examiners, Head Examiners, Scrutinizers and Tabulators" means persons appointed by the Board under such respective designations;
- (dd) "Pre-Primary School" means a School or Department of a School giving instructions in School Education for students below Class I standard of Primary School;
- (ee) "Prescribed" means unless the context otherwise requires, indicates prescribed by Bye-laws under this Rule;
- (ff) "Primary School" means a School or Department of a school giving instructions in School education and preparing students for primary School Leaving Certificate Examination;
- (gg) "President" means the President of Lai Autonomous District Board of School Education appointed under sub-rule (1) of 15 of this Rule;

- (hh) "Private Candidate" means a candidate other than a regular candidate who has been allowed to appear in any examination conducted by the Board;
- (ii) "Professional or Vocational School" means a School or an Institution imparting technical or trade or work education and vocational instruction below Diploma level;
- (jj) "Primary Unit of appropriation" means a standard object of expenditure reflected for a particular object or item in the budget;
- (kk) "Public Examination" means any examinations conducted by the Board;
- (ll) "Re-appropriate" means transfer of fund from one primary unit of appropriation to another unit or item;
- (mm) "Recognition Committee" means a Committee constituted by the Board under sub-section (1) of section 62 of this Rules;
- (nn) "Secretary" means the Secretary of the Board appointed under this Rules;
- (oo) "School" includes Pre-Primary, Primary, Middle and also includes any other institutions which impart education or training including Teacher' training or Professional or Vocational and Adult education if any upto the level of Middle School Leaving Certificate Examination until such time as the power of the Council is enhanced further.
- (pp) "Supervisor" means a person appointed to assist the Center Superintendent in the smooth conduct of the examination;
- (qq) "Syllabus Committee" means a Committee constituted by the Board under Section 61 of this Rules;
- (rr) "Teacher" means Head Master or Head Teachers and Teachers employed in any School recognized by the Board within Lai Autonomous District Council;
- (ss) "Employees" means any employee under any School or Institution under the Control of the Lai Autonomous District Council;

CHAPTER – II

THE BOARD

Establishment of the Board

3. (1) The District Council shall, immediately After the commencement of this Rules, establish a Board named "Lai Autonomous

District Board of School Education” for the administration, supervision, control and Development of upto Elementary Education in the Lai Autonomous District in accordance with the provisions of this rules.

- (2) The Board shall be a body corporate with perpetual succession and a common seal and shall have the power to acquire and hold any property held by it, to enter into any contract and to do all other things necessary for the purpose of carrying out its duties and functions and shall, by the said name, sue and be sued.
- (3) Any one of the Executive Members in charge Education designated by the Executive Committee shall be the Controlling Authority of the Board for a term not exceeding three years.

Constitution of the Board

4

- (1) The Board shall consist of the following members, namely ;
 - (a) The President;
 - (b) The Vice President;
 - (c) Secretary of the Board, - Member Secretary;
 - (d) Controller of Examination, Ex-Officio;
 - (e) Education Officer, Lai Autonomous District Council, Ex-Officio;
 - (f) Assistant Education Officer, Lai Autonomous District Council, Ex-Officio;
 - (g) The Principal, Lawngtlai College, Ex-officio;
 - (h) One High School Headmaster within Lai Autonomous District to be nominated by the President.
 - (i) Representative of the Middle School Teacher’s Association of Lai Autonomous District.

- (j) Representative of the Primary Teachers Association of Lai Autonomous of Lai Autonomous District;
- (k) Two eminent persons nominated by the Executive Committee, Lai Autonomous District Council;
- (l) Two persons from amongst distinguished or eminent Educationist appointed by the Board.

(2) The Board so constituted under sub-rule (1) shall function as the Governing Body of the Board.

(3) If, by such date as may be prescribed by the Board, any of the authority concerned fails to nominate member or members as provided in sub-rule (1) the Controlling authority shall have power to appoint such member or members to hold Office.

Publication of names of members of the Board

5. The name of the persons nominated or appointed as members of the Board shall be published by the Board in Official Gazette of Mizoram.

Terms of office of members

6. (1) Nominated Members of the Board under Rule 5 shall hold Office for a period of three years from the date of publication of the notification or from the date of first sitting of the Board whichever is earlier: Provided that the Executive Committee of the District Council may, by notification, extend the term of office of all such members by a period not exceeding one year.

(2) Notwithstanding the expiry of the term of three years specified in sub-rule (1) the term of Office of the outgoing members shall be deemed to have been extended till such date they are newly nominated or appointed members in accordance with the notification are published under Rule 5.

Disqualification for
as a member
member
and filling up of the vacancy

7. (1) A person shall not be eligible for nomination as a member of the Board of and removal of a the committees formed by it, if he-
 - (a) Has been adjudicated by a court of law to be of unsound mind;
 - (b) Has been convicted by a Court of law for an offence which is declared by the Government to be an offence involving moral turpitude.
- (2) If a nominated member of the Board or of any committee formed by it becomes subject to any of disqualifications specified in clause (a) or clause (b) of sub-rule (1) (b) his membership thereupon shall cease even if he is already nominated as such a member of the Board.
- (3) All disputes relating to the eligibility of any person for nomination shall be referred to the executive Committee whose decision on such matter shall be final.
- (4) The Executive committee may remove from the Board a member who, in its opinion, has so abused his position as such member as to render his continuance on the board is detriment to the public interest : Provided that the Executive Committee shall, before removing a members as aforesaid, give him an opportunity of being heard and shall place on record its reasons for the removal of such members.
- (5) When the prescribed term of Office of members, other than Ex-officio members, is expired, the vacancies so caused shall be filled up as soon as possible in accordance with sub-rule (1) of Rule 4.

Resignation of members
and Casual vacancies etc.

8. (1) A member of the Board, other than ex-officio member may resign his membership by giving notice thereof in writing to the President and such member shall be deemed to have vacated his seat from the date of acceptance of his resignation by the President.
- (2) The President may, by notification, remove any nominated member who remain absent from three consecutive meetings of the Board without the leave of the Board.
- (3) In the event of a casual vacancy occurring by resignation, removal, death or disqualification etc. of the member, such vacancy shall be filled by nomination, in the manner provided in Rule 4.
- (4) Any person nominated to fill a casual vacancy shall hold Office for the unexpired portion of the term of office of the member in whose place he is nominated.

Meeting of the Board.

9. (1) The Board shall meet not less than three times during a Calendar year but four months shall not lapse between the last and the next meetings.
- (2) The President or the Secretary may, at any time, and upon the requisition made by not less than two-thirds of the members of the Board other than Ex-officio members and on the receipt of such requisition, call a special meeting of the Board.
- (3) Seven days notice shall be given for ordinary meetings of the Board and two days notice for special meeting.

Quorum

10. One third of the members of the Board shall form the quorum for such meeting of the Board.

**CHAPTER – III
POWERS AND DUTIES OF THE BOARD**

Powers and duties
of the Board

11. The Board shall have, subject to any general order of the District Council, the provision of this rule and any bye-laws made there under, the power to administer, regulate, supervise, control and develop School Education including Adult education and over any teachers or employees in such schools in general and individual service in particular.

The Board shall have the following powers and duties, namely :-

- (a) To prescribe course of instructions including practice teaching, practical works and the like where necessary for Pre-Primary, Primary, Middle School, Adult Education and Teachers Training Institutes;
- (b) To conduct and supervise examinations based on such courses as prescribed;
- (c) To admit to its examinations or conditions that may be prescribed in this Rule, candidates who have pursued the prescribed courses of instruction whether at a school or privately who may be eligible as per rules and also to take such disciplinary action against candidates;
- (d) To demand and receive such fees and fines;
- (e) To publish, or withhold the results of its examinations;
- (f) To grant Certificates to persons who –
 - (i) Have pursued a course of study in an institution admitted to the privilege of recognition by the Board,
Or

- (ii) are teachers in recognized schools in Lai Autonomous District Council area or;
 - (iii) Have studied privately under condition laid down by the Board and have passed the examination of the Board.
- (g) To institute and award Scholarship, prizes and the like;
 - (h) To prescribe, prepare, publish and select text books and supplementary books or to cause to prepare or publish and select text books for any or all of its prescribed courses for its various examinations;
 - (i) To lay down conditions for recognition of Schools, preparing candidates for various School courses and such other courses including teacher's training courses;
 - (j) To recognize Middle, Primary, Pre-Primary Schools, Teachers' Training Institutions, Professional and Vocational Schools in Lai Autonomous District area and to withdraw such recognitions on grounds considered reasonable subject to the provisions of this Rule.

Provided that the Teacher' Training Institutions, Professional and Vocational Schools and Adult Education in Lai Autonomous District enjoying recognition from the Mizoram Board of School Education immediately before the commencement of this Rule shall be deemed to have been recognized under this Rule subject to their conforming to the provisions of this Rule within a period of one year from the commencement of this Rule;

- (k) To take such disciplinary action as it thinks fit against institutions, the teachers and employees;
- (12) to adopt measures for study and examination of problems in the field of Schools Education and Teachers' Training Courses and Professional and Vocational Schools and Adult Education;

- (13) to advise the District Council on physical, moral and social welfare of students in recognized institutions and to prescribe conditions for their residence and discipline;
- (14) to prescribe necessary qualification of teachers in recognized schools;
- (15) to organize seminars and provide 'in service' training course.
- (16) to receive grants from the District Council and Government and donations from private individuals and other Non-Government or Semi-Government bodies or Central Government for specific or general purpose;
- (17) to call for reports from the Education Department of the District Council on the conditions of non-recognized institutions applying for recognition;
- (18) to advise the District Council or Government on recognition and Development of School Education, under-graduate teacher's training courses and professional or vocational school course and Adult Education;
- (19) to advise the District Council relating to any matter within the provisions of this Rule on which the District Council may consult the Board;
- (20) to appoint other than the President, the Vice President the Secretary and the Controller of Examinations, who shall be appointed by the District Council, and other employees of the Board and prescribe the terms and conditions of their service subject to approval of the District Council;
- (21) to institute for the benefit of its Officers and other employees such pensions, gratuity and provident fund etc. as may deem fit in such manner, and subject to such conditions as may be prescribed by bye-laws. In case of absence of such bye-laws or

until such bye-laws are made, the conditions and Service of the Officers and employees of the Board will be governed by the Rules governing the Service of the Officers and employees of the District Council;

- (22) to delegate or any of its powers to any Committee or Sub-Committee constituted under this Rule and to any of its Officers;
- (23) to administer the Funds;
- (24) to cause an inspection to be made by such person or persons as the Board may nominate, of an recognized institutions if and when considered necessary;
- (25) to invest surplus Funds of the Board in Government securities or Defence Bond or in fixed deposit in approved scheduled Banks or Reserve Bank;
- (26) to receive, purchase and hold any property movable or immovable which may become vested in it; and to dispose of all or any of the property, movable or immovable belonging to it, and also do other acts incidental or appertaining thereto subject to approval of the District Council;
- (27) to do all such acts and things as may be necessary in order to further the subject of the Board as a body established to regulate , supervise and maintain the standard of School Education, Professional or Vocational or Vocational School and Teachers' Training Institution and to carry out the purpose of this Rule;
- (28) to issue orders to all Heads of its Recognized Institutions and demand compliance thereof to render such co-operation and help as may be asked for by a Centre Superintendent in conducting Board's Examination;

- (19) to prescribe and administer School syllabus, curriculums, School Calendar and School time tables.

CHAPTER – IV
POWERS OF THE CONTROLLING AUTHORITY AND THE EXECUTIVE COMMITTEE

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| Power of the Controlling Authority | 12 | <p>(1) The Controlling Authority shall have the right to address the Board and communicate to the Board its views on any matter with which the Board is concerned.</p> <p>(2) The Board shall report to the Controlling Authority such action, if any, as it propose to take or has taken upon its communication.</p> <p>(3) If the Board does not, within a reasonable time, take action to the satisfaction of the Controlling Authority, it may, after considering any explanation furnished or representation made by the Board, issue such directions consistent with this Rule, as it may think fit and the Board shall comply with such direction.</p> <p>(4) In any emergency which, in the opinion of the Controlling Authority, requires that immediate action should be taken, the Controlling Authority may take such action consistent with this Rule as it deems necessary without previous consultation with the Board and shall forthwith inform the Board of the action taken.</p> |
| Power of the Executive Committee to suspend the Board | 13 | <p>(1) Notwithstanding anything contained in this Rule, the Executive Committee shall have the power to suspend the Board, if in its opinion, the Board has persistently made default in the performance of duties imposed on it by or under this Rule.</p> |

- (2) In the event of such suspension, all the members of the board and its Committees and Sub-Committees including the President shall cease to be members of the Board and shall be deemed to have vacated any Office of the Board held by them.
- (3) In the event of such suspension of the Board, the Executive Committee shall, by an Executive order, appoint the President or any other person as the Administrator of the Board who shall exercise the power of the Board during the period of suspension.
- (4) The Executive Committee shall have the right to address the Board with reference to anything conducted or done by the Board and to communicate its view on any matter with which the Board is concerned and the Board shall report to the Executive Committee such action, if any, as it proposes to take or has taken upon the communication of the District Council.
- (5) The Executive Committee may, after consultation with the Board, issue such directions consistent with the provisions of this Rule, as it may think fit and the Board shall comply with such direction.
- (6) The Executive Committee may, by order in writing, specify the reason thereof and suspend the execution, resolution or order of the Board and prohibit the doing of an act ordered to be done by the Board, if the Executive Committees is of opinion that such resolution, order or act is in excess of the power conferred upon the Board by or under this Rule.
- (7) The Executive Committee, shall arrange re-establishment of a new Board within three months from the suspension date.

CHAPTER – V

OFFICERS OF THE BOARD AND THEIR APPOINTMENTS, POWERS AND FUNCTIONS.

- Officers of the Board
14. (1) The Following shall be the Officers of the Board namely :-
- (a) The President;
 - (b) The Vice President;
 - (c) The Secretary;
 - (d) The Controller of Examinations and;
 - (e) Such other Officers as may be declared by the Board to be the Officers of the Board.
- Appointment,
Power and
functions of the
President
15. (1) The President of the Board is a whole time fixed monthly salaried Officer appointed on contract basis by the Executive Committee on term and conditions agreed to between the person and the Executive Committee preferable eminent scholar.
- (2) The President shall be appointed for a term of three years at the first instance. The Executive Committee may extend the contract if mutually agreed upon for a term of another three years but not more.
- (3) The President may resign his Office by giving one month notice to the Executive Committee.
- (4) It shall be the duty of the President to see that the provisions of this Rule are faithfully observed and he shall have all powers necessary for this purpose.
- (5) The President shall have power to convene meetings of the Board and shall call meetings at any time after due notice or on requisition

signed by not less than two-thirds of the members of the Board.

(6) If any emergency arises out of the administer business of the Board which, in the opinion of the President, requires immediate action should be taken as he deems necessary but he shall report his action to the Controlling authority immediately and to the Board at its next meeting.

(7) The President shall exercise such power as may be prescribed by this Rule.

Election and
function
Vice President

16. (1) (a) The Board shall, at its first meeting, elect one of its members to the Vice President.

(b) The Vice President shall hold office until the annual meeting next following general election and shall be eligible for re-election.

(c) The Vice President may resign his office by giving notice in writing to the President, and when such resignation is accepted by the Board, the Vice President shall be deemed to have vacated his Office.

(d) If a vacancy occurs in the office of the Vice President, another member of the Board shall be elected by the Board as Vice President for the residue of such term.

(2) Where the President is unable to perform the duties of his office, or if he vacates Office, the Vice President shall act as President and for that purpose, shall have all the powers of the President and shall enjoy such emoluments as the District Council may decide until the President is available for performance of the duties.

(3) The President or in his absence, the Vice President or in the absence of both the

president and the Vice President, one member elected from among those present, shall preside over a meeting of the Board and shall be entitled to vote on any matter and shall exercise a casting vote in every case of equality of votes.

- (4) Subject to such conditions as may be prescribed by this Rule, the President may at any time, by an order in writing, delegate all or any of the powers conferred upon him by or under this Rule, to the Vice President and may, in like manner, cancel any such order of delegation.

Procedure,
and appointment,
Committee powers and
functions of
Secretary
person
Senior

- 17 (1) The Secretary shall be a whole time officer shall be appointed by the Executive on deputation from the Officers of the District Council on foreign Service term without deputation allowances : Provided that the so deputed shall not be below the rank of Grade Officer. The term of deputation shall normally be two years which may, however be extended upto two years on the

recommendation of the Board

- (2) The Secretary shall :-
- (a) Subject to the control of the Board, be the Chief Administrative Officer of the Board;
 - (b) Subject to the control of the President, be responsible for seeing that the order of the Board are carried out;
 - (c) Be empowered to enter into all contracts for and on behalf of the Board;
- (3) The Secretary shall be responsible for seeing that all moneys of the Board are expended for the purpose for which they are granted or allotted.
- (4) The Secretary shall prepare the annual statement of accounts and Budget estimates.

- (5) The Secretary shall exercise such other powers as may be prescribed by this Rule.
- (6) The Secretary shall be responsible for keeping minutes of the Board meeting.
- (7) The Secretary shall be entitled to be present and to speak at any meeting of the Board.

Appointment, functions of the Controller of Examinations.

- 18. (1) The Controller of Examination shall be appointed by the Executive Committee as provided in sub-rule (1) of rule 17 of this Rule.
- (2) Under the over-all control of the Board, the Controller of Examination shall be responsible for conduct of all Examination of the Board, issued of mark sheets on payment of prescribed fees as also the certificates and shall, for the effective performance of his duties, be delegated with adequate powers by the Board.

Power, appointment and functions of Officer Staff

- 19. (1)The Executive Committee may take appointment to any or all of Officers and Staff of the Board other than the President on specific recommendation of the Board.

CHAPTER – VI

COMMITTEES

Appointment and Constitution of Committees and functions

- 20 (1)As soon as may be after the Board is established, it may constitute the following Committees as it may deem necessary for proper execution of their business :
 - (a) The Examination Committee;
 - (b) The finance Committee;
 - (c) The syllabus Committee;
 - (d) The Recognition Committee;
 - (e) The appeal Committee;

(f)The physical and Adult Education Committee;

(g)Such other Committees or Sub-Committees

as it may deem necessary.

- (2) A Committee shall consist of such members of the Board and of such other persons if any, as the Board may think fit to appoint and a nominee of the Controlling authority in each of the Finance, Examination and Recognition Committees not inconsistent with this Rule.
- (3) A Committee may, subject to approval of the Board appoint two co-opted persons.
- (4) Number of members of each Committee shall in general be determined by the Board as it deem necessary not inconsistent with sub-rule (1) of rule 20.
- (5) The term of Office of those members of a Committee who are members of the Board or are nominated by the Controlling Authority shall be three years and the other members appointed or nominated by the Board and co-opted members shall be one year from the date of the first meeting of the Committee.

Provided that a person taken as a member of the Committee in capacity as a member of the Board or of any other body or as a holder of a particular appointment shall automatically cease to hold Office if he ceases to be a member of the Board or the holder of appointment, as the case may be.

- (6) When the board has constituted a Committee to deal with any matter which the Board has empowered to deal with by this Rule, the Board shall before exercising its powers in any particular case, receive and consider the report of the Committee concerned.

CHAPTER - VII

PREPARATION AND SUBMISSION OF BUDGET ESTIMATE.

- Preparation of Budget 21. (1) The Secretary shall prepare in respect of each financial year beginning on the First day of March an estimate of receipt and expenditure the Board in the form specified in the Annexure, and get it scrutinized and finalized in the sitting of the Finance Committee for placing it before the Board in its annual meeting for confirmation.
- (2) The Budget estimates shall be formulated in two parts- (a) Receipts and (b) Expenditure. It shall be supported by statements referred to in the Annexure - A for the item wise scrutiny of receipts and expenditure.
- (3) In framing the Budget Estimates for the coming year, the anticipated closing balance in the Board's Fund of the current year will be taken into consideration.
- (4) The Grant that the Government or District Council shall sanction as demanded under sub-rules (1) and (2) to cover up the deficit of the Board shall be considered as for preparing Budget estimates and revised estimates.
- (5) In framing the Budget estimates, only the items of receipts and expenditure that can be foreseen shall be provided. The amount of the provision for expenditure shall be realistic.
- (6) No lump sum provision shall be made in the Budget Estimates excepts for minor items and petty temporary establishment charges. When a new scheme is planned to be taken up

in the financial year, for which has been accepted in principle for which necessary details are not readily available, the Budget provision shall be kept to the minimum requirement of fund as the details may be worked out and set forth in the Revised Estimates for the year.

(7) The framing of Revised Estimates, the past actual and those committed which are likely to be materialized during the year, shall form the material factors for consideration. The Revised Estimates shall be prepared in the form specified in the Annexure –A and B.

Manner of finalisation

22

(1) The Board shall formulate its Budget Estimates

And submission of

of receipts and expenditure through the Secretary

The Budget estimates

on the basis of programmes of schemes for a financial year ahead by the latter part of July each year and the secretary shall complete such exercise by the middle of August.

(2) The Finance Committee shall scrutinize the item wise details of receipts and expenditure of the estimate and finalise the draft by the last week of August.

(3) The estimates for receipts and expenditure shall be put up by the President to the Board for consideration and approval in its annual meeting by first week of September. Any suggestion or change made by the Board shall be incorporated in the Budget Estimates before submission to the Executive Committee.

(4) The Budget Estimates so approved by the Board shall be submitted to the Executive Committee not later than 15th of September

and the Executive Committee shall make sanction to meet Budget requirement.

- (5) The Revised Estimates shall be prepared and submitted in the like manner and under similar time-margin as referred to under sub-rules (1) to (4) of this Rule.
- (6) The major variation of the amount, if any, in the receipts and expenditure between the Budget Estimates and Revised Estimates shall be covered by short explanation.
- (7) The new items of expenditure appearing for the first time either in the Revised Estimates or in the Budget Estimates for the ensuing year shall be supported by detailed justification.
- (8) The approval to the Revised Estimates shall be communicated by the Executive Committee as soon as the examination and scrutiny of the Revised Estimates is completed and the accepted statement of expenditure (Non-Plan) for the Revised Estimates has been received from the Government.

Expenditure in
excess of
Budget provision

- 23
- (1) Expenditure in excess of the amount prescribed in the Budget of the Board under the detailed head may be incurred after valid reappropriation in the manner and under such conditions as prescribed in sub-rules (1) and (2) of rule 24.
 - (2) (a) Save as provided in this Rule, the Board may with the recommendation of the Finance Committee, sanction expenditure in excess of the amount provided in the Budget if the excess expenditure can be met from the additional funds which become available as

a result of increase in income out of the Board's own resources.

(b) When it is found, after the close of the financial year, that the Budget Provision of any Head has been exceeded, the excess may be regularized in the manner recommended by the Finance Committee and with the sanction of the Executive Committee.

Governing body of the Board to Sanction reapprop- riation of funds	24	(1)	Reappropriation of funds from one primary unit of appropriation to another unit shall be sanctioned by the Governing body of the Board to the extent the situation expressly demands in the opinion of Finance Committee, at any time before the close of the financial year to which such appropriation relates.
		(2)	Reappropriation of funds shall be made only when it is known or anticipated that the appropriation for the unit from which funds are to be diverted will not be utilized in full or that saving can be effected in the appropriation for the said unit.
Extent of diversion of Fund	25	(1)	The extent of diversion of such funds from Primary unit of appropriation to another unit shall, in no case, exceed fifty percent of the approved Budget of the Board in a particular financial year subject to the following general and specific conditions namely:- (a) Funds shall not be reappropriated to meet expenditure which has not been approved for the financial year. (b) Funds shall not be appropriated from a unit which the intension of restoring the diverted appropriation to that unit when savings become available under other

units for remaining period of a particular financial year;

(c) No additional staff other than the one approved in the Budget shall be appointed;

(d) No new schemes will be taken up without the approval of the District Council.

Transfer or re-allocation of funds

26. (1) The transfer or re-allocation of funds between different schemes, provisions for which it is made in the same primary unit of appropriation in the Approved Budget shall not constitute "re-appropriation" and as such sanction of the District Council or Government shall not be necessary for such a transfer or re-allocation.

(2) All such re-allocation or transfer of funds shall receive prior concurrence of the Finance Committee of the Board.

Application for Additional Appropriation

27 Every application for additional appropriation of funds shall ordinarily be accompanied by a statement indicated in the Annexure 'C' showing how the access is proposed to be met in all proposals for re-appropriation. The reasons for savings and excesses of Rs.1000/- or above and the Primary units affected shall be stated.

CHAPTER – VIII FINANCE AND AUDIT

Preparation, presentation and Sanction of the Budget of the Board

28 (1) The President shall place before the annual meeting of the Board held in the year following the year in which it is established and before annual meeting thereafter, a report on the working of the Board during the preceding financial year together with a Budget Estimates showing, in such form as prescribed, the anticipated income and expenditure

of the Board during the financial year in which such annual meeting is held.

- (2) The report shall be forwarded to the Executive Committee as soon as possible but not later than one month of its presentation before the annual meeting of the Board together with such comments thereon as the Board may think fit to make.
- (3) The Budget Estimates shall, after confirmation by the Board, be forwarded to the Executive Committee within such a prescribed time by the Board.
- (4) The Executive Committee shall, within three months of the receipt of the Budget Estimates, either accord its approval to the same or return it to the Board with such comments and suggestions as it may deem necessary if in its opinion such estimates-
 - (a) Is not reasonable accurate with reference to ascertainable facts or shows deficit in the closing balance.
 - (b) Include new items of recurring expenditure which are likely to impose on the Board in future financial liabilities which the Board is not likely to be able to meet from its income or;
 - (c) Include provisions for expenditure which are not in accordance with the provisions of this Rule.
- (5) (a) If the Budget Estimates is returned under clause (a) of sub-rule (4) the Board shall consider the comments and suggestions made by the Executive Committee and may -
 - (i) if it thinks fit, revise the said estimates or;
 - (ii) if it does not think fit to revise the estimate re-submit it in its original form to the Executive Committee within one month of receiving it, together with its reply on the comments and suggestions made by the Executive Committee.

(6) If the Executive Committee does not approve the Budget Estimates as revised by the Board, it may amend the Budget Estimates by making-

(a) Such modifications as are in its opinion, necessary to render the estimates reasonable accurate with reference to ascertainable facts or to balance the income and expenditure.

(b) Additions, alterations or modifications in any provision relating to new expenditure of recurring nature.

(c) Any alteration or modification in any provision which, in its opinion, is not in accordance with the provision of this Rule.

(7) The Budget Estimates as amended by the Executive Committee shall be the Budget Estimates of the Board for the concerned financial year.

Grants to the Board.

29. (1) The Executive Committee may, after considering the Budget Estimates, make such annual and periodical grants to it as it may think fit.

(2) To enable the Board to function effectively as soon as it is established, and at any time thereafter, the Executive Committee may make such grants to the Board as it may think necessary.

Funds of the Board
And the use thereof

30 (1) The Board shall constitute funds as under :-
(a) Reserve Fund, named as "Lai Autonomous District Board of School Education Reserve Fund"

(b) Operational fund, named as "Lai Autonomous District Board of School Education Operational fund".

(2) (a) The initial constitution of these Funds shall be made out of earmarked grants from the District Council subject to the maximum extent of Rs,10,00,000/- for Reserve Fund and Rs.5,00,000/- for Operational Fund;

(b) Interest accruing on all moneys held in the Reserve Fund shall be transferred to the Operational Fund annually and shall be considered as income of the Board and taken into account in the preparation of Board's Budget.

(c) All sums which may be paid by the District Council for the Reserve fund and the Operational Fund shall be forthwith deposited in the appropriate Fund Head.

(d) All fees realised under any of the provisions of this Rule shall be deposited in the Operational Fund;

(e) All sums representing income from endowments or property owned or managed by the Board shall be deposited in the Operational Fund.

(f) The Board shall credit to the Board's Reserve Fund Account all such grants from the District Council or donation from any other source made or provided specifically for augmentation of the Fund immediately on receipt.

(3) All moneys payable to the credit of the Funds shall forth with be paid into the State Bank of India to the credit of the relevant Fund, and all cheques drawn on the Funds, shall be signed by the Secretary and presented for encashment after obtaining the countersignature of the President.

(4) The Board shall account of all its receipts and expenditure in the manner prescribed by the Executive Committee in general and as provided for under sub-rule (2) of rule 35 of this Rule generally.

(5) No expenditure shall be incurred from the relevant Fund of the Board except for the purpose of this Rule and unless such expenditure is provided for in the Budget approved under this Rule or can be met by appropriation in the prescribed manner.

- (6) No drawal, except interest accruing annually, on the Reserve Fund shall be made at any time except with the specific approval of the Executive Committee.
- Audit of the Accounts of the Board 31 (1) The accounts of the Board shall be examined and audited annually in such manner as prescribed by an Auditor of the Accountant General concerned as and when he so desire.
- (2) For the purpose of examination and audit under sub-rule (1) if the auditor-
- (a) Require in writing the production before him any document relating to the Board or assets thereof which he considers necessary for the purpose of audit;
 - (b) Require in writing the personal appearance before him of any person accountable for or having the custody of control of any such documents to answer any question relating thereto; and
 - (c) Require any person so appearing before him to submit a statement in writing in respect of any such documents.
- (3) It shall be the duty of the Board, and of any member thereof, and of the Secretary and the member of the staff in the service of the Board to afford to the auditor every facility of the examination and audit of the accounts of the Board and to comply at any requisition made by the auditor under sub-rule (2) above and with the requirement of nay Rule made in this behalf.
- (4) The Board shall on receipt of the Audit Report furnish within three weeks to the Executive Committee with observation thereon.
- (5) The Executive Committee shall take such action on the audit report as it thinks fit.

CHAPTER – IX

ACCOUNTS OF RECEIPT AND EXPENDITURE.

- Accounts of receipts and expenditure including manner of payment to and from the Board's Fund 32
- (1) (a) All moneys received or spend by or on behalf of the Board shall, without any reservation, be brought to account in the Cash Book.
- (b) The cash-book shall each day be checked item by item, closed and balanced and signed by the Secretary or any other person duly authorized by him on his behalf during his absence.
- (c) At the end of each month it shall be compared and agreed with the Pass-Book of the Bank. Every item of receipt and expenditure shall be checked with entries in the Cash Book.
- (d) The Cash Book of the Board shall be maintained on double entry system.
- (2) The Board shall maintain the following Registers in addition to cash Book for keeping proper account and Forms of Account in the forms in which these are maintained in the Government offices in connection with the execution of the similar business. If some of these forms are not consistent with those used in the Government offices the forms with suitable modification may be adopted.
- (a) Journal,
 - (b) Ledger
 - (c) Receipt Book Register,
 - (d) Cheque Book Register
 - (e) Remittance Register (for deposit with Bank)
 - (f) Interest bearing security, Register
 - (g) Investment Register in connection with Contributory Provident Fund
 - (h) Appropriate Register
 - (i) Budget Estimate Register
 - (j) Bill Register
 - (k) Travelling Allowances Register

- (l) Medical Re-imburement Register
- (m) Leave Salary Register
- (n) Acquaintance Register
- (o) Pension contribution Register
- (p) Loan Register
- (q) Register for Centre Grant
- (r) Assets Register
- (s) Register for Government Grant
- (t) Postage Stamp Register
- (u) Any other Register the maintenance of which may be considered necessary by the Board in its day to day work.

- | | | |
|------------------------------------|-----|---|
| No payment without proper Sanction | 33 | <p>(1) No Payment shall be made except on written order of the Secretary or any other Officer authorized by him in his behalf who shall not make such an order until he has satisfied himself that the Budget allotment under the head concerned will not thereby exceed and unless the sanction of the Board exists for the charge.</p> |
| Utilization of the Grant | (2) | <p>(a) The Grants-in-aid received by the Board shall be utilized for the purpose for which it has been sanctioned and also in accordance with conditions, if any, attached to such grant.</p> <p>(b) In case the situation expressly demands to appropriate such grant or any portion thereof for a purpose other than any of the approved purpose for which it has been sanctioned, the Board shall apply for re-appropriation in such manner and subject to conditions prescribes in rule 27 of this Rule.</p> <p>(3) The examination and audit of accounts shall be conducted in the manner prescribed by sub-rule (1) to (5) of rule 31 of this Rule.</p> |
| Issue of receipt | 34 | <p>(1) Except as otherwise provided in this rule, whenever money is received by any officer or employee authorized by the Board for credit to the Board's</p> |

Fund, a receipt in the prescribed form shall be given to person making the payment.

- (2) The Secretary of the Board or any other officer authorized by him shall sign receipt in the prescribed form on behalf of the Board.
- (3) Receipts shall be written in ink or with indelible pencil in duplicate by means of double sided carbon paper, the carbon copy being retained by the official issuing receipts and the original copy be handed over to the person making the payment.

Remittance to the Bank

35. (1) At the end of each week or if the bank is closed, on first subsequent day on which it is opened, the money received during the day at the office of the Board shall be remitted to the Bank with a prescribed deposit Bank challan, particulars of which shall be entered in the remittance Registers as well as in the Cash Book and when the duplicated foils of the challan is received back from the Bank the entries in the Cash Book be checked with such foils and initialed by the Secretary or any other person authorized by him in his behalf and foils shall be used as vouchers for the remittance and shall be filed in the Guard file.
- (2) All moneys remitted to the Bank to the credit of the Board and all payments to the Bank on cheques or other be entered in a Pass Book

The Pass Book shall remain in the custody of the Secretary or of any other person authorized by him to work on his behalf and it shall be sent to the Bank twice in a month ordinarily on the 10th and on the last working day of every month and or any other day on which the Board may require the posting to be done.

- (3) When payment is received by means of a cheque drawn on the Bank, the cheque shall be endorsed by the official of the Board in whose favour it is drawn

with the words, "Received payment by transfer credit to the Board's Fund".

- Permanent advance 36
- (1) The Secretary shall hold a permanent advance.
 - (2) The amount of permanent advance shall be determined by the Finance Committee of the Board.
 - (3) The permanent advance shall be recouped as often as may be necessary in the following manners :-
 - (a) The Secretary shall compose the sub-vouchers with the entries in the permanent advance Account.
 - (b) He shall deface them by stamping "cancelled" thereon so that they can not be used again;
 - (c) He shall total and initial the column "Amount of sub-voucher" in the permanent advance account.
 - (d) The voucher of recoupment shall be drawn put in a suitable form and it shall be defaced with the usual payment order and;
 - (e) He shall draw out a cheque in his favour for the amount.
- Payment to be by cheque 37.
- (1) All sums of less than two thousands payable from the Board's Fund shall ordinarily be paid from permanent Advance with the Secretary; sums of rupees two thousand and over shall ordinarily be paid by cheque. The Drawing and Disbursing Officer shall testify himself about the mode of payment.
 - (2) All cheques drawn on the fund shall be signed by the Secretary and presented for encashment after obtaining the counter-signature of the President.
 - (3) No cheque shall be signed unless required for immediate delivery to the person to whom the money is to be paid, not until the Bill, which it will discharge, has been presented in a complete form, examined and passed for payment.
 - (4) If a cheque, after it has been signed, cannot be delivered to the payees on account of his non-

appearance on a particular date, it shall be lodged in an Iron Safe, the key which shall be kept in the custody of the Disbursing Officer of the Board.

- (5) A cheque shall be current for three months only. If and when a person in whose favour the cheque was drawn brings it back to be redated after the expiry of that period and up to six months from the date on which the cheque was originally issued, a fresh cheque shall not be issued, but the original cheque shall be redated by the Official whose duty it should be to sign cheques. The fact of redating shall be noted in the Cash Book as well as in the counter foil. A cheque remaining unpaid for any cause for six months from the date of its issue shall be cancelled and its amount written back.
- (6) Cheque Book shall be supplied by the Bank only; and no other forms shall be used. The Cheque Books and the counterfoils of used cheque shall be kept in the custody of the Secretary or any other person authorized to work on his behalf.
- (7) On receipt of a Cheque Book from the Bank, the Secretary shall count the cheques and shall record on the back of the cheque book that "this Cheque Book contain- (both in figure and in words) form". The cheque book shall also be entered in the Cheque Book Register.

Payee's Receipt, classification 38
Of Bill Register, Stock Register
Register

- (1) Every payment made either in cash or by cheque shall be covered by a receipt, stamped if necessary, signed by the person to whom the money is due and to whom it has actually been paid.

of immovable property
register of grants etc.

- (2) Bills Vouchers which have been paid by cheques shall be divided into the following classes namely :-
 - (a) Salary and Establishment Bills:
 - (b) Examination Bills and
 - (c) Other Bills.

Each class of Bills shall be posted in a separate Guard File and shall be consecutively numbered in order of payment:

Provided that sub-vouchers which have been paid in cash out of the permanent advances, shall be separately filed together with the recoupment voucher covering them.

- (3) In order to facilitate the check of establishment and other bills and ensure no charges is paid twice, the Bill Register shall be maintained in the prescribed form.
- (4) The Board shall maintain a Stock Register separately for consumable and non-consumable articles and shall arrange for section wise physical verification at least once in a year by an officer connected with that particular section or portion.
- (5) The Board shall maintain Register of Immovable Property in the prescribed form in which shall be entered details of all immovable property of the Board and also of the rent demands.
- (6) A register of Government Grants containing the following columns shall be maintained by the Board.
(a) Serial number (b) Number of Date of sanction letter (c) Purpose of grant (d) Conditions, if any, attached to the grant (e) Amount sanctioned (f) Number and date of Demand draft issued by the sanctioning authority (g) Date on which it has been credited (h) Date of issue of Utilization certificate (i) Dated initial of the Secretary.
- (7) The annual or periodical grant sanctioned by the Government or District Council shall be paid into the State Bank of India, Lawngtlai Branch or Mizoram Co-Operative Apex Bank, Lawngtlai Branch to the credit of the Lai Autonomous District Board of School Education.

- (8) For the purpose of classifying the income and expenditure of the Board a classified abstract and a detailed Account shall be maintained for every month, the abstract accounts by the 5th of the next month shall be placed before the President to exercise control over expenditure.
- (9) At the end of every financial year the receipt and payment account, income and expenditure Account and Balance sheet shall be prepared and submitted to the Executive Committee in the prescribed form.

Use of Service Stamp

- 39
- (1) Service Stamp may be used by the Board.
 - (2) Telegraphic message, the charge for which are to be borne by the Board shall be Classified as "official".
 - (3) Maintenance of Stamps Account :-
A register iof stamp shall be maintained by the Board in the following manner:-
 - (a) Date,
 - (b) Opening balance
 - Register
 - (c) Total no of letter, } ordinary,
 - in classified manner } or recorded delivery, etc
 - (d) Total expenses under (c)
 - (e) Closing balance
 - (f) Remarks.
 - (4) All stamps receipts from the post office shall be posted in the Despatched Register against the letters to which they relate.
 - (5) There shall be a monthly verification of stamps in all its denominations by any officer authorized by the Secretary.
 - (6) The Board may enter into a contract with the postal Department for the use of stamp token for its own correspondence if the bulk of postal transaction ensures economy for the Board.

Account Books

- 40
- (1) Figures in all the accounts of the Board shall be in English character. All books of accounts and

registers shall be substantially bound and machine numbered before being brought into use and page certificate shall be recorded the signature of the Secretary or any other person authorized to work on his behalf. No accounts shall be prepared on loose sheets of paper or in loosely bound volume.

- (2) Corrections to be attested :- All corrections and alternations in accounts shall be done neatly in red ink and attested by the Secretary or any other officer authorized to work on his behalf. All corrections and alterations in a voucher shall be attested by the payee. Erasures shall, on no account, be permitted in register, statements, vouchers on account of any description.
- (3) The secretary or any officer authorized by him in his behalf from time to time shall examine the different registers maintained by the employees of the Board and shall record a certificate at the end of each inspection that he has done so.
- (4) (a) Irrecoverable dues or loss upto Rupees one hundred in each case may be written off by the Secretary.
(b) Where such amount exceeds Rupees one hundred but does not exceed five hundred rupees, the amount may be written off by the President, subject to the approval of the Finance Committee and where it exceeds rupees five hundred, with the sanction of the Governing Body of the Board.
- (5) The actual Cash balance of the Board's Fund shall not be permitted at any time to fall below rupees Thirty thousands.
- (6) No payment shall be made from Board's Fund except in the manner provided in sub-rule (1) of rule 34 and in particular, no payment shall be made out of each received for credit to the Board's Fund.

- (7) Vouchers, registers, bills and any other prescribed forms shall not be weeded or destroyed otherwise than in accordance with the directions given by the Governing Body or by the Finance Committee as the case may be.
- (8) (a) Whenever an embezzlement of money or of property of the Board is discovered, an enquiry shall at once be instituted by the President and the fact of the embezzlement shall be reported to the Governing Body on its first meeting following such date and also to the Executive Committee.
- (b) Whenever in any circumstance any irregularity likely to be connected with an embezzlement or the fraudulent loss of money or property is discovered, a report at once shall be sent to the Executive committee.
- (9) (a) No work exceeding rupee ten thousands in value shall ordinarily be allotted except on the basis of tenders.
- (b) Works relating to holding public examinations or to confidential papers of the Board shall remain specially exempted from the operation of clause (a) above;
- (c) The security and earnest money received in connection with tenders shall be entered in the register.
- (10) (a) Every employee of the Board unless exempted by a resolution of the Board shall, if entrusted with the receipts, disbursement or custody of the money or property of the Board, shall be required to furnish security to an amount to be fixed in each by the Board.
- (b) Such security may be cash, Government paper or other stocks or a bond hypothecating

property, and in each cash a security Bond in a prescribed form operated by the Board shall be executed on Revenue stamped paper.

(c) Securities shall be examined and verified by the first day of March each year and Certified too the effect that this has been done shall be signed by the Secretary against the "Remarks" column of the security Register in which details with regards to such securities are to be recorded.

(d) In case of security, the amount shall be deposited to the State Bank of India, Lawngtlai Branch or Mizoram Co-Operative Apex Bank, Lawngtlai Branch to the credit of the boards' Fund. The Board may invest the money in an interest bearing time deposit of the Bank.

(11) In anticipation of the sanction of the Board the President may sanction expenditure if provided for in the Budget to the extent of rupees ten thousands in any one case.

(12) Except in respect of dues fixed by or under any law or under special order of the Executive Committee or of the Board, financial transactions between the Board and other parties be rounded off to the nearest one rupee.

Matters not provided
in this Rule to be
Governed

41. (1) Accounting procedures except otherwise provided in this rule shall be guided by the General Financial Rules, 1963 and other Rules framed by the Central Government or by the in respect of identical or similar matters and the interpretation of such matters by the Government shall be considered final.

(2) If any difficulty arises in the working of this Rule, the Executive Committee may make such or do such thing, not inconsistent with this Rule, as it appears

to it to be necessary or expedient in removing the difficulty.

CHAPTER – X

CONSTITUTION OF EXAMINATION COMMITTEE

- Constitution, duties and power of Examination Committee
- 42 (1) There shall be an examination Committee for smooth conduct of Examination under the Board which shall generally consists of:-
- (a) The President
 - (b) The Vice President
 - (c) The Secretary
 - (d) The Education Officer
 - (e) The Controller of Examination
 - (f) Three members of the Board to be nominated by the Board
 - (g) One member nominated by the Controlling authority
 - (h) A Committee may, subject to the approval of the Board, appoint two co-opt persons.
- (2) The Committee shall generally elect any of its member to preside over its meeting in the absence of the President and the Vice President.
- (3) It shall be the duty of Examination Committee –
- (a) arrange for the holding of examinations instituted by the Board including the fixing of centre's for such examinations.
 - (b) to fix criteria for declaring candidates to have passed such examinations and to consider, approve and publish the results of such examination.
 - (c) disqualify candidates if –
 - (i) presenting themselves at examination for any reason considered to be adequate, or

(ii) being declared as having passed any such examination on the ground of misconduct;

(d) deal with all complaints relating to-

(i) Question Setting

(ii) Conduct of Examination

(iii) Publication of results;

(iv) any other relevant matters pertaining to examinations and to make decisions thereon, provided that such complaint are made in writing by a member of the Board or at least three Headmasters or Head Teachers of recognized Schools within a period of one month in the case of sub-clauses (i) and (ii), two months in the case of sub-clauses (iii) and (iv). All action taken under clause (a) -(b), (c) and (d) above shall be reported to the Board at its next meeting;

(e) Lay down the principles for appointment of paper Setters, Moderators, Examiners, Tabulators, Invigilators, Centre Superintendent, Supervisor etc required in connection with the conduct of Board's Examinations;

(f) Authorized the President and the Secretary of the Board to make appointment of any or all of these functionaries in keeping with the general principles approved by the Examination Committee for such appointment.

(4) The Examination Committee shall, in consultation with the Finance Committee, advise the Board on -

(a) Rates of remunerations to be paid to paper Setters, Examiners, Head Examiners, Moderators, Tabulators, Supervisors, Centre Superintendent, invigilators etc.

(b) Rates of fees to be paid by the various categories of candidates for the different examinations of the Board.

- (c) Rates of other fees payable to the Board for all other matters relating to examinations of the Board.
- (5) The Examination Committee shall perform any other duties relating to examination which may be specifically entrusted to it by the Board.
- (6) The Examination Committee shall have power to appoint a sub-Committee or sub-Committees as it may consider necessary to advise it upon any matter referred to in sub-rules (2) and (3) of rule 42 of this Rule or for any other specific work;

Provided that –

- (a) Any sub-Committee shall not have more than six members including the convener of the Sub-Committee who shall be the Secretary or any other Officer of the Board appointed by the President.
- (b) It shall not be necessary for the other member of such Sub-Committee to be a member of the Board or the Examination Committee.
- (7) The Examination Committee shall not be bound to accept the recommendations made by the sub-committees constituted under sub rule (5) above and shall reserve the right to reject or make additions and alterations to the recommendations of the Sub-Committee if considered necessary by it.

CHAPTER – XI CONDUCT OF EXAMINATIONS

Functions of the custodian of Confidential papers	43	The Custodian of the Confidential Papers shall be responsible for safe custody of Confidential Papers. Detailed instruction as to safe custody of the Confidential papers will be issued by the Controller of Examination Responsibility for proper conduct of Examination in the Centre devolves on the Centre Superintendent and his functions shall be as under :-
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- Centre Superintendent 44 Responsibility for proper conduct of examination in the Centre devolves on the Centre Superintendent and his functions shall be as under :-
- (a) To make all preparatory arrangements for holding the examination including seat arrangements of the candidates. For the preparatory help, he may seek necessary assistance from the Headmaster, Head Teacher of other recognized Schools in the locality and all such facilities shall be made available to the Center Superintendent. Failure to comply with the directives may make the defaulting School liable to withdrawal of recognition.
 - (b) To convene the Centre Committee meeting as and when necessary.
 - (c) To collect Centre Fees and utilize the same properly in the manner as directed by the Board and to keep the accounts thereof properly;
 - (d) To perform all other duties entrusted to him by the Examination Committee or the Controller of Examination for smooth and proper conduct of the Examination.
- Power of Supervisors 45 It shall be the duty of the Supervisor if appointed by the Examination Committee to assist the Centre Superintendent in making arrangement for and in conducting properly the examination at the centre. He will perform duties –
- (a) Entrusted to him by the Examination Committee; and,
 - (b) Such other duties as may be assigned to him by the Examination Committee or the Controller of Examinations.
- Constitution of Centre Committee 46. There shall be a Centre Committee for smooth conduct of Examination in each Examination Centre. The Centre Committee shall be composed of the following members :-
- (a) The Head of the Institution, which is selected by the Board as Examination Centre, shall be the Chairman,

custodian of Confidential papers and Centre Superintendent of the Centre.

Provided that the Board may appoint any other responsible person to discharge the functions of the Chairman, Custodian of confidential papers and Centre Superintendent of any Examination Centre and in that case the Head of the Institution shall be a member of the Centre Committee.

- (b) The President of the Board shall nominate not more than 2 Heads of Institutions of the locality in which the Centre is located to be the member of the Centre Committee.
- (c) The Chairman of the Centre Committee shall nominate one responsible person to be a member of the Centre Committee.
- (d) In the case of Professional or Vocational School or Teacher's Training Institution Examination, the Education Officer of the Lai Autonomous District Council, shall nominate one responsible person to be a member of the Centre Committee and in the case of Primary and Middle Schools the concerned Assistant Education Officer of Lai Autonomous District Council.
- (e) The Committee may nominate one medical Officer or Medical Practitioner of the locality as a Member of the Centre Committee.
- (f) The Chairman shall nominate one member of the Committee as Secretary of the Centre Committee.

Power of Invigilators

- 47
- (1) It shall be the duty of the Invigilators to guard against all sorts of malpractices and misconduct on the part of the examinees at the centre and to render all necessary assistance to the Centre Superintendent as may be required of him in regard to conduct of examinations.
 - (2) When a Centre Superintendent makes a demand for the service of any teacher from the Headmaster of Head Teacher of any recognized schools for acting as Invigilators or for any other assistance, the same shall be immediately made available to the Centre Superintendent and the teacher so deputed shall be deemed to be on duty.

- Conduct of Examinations 48
- (1) All recognized institutions shall place at the disposal of the Board their buildings, furniture and equipments and the staff to enable the Board to hold its examinations where so required by the Board.
 - (2) The Candidate shall be held guilty of misconduct or malpractice in the examination if they adopt unfair means or if they indulge in any kind of misdemeanor , unruly behavior, details of which will be listed in the instructions issued to the Centre Superintendent.
 - (3) The Centre Superintendent shall be competent to expel a candidate from the Examination Hall for misconduct or malpractice in the Examination. In such cases the Centre Superintendent shall immediately report the case to the Board of Controller of Examination furnishing full statement of the case.
 - (4) The Board shall be competent to issue any further instructions not inconsistent with this Rule for proper conduct of the examinations.
 - (5) The Centre Superintendents and the Invigilators of the Examination Centre under this Board shall abide by the instructions, for the smooth and fair conduct of the examination, of the Secretary of Lai Autonomous District Board of School Education and failure on the part of the Centre Superintendents or the Invigilators, if any, to comply with the above instructions will render them liable to any disciplinary action deemed fit and proper by the Board.
- Power of the President to appoint persons for Examination duties 49
- (1) The President shall be competent to appoint the following categories of functionaries for smooth conduct of the Board's examinations :-
 - (a) The Centre Superintendent,

- (b) The Supervisor of the Examination Centre,
- (c) The paper Setters,
- (d) The moderators,
- (e) The Examiners, including Head Examiner of the different subject,
- (f) The Tabulators,
- (g) The Scrutinisers of answer scripts and mark sheets,
- (h) Any other categories of persons as the Examination Committee may deem necessary for proper execution of its business.
- (i) No person or persons other than so appointed by the President under sub-rule (1) or by any Officer authorized by the President for proper function of examination is permissible to enter examination complex which shall be determined by the Examination Centre Committee.

(2) All persons appointed under this Rule shall be deemed to be public servant within the meaning of section 21 of Indian Penal Code.

Duties and powers of :-
Paper Setters

50 The duties and powers of paper Setters shall be as under

- (a) to prepare manuscript question papers strictly in accordance with the syllabus of the subject and also with directions given by the president at the time of his appointments.
- (b) to submit his manuscript question papers and also model answers where required in a double scaled cover marked as "TOP SECRET" to the Controller of Examinations personally unless otherwise directed by the President.

Duties and powers of Moderators

51 The duties and power of Moderators shall be as under ;

- (a) the Moderator by himself or a penal moderators shall moderate the manuscripts question papers for the subject and finalise the manuscripts of the question papers unless otherwise directed by the President.

- (b) the moderators or one of the representative shall submit the final manuscripts of the question papers in a double sealed cover marked as 'TOP SECRET' to the Controller of the Examinations personally unless otherwise directed by the President.

Duties and power of Examiner or Head Examiner	52	<p>The duties and power of the Examiners and Head Examiner shall be as under :-</p> <ul style="list-style-type: none">(a) The examiners shall examine the answer script strictly in accordance with the guidelines or instructions issued by the Secretary or Controller of Examinations.(b) The Examiners shall received the confidential papers from the Secretary or Controller or Examinations of the Board or any other person authorized by the President.(c) He shall submit personally all confidential papers to the Secretary or Controller of Examinations or any other person authorized by the President or in a manner approved by the President.(d) It shall be the duty of the Head Examiner appointed to convene meetings of examiners and discuss guidelines for evaluation of answer scripts.(e) The Head Examiner shall satisfy himself in regard to the proper valuation of the answer scripts by the examiners through a proper check which will generally be done on the basis of the answer scripts submitted to him.(f) He shall have the right to re-examine the marginal cases and any re-assessment made by him shall be deemed valid.(g) The Head Examiner shall have power necessary for rectification of discrepancies, wrong totaling, omissions, double markings and other errors, under intimation confidentially to the Secretary and Controller of Examinations.
Duties and powers of Scrutinizers	53	<p>The duties and powers of the Scrutinizers shall be as under :</p> <ul style="list-style-type: none">(a) to scrutinize all manuscripts in regard to totaling, omissions of marks and others;

		(b) to compare and verify the total marks awarded in answer scripts with mark sheets.
Powers and duties of a Tabulator	54	The powers and duties of the Tabulator shall be to tabulate the marks obtained by the Candidates in a manner prescribed by the Secretary or the Controller of Examination, submit the same within the stipulated time prescribed for such submission.
Powers of the President, Secretary and the Controller of Examination for proper functioning of paper Setters, Moderators etc	55	(1)The President shall be competent to issue further instructions to the paper Setters, Moderators, Examiners, Scrutinizers and Tabulators for the proper execution of their respective functions. Such instructions shall be communicated to them by the Secretary or the Controller of Examination. (2)The Secretary or the Controller of Examinations with the approval of the President shall be competent to issue detailed instructions in regard to all affairs connected with the conduct of examinations provided that such instructions are not inconsistent with the provisions of this Rule.
Rates of paper Setter, Moderator and Examiners	56	The rates of remuneration to paper Setter, Moderators, Examiners etc shall be determined by the Board from time to time.

CHAPTER – XI

RATES OF FEES

Rates of fees for Regular and Private Candidates	57	(1)Fees for Regular or Private Candidate intending to appear in the examinations conducted by the Board for Primary, Middle Schools or Courses including examination in single subject or compartmental or supplementary examination or any other examinations conducted by the Board shall be
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determined by the Board by orders from time to time.

- (2) A candidate who fails to pay the examination fees etc within the date announced by the Board by order to orders shall have to pay late fees in addition to the prescribed examination fees within such date and such amounts as may be fixed by the Board for payment of late fees from time to time.
- (3) For meeting incidental expenses including remuneration for Invigilators etc in connection with conduct of examination in the Centre, Centre Fees from each candidate appearing in any Examination conducted by the Board shall be collected at their respective Centre. The rates of such Centre fees shall be determined by the Board from time to time.
- (4) Scrutiny of marks after publication of results may be undertaken on application within a month of publication of results on payment of a fee at the rate fixed by the Board from time to time.
- (5) Change of Examination Centre will not be normally allowed. In exceptional circumstances, this may be allowed by the President on payment of fee fixed by the Board.
- (6) The Board may issued Duplicate Certificate, Mark sheets and Admit Cards to Candidates on receipts of application in such form as the Board may prescribed, along with the fees fixed by the Board.
- (7) The Board may issued a Migration Certificate to a student reading in any of the recognized Schools or institutions under this Board or to a student who appeared at any examination of this Board if he requires it for prosecuting studies in school or college outside the territorial jurisdiction of the Lai Autonomous District Board of School Education on receipt of an application in the prescribed form along with a fees Rs.50/- (Rupees fifty) only.

(8) Fees once paid to the Board shall not under any circumstances be refunded. However, the President may allow a candidate to appear at the next year's examination without payment of fees for the second term for the same examination, if he is satisfied that the candidate failed to take the scheduled examination on account of un-avoided circumstances:

Provided that the candidate prays for the privilege within two months from the commencement of the examination in which he fails to sit.

(9) A private candidate intending to appear at the Board's examination shall have to pay fees at the rate determined and fixed from time to time by the Board along with the examination fees at the rate fixed for regular candidates, after obtaining due permission of the Board for examination.

CHAPTER – XIII

CONSTITUTION OF AWARDS OR PRIZES TO MERITORIOUS STUDENTS

Meritorious Award or Prizes to student	58	There shall be constituted cash awards or prizes accompanied by certificates to meritorious bonafide students holding outstanding positions in each of the Public Examinations conducted by the Board.
Categories of Award or Prizes	59	(1) For the purpose of these awards there shall be the following Categories of Awards of Prizes. (a) Primary School Leaving Certificate Examination. (b) Middle School Leaving Certificate Examination. (c) Middle English School Leaving Certificate Examination.

- (d) Diploma in Teachers' Training Institute Examination (Middle Section and Primary Section) of Teachers' Training Institute.
- (2) The number of the students and value of these Awards or Prizes under sub-rule (1) shall be determined by the Board from time to time.
- (3)(a) Only the children or wards of the bonafied permanent residents of Lai Autonomous District taking regular education in any Institution in Lai Autonomous District shall be eligible for these Awards or Prizes.
- Subject to the condition that students who failed to take examination, for any reason whatsoever at once, shall not be considered for these awards or prizes.
- (b) No student found guilty of his conduct or breach of discipline shall be eligible for these Awards or Prizes.
- (4) One the results of the examinations and within the stipulations contained in this Rule the President shall announce the names of the winners of these awards or Prizes and the Secretary shall arrange for award of these Awards or Prizes.
- (5) These Awards or Prizes accompanied by Certificate shall be distributed to eligible Awardees within a period not later than six months from the date of publication of the concerned examination results at a special function specially arranged for the purpose and on the date to be appointed by the President.

CHAPTER – XIV

THE FINANCE COMMITTEE

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|-----------------------------------|----|--|
| Constitution of Finance Committee | 60 | <p>(1) The Finance Committee shall generally consist of the following members :-</p> <p>(a) The President,</p> |
|-----------------------------------|----|--|

- (b) The Vice President,
- (c) The Secretary
- (d) Head of Education Department of Lai Autonomous District Council or his representative not below the rank of Senior Officer of Lai autonomous District Council.
- (e) A nominee of the Controlling Authority as required under sub-rule (1) (b) of 20 of this Rule.
- (f) Two members elected by the Board from amongst the members of the Board.
- (g) Two members with expert Knowledge in financial matters nominated by the President.

(2) The Finance Committee shall generally consist of the following members :-

- (a) To manage and regulate the Finance, Accounts and Investments of the Board.
- (b) To examine the Annual Budget Estimate and Revised Estimates of the Board prepared by the Secretary and to make recommendations for consideration approval of the same by the Board.
- (c) To examine proposals for new expenditure and to advise the Board thereon;
- (d) To examine and approve proposals for re-appropriation of funds;
- (e) To arrange for annual audit, consider the audit notes and submit reports to the Board.
- (f) To recommend delegation of financial and administrative powers to different officers of the Board for approval of the Board;
- (g) To fix the quantum of permanent Advances to be kept by the Board's Secretary or any other Officer authorized by the Board;
- (h) To lay down Principles and Guidelines for purchase of stores, equipments, stationeries, etc. of the Board;
- (i) And to perform such other duties as may be entrusted to it by the Board.

(3) The Finance Committee shall act as an Advisory Body in all matters concerning the finance of the Board and fixation of the cadre strength of the

different categories of the staff of the Board, subject to the provisions of this Rule.

CHAPTER – XV

THE SYLLABUS COMMITTEE

Constitution of
Syllabus Committee.

- 61 (1) The Syllabus Committee shall generally consist of :-
- (a) The President;
 - (b) The Vice President;
 - (c) The Secretary;
 - (d) President, Middle School Teachers' Association;
 - (e) President, Primary Teachers' Association;
 - (f) Head of Education Department of Lai Autonomous District Council or his representative not below the rank of Senior Grade Officer under the Lai Autonomous District Council.
 - (g) Two members of the Board elected by the members of the Board.
 - (h) Two member with expert knowledge in the field nominated by the President.
 - (i) Controller of Examination.
- (2) It shall be the duty of the Syllabus Committee :-
- (a) to advised the Board on any matter relating to the syllabus, Courses of studies or Books to be studied in recognized schools or institutions, as may be referred to it by the Board.
 - (b) to advice the Board about the Syllabus and Courses of studies to be followed in various classes of recognized Institutions as well as for various examinations of the Board.
 - (c) to fix the total number of compulsory and optional subjects to be taken by the students in various classes of recognized Institutions and for various examinations of the Board.

(d) to frame detailed Curriculum and Syllabus in each subject taught in recognized institutions and also for the various examinations of the Board.

(e) to consider proposal for the introduction of new subjects or the execution of any existing subject and make recommendation thereon to the Board.

(3) The Syllabus Committee shall have power to set up Sub-Committee of Courses with not more than six members including the Convener as provided in clause (b) above in each Sub-Committee for any or all of the subjects for the various examinations of the Board. Such Sub-Committee of courses shall advise the Syllabus Committee upon any matter provided that –

(a) It shall not be necessary for the members of such Sub-Committees of the Courses to be member of the Board or Syllabus Committee.

(b) There shall be a Convener for each of the Sub-Committee of the courses and the Secretary or any other Officer of the Board appointed by the President shall hold this Office.

(c) The terms of the Office of those members of a Sub-committee shall be like that of members of the other Sub-Committee of the Board.

(d) Any member who absented himself for three consecutive meetings of the Sub-Committee without the intimation to the Sub-Committee shall ceases to be a member and the vacancy caused be filled by the Committee concerned.

(4) The Syllabus Committee shall not be bound to accept the recommendations made by the Sub-Committees constituted under sub-rule (3) above and shall reserve the right to rejected or make additions and alterations to the recommendation of the Sub-Committee if considered necessary.

CHAPTER – XVI

RECOGNITION COMMITTEE

Constitution of of Recognition Committee

- 62 (1) The Recognition Committee shall generally consist the following members :-
- (a) The President
 - (b) The Vice President
 - (c) The Secretary
 - (d) Head of Department of Education, Lai Autonomous District Council or his representative not below the rank of Senior Grade Officer of Lai Autonomous District Council under Education Department.
 - (e) Two members of the Board elected by the Board.
 - (f) Two persons with long experience in School Education nominated by the President.
 - (g) One prominent person nominated by the Controlling Authority.
- (2) It shall be the duty of the Recognition Committee :-
- (a) to advise the Board in regard to the conditions and detailed procedure for recognition of pre-Primary, Primary, Middle, Teachers' Training Institute, Professional and Vocational Institutions, Adult Education if necessary.
 - (b) to call for confidential inspection reports and any other information from the Education Officer of Lai Autonomous District Council in the case of recognition of Schools and Institutions of all stages.
 - (c) to examine such reports in the context of this Rule governing grant of recognition, or renewal of recognitions, if any, prescribed by the Board, (any criteria or conditions for recognitions and in case an institution fulfils the conditions of recognitions as required by the above Rule governing grant of recognition if any, or prescribed by the Board) shall have power to grant recognition provisionally subject to the approval of the Board. If,

however, the conditions are not fulfilled in respect of major items, the Recognition Committee shall submit its report incorporating its specific recommendations for consideration of the Board. The Board shall be the competent authority to grant or reject recognition or renewal of recognition after due consideration of the recommendations of the Recognition Committee. The decision of the Board regarding the recognition or renewal of recognition of the institution or otherwise, shall be communicated to the School authority by the Secretary and;

- (d) to cause inspection to be made by such person or persons, as the Board may nominate, of any institutions.
- (3) It shall be the duty of the Recognition Committee to advise the Board on all matters relating to recognition of Institutions and subject to the provisions of this Rule. The Board shall be the competent authority to accord recognition to institutions on the recommendation of the Recognition Committee.
- (4) Any educational institution who desires to prepare candidates for the examinations conducted by the Board shall submit application to the Secretary in the prescribed form for recognition of the institution.
- (5) An institution seeking recognition must satisfy the real need of the area and it shall not harm financially or otherwise a neighboring institution already recognized, and it must satisfy the stipulation in regard to maximum and minimum enrolment as prescribed in the Rule.
- (6) An institution seeking recognition shall have a managing Committee regularly constituted in

accordance with the relevant rule of the Education Department of the District Council and shall have to satisfy the provisions of this Rule.

- (7) An Institution seeking recognition should have sufficient financial resources to justify its continue existence. It shall have a regular source of income to meet running expenses of the institution, to maintain it at a reasonable standard of efficiency.
- (8) No part of the income from the institution seeking recognition shall accrue to any individual or group of individuals running the institution.
- (9) An institution seeking recognition shall have to satisfy the minimum condition laid down for recognition in this Rule. It shall have suitable land, building, furniture, equipments, and teaching aids for imparting effective education. The site of the institution shall be free from objectionable surroundings and shall be peaceful and conducive to the smooth working of the institution.
- (10) An institution seeking recognition shall have to maintain a Reserve Fund as prescribed in this Rule. This condition will not, however, apply in the case of District Council institutions.
- (11) No Institution seeking recognition shall be accorded recognition by the Board unless :-
 - (a) it is open to Inspection by -
 - (i) Officers of the Board or any other persons authorized by the Board;
 - (ii) Officers of Education Department of the District Council or any other person authorized by the Education Department of the District Council;
 - (b) all information's and returns called for from the institution by the Board within the provision of the Rule and instructions made from time to time by the Board, are complied

with and furnished promptly by the Head of the institution;

- (c) the institution follows the curriculum, courses of studies and other co-curricular activities as prescribed by the Board;
- (d) the institution maintains adequate and efficient staff as prescribed in this Rule for imparting instruction;
- (e) the institution follows the list of text books and suggest reading materials and medium of instructions prescribed by the Board.
- (f) the institution maintains School working hours and School session strictly in conformity with directions issued by the Board from time to time in this regard.

Conditions for
Recognition of
Middle School

63 A School seeking recognition as Middle School with permission to present Candidates for the Middle School Leaving Certificate Examination shall have to fulfill the following conditions :-

- (1) (a) the minimum total enrolment in classes V to VII shall be 45;
 - (b) the minimum Class-wise enrolment in each class or section shall be 15;
 - (c) the maximum enrolment in each class or section shall not exceed 30;
 - (d) relaxation in regards to conditions under clauses (a) to (c) above may be made by the Board for educationally backward areas.
- (2) (a) The site shall be adequate to provide space for all necessary buildings as well as space for physical education activities and sports.
 - (b) The School building shall have, at least, a semi pucca structure with gal vanished corrugated iron sheet roofing sawn timber structure, asbestos sheets or double turja or sawn timber walls with adequate number of doors and windows for proper ventilation. The School shall not be accommodated in rented building except with the special permission of the Board.

- (c) The School building shall be sufficiently spacious to accommodate separate class rooms for each of the classes or section.

In addition to the class room there shall be separate rooms for work Education class, Science Teaching and Headmaster's Office and staff room.

- (d) Each class room shall be well lighted and shall have at least a floor space of 1 sq. meter per pupil. It will be desirable to have adjustable class rooms of standard dimension of (6x7)=42 Sq. meters for School gathering.

- (3) A non-Government Middle School shall maintain Reserve Fund of Rs.5,000/- deposited in the Scheduled Bank, State Bank of India or Postal Saving Bank as fixed deposit. No drawal shall be made from the Reserve Fund without written permission of the Secretary of the Board.

- (4) (a) The school shall have an adequate number of qualified teachers including a qualified Headmaster.

- (b) The Headmaster shall be a graduate preferable with a teaching experience or equivalent diploma in Education with at least 3 (three) years of Teaching experience in recognized School. No new under-graduate Headmaster shall be appointed but in the case of existing under-graduate Headmaster already appointed on substantive basis, the qualifications prescribed above may be relaxed by the Board subject to condition that no under-graduate Headmaster who is not yet acquired a Training Certificate shall be retained on the post of Headmaster.

The Educational qualification of under-graduate Headmaster so relaxed may be given opportunity of consecutive three years chances to get the required qualification. In case of failure to obtain the prescribed

qualification in due time the appointment as Headmaster shall automatically be treated as cancelled.

- (c) All teachers shall be at least Class XII or equivalent passed, provided that in the case of teachers already in service for at least two years the minimum qualifications shall continue to be High School Leaving Certificate passed.

No one shall be confirmed to the post unless he acquires a Teachers' Training Certificate. It is desirable that there is at least one teacher with Pre-University Science Course for teaching General Science and Mathematics.

- (d) Excluding the Headmaster, the ratio of the number of teachers to the Class or Section shall normally be 4:3 including Hindi or W.E. Teacher.
- (e) The minimum qualification as also the minimum strength of teaching staff mentioned above may be relaxed by the Board for School in educationally backward areas or for any other special circumstances.
- (f) Each application for recognition of a Middle school shall be accompanied by an application fee as prescribed below :-
- (i) Rs.200/- for Middle School for the first time
 - (ii) Rs.100/- for annual affiliation fee.

Conditions for recognition of Primary School

64 A School seeking recognition as Primary School with permission to present Candidates for the Primary School Leaving Certificate Examination shall have to fulfill the following conditions :-

- (1) (a) The minimum total enrolment in Classes I to IV shall be 35;
- (b) The maximum enrolment in each Class or Section shall not be more than 30
- (c) Relaxation in regard to clauses (a) and (b) above may be made by the Board for School in educationally backward areas.

- (2) (a) No new Primary School within a radius of 2 kilometers of an existing Primary School already recognized by the Board shall be accorded recognition. Provided that the above conditions may be relaxed by the Board in exceptional circumstances.
- (b) The site shall be adequate to provide space for all necessary buildings as well as space for physical education activities and sports.
- (c) The School building shall have at least a semi pucca structure with galvanized corrugated iron sheet roofing, sawn timber structure, asbestos sheet or double turja or sawn timber walls with adequate number of doors and windows for proper ventilation. The School shall not be accommodated in rented building except with the special permission of the Board.
- (d) The School building shall be sufficiently spacious to accommodate separate class rooms for each of the classes or sections. In addition to the class rooms, there shall be separate rooms for Work Education, Science teaching and Head Teacher's Office.
- (e) Each classroom shall be well lighted and shall have at least a floor space of one sq-meter per pupil. It will be desirable to have adjustable class rooms of standard of 6x7-42 sq mtrs. For school gathering.
- (3) (a) The School should have an adequate number of qualified teachers including the Head Teacher.
- (b) The Head Teacher or Teachers' shall at least be a Matriculate or High School Leaving Certificate.

The prescribed qualification may stand relaxed in case of existing Head Teacher or Teachers but no new teacher with less than the prescribed qualification mentioned above shall be appointed. This relaxation shall not be applicable in the case of promotion of existing teacher to the post of Head Teacher.

- (c) The ratio of the number of Teachers as to the number of pupils in the Primary Schools shall not be less than 1:40.
- (d) The minimum qualifications as also the maximum strength of teaching staff may be relaxed in deserving cases for schools in educationally backward areas.
- (e) Each application for recognition of Primary School be accompanied by an application fee as prescribed below:-
 - (i) Rs.100/- for Primary School for the first time.
 - (ii) Rs.50/- for annual affiliation.

Grant of recognition an Provisional recognition 65

which granted

On receipt of all information required for recognition of institution the Secretary shall place the same before the recognition Committee for consideration. Institution fulfil broadly the required conditions shall be recognition by the President of the Board on the recommendation of the recognition Committee.

Ordinarily, no institution which does not satisfy the major conditions shall be granted recognition. Recognition Committee may, however, recommend to the Board. Grant of provisional recognition in special cases subject to fulfillment of the major condition within a period of one year from the date of provisional recognition.

Withdrawal or suspension of Recognition 66

The Privilege of recognition already granted by the Board

may be withdrawn or withheld permanently or for any period from any institution if it :-

- (a) Fails to impart reasonable good teaching;
- (b) Fails to maintain good discipline among the students and staff;
- (c) Is found to have transgressed or evaded the conditions laid down for recognitions;
- (d) Fails to abide by the Rule and directions issued by the Board for recognized institution or instructions from the Board issued from time to time in regard to any matters concerning the School.

CHAPTER – XVII

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

Travelling and
member in
Daily allowances

- 67 Travelling and daily allowance shall be paid to a member in respect of every journey performed by him for the purpose of attending meetings of the Board or a sitting of a Committee or sub-Committee or for the purpose of attending to any other business connected with his duty as a member from his place of residence to the place where the meeting or the sitting is held or other business is transacted and for the return journey from such place to his place of residence, at the following rates, namely :-
- (1) Normally, a member shall travel by first class in rail. In respect of such journey he will be treated at par with a First Grade Officer of Lai Autonomous District Council and shall be entitled to a first class rail fare, including reservation charges, surcharges, if any, and any other charges levied by the Railways for each way journey.
 - (2) In respect of journeys by road between places not connected by rail, a member shall be entitled to road mileage admissible to a First Grade Officer of the Lai Autonomous District Council. In case, however, if free transport is provided by the Board, the member shall not be entitled to any road mileage.
 - (3) If a journey between two places connected by rail is performed by road by a member, he will normally be entitled to the prescribed road mileage limited to First Class fare by rail. However, if the journey by road has been performed in the interest of the Board's work with prior approval of the President, full road mileage allowances may be allowed without restricting it to first Class rail fare only.
 - (4) Air travel should not be permitted as a matter of course. Each case will be examined on merits by the President and permission for air travel shall be granted only if it can be certified that the work is urgent and air travel is necessary in the interest of Board's work.

- (5) A member shall be entitled to daily allowance at the highest rate applicable to a First Grade Officer of the Lai Autonomous District Council. The Daily allowances shall be calculated in the same manner as applicable to a First Grade Officer of the Lai Autonomous District Council, the entire period of absence from his place of residence being reckoned for this purpose.
- (6) Members attending a meeting of the Board or a sitting of Committee or sub-Committee from within 8 Kms. of the place of a meeting shall be entitled to be paid at the rate of Rs.200/- per day to cover transport and other incidental expenses.
- (7) No travelling allowances shall be admissible to a domestic servant, if any, accompanying member.

CHAPTER – XVIII

RULES AND BYE-LAWS

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| Power of the Board to Make bye-laws | 68 | <p>(1) Except in cases where the District Council is empowered to make bye-laws under this Rule, the Board may make bye-laws for the purpose of carrying into effect the provisions of this Rule.</p> <p>(2) The extent of power of making bye-laws shall be such as not inconsistent with the provisions of this Rule.</p> |
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CHAPTER XIX

MISCELLANEOUS PROVISIONS

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|--------------------------------------|----|---|
| Constitution of Village School Board | 69 | The Board may, if found necessary, constitute a Village School Board of not more than five members in each Village under the Board to supervise the working and |
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welfare of the Teachers and Students and shall prescribe their powers, terms and conditions. A separate Village School Board may be instituted for Private Institutions including English Medium Schools.

Member of the Committee and Employees to be Public Servants, (45 of 1860)	70	(1) The member of the Board or every Committee or Sub-Committee, persons in the service of the Board, or any person appointed under this Rule shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code. (2) No suit, prosecution or other legal proceedings whatsoever, shall lie against any person for anything in good faith done or intended to be done under this Rule.
Validity of the proceeding of the Board or a Committee or Sub- members Committee of	71	No act or proceedings of the Board or a Committee or a Sub-Committee shall be invalid merely by reason of the existing of any vacancy or vacancies among its or any defects or irregularities not affecting the merits of the case.
Removal of difficulties	72	If any difficulty arises in giving effect to any of the provisions of this Rule, the Executive Committee may make such orders or do such things not inconsistent with the spirit of this Rule as it appears to be necessary or expedient for removal of difficulties.
Interpretation of the Rule	73	If any question arises relating to the interpretation of this Rule, it shall be referred to the Executive Committee and the decision of the Executive Committee shall be final.
Savings	74	Notwithstanding anything done or any action taken by the authority of the Board, prior to the enforcement of this Rule, shall be deemed to have been done or taken under this Rule.

ANNEXURE – A

LAI AUTONOMOUS DISTRICT BOARD OF SCHOOL EDUCATION BUDGET ESTIMATES FOR THE YEAR _____

Heads	Actual for previous year	Actual for previous year	Budget estimates for the last year		Revised estimates for the year	Budget estimates for the year
			As approved by the	As approved by the District		

			Board	Council		
1	2	3	4	5	6	7

I.FEES

Examination
Fees or other fees

II. INCOME FROM

Fines and other sources Royalties on publications
Sale of syllabus and text books, sale of guide books.

III. MISCELLANEOUS

Enrolment and Investments,
Sale of Answer books etc.

IV. DEBTS, DEPOSIT AND ADCANCES.

V. GRANT FROM STATE GOVERNMENT.

VI. SACNTION FROM DISTRICT COUNCIL.

Total receipts
Opening balance
GRAND TOTAL

ANNEXURE 'B'

Budget Estimate for the year _____

Expenditure (Figures in thousands)

Heads	Actual for previous year (say)	Actual for previous year (say)	Budget estimates for the last year		Revised estimates for the year	Budget estimates for the year
			As	As approved		

			approved by the Board	by the District Council		
1	2	3	4	5	6	7

I. GENERAL ADMINISTRATION

- (a) Pay of Officers,
- (b) Pay of Establishment,
- (c) Allowances and Honoraria
- (d) Contingencies and Miscellaneous
- (e) Rent, Rates and Taxes.
- (f) Purchase of Land and Construction of Building and Capital Expenditure.

II. SCHOLARSHIP

(Prizes and Medals)

III. ELECTION

IV. WORKS

V. EXAMINATION CHARGES.

- (a) Remuneration of examiners
- (b) Other Charges.

VI. MISCELLANEOUS

- (a) Sundry items;
- (b) Text books and Syllabus;
- (c) Publication of guide books, Holding Seminar, Introduction of revised syllabus.

VII. SUPERANUATION ALLOWANCES AND PENSION

VIII. DEBTS, DEPOSITS AND ADVANCES.

Total Receipts :-

Closing balance :-

GRANT TOTAL :-

