



The
Education Manual

OF THE

CENTRAL PROVINCES AND BERAR

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CONTENTS.

PART I.

CHAPTER I.

PRELIMINARY.

PARA.		PAGE.
1.	Definitions	1
2-3.	Grades of schools	1-2
4-5.	Recognition	2
6.	Grants	2

CHAPTER II.

PRIVATE SCHOOLS.

7.	Private Schools	2
----	-----------------	---

CHAPTER III.

BOARD SCHOOLS.

8-9.	Board Schools	2
------	---------------	---

CHAPTER IV.

SPECIAL RULES FOR GIRLS' SCHOOLS.

10.	Preliminary Note	3
11.	Special grants for girls' education	3-4
12.	Fees	4
13.	Punishment	4
14.	Curricula	4
15.	Certificates	4

CHAPTER V.

SPECIAL INSTITUTIONS.

16.	Preliminary Note	4-5
17-18.	Normal Schools for Men	5
19.	Stipends	5
20.	Retraining classes	5
21.	Medical examination	5-6
22.	Certificates	6
23-25.	Normal Schools for Women	6-7
26.	Medical examination	7

PART II.

CHAPTER VI.

THE MANAGEMENT OF SCHOOLS.

PARA.		PAGE.
27.	Admission	11
28.	Transfer	11
29.	Absence	12
30.	Re-admission	12
31.	Classification on admission	12
32.	Promotion	12
33.	Hours of study	12
34.	Curricula	12
35.	Size of classes	13
36.	Equal treatment of all castes	13
37.	Holidays	13
38.	Vacations	13
39.	Corporal punishment	13
40.	Rustication or expulsion	13
41.	Removal	14
42.	Fines.	14
43.	Residence of students	14
44-45.	Hostels	14
46.	Punishment in hostels	14
47.	Fees	15
48-49.	Tuition fees	15
50.	Exemptions	15
51.	Brothers	15
52.	Re-admission fees	16
53.	Arrears	16
54.	Buildings	16
55.	Furniture	16
56.	Open air or camp classes	16
57.	Libraries	16

PART III.

CHAPTER VII.

SPECIAL RULES APPLICABLE TO GOVERNMENT SCHOOLS.

58.	Opening and closure	19
59.	Temporary closure	19
60.	School Committees	19
61.	Appointment and promotion of teachers	19-20
62.	Posting and transfers	20
63-64.	Leave	20
65.	Admission	20-21
66.	Removal	21
67.	Size of classes	21
68.	Half-yearly Report	21
69.	Holidays	21
70.	Rustication or expulsion	22
71.	Physical training	22
72.	Private tuition	22

CHAPTER VIII.

SPECIAL RULES FOR GOVERNMENT HOSTELS

PARA.		PAGE.
73.	Rewards to Prefects ...	22
74.	Messes ...	22
75.	Hostel grants ...	22
76.	Hostel Committees ...	22

CHAPTER IX.

FEEES.

77.	Tuition fees ...	22-23
78.	Hostel fees ...	23
79.	Games fees ...	23
80.	Date of payment of fees ...	23

PART IV.

CHAPTER X.

SCHOLARSHIPS AND STIPENDS.

81.	Government scholarships and stipends ...	27
82.	General rules ...	27-28
83-85.	Leave to scholarship and stipend-holders ...	28
86-87.	Conditions of award of Middle School Scholarships ...	28-29
88.	Conditions of award of High School Scholarships ...	29-30
89.	Conditions of award of Junior College Scholarships ...	30-31
90.	Conditions of award of Senior College Scholarships ...	31
91.	Conditions of award of Graduate Scholarships ...	31
92.	Conditions of award of Scholarships reserved for Women ...	31-32
93.	Other scholarships ...	32

CHAPTER XI.

PRIMARY EXAMINATION.

94-95.	Primary examination ...	32
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CHAPTER XII.

CERTIFICATES.

96.	Approved service certificate ...	32
97.	Duplicate certificates ...	32

CHAPTER XIII.

TEXT-BOOK COMMITTEE.

PARA.		PAGE.
98—105.	Text-book Committee	33-34

PART V.

CHAPTER XIV.

THE GRANT-IN-AID CODE.

106.	Grants-in-aid	37
107—116.	Annual grants	37—40
117—127.	Building grants	40-41
128—130.	Special grants	41-42

PART VI.

CHAPTER XV.

ADMINISTRATIVE AND INSPECTING OFFICERS : THEIR DUTIES
AND POWERS.

131.	The Director	45
132.	Inspectors	45-46
133.	Assistant Inspectors	46
134—137.	Deputy Inspectors	46-47
138.	Inspectresses	47
139.	Assistant Inspectresses	47

CHAPTER XVI.

DIVISIONAL AND DISTRICT OFFICERS.

140.	The Commissioner	47-48
141.	The Deputy Commissioner	48
142.	District Officers	48

CHAPTER XVII.

CHANNELS OF CORRESPONDENCE.

143—147.	Channels of correspondence	48-49
----------	----------------------------	-------

CHAPTER XVIII.

EXAMINATIONS FOR EDUCATIONAL OFFICERS.

148—151.	The Departmental examination	49—51
152-153.	Examinations for Deputy Inspectors	51-52

APPENDICES.**APPENDIX A.**

Extracts from Central Provinces enactments relating to the administration of Board Schools by local authorities.

APPENDIX B.

Statutory Rules relating to Board Schools.

APPENDIX C.

Compulsory Primary Education Act and Rules.

APPENDIX D.

Rules regarding punishment and appeals.

GENERAL APPENDICES.—I to XVIII.

PART I

The Education Manual

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CHAPTER I.

PRELIMINARY.

Definitions.

1. In this Manual except where it is stated to the contrary,—
Department means the Department of Public Instruction of the Central Provinces and Berar.
Local Authority includes District Councils, Local Boards, Municipal Committees and Notified Area Committees.
Director, Inspector, Inspectress and Deputy Inspector mean the Director of Public Instruction of the Central Provinces and Berar, the Inspector of Schools of a Circle, the Inspectress of Schools of a Circle and the Deputy Inspector of Schools in any district or portion thereof, respectively.
Governing Body means the person or persons, association or department, having the financial and general control of a college or school.

Grades of Schools.

2. Schools are classified according to their aim, as schools for general education and special schools.
Schools for general education are—
 - (i) Vernacular Schools,
 - (ii) Anglo-Vernacular Schools.Vernacular schools are classified as—
 - (a) Primary Schools which teach up to the end of the prescribed primary course (Appendix VII or VIII).
 - (b) Vernacular Middle Schools which provide education up to the end of the vernacular middle course.Anglo-Vernacular Schools are classified as Anglo-Vernacular Middle Schools and High Schools.
Special schools are schools in which special professional or technical training is given.

3. Schools are classified according to management as—
- (i) Government schools, managed directly by the department.
 - (ii) Board schools, managed by local authorities.
 - (iii) Private schools, managed by private bodies.

Schools which receive grants from public funds are described as aided schools.

Recognition.

4. The general conditions for recognition are that the institution shall conduct courses of study which conform to the standards prescribed by the Department, that the institution shall be open to inspection by the Department at all times and such standards of management, equipment, and instruction as are required by the Department shall be maintained to the satisfaction of the Department. The detailed conditions for satisfactory management of schools are contained in Part II of this Manual and substantial adherence to the provisions of Part II is necessary to obtain or maintain recognition. Recognition of Vernacular schools shall be granted by the Inspector of Schools, other schools shall be recognized by the Director. Recognition may be withdrawn by the authority empowered to grant it.

5. Except where it is stated to the contrary, the term "school" in this Manual refers only to a recognized school. A recognized school is permitted to present pupils for examinations conducted or prescribed by the Department.

Grants.

6. Every recognized school not being a Government school shall be under the control of a Governing Body. The Governing Body of a recognized school may apply for grants and such applications should be submitted to the Inspector.

CHAPTER II.

PRIVATE SCHOOLS.

7. Responsibility for control, management and efficiency of a private school rests with the Governing Body. The opening of new schools, classes or sections rests with the Governing Body, but in such cases the Governing Body should obtain previous approval of the Inspector or Inspectress if recognition or grant is desired.

CHAPTER III.

BOARD SCHOOLS.

8. Schools under the control of Local Authorities are subject to provisions of the Local Self-Government Act, 1920, and the Municipalities Act, 1922, and the rules made thereunder. (See Appendices A and B.)

9. For the purpose of recognition and grant-in-aid Board Anglo-Vernacular Schools are treated in the same manner as schools under private management.

CHAPTER IV.

SPECIAL RULES FOR GIRLS' SCHOOLS.

Preliminary Note.

10. Unless otherwise specified, girls' schools are subject to the rules laid down for boys' schools and the authority conferred on the Inspector in these rules is extended also to the Inspectress.

Special grants for girls' education.

11. To encourage girls' education the following special grants may be made from Provincial Funds to schools which are not aided under the rules given in Part V, Chapter XIV (the Grant-in-Aid Code):—

(a) Towards the establishment of girls' schools—

A grant of half the current expenses of a girls' school will be given for two years on the following conditions:—

- (1) That a school committee of not less than three persons is formed to manage the affairs of the school, one-third of the members must be women.
- (2) That the committee supply suitable accommodation and provide the necessary furniture, i.e., one black-board, one chair and one table, and that they contribute half of the current expenses of the schools for the period of two years.
- (3) That the Department is satisfied with the accommodation, the competence of the staff appointed and the work and conduct of the school, and that the returns and registers required by the Department are properly maintained.

NOTE.—The school may not be accommodated in a boys' school, nor may the master of a boys' school be employed in teaching in the girls' school.

- (4) That the total average attendance in the school is not less than 20 and that there are girls reading in the second class.

The grant thus earned will be paid yearly on submission of grant-in-aid bills. These should be forwarded by the Deputy Inspector through the Deputy Commissioner to the Inspectress, who will deal with them as ordinary grant-in-aid bills. If the total average attendance in the school does not exceed 30 and if the total average attendance in classes II, III and IV does not exceed 15 at the end of two years, aid shall be withdrawn. If this attendance is exceeded, the school shall be provincialized or become eligible for ordinary grant-in-aid as soon as funds become available.

(b) Towards encouraging the attendance of girls at boys' schools in villages where there is no separate girls' school.

Rewards will be paid to teachers of boys' schools who make successful efforts in inducing girls to attend their schools, provided that they do so without detriment to their ordinary work. Preference shall be given to teachers in whose school a conductress is regularly employed or whose wives have passed the Primary examination and assist them regularly in teaching the girls. The girls must be enrolled in the ordinary classes and taught along with the boys, and not at separate hours, nor in separate sections.

The rewards will vary in value, and will be distributed on the recommendation of, and by, the Deputy Commissioner of the district. The Deputy Commissioner will make his recommendations each year before the 1st of February to the Director of Public Instruction, who will allot such sum for rewards as may be available.

Fees.

12. No fees are charged in Government Vernacular Girls' Schools. In Anglo-Vernacular Girls' Schools no minimum fee is fixed.

Punishment.

13. Corporal punishment should not be inflicted on any girl.

Curricula.

14. The curricula and courses of study for Primary Schools are given in Appendix VII. In Primary Schools where any variation is considered desirable it may be arranged by the managing body with the approval of the Inspectress and should be reported to the Director. In Vernacular Middle and Anglo-Vernacular Schools any proposal for variation should be submitted to the Director through the Inspectress. The curriculum for Vernacular Middle and Anglo-Vernacular Schools is prescribed by the High School Board.

Certificates.

15. In Girls' Vernacular Schools a transfer certificate shall not be required for admission of pupils who were previously enrolled in another school.

CHAPTER V.

SPECIAL INSTITUTIONS.

Preliminary Note.

16. Information regarding the following special institutions may be obtained from the prospectus issued for each institution by the proper authority :—

- (1) Spence Training College, Jubbulpore.
- (2) Engineering School, Nagpur.
- (3) Reformatory School, Jubbulpore.

- (4) Agricultural College, Nagpur.
- (5) Robertson Medical School, Nagpur.
- (6) School of Handicrafts, Nagpur.

Of the above institutions, the Training College and the Engineering School are controlled by the Education Department.

Normal Schools for Men.

17. Candidates for admission into Normal Schools for Men must pass a test examination, must be at least 15 years of age on the date of admission and must ordinarily have passed the examination held at the end of the Vernacular Middle School course.

Teachers who have served in recognized schools for two years or more may be admitted without the Vernacular Middle examination qualification, if they pass the Normal School admission test. Such teachers may also be admitted to a special class with a view to completing the Vernacular Middle course and preparing for the Normal School admission test and may draw, during one year in this class, stipends at the rate prescribed for Normal Schools.

Persons of over 25 years of age should not ordinarily be selected for training in a Normal School.

All stipend-holders must sign a bond undertaking to serve as teachers in this Province for two years as required by the Director (Appendices III and IV).

18. The ordinary course of training extends over two years. At the close of the two years' course a certain number of students of exceptional capacity will be selected for a third year in order to fit them for work in Vernacular Middle Schools.

Stipends.

19. The rate of stipends for training will be determined by Government from time to time.

Muhammadans and members of backward classes will receive as scholarships or stipends Re. 1 more than the rate sanctioned for other persons.

Retraining classes.

20. Classes for retraining of certificated teachers, who have completed over five years' service of special merit in Vernacular Schools, may be held at Normal Schools from time to time under conditions to be prescribed by the Director.

Teachers who are over 40 years of age should not ordinarily be selected for retraining.

Medical Examination.

21. All stipend-holders (unless already confirmed in public service) must be examined by the Civil Surgeon of the district or his deputy in the first month of the course. Students obtaining a medical certificate will ordinarily be eligible for admission

to public service at the conclusion of their course without further medical examination, but Superintendents will be held responsible for presenting again for medical examination any student whose health or physique appears to unfit him for public service.

Certificates.

22. Primary Teachers' Certificates are awarded to students who have completed the two years' course and been successful in the examination held at the end of the course.

Vernacular Middle Teachers' Certificates are awarded on the same conditions to students who have completed the three years' course.

Additional certificates are awarded by the Superintendents of Normal Schools to students who have successfully completed the fourth year course. On each of these certificates the student's place in the class in order of merit is recorded.

Normal Schools for Women.

23. The course is of two years for students who have passed the examination of the 4th class of a Vernacular School. For students who have reached the 4th class of a Vernacular School, but failed to pass the Primary examination, a preparatory class for one year may be held.

24. Stipends are tenable according to the scale prescribed from time to time by the Director.

25. Candidates who have obtained a Primary School Certificate and successfully completed the two years' course will be awarded the Women Teacher's Certificate.

At the end of the first year of the course they will be examined in—

- (1) Reading.
- (2) Composition and Grammar.
- (3) Geography and Nature Study.
- (4) Arithmetic.
- (5) Needlework.
- (6) Drawing.

The standard in these subjects will be that of the 6th class of the Vernacular School for the Junior and of the 7th class for the Senior Women Teacher's Certificate. Candidates who have completed, prior to training, the course of the 8th class of an Anglo-Vernacular Middle School may be exempted by the Inspectress from examination in any subject in which they have completed the 8th class course. Such candidates, on the successful completion of the two years' course, will be given the Senior Women Teacher's Certificate which will be endorsed with the name of the school in which the 8th class course was completed.

At the end of the second year of the course, candidates will be examined in—

A—The Kindergarten System and Action Songs.

B—Methods of teaching the subjects prescribed in the curriculum of Vernacular Schools.

C—Oral Teaching.

D—The keeping of School Registers.

E—Notes of a lesson on a given subject.

F—The organization of a Primary School and proof of ability to maintain order and inculcate principles of health and cleanliness, truthfulness, obedience and general morality.

Candidates who fail in not more than two compulsory subjects in all, in the first and second year examinations, are allowed to appear again for the examination in those subjects only in which they have failed, provided that they present themselves for the examination within three years of the completion of the course. Candidates failing in more than two subjects must appear in all the subjects of the first and second year examination.

Medical Examination.

26. Women candidates for admission are permitted to obtain medical certificates of fitness from the Civil Surgeons of their districts or from a qualified lady doctor before they actually join the Normal Schools.

All students entering the Normal Schools for Women (unless already confirmed in public service or unless they have already obtained a certificate of fitness) should be examined medically within the first month of residence. Those who obtain the medical certificate will ordinarily be eligible for public service without a further medical test. Superintendents must present again for medical examination any student whose health or physique appears to render her unfit for public service.

PART II

CHAPTER VI.

THE MANAGEMENT OF SCHOOLS.

Admission.

27. In the case of a pupil admitted to a recognized school for the first time, the date of his birth shall be ascertained from the parent or guardian in writing and entered in the Admission Register.

In all other cases, the date of birth entered in the Admission Register shall be that shown on the transfer certificate. No change in the entry of a pupil's date of birth shall be made in any recognized school without the sanction of the Inspector of Schools. With every application for such a change a fee of one rupee must be paid to the Treasury.

No pupil shall be admitted to a Middle School, unless he holds a Primary Certificate of this Province, and no pupil shall be admitted to the 9th class of an Anglo-Vernacular School unless he has passed the High School Entrance examination, provided that the Head Master of any Anglo-Vernacular School may admit other pupils to existing vacancies subject to the following conditions:—

- (a) The Head Master shall satisfy himself that the student is educationally qualified to take his place in the class to which he is admitted.
- (b) The names of pupils so admitted shall be entered in the Admission Register in red ink, and shall be submitted to the Inspector of Schools at the time of inspection. The Inspector of Schools shall satisfy himself that such admissions are reasonable and in accordance with the rules.

No pupil shall be permitted to attend a school if he is suffering from any infectious or contagious disease.

NOTE.—This shall not debar any leper or children of lepers from attendance at a school specially maintained for them.

Transfer.

28. Except with the sanction of the Inspector, no pupil who has previously attended a recognized school shall be admitted to another except on the production of a Transfer Certificate (Appendix II). Application for this certificate shall be made by the parent or guardian of the pupil personally or in writing: it shall not be refused except on account of fees unpaid, and the amount due should be stated in writing. An appeal shall lie to the Inspector of Schools.

Except during the first 30 days of actual work after the promotion examination, no Anglo-Vernacular School shall accept a pupil from a school of similar grade in the same town without the sanction of the Inspector.

Absence.

29. In Anglo-Vernacular Schools, leave of absence may be granted to pupils by the Head Master on account of sickness or other urgent reason. Any pupil absent without leave for seven consecutive working days may be struck off the roll by the Head Master, provided that at least three full days' notice in writing has been given to the parent or guardian.

Re-admission.

30. A pupil whose name has been struck off the roll of a recognized Anglo-Vernacular School on account of absence or non-payment of fees or fines, shall not be admitted to the same or any other recognized school without payment of any arrears due plus one month's fee.

Classification on admission.

31. A pupil on admission to a recognized school shall not be placed in a higher class than that in which he was enrolled in his last school unless his transfer certificate shows that he had qualified for promotion. He may be placed in a lower class if the Head Master finds him unfit for the class to which he would ordinarily be admitted.

Promotion.

32. The promotion of pupils from class to class rests with the Head Master, except where promotion is controlled by a public examination. The primary examination, qualifying for promotion from the 4th to the 5th class, is held by the Deputy Inspector. Promotion from the 8th class to the 9th class is regulated by the High School Entrance examination.

Hours of study.

33. The hours of study shall be not more than 5 hours in Vernacular Schools and Anglo-Vernacular Schools. In reckoning the number of hours of study, periods set apart for drill, games, or religious instruction shall not be included. In Primary Schools the period devoted to any subject should not be longer than 40 minutes (except for practical work) and a short break should follow each two periods. In other schools the periods should not generally exceed 50 minutes each (except for Science or other practical work).

Curricula.

34. Any proposal for variation of the curriculum in a Primary School should be submitted for the approval of the Inspector and with the consent of the Inspector such variations may be introduced. The managing body may appeal to the Director. Any changes must be reported to the Director. The curricula for Vernacular Middle and Anglo-Vernacular Schools are prescribed by the High School Board and any proposals for variation should be submitted for the consideration of that Board.

Size of classes.

35. In Anglo-Vernacular Schools not more than 35 pupils shall be enrolled in one section of a High School class and not more than 40 in one section of a Middle School class. In Vernacular Schools not more than 40 pupils should be enrolled in any section of a class and no teacher shall be in charge of more than 3 classes or 40 pupils.

Equal treatment of all castes.

36. In schools under public management no pupil shall be refused admission on account of his caste or religion, provided he is clean in habits and person. No pupil who has once been admitted to a school under public management shall be treated differentially (so as to cause disabilities) on account of his caste or religion, from the other pupils of the school.

Holidays.

37. On all Sundays and on days gazetted as school holidays schools shall be closed. On one day in a week which may either be a bazar day or any other day the school shall not meet for more than three hours. The number of holidays for local festivals and fairs and for other reasons shall not exceed ten days in a year.

Vacations.

38. In Anglo-Vernacular Schools there shall be two months' summer vacation and 10 days' holiday at Diwali or in the case of Muhammadan schools an equivalent to the Diwali holiday at a suitable time. The dates of holidays for local festivals and fairs and for vacations shall be fixed by the Governing Body and shall be sent in the beginning of each year to the Inspector of Schools for information.

No school shall be closed on any days other than those specified above except under the authority of a resolution passed at a special meeting of the Governing Body. Occasions for closing schools on other days should be as few as possible.

In Vernacular Schools vacations shall be fixed as directed by the Governing Body subject to a limit of 42 days in a year. This limit may be increased with the sanction of the Inspectress to 60 days in girls' schools under private management which are not closed on local public holidays.

Corporal punishment.

39. Corporal punishment shall not be inflicted in any school except by the Head Master, and by him only in the case of serious or repeated misconduct. It shall be inflicted with a thin cane on the palm of the hand.

Rustication or expulsion.

40. Rustication or expulsion shall not be inflicted without the sanction of the Governing Body. In the case of expulsion of a pupil the parent or guardian should be informed at once and a report sent to the Inspector, stating the reason for expulsion. If a pupil has been rusticated or expelled, the fact shall be entered on the Transfer Certificate issued to him.

Removal.

41. A Head Master shall, subject to the sanction of the Governing Body, have power to remove after due warning has been given to the parent or guardian any pupil guilty of misconduct or conduct prejudicial to the discipline of the school. A pupil so removed may join another school subject to the approval of the Governing Body.

Fines.

42. Fines may be inflicted by the Head Master in Anglo-Vernacular Schools for offences for which the responsibility largely rests with the parents or guardians.

Residence of students.

43. Every pupil of a recognized educational institution, whether under public or private management, shall reside—

- (i) with his parents or with relatives or approved guardians who have been recognized by the head of the institution concerned as suitable persons to exercise home control over the pupil; or
- (ii) in a hostel or boarding house recognized by the Governing Body or School Committee; or
- (iii) in premises the occupation of which as lodgings has been expressly sanctioned by the Governing Body or School Committee.

It is the duty of every head of a recognized educational institution to furnish the Inspector with full information regarding the lodgings sanctioned by the Committee, and to keep on record, for information if called for, particulars of the place of residence of each pupil and of the premises sanctioned as lodgings by the School Committee.

Hostels.

44. Every hostel or boarding-house shall be in charge of a Superintendent, who shall reside in or near the premises. The Inspector may refuse to permit pupils to attend a recognized school, if they do not reside in a place under supervision approved by the School Committee or Governing Body. The Superintendent may be assisted in the maintenance of discipline and the management of the hostel by one senior pupil for every 50 pupils in residence, who shall be nominated by the Superintendent and shall be termed a prefect.

45. The hostel shall be closed and opened at stated hours. The roll shall be called twice a day immediately after the closing and before the opening of the doors, and the names of absentees reported immediately to the Superintendent.

Punishment in hostels.

46. Offences committed in hostels are punishable by the Superintendent, except that he shall not inflict corporal punishment, rustication, or expulsion.

Fees

47. Four kinds of fees are charged—

- (1) Tuition fees.
- (2) Hostel fees.
- (3) Games fees.
- (4) Re-admission fees.

Tuition fees.

48. In all Vernacular Schools under private management the levy of fees is left to the discretion of the managers, provided that no fees shall be charged to children liable to compulsory education.

In Anglo-Vernacular Schools the fees shall not be less than the rates prescribed by the Local Government.

49. A pupil who has completed one year and remains for a second year in the 8th class of an Anglo-Vernacular School shall pay an additional fee of Re. 0-4-0 per mensem so long as he remains in that class. Similarly, in the 11th class an additional fee of Re. 1 shall be charged.

Fees for the whole of the month in which any pupil leaves a school shall be paid to that school and collected before the issue of a Transfer Certificate.

Fees are ordinarily due for the whole school year (April 1st to March 31st), but may be collected monthly except for vacations, for which fees are due in advance.

In respect of any pupil whose parent or guardian certifies that he is discontinuing his studies in an Anglo-Vernacular School, fees are payable only up to the end of the month in which the pupil leaves the school. If subsequently admitted to a school, he is liable for fees for the intervening period.

Vacation fees may be paid in arrears by pupils who have appeared for the preceding High School Entrance and Scholarship examination. The rate at which arrears are paid shall be that of the class they join after the vacation. Pupils who have appeared for the High School Entrance and Scholarship examination and do not attend the class subsequent to its reopening shall not be required to pay fees for the ensuing vacation if their parents or guardians apply for transfer certificates within 15 days of the reopening of the school.

Exemptions.

50. In Anglo-Vernacular Schools the number of pupils receiving either total or partial remission of fees shall not exceed 10 per cent of the number on the roll. (Girls and backward classes shall not be taken into account for purposes of this rule.)

Brothers.

51. In the case of brothers reading in the same Anglo-Vernacular School the one reading in the highest class shall be charged full fees, and the rest may be allowed to pay half fees only. Exemptions under this rule shall not count towards the 10 per cent for whom total or partial remission is permitted.

Re-admission fees.

52. A pupil whose name has been struck off the roll on account of absence or non-payment of fees shall not be re-admitted to any recognized Anglo-Vernacular School without payment of a re-admission fee equal to one month's tuition fee in addition to any arrears that may be due. The payment of re-admission fee and arrears may be remitted with the sanction of the Governing Body.

Arrears.

53. A pupil leaving any Anglo-Vernacular School and joining any other must pay fees to his new school from the beginning of the month following that in which he left. If a pupil after leaving an Anglo-Vernacular School does not join another school for a considerable period, the Inspector may on the recommendation of the School Committee or Governing Body excuse or remit the whole or any part of the arrears due by the pupil since he left his last school.

Buildings.

54. In all recognized schools the buildings used for class purposes or hostels must be in accordance with the requirements laid down from time to time by the Department.

Furniture.

55. Furniture and apparatus must be provided in accordance with departmental requirements. In High Schools where Science is taught suitable arrangements for practical work must be made.

Open air or camp classes.

56. During temporary closure of a boys' school of any grade on account of plague, arrangements should be made to continue instruction for those pupils who can attend by means of open air schools or camp classes. Such camp classes may be held in huts or temporary accommodation and the supply of essential furniture may be kept at the minimum necessary to carry on instruction under the temporary arrangements.

Libraries.

57. In Anglo-Vernacular Schools the libraries should contain books required by the staff for teaching purposes in addition to a sufficient supply of technical and professional literature to enable the teachers to keep in touch with progress in educational matters. Books for the use of pupils should be suitably graded and classified. No text, prize or library book and no newspaper, magazine, or periodical other than those sanctioned by the Director of Public Instruction shall be used in Government or aided schools under private management.

PART III

CHAPTER VII.

SPECIAL RULES APPLICABLE TO GOVERNMENT SCHOOLS.

NOTE.—The following rules apply to Government Schools and supplement the rules of Part II, provided that where they differ from the rules of Part II, the special rules in this part override those of Part II.

Opening and closure.

58. No Government school, classes or sections may be opened or closed without the sanction of the Director to whom proposals should be submitted by the Inspector through the Deputy Commissioner and Commissioner.

Temporary closure.

59. Temporary closure of a school on account of epidemic diseases or other reasons rests with the Head Master in consultation with the School Committee. In such cases Medical Officers should be consulted.

School Committees.

60. For each Government boys' school (except Normal Schools) there shall be a committee of seven members consisting of the Deputy Commissioner, the Head Master as *ex-officio* Secretary, three parents or guardians of pupils nominated by the Deputy Commissioner and two members nominated by local authorities. The Deputy Commissioner may nominate the Sub-Divisional Officer or Tahsildar to represent him. In municipal areas the Municipal Committee shall be asked to nominate one member and the District Council to nominate one; in other places the District Council shall be asked to nominate both members. Members shall be nominated annually and shall be eligible for re-nomination. A Chairman of the committee shall be elected annually by the members. Four members shall form a quorum.

The duties of the committee are advisory. The Head Master should consult the committee in cases of difficulty and the committee should advise and report to the Head Master on any matters concerning the school. A minute book recording proceedings of the committee should be kept.

For each Government girls' school (except Normal Schools) a committee shall be formed and fulfil similar functions. The Head Mistress will be *ex-officio* Secretary. The members should, where possible, be local ladies.

Appointment and promotion of teachers.

61. The appointment and promotion of all teachers in Government Vernacular boys' or girls' schools rests with Inspectors or Inspectresses within their circles.

Power to appoint and promote all assistant teachers in other Government schools rests with the Inspectors and Inspectresses within their circles and the Principal, Spence Training College, Jubbulpore. Appointments to all select grades and all other powers of appointment and promotion rest with the Director. All appointments shall be reported to the Director of Public Instruction.

Posting and transfer.

62. The Director has power to post and transfer all teachers. Inspectors and Inspectresses have power to post and transfer within their respective circles all teachers except Head Masters of High Schools and Superintendents of Normal Schools.

Women teachers in Government Vernacular Schools who are unmarried or widows will ordinarily be posted to a school in or near a place where their relations are living and will not ordinarily be transferred except at their own request. The transfer of married women teachers should be arranged in consultation with the Deputy Inspector if the teachers' husbands are employed in boys' schools. During temporary closure of a Government Vernacular girls' school on account of any epidemic disease no female teacher shall be transferred unless her husband is also engaged as a teacher and is transferred with her.

Leave.

63. All kinds of leave may be granted by the Director. Inspectors and Inspectresses may grant all kinds of leave to and make arrangements for substitutes for teachers whose employment has been delegated to them. All leave thus granted, except casual leave, and the arrangements for substitutes must be reported monthly to the Director. Head Masters of Anglo-Vernacular Schools and Superintendents of Normal Schools may grant casual leave to the staff under their control. In Government Vernacular Schools under their control Deputy Inspectors may grant casual leave to the staff. In remote schools power to grant casual leave may be delegated at the discretion of the Inspector or Inspectress to the President of the School Committee.

64. The heads of Government Schools shall arrange for conducting necessary school business during vacations. Members of the staff are entitled to leave admissible under Fundamental Rules 77 to 82 and S. R. I. under Fundamental Rule 133 (a) and (b).

Admission.

65. The selection of candidates for admission into the 5th class of a Government Anglo-Vernacular School when the number of candidates exceeds the number of vacancies shall be in accordance with the marks obtained in Language and Arithmetic in the last Primary examination passed by each candidate and recorded on his Primary Certificate. The selection of candidates for admission to the 9th class of Government Anglo-Vernacular Schools

when the number of candidates exceeds the number of vacancies shall be in accordance with the marks obtained in all subjects of the last High School Entrance examination passed by each candidate. But in the admission of candidates, both to the 5th and 9th classes of Government Anglo-Vernacular Schools preference shall be given to the holders of Middle and High School Scholarships tenable respectively in those classes. Further, in admission to 9th class, preference shall be given to boys under 18 years of age.

Removal.

66. Any student in a Government Anglo-Vernacular School who has completed two years in the same class in any Anglo-Vernacular School and appears unfit to continue his studies shall be liable to be struck off the roll at the discretion of the Head Master in consultation with the School Committee. An entry to this effect shall be made on the Transfer Certificate of any student struck off the roll in accordance with this rule.

No pupil shall be retained in or admitted to any class of a Government Anglo-Vernacular School whose age exceeds 20 years at the beginning of the school year. For the purpose of this rule the school year shall be held to begin on July the 1st.

NOTE—This rule is not at present applicable to Muhammadan pupils in Government Anglo-Urdu Schools.

Head Masters in consultation with School Committees are empowered to relax this rule in individual cases where hardship would otherwise result, subject to the proviso that boys under 20 years of age should have a preferential right to admission or retention.

Size of classes.

67. In Government Anglo-Vernacular Schools not more than 30 boys shall be enrolled in one section of a High School class and not more than 35 in one section of a Middle School class. Sons and wards of Government, Local Authorities, and Railway servants may be admitted to classes of Government Anglo-Vernacular Schools in excess of these limits, provided that the application for enrolment is directly due to the transfer of the parent or guardian from one station to another in the public interest.

Half-yearly report.

68. In the months of April and November the Head Masters of Government Anglo-Vernacular Schools shall send to the parent or guardian of each pupil a half-yearly report on the pupil's conduct and progress.

Holidays.

69. In Government Schools the dates for vacations will be fixed by the Inspector.

Rustication or expulsion.

70. Rustication, expulsion or removal shall not be inflicted on any pupil of a Government School without the sanction of the Inspector.

Physical training.

71. In addition to the prescribed course of drill and physical exercises, all boys in Government Anglo-Vernacular Schools must take part in regular games unless specially exempted.

Private tuition.

72. Teachers in Government schools are forbidden to undertake private tuition without the sanction of the Inspector.

CHAPTER VIII.**SPECIAL RULES FOR GOVERNMENT HOSTELS.****Rewards to Prefects.**

73. In Government school hostels the Head Master in consultation with the School Committee may remit the hostel fees of a prefect whose work has been good. In Normal School hostels the Inspector may make an annual grant of Rs. 24 to a senior and Rs. 12 to a junior prefect.

Messes.

74. In admitting students to a Government School hostel preference will be given to those willing to join a mess.

Hostel grants.

75. In Government Anglo-Vernacular School hostels the fees from boarders will be paid into the Treasury. A grant equal to the estimated fees plus Rs. 2 per head per annum on the estimated average number of boarders for the year will be made to each Government hostel.

Hostel Committees.

76. A committee consisting of the Head Master, the Superintendent of the hostel (or one assistant master if the Head Master is Superintendent), two boarders and two members of the School Committee shall administer this fund.

CHAPTER IX.**FEES.****Tuition fees.**

77. The rates of fees for Government schools are prescribed from time to time by the Local Government. No fees are charged for members of the backward classes attending Government

schools, provided that those pupils who fail to secure promotion are liable to pay the full rate of fees during that part of their stay in a class which exceeds one year unless specially exempted by the Inspector.

Hostel fees.

78. The Head Master in consultation with the School Committee is authorized to exempt pupils from the payment of hostel fees for those months of the school term during which they are not actually in residence where poverty and special circumstances justify such exemption.

Games fees.

79. In Government Anglo-Vernacular Schools a compulsory fee shall be charged, which shall be fixed by the School Committee within the limits prescribed by the Local Government.

The fee shall be paid into the Treasury and a grant equal to the estimated fees for the year will be made to the school. The fund shall be managed by a committee consisting of the Head Master, one assistant master and one pupil elected by the other pupils.

Date of payment of fees.

80. In all Government Anglo-Vernacular Schools all fees must be paid before the 15th of each month, and the names of defaulters should be struck off the roll.

PART IV

CHAPTER X.

SCHOLARSHIPS AND STIPENDS.

Government scholarships and stipends.

81. The following grades of scholarships are awarded by the Department :—

- (1) Middle School Scholarships,
- (2) High School Scholarships,
- (3) Junior College Scholarships,
- (4) Senior College Scholarships,
- (5) Graduate Scholarships, and
- (6) Scholarships reserved for females.

The rates of these scholarships are specified in Standing Orders.

General Rules.

82. The following general rules govern the tenure of scholarships awarded by the Education Department :—

- (1) Unless otherwise specified or with the permission of the Department scholarships are tenable only at a recognized institution within this Province.
- (2) No scholarship shall be awarded to a Central Provinces student who passes his examination from a school or college outside this Province except with the sanction of the Director.
- (3) All candidates for scholarships must have been vaccinated or otherwise protected from small-pox.
- (4) All scholarships are tenable subject to satisfactory conduct and progress and may be withdrawn, suspended or reduced by the awarding authority on account of misconduct, irregular attendance or unsatisfactory progress in studies.
- (5) No student may hold two scholarships paid from public funds at the same time nor may he hold a scholarship paid from public funds and a scholarship paid by the Department from private funds at the same time unless this is specifically permitted in the Trust Deed governing the private scholarship.
- (6) A scholarship is forfeited if the holder fails to pass the annual examination of his class and obtain promotion. In the case of members of the backward classes who fail to secure promotion at the annual examination the scholarship is forfeited, but may be re-awarded if promotion is obtained in the following year.

- (7) The period of tenure of any scholarship paid from public funds may be extended at the discretion of the Director.
- (8) Enhanced rates may be given, according to the scale prescribed from time to time by the Local Government, to scholarship holders in Anglo-Vernacular Schools for whom Anglo-Vernacular education is not available in the places where their parents or guardians reside. Similarly, enhanced rates of scholarships may be given to college students who reside in recognized hostels.

Leave to scholarship and stipend holders.

83. In cases of special need Superintendents of Normal Schools and Head Masters may grant to stipend and scholarship holders casual leave up to a limit of 10 days in a year in addition to the prescribed holidays and vacations. Sick leave, which does not involve loss of stipend, may also be granted by Superintendents and Head Masters to stipend and scholarship holders up to a maximum of thirty days in a year. All other absence involves loss of stipend or scholarship. Although leave without loss of stipend or scholarship may be admissible as above, Superintendents and Head Masters shall recommend withdrawal of stipend or scholarship in all cases in which the absence of a scholarship or stipend holder, from whatever cause, has rendered him unfit to maintain reasonable progress in his studies or incapable of profiting by further instruction in his class.

84. Inspectresses of Schools are empowered to grant maternity leave to married stipend holders (whether teachers or not) in the Normal Schools for Women in the Central Provinces and Berar on the same terms as are allowed to school mistresses in Government girls' schools.

85. Students or teachers in Normal Schools may receive their stipend or pay in advance for the last month in which they start for their homes after the final examination of their respective classes.

Conditions of award of Middle School Scholarships.

86. The Middle School Scholarship examination is held annually solely to determine the award of scholarships. The examination will begin on the date notified by the Director. No fees are charged and no certificate is issued. Application for admission to the examination should be made to the Inspector or Inspectress before January 1st in the form given in Appendix V. The question papers will be the same for all circles.

87. Middle School Scholarships are tenable for four years in any recognized Anglo-Vernacular Middle School in this Province. Only those candidates are eligible who satisfy the conditions of article 82 and

- (1) whose age will be less than 13 years on April 1st in the calendar year in which the examination is held;

- (2) who have studied the previous July in the 4th, 5th, 6th or 7th class of a recognized vernacular school or with the permission of the Inspector of Schools;
- (3) whose parents or guardians will have resided in the Province for two years on April 1st in the calendar year in which the examination is held.

(In the case of girls the age must be less than 15 on April 1st in the calendar year in which the examination is held.)

The subjects of the examination are—

Vernacular,
Arithmetic,
Geography.

The papers set will be of the standard of the 4th Vernacular class: all are compulsory, and none will be set in other subjects.

Conditions of award of High School Scholarships.

88. (i) The High School Entrance and Scholarship examination will be held annually for the purpose of regulating promotion from the 8th to the 9th class of Anglo-Vernacular Schools and for the purpose of awarding High School scholarships.

(ii) The examination will be held at the close of the school year and will begin on the date notified by the Director.

(iii) All pupils who have studied in the 8th class of recognized Anglo-Vernacular Schools from the month of July immediately preceding the examination or with the permission of Inspectors of Schools and who satisfy the conditions of article 82 will be admitted as candidates to the examination. But candidates for scholarships must be less than 16 years of age on April 1st in the calendar year in which the examination is held and their parents and guardians must have resided for two years in the Province on April 1st in the calendar year in which the examination is held.

(iv) The Director shall be responsible for the setting of the question papers and for the framing of rules and regulations for the examination subject to the provisions of this article.

(v) The Inspector of Schools shall appoint in his circle a Board for the purpose of making all arrangements within the circle for the valuing of the answer papers, the moderating, passing and publication of the results, and generally, for the conduct of the examination subject to the provision of this article and such regulations as may be framed by the Director.

(vi) On each Board there shall be two representatives of the staff of Government Anglo-Vernacular Schools and two representatives of recognized Anglo-Vernacular Schools, under private or board management, in addition to the Inspector who shall be President, *ex-officio*, of the Board. There shall be at least one member on each Board acquainted with each of the Vernacular languages taught in Anglo-Vernacular Schools of the circle and such members may be co-opted if necessary.

(vii) The following subjects of examination have been prescribed for 8th class in Anglo-Vernacular Middle Schools in the Central Provinces and Berar :—

I.—English Grammar, Translation and Composition.	}	A pass in each of these subjects will be required at the High School Entrance and Scholarship Examination.
II.—Mathematics		
III.—Vernacular Grammar and Composition (or English Literature for English medium sections only).		
IV.—History and Civics	}	A pass in these subjects taken together as a group will be required.
V.—Geography		
VI.—Elementary Science (boys only) or Domestic Science (girls only).		

The standard of the question papers shall be that prescribed for the 8th class.

(viii) Promotion from the 8th to the 9th class shall depend on the marks obtained in English, Vernacular language, Mathematics, and the group, and only those who obtain 33 per cent of the maximum in each of these subjects shall be qualified for promotion.

(ix) High School Scholarships will be awarded annually within each circle by the Inspector in order of merit as shown by the marks obtained by each candidate in all subjects of the examination.

(x) Each candidate shall pay a fee of eight annas on the first occasion of appearing for the examination and a fee of one rupee on each subsequent occasion.

Conditions of award of Junior College Scholarships.

89. Junior College Scholarships are awarded annually on the results of the High School Certificate examination to students who fulfil the following conditions :—

- (1) Applicant must have resided in the Central Provinces for two years on 1st of April succeeding the examination.
- (2) They must have passed, in the First or Second Division, the High School Certificate examination immediately preceding admission to a College, from a recognized High School in this Province.
- (3) They must not be more than 19 years of age on 1st of April succeeding this examination.

Certain scholarships are reserved for—

- (i) girls,
- (ii) members of the backward classes.

Candidates for these scholarships may be exempted from any of the conditions prescribed above.

All applications for scholarships must be made, when applying for admission to a College, to the Principal, who will submit to the Director of Public Instruction, Central Provinces, during the week preceding the beginning of the term, a list of candidates applying for scholarships who have been enrolled in the College.

Head Masters of High Schools should inform their pupils appearing at the High School Certificate examination of this procedure and should add that those pupils who fulfil the above

conditions, but are able to proceed to College only with the financial assistance of a scholarship, should apply for admission. If any such candidates fail to obtain scholarships and wish to withdraw from the College, they will be entitled to a refund of the fees paid.

Conditions of award of Senior College Scholarships.

90. Senior College Scholarships are awarded annually on the results of the Intermediate examinations of the Nagpur University. These scholarships are tenable in any College of Science or Arts in the Central Provinces or in any College of Medicine or Engineering or Superior School of Art outside the Central Provinces.

Senior College Scholarships in Arts or Science may be awarded to qualified students who join a recognized Arts or Science College outside the Province to pursue a course of study for which no provision is made in the Province.

Any candidate for a Senior College Scholarship must have resided in the Central Provinces for two years previous to the date of the examination and his age must not exceed 21 years on 1st of April succeeding the Intermediate examination.

Candidates for scholarships reserved for backward classes may be exempted from any of these conditions.

Conditions of award of Graduate Scholarships.

91. Graduate scholarships are awarded annually on the results of the B. A. and B. Sc. examinations of the Nagpur University. A candidate to be eligible for a Graduate Scholarship must be under 24 years of age on April 1st succeeding the B. A., or B. Sc. examination and must have resided in the Central Provinces for two years previous to the examination.

Conditions of award of scholarships reserved for women.

92. Inspectresses of Schools will award annually scholarships to girls studying in the 4th class of any Vernacular School who will proceed to a Normal School for Women for training after completing a primary course or a higher course in a Vernacular School. Except with the permission of the Inspectress no girl may continue to hold such scholarship after she has completed 14 years of age.

Scholarships tenable for two years are awarded annually by the Director on the recommendations of the Inspectresses of Schools to candidates for training in midwifery at the Training Classes attached to the Dufferin Hospital, Nagpur, Lady Hardinge Hospital, Akola, and Elgin Hospital, Jubbulpore. Candidates must have studied up to the 4th standard of a Hindi or Marathi Vernacular School, and must understand and speak Hindi well. The age-limit in the case of Anglo-Indian or European girls must be between 20 and 30 years, and in the case of Indian girls between 17 and 30 years.

Scholarships for girls in Anglo-Vernacular Schools are awarded by the Inspectresses on the results of the scholarship examinations. The age-limits of girl candidates shall be notified by the Director.

Certain technical, industrial, medical and arts scholarships are awarded by the Director. Details may be obtained by reference to Standing Orders or to Principals of Colleges.

Other Scholarships.

93. In addition to the scholarships enumerated above, certain scholarships payable from private funds are awarded by the Department. Information regarding these scholarships may be obtained from the heads of Government institutions or on application to the Director.

CHAPTER XI.

PRIMARY EXAMINATION.

94. Except with the sanction of the Deputy Inspector no candidate shall be admitted to the Primary examination unless he has been on the roll of a recognized school from the preceding July. This examination should ordinarily be held in each school by the Deputy Inspector in person, but may, with the permission of the Inspector, be held in centres for two or more schools where such arrangements can be made without inconvenience to the examinees and are otherwise advantageous. If necessary, the Deputy Inspector may be assisted by Boards of Examiners approved by the Inspector. In Practising Schools attached to Government Normal Schools the Primary examination shall be held by the Superintendent of the Normal School.

95. Candidates who obtain not less than 33 per cent of the marks in each group of compulsory subjects may be awarded a Primary Certificate in the prescribed form.

CHAPTER XII.

CERTIFICATES.

Approved Service Certificate.

96. Certificates may be awarded by the Inspector to untrained teachers in Vernacular Schools whose work and conduct have been uniformly satisfactory and who have completed not less than 10 years' service in recognized schools in this Province.

Duplicate Certificates.

97. A duplicate of any departmental certificate may be issued by the officer authorized to issue the original certificate on payment of a fee of one rupee, provided that the identity of the applicant is satisfactorily established and that there is no reason for withholding the duplicate certificate.

Information regarding other certificates is contained in the rules relating to the examinations on the results of which they are awarded.

CHAPTER XIII.

TEXT-BOOK COMMITTEE.

98. There shall be a Committee for examining books to be used in recognized schools in the Central Provinces and Berar. This Committee shall be known as the Text-book Committee.

99. The Committee shall be appointed by the Local Government and shall consist of as many members as the Local Government shall approve.

100. The general duty of the Text-book Committee shall be to consider the suitability for use in school of any works presented to them by the Director of Public Instruction.

The President of the Committee shall be the Director of Public Instruction.

Publishers, authors or other persons desiring sanction for the use of a publication as a text-book must submit a copy of the work to the Director of Public Instruction.

Ordinarily only printed books will be accepted for consideration, but it is open to the Director of Public Instruction to receive manuscripts if he wishes.

101. In dealing with books submitted for consideration, the Director of Public Instruction will ordinarily adopt the following procedure :—

- (a) *Maps, charts and similar publications.*—The Director of Public Instruction may approve or reject these either without or after obtaining a report from a Preliminary Reader.
- (b) *Books written in English.*—The Director of Public Instruction may approve or reject these for use as prize or library books without or after obtaining a report from a Preliminary Reader or consulting the Committee. If the Director of Public Instruction considers that a book is likely to prove suitable as a text-book, he shall send it to a Preliminary Reader, and thereafter forward it together with the Preliminary Reader's report to the committee for consideration.
- (c) *Books, newspapers, magazines and periodicals in an Indian Language.*—The Director of Public Instruction shall send these to a Preliminary Reader. On consideration of the Preliminary Reader's report, or after further consulting the Committee, he may reject the book, newspaper, magazine or periodical for any purpose, or may sanction it as a prize or library book. If he considers a book is likely to prove suitable as a text-book, he shall forward it together with the Preliminary Reader's report to the Committee for consideration.

102. When the Director of Public Instruction consults the Committee regarding a book proposed for use as prize or library book, he may request an opinion from one or more members as he shall deem expedient.

103. When the Director of Public Instruction desires to obtain the opinion of the Committee on a book that he considers suitable as a text-book, he shall send a copy of the book together with a copy of the Preliminary Reader's report to three members of the Committee. Each member shall state whether he considers the book suitable as a text-book, and, if so, whether he proposes that it should replace the text-book in use. In the former case the reasons for preference must be given. The members shall submit their opinions individually to the Director of Public Instruction not later than a month after receipt of the book and Preliminary Reader's report. If two of the three members of the Committee thus consulted give an unqualified recommendation of the book, the Director of Public Instruction shall sanction its use as a text-book. Otherwise he will reject the book as a text-book, but may sanction it as a prize or library book as may seem expedient. In case of disagreement between the Director and Text-book Committee the matter shall be referred to the Local Government and the Director of Public Instruction shall accord or withhold sanction in accordance with the Local Government's decision.

The Preliminary Reader shall give his opinion as to the suitability of a book for use as a text-book, prize or library book, and shall also give a full account of the subject matter, style, value and tendency of the book together with details as to price, printing, illustrations, etc.

The names and publishers of all books sanctioned as text-books shall be notified in the *Central Provinces Gazette*, and from time to time a list of all books sanctioned as text-books, prize or library books shall be issued for general information.

104. All books prescribed or recommended for use by the University or the Central Provinces High School Education Board shall be considered as sanctioned for use as text-books.

105. No Government or Aided School under private management shall use any text, prize or library book or any newspaper, magazine, or periodical other than those on the sanctioned lists. Failure to observe this rule on the part of an Aided School under private management may entail forfeiture of the Government grant in whole or in part or exclusion from the list of recognized schools at the discretion of the Director of Public Instruction.

PART V

CHAPTER XIV.

THE GRANT-IN-AID CODE.

Grants-in-Aid.

106. A sum of money is annually set apart from Provincial Funds to be expended as grants-in-aid of schools and other educational institutions under private management with the object of extending and improving secular education, and such grants will be given impartially and without any reference to any religious instruction to all schools which impart sound secular instruction, subject to the conditions hereinafter specified and with due consideration of the requirements of each locality and of each institution and of the funds available.

(For the purposes of this rule the term "institutions under private management" shall be taken to include Anglo-Vernacular Schools under Local Authorities.)

The Governing Body of every aided institution shall, unless exempted by special or general order of the Local Government, be registered under the Societies Registration Act (XXI of 1860).

The Director is empowered to sanction recurring and non-recurring grants as laid down in this Code, subject to the conditions that a recurring grant does not exceed Rs. 2,500 in any case, that the budget allotment for grants-in-aid is not exceeded save with the sanction of the Local Government and that specific provision is made for new grants or for any substantial increase of existing grants.

Every aided school shall be inspected once in each official year for the purpose of the award of the grant-in-aid.

Annual grants.

107. The procedure to be followed in the application for an award of an annual grant-in-aid shall be as follows:—

The managers of a school desiring aid shall send to the Inspector, before the 1st July, an application in the prescribed form (Appendix XIII): in the case of Vernacular Schools through the Deputy Inspector. The Inspector shall forward the application with his recommendation to the Director. In the case of Vernacular Schools he shall do so through the Deputy Commissioner, and in the case of all other schools through the Deputy Commissioner and the Commissioner of the Division. On consideration of the application and recommendation the Director shall determine and sanction the amount of grant-in-aid to which he considers the school is entitled.

The amount of grant sanctioned, together with the date from which payment will be made, shall thereafter be communicated to the managers. This date will depend upon financial circumstances. The grants

shall be paid in quarterly instalments at the close of each quarter. It shall be open to the sanctioning authority to sanction in the case of any school newly admitted to aid the payment in a lump sum of a grant for the year immediately preceding the admission to aid. The amount of this grant shall be determined in accordance with the provisions of article 108.

Grants shall be sanctioned every three years and this sanction shall hold good for the ensuing triennium. In the case of institutions admitted to aid in the course of a triennium, sanction will be given for the remaining portion thereof.

108. Subject to the exceptions provided for below, the grant sanctioned for a school shall not exceed half of the annual income or one-third of the annual expenditure of the school, whichever is less, as estimated and approved for the triennium during which the grant is to be paid.

109. In the case of schools which are carried on in special circumstances of peculiar difficulty, the sanctioning authority may increase the amount sanctionable under article 108 to an amount not exceeding one-half of the annual expenditure of the school or to an amount not exceeding two-thirds of the annual expenditure in the case of schools maintained for the backward classes.

(1) The income of a school is held to be the total amount derived from fees, subscriptions, endowments and grants from local authorities, but does not include any grant paid from Provincial Funds. Expenditure is held to include the amount spent on—

(a) *Establishment*.—Staff. Servants.

(b) *Contingencies*.—Ordinary charges for the supply of class books, stationery and repairs and renewals of furniture, petty contingent expenses, rent of school buildings, taxes, ordinary annual repairs, upkeep of school buildings and the cost of medical inspection of schools.

No sums expended on hostel staff, servants, accommodation, contingencies, etc., or on objects towards the purchase of which a special grant is sanctionable under these rules are to be included in the expenditure.

(2) Where the Head Master or supervisor of a school or any member of the staff is not solely employed in the work of the school, but devotes only part of his time to management or teaching, his salary shall be reckoned according to the time actually spent in working in the school at ordinary current rates.

(3) No amount whatsoever shall be paid towards expenditure on religious instruction.

(4) No salary in excess of what is considered adequate by the Department or in excess of that actually received by a member of the staff, and no salary any part of which is refunded either directly or indirectly to the funds of a school shall, without previous sanction of the Director, be allowed to be included in the admissible expenditure on which the grant is claimed.

(5) No grant is made to any school or section of a school which the Department declares to be unnecessary, or unsuited to the requirements of the locality.

(6) No grant is made to any school the income of which from all sources is sufficient, in the opinion of the Department, to maintain it in efficiency without any Government grant.

110. Subject to the limit set forth in article 108, the amount of grant sanctioned shall be determined by the efficiency of the school under these heads—

(1) Building and equipment.

(2) Attendance and regularity of attendance.

(3) Adequacy and qualifications of teaching staff.

(4) Range and quality of mental, moral and physical education imparted.

(5) Discipline and conduct of pupils.

111. The grant paid to a school in each year of the triennium shall ordinarily be the grant sanctioned for that school for that year of the triennium. This amount shall, however, be reduced if it is found to exceed one-third of the actual expenditure or half of the actual income of the school for that year unless an increased rate of grant has been sanctioned under article 109, or on account of deterioration in efficiency, or on account of failure to remedy defects pointed out in writing after a previous inspection, or on account of insufficiency of funds.

112. If the receipts in any year from all sources exceed the total expenditure, the saving shall be freely expended in the following year or placed in a Reserve Fund. Otherwise the grant shall be reduced proportionately. A Reserve Fund must be invested in Trustee Securities or be deposited in the Imperial or Post Office Savings Bank, and endowments shall be invested in Trustee stock, unless specially exempted by Government.

113. Grants-in-aid shall also be given in the case of schools for special purposes such as Industrial, Normal or Arts Schools. The amount of these grants shall be exempt from the condition laid down in article 103 and shall be fixed according to the individual circumstances of the case. The procedure specified in article 107 is applicable to these.

NOTE.—For the present annual grants to colleges will be subject to the provisions of this rule.

114. The Governing Body of every aided institution shall appoint a sole secretary or correspondent with the Department whose name and address will be registered in the office of the Director.

115. In the case of every aided institution, a financial statement in the prescribed form (Appendix XII) relating to the previous official year shall be submitted to the Inspector not later than the 1st of May in each year. The Inspector shall check the statements for his circle and order reductions in grants, if found necessary, under article 111. The Managers shall, however, have the right to appeal to the Director.

116. The grant to be sanctioned for a new triennium in the case of schools already in receipt of annual grants shall be determined with reference to the income and expenditure given in the financial statement for the preceding official year; unless special estimates for the succeeding triennium are submitted by the management concerned.

Building grants.

117. Grants may be given to managers of recognized schools in aid of erecting, purchasing, enlarging or rebuilding school buildings, premises and hostels, or for the provision of playgrounds, gymnasias, workshops and laboratories. Applications for such grants will, as a rule, be considered according to priority of receipt, but the Department reserves the full right of disposing of them according to financial or other exigencies. The maximum building grant shall be one-third of the total expenditure and no grant shall be less than Rs. 100. It is not to be assumed that the maximum grant will invariably be given. No grant shall be given towards repairs of buildings, unless such repairs involve structural alterations equivalent to rebuilding.

118. All applications for building grants shall be made in the prescribed form (Appendix XIV) to the Inspector and must invariably be accompanied by full plans and estimates which must be signed by the person who has drawn them up and by the correspondent of the school.

119. When the amount of the grant applied for does not exceed Rs. 5,000, the Inspector shall forward the application with his recommendation to the Director through the Deputy Commissioner. The Director is empowered to sanction such grants on his own authority.

120. When the amount exceeds Rs. 5,000 the Inspector shall forward the application to the Director through the Deputy Commissioner and the Commissioner of the Division, and the Director shall apply for the sanction of the Local Administration. The sanctioned grant shall be paid on the authority of the Director after the conditions prescribed by these rules, and the conditions prescribed in any special case by the Local Administration have been fulfilled.

The grants sanctioned in behalf of Local Bodies for Anglo-Vernacular Schools may be paid in advance on a date to be stated in the sanctioning order by the sanctioning authority. The refund of part or whole of the grant thus paid may be enforced by the Department subject to the general conditions of such grants.

121. The sanctioning authority shall, if it appears expedient, refer the plans and estimates to the Public Works Department for scrutiny, and the managers shall carry out such alterations in them as that Department may consider necessary before sanction is accorded to a grant.

122. The sanctioning authority shall prescribe a day by which the work towards which the grant is sanctioned shall be completed.

123. Before a building grant is sanctioned the managers must satisfy the sanctioning authority (1) of their ability to defray the share of the expenditure falling on them, (2) that the building is intended for and will be devoted to educational purposes and in part to secular education, and (3) that their title to the site on which the building is to be erected is in good order.

124. No steps shall be taken to carry out the work for which grant is requested without the sanction of the Department.

125. Where either Government or a Local Authority grants a building site, it shall be competent for the sanctioning authority to reckon the value of the site either as part of the grant or as additional to it.

126. Before payment of the grant or any portion thereof it shall be certified by the Executive Engineer or other competent officer of the Public Works Department that the work on which the amount is claimed has been completed in accordance with the sanctioned plan and that its value is at least three times the amount of the grant. In cases where the work has been carried out under the charge of a District Engineer, the certificate of that officer will be accepted if the total cost of the work does not exceed Rs. 10,000. For works costing over Rs. 10,000 the certificate of the District Engineer shall be countersigned by the Superintending Engineer.

Local Authorities may submit the documents after payment of the grant but before a date to be prescribed by the Director in each case when the grant is paid. Failing this, the Local Authority shall refund part or whole of the grant received by them as the Director may decide.

127. Before payment of the grant or any portion thereof the managers may be required to execute a trust-deed in the prescribed form (Appendix XVI). The trust-deed shall be executed on unstamped paper and the registration charges shall be borne by the Local Administration.

If, in any case, the sanctioning authority does not require the managers to execute a trust-deed in respect of the grant, the following condition shall be applicable to such a grant, viz., that if the building or land for which a grant has been paid has been diverted to other than educational purposes approved by the sanctioning authority, the managers of the school shall be liable to refund the whole amount of the grant or such portion thereof as may be determined by the sanctioning authority. If they fail to make such refund, the Government may recover the amount as an arrear of land revenue or by such other means as it may think fit to adopt.

Special grants.

128. Special grants may be made to the managers of recognized schools towards the purchase of school and hostel appliances and furniture, laboratory or workshop equipment, libraries, gymnastic apparatus, etc. The maximum limit of such

grants shall be half the expenditure and no grant of less than Rs. 50 shall be made. The amount awarded in each case shall be fixed at the discretion of the sanctioning authority. Grants shall not be given for any apparatus for which aid has not been promised prior to purchase.

129. All applications for such grants shall be made in the prescribed form (Appendix XV) to the Inspector, who will forward them with his recommendation to the Director. If the sum applied for does not exceed Rs. 1,000, the Director will sanction the grant on his own authority. If it exceeds Rs. 1,000, he shall apply for the sanction of the Local Administration. The sanctioned grant shall be paid on the authority of the Director after the conditions prescribed by these rules, and in any special case the conditions prescribed by the Local Administration have been fulfilled.

The grants sanctioned in behalf of Local Authorities for Anglo-Vernacular Schools may be paid in advance on a date to be stated in the sanctioning order by the sanctioning authority. The refund of part or whole of the grant thus paid may be enforced by the Department subject to the general conditions of such grants.

130. Sanction, when accorded, shall be communicated to the managers. Payment of grants will depend on financial considerations and will generally be made according to priority of application. No payment will be made unless the purchase of the articles has actually been completed, and is substantiated by vouchers to the satisfaction of the Director.

Local Authorities may submit the documents after payment of the grant but before a date to be prescribed by the Director in each case when the grant is paid. Failing this, the Local Authority shall refund part or whole of the grant received by them as the Director may decide.

PART VI

CHAPTER XV.

ADMINISTRATIVE AND INSPECTING OFFICERS : THEIR DUTIES AND POWERS.

The Director.

131. The Director is the Head of the Department, he controls the inspecting staff and is responsible for carrying out the educational policy of the Administration

Inspectors.

132. The main duties of Inspectors are—

- (a) To administer their circles, controlling directly Government Schools, and acting as advisers on educational matters to executive officers and Local Authorities. It is important that they should keep in touch with public opinion on education throughout their circles.
- (b) To inspect and report on Government and other recognized schools, and to assist Managers and teachers as far as lies in their power. Ordinarily each High and Normal School should be inspected twice a year, and each Anglo-Vernacular Middle School once if possible. At the time of inspection all school records should be scrutinized, all classes inspected, and the arrangement and methods of teaching examined. The buildings, grounds and equipment, the moral and physical training of the pupils and the efficiency of the staff, the management of the hostel and the arrangements for pupils not living with their parents require special attention. Visits without notice may be paid to any recognized school, but generally notice should be given in the case of private schools in order to give the Managers an opportunity to be present.
- (c) To supervise the work of Deputy Inspectors and to inspect Vernacular Schools to such an extent as may be necessary for this purpose, as well as for the tendering of suitable advice to Local Authorities.
- (d) To hold annual conferences of Deputy Inspectors and Heads of Government Anglo-Vernacular and Normal Schools for the discussion of purely educational matters and any other matters which the Director may refer to them. Selected assistant masters of Government institutions may also be summoned to these conferences, and Managers of Board and Private Schools may be invited to send members of their staff.
- (e) To scrutinize plans for new buildings and to give advice in all cases in which schemes for new buildings or extensions of existing buildings are contemplated.

They should see that the regulations of the Department regarding the amount of floor space for pupils, correct and adequate lighting, sufficient and suitable ventilation, position of black-boards, arrangements for entrance and exit of pupils, are satisfactory. Ordinarily, these matters will be arranged by consultation between the Inspector and the authority responsible for preparation of the plans. In every case any plan submitted to the Director for administrative sanction, allotment of funds, or building grant shall pass through the office of the Inspector and shall be approved by and bear the signature of the Inspector, indicating satisfactory compliance with all requirements of the Department.

Assistant Inspectors.

133. The duty of Assistant Inspectors is to aid Inspectors, particularly in the inspection and improvement of Normal and Vernacular Schools. They may also inspect Anglo-Vernacular Schools and generally assist in administration as required by the Inspector.

Deputy Inspectors.

134. A Deputy Inspector, though in all matters subject to the general control of the Inspector as his administrative superior, is under the immediate control of the Deputy Commissioner whom he assists in matters relating to Vernacular education. His special duties are—

- (a) To inspect every recognized Vernacular School in his range at least twice each year, one visit being devoted mainly to the improvement of the methods of teaching and the other to the annual Primary examination.
- (b) To inspect such girls' schools as are not reserved for inspection by the Inspectress, and to assist the Inspectress with reference to such matters as the selection of sites, construction, extension and alteration of buildings, the transfer of the husbands of female teachers, investigation of complaints, and the supply of books, furniture and sewing materials.
- (c) To hold when local conditions permit local conferences for Vernacular Schools. These conferences should be so arranged that teachers will not have to travel in order to attend. If a Local Authority sanctions district or range conferences, the Deputy Inspector may attend or conduct such conferences with the approval of the Inspector.

135. Leave up to a limit of four months will be granted to Deputy Inspectors by Inspectors of Schools, who will make the necessary arrangements for carrying on the work in their absence, informing the Director and Deputy Commissioners. When, however, the appointment of a substitute is not necessary, as in case of casual leave or other short periods, Deputy Commissioners may grant the leave.

136. Deputy Inspectors may be transferred by Inspectors within their circles in consultation with the Deputy Commissioner. All such transfers must be reported to the Director. In case of a difference of opinion between the Deputy Commissioner and the Inspector the matter will be decided by the Director.

137. Clerks in Deputy Inspectors' Offices are part of the establishment of the Education Department. Deputy Commissioners will arrange accommodation of the Deputy Inspectors' offices.

Inspectresses.

138. The chief duties of Inspectresses are—

- (a) To administer their circles, controlling directly Government girls' schools, and acting as advisers to Executive Officers or Local Authorities in educational matters.
- (b) To supervise the work of Assistant Inspectresses and of Deputy Inspectors in girls' schools.
- (c) To inspect each Anglo-Vernacular and Normal School for females at least twice each year, and, in addition such Vernacular Schools as will enable them to supervise the work of their Assistants, or as need special attention Inspectresses should endeavour to arrange for a Ladies' Committee for each school (or group of schools), and encourage and assist the members in the discharge of their duties.

Assistant Inspectresses.

139. The duties of Assistant Inspectresses are—

- (a) To inspect at least twice each year, all Vernacular girls' schools in their ranges which are reserved for their inspection, and such others as it may be possible for them to visit.
- (b) To assist the Inspectresses in the administration of their circles.

Assistant Inspectresses are permitted to enjoy vacation not exceeding 42 days during the hot weather when the girls' schools are closed.

CHAPTER XVI.

DIVISIONAL AND DISTRICT OFFICERS.

The Commissioner.

140. The Commissioner, as the chief authority in the division, exercises a general supervision over education within his jurisdiction, and the Inspector of Schools is his adviser for this purpose. He will always be consulted before any important educational measure is put forward. It is also open to him to

take the initiative in making proposals and suggestions on such matters, and generally he may call for such information on educational matters as he requires from officers of the Department.

The Deputy Commissioner.

141. The Deputy Commissioner is the chief authority in his district, and his functions and responsibilities in connection with education in his district are analogous to those of the Commissioner in the division. He should co-operate in the development of Anglo-Vernacular education, and Head Masters of Anglo-Vernacular Middle and High Schools should be encouraged to look to the Deputy Commissioner for advice and support in matters arising in these schools outside the ordinary internal school routine. The Deputy Inspector of Schools is the Deputy Commissioner's subordinate and assistant in matters relating to Vernacular education. The Deputy Commissioner is entitled to call for information on educational matters from any officer of the Education Department.

District Officers.

142. District Officers and their assistants should use their influence for the promotion of education, visit and inspect the schools within the district or local area, as occasion may require, and note the results of their inspections in the Visitors' Book.

CHAPTER XVII.

CHANNELS OF CORRESPONDENCE.

143. A certain amount of discretion is left to the officers concerned, but in ordinary circumstances the Director will correspond directly only with Commissioners, Deputy Commissioners, Inspectors of Schools and Principals of Colleges. He will correspond with Commissioners on questions of general importance affecting the division as a whole, and with the Deputy Commissioner on questions of detail.

144. Inspectors will correspond with the Director through the Commissioner on questions of general importance affecting the division as a whole. In matters where the opinion of the Deputy Commissioner is required, the Inspector will correspond through the Deputy Commissioner, or will submit the views of that officer with his letter to the Director.

145. Deputy Inspectors, Head Masters and Superintendents of Normal Schools will not address the Director direct, except in reply to letters received direct from the Director or on matters of urgency. In all matters affecting Local Authorities, Deputy Inspectors will address Deputy Commissioners, and in purely educational matters Inspectors. Head Masters of Anglo-Vernacular Schools and Superintendents of Normal Schools will communicate only with Inspectors.

146. Deputy Inspectors should not correspond direct with Local Authorities except with the general or special orders of the Deputy Commissioner, which should usually be given in all matters of routine. Ordinarily, correspondence with Local Authorities should be carried on through the Deputy Commissioner. Similarly, all correspondence between the Director or Inspectors or Inspectresses and Local Authorities should ordinarily pass through the Deputy Commissioner.

147. In all matters affecting the general administration, educational officers will consult the local officers before submitting any recommendation. This consultation may be verbal or demi-official, but a record should be kept of it by both parties in order to prevent the risk of future misunderstanding.

CHAPTER XVIII.

EXAMINATIONS FOR EDUCATIONAL OFFICERS.

The Departmental Examination.

148. Members of the Indian Educational Service and Central Provinces Educational Service including those on foreign service within the Central Provinces (and Berar) are required to pass an examination in the vernacular or vernaculars as follows :—

- (a) Members of the Administrative Branch of the Education Department are required to pass the prescribed departmental examination in either Hindi or Marathi within two years of joining their appointments and in the remaining language within four years unless they have passed an examination either in the Central Provinces or some other Province in India which in the opinion of the Local Government is equivalent to the Departmental examination; provided that an officer whose mother-tongue is one of the two languages shall be exempted from passing in that language and shall pass in the other language within two years of joining his appointment.
- (b) Members of the Collegiate Branch of the Department and officers appointed for special purposes are required to pass the prescribed departmental examination in Hindi within two years of their joining their appointment; provided that an officer whose mother-tongue is Hindi or who has passed an examination which in the opinion of the Local Government is equivalent to the Departmental examination in Hindi shall be exempted from passing the examination. The Director of Public Instruction is authorized to exempt from this test any officer who, while in the Subordinate Educational Service, has passed or been exempted from the similar test prescribed in article 152 of the Manual.

- (c) Collegiate officers and officers appointed for special purposes who desire to be considered eligible for administrative posts may qualify themselves for such appointment by passing the examinations prescribed in sub-paragraph (a).

Members of the Collegiate Branch of the Department and officers appointed for special purposes will ordinarily not be eligible for administrative posts unless they have passed the examinations prescribed in sub-paragraph (a). It may, however, be sometimes necessary to appoint to administrative posts, officers who have not passed the tests prescribed in sub-paragraph (a). If it is intended that the transfer shall be permanent, the provisions of sub-paragraph (a) shall be applicable. The date of permanent transfer will be taken to be the date on which the officer is informed that the transfer is permanent.

In calculating the period of four years specified in sub-paragraph (a), the period spent by a member in the Collegiate Branch shall be taken into account.

The Local Government shall have power to declare in case of doubt whether a post is collegiate or administrative.

149. The Departmental examination shall include—

- (i) A paper on translation from the Vernacular into English.
- (ii) A paper on translation from English into the Vernacular.
- (iii) A paper on—
 - (a) Grammar of the standard of the 5th vernacular class.
 - (b) The technical terms used in subjects of instruction in Vernacular Schools. (Candidates in Hindi must have a knowledge of both the Urdu and Devanagri characters, and of the technical terms of Persian as well as Sanskrit origin).
- (iv) **Conversation.**—Candidates should be able to converse with ease and fluency in the Vernacular and to read a short manuscript letter and dictate a reply in the vernacular.
- (v) Tuition or examination of a class in Vernacular Grammar, Arithmetic or Geography.

NOTE.—Text-books for part (i) are the Departmental Readers prescribed for Primary Schools.

The examination will be held twice a year on a date of which notice will be given not less than three months previously in the *Central Provinces Gazette*. It will be conducted by a Board appointed by the Director who will be President of the Board. Candidates who obtain 50 per cent of the marks in all written papers and acquit themselves satisfactorily in the *viva voce* part thereof, will be considered to have passed.

150. No member of the Central Provinces Educational Service shall, unless specially exempted, receive any increment or promotion unless he has passed the test or tests prescribed in article 148 within the prescribed period or periods. Failure to pass within two years of his joining his appointment the examination prescribed for that period in article 148 will expose an officer to the loss of appointment at the discretion of the Local Government.

In the case of officers who are transferred to the Central Provinces from another province within two years of their appointment and are unacquainted with Hindi or Marathi, the period allowed for passing will reckon from the date of the transfer.

Special exemption or extension of the period prescribed for passing an examination may be granted in individual cases at the discretion of the Local Government.

151. The Director may call on any person of the Education Department other than officers in the Indian Educational Service or Provincial Educational Service to pass the examination in either of the languages prescribed in article 148 subject on failure to such penalties as he may order.

Examinations for Deputy Inspectors.

152. Except in special cases and with the sanction of the Local Administration, no one shall be eligible for confirmation as a Deputy Inspector unless he has passed the test examination prescribed by these rules and has taken the degree of Bachelor or Licentiate of Teaching or holds a Secondary Teacher's Certificate.

The Test examination will be held as ordered by the Director, and include—

- (a) a language test,
- (b) a test in administration.

Each test may be passed separately.

An officer who has passed in the Matriculation or an equivalent or higher examination in either of these languages not being his mother-tongue, shall be deemed to have passed in it. The Director of Public Instruction is authorized to exempt any officer from this test at his discretion.

Language.—The candidate will be required to pass in one of the following languages not being his mother-tongue :—Hindi, Marathi, Urdu. He will be required to translate from the Vernacular into English and from English into the Vernacular passages equivalent in difficulty to those prescribed for the Matriculation examination, and to answer questions on Grammar, idioms, and the technical terms used in instruction. He must also be able to converse correctly and fluently in the Vernacular on such subjects as may be selected by the examiners.

Administration.—The candidate must display an adequate knowledge of—

(a) the general duties of a Deputy Inspector including office routine;

(b) the Central Provinces Education Manual.

Candidates obtaining 50 per cent of the maximum number of marks in each subject will be declared to have passed the test. Failure in one subject is a failure in the whole test.

153. Aboriginal languages.—A Deputy Inspector may, with the permission of the Director, appear for examination in any of the languages spoken by the following tribes of the Central Provinces :—

Gonds.		Konds.
Korkus.		Kois.
Kols.		Halwas.

A reward of Rs. 200 will be paid to a Deputy Inspector who passes in the colloquial of an indigenous tribe.

APPENDIX A
EXTRACTS FROM CENTRAL PROVINCES
ENACTMENTS RELATING TO THE
ADMINISTRATION OF BOARD SCHOOLS
BY LOCAL AUTHORITIES

PREFACE.

1. It is desirable that officers of the Department should have a clear idea of the statutory powers of local bodies in educational matters and of the degree of control which the Local Government in the Department of Education can exercise over these bodies. For this purpose the following extracts are reproduced. They are a collection only of the more important provisions which bear directly on the work of the Department, and must not be taken as a complete code of statutory provisions relating to Board Schools. Education is one of the most important of the activities of local bodies, and in a way most of the provisions of the two Acts concerned may be said to have some bearing thereon. The extracts are sufficient to give officers a general idea of the law; for anything further they must seek the advice of the Director of Public Instruction who can consult the Local Self-Government and Legal Departments.

2. For the Central Provinces, the two Acts concerned are the Central Provinces Local Self-Government Act, 1920 (C. P. Act IV of 1920), and the Central Provinces Municipalities Act, 1922 (C. P. Act II of 1922). For Berar the two laws are these same two Acts applied to Berar, with certain modifications, by the Governor General in Council in exercise of his powers of Foreign Jurisdiction. The only modifications affecting these extracts relate to sections 48 and 49 of the Local Self-Government Act, 1920, and these are clearly indicated below. It should be remembered that the terms "District Board" and "Taluq Board" in the old Berar Rural Boards Law have been abolished, and that the terms "District Council" and "Local Board" are now common to both the Central Provinces and Berar.

3. The Central Provinces Local Self-Government Act, 1920, was passed before the Reforms came into operation, but it was strongly influenced by the spirit of the impending changes. The Central Provinces Municipalities Act was passed by the first Reformed Council and was guided through its various stages by a Minister responsible to the Legislative Council. Both Acts have taken from the Local Government and its officers many of the powers of direct control over board schools which they formerly exercised, and placed them in the hands of the local bodies, which now exercise almost complete powers of management over their own schools. The powers of control still exercised by the Local Government and its officers under the two Acts are shown in the extracts below; and officers of the Department must exercise great care to ensure that these powers are in no way exceeded. It is now their chief duty to persuade and not to control; and for this purpose they have been given opportunity by section 78 of the Local Self-Government Act and section 59 of the Municipalities Act.

4. Apart, however, from the powers of control given by the two Acts, the Local Government has still two powers inherent in it, exercised by means of (a) the recognition of schools for purposes of examination and (b) the allotment of grants from provincial revenues to supplement local funds for educational purposes. It is not the policy of the Department in using these powers to interfere in the management of board schools. Their purpose is to secure that all board schools should reach that minimum standard of efficiency in teaching which the Ministry for Education, representing public opinion, deems necessary for the future well-being of the province.

THE CENTRAL PROVINCES MUNICIPALITIES ACT,
1922 (C. P. ACT II OF 1922).

A.—Powers and duties of committees in educational matters.

39. (1) The management, control and administration of every public institution maintained out of the municipal fund shall vest in the committee : Management of public institutions.

Provided that the extent of the independent authority of the committee in respect of any such institution may be prescribed by rules made under this Act.

(2) When any public institution has been placed under the direction, management and control of the committee, all property, endowments and funds belonging thereto shall be held by the committee in trust for the purposes to which such property endowment and funds were lawfully applicable at the time when the institution was so placed :

Provided that nothing in this section shall be held to prevent the vesting of any trust property in the Treasurer of Charitable Endowments under the Charitable Endowments Act, 1890.

VI of
1890,

41. The committee may, with the sanction of the Local Government, transfer to His Majesty any property vested in the committee under section 38 or section 39, but not so as to affect any trust or public right subject to which the property is held. Transfer of municipal property to the Crown.

42. Subject to such exceptions as the Local Government may by general or special order direct, no committee shall transfer any immoveable property except in pursuance of a resolution passed at a meeting by a majority of not less than two-thirds of its members and in accordance with rules made under this Act, and no committee shall transfer any property which has been vested in it by Government, except with the sanction of the Local Government : Other transfers of municipal property.

Provided that nothing in this section shall apply to leases of immoveable property for a term not exceeding three years.

50. (1) In addition to the duties imposed upon it by or under this Act or any other enactment for the time being in force, it shall be the duty of a committee to undertake and make reasonable provision for the following matters within the limits of the municipality, and, when effective provision cannot otherwise be made, without these limits, namely :— Duties of a committee.

* * * * *

(o) establishing and maintaining primary schools;

* * * * *

Discretionary powers of a committee.

51. (c) In addition to the duties undertaken by it under the provisions of this Act or of any other enactment for the time being in force, it shall be within the discretion of any committee to undertake and make provision for the following matters within the limits of the municipality, namely :—

* * * * *

(c) furthering educational objects other than the establishment and maintenance of primary schools;

* * * * *

B.—Agencies for the performance of educational duties.

Constitution of sub-committees.

24. (1) A committee may appoint from amongst its members one or more sub-committees, and may make byelaws providing for the delegation of powers, duties and functions to such sub-committees and their members, and regulating their constitution and procedure and the term of office and appointment of their members.

(2) A sub-committee may, from time to time, by a resolution supported by not less than one-half of its members co-opt for the transaction of any particular business as members any persons who are not members of the committee.

(3) Co-opted members shall not have the right to vote and shall be liable to be removed by the sub-committee by a resolution supported by not less than one-half of its members.

Appointment, duties and conditions of service of officers and servants.

25. (1) A committee may employ such officers and servants as may be necessary and proper for the efficient discharge of its duties, and may make byelaws providing for the delegation of powers, duties and functions to such officers and servants and regulating their procedure, appointment, pay, leave, allowances and other conditions of service :

* * * * *

Joint committees.

29. (1) A committee may, from time to time,—(a) join with any other committee or with any district council or independent local board or cantonment authority or village panchayat or committee appointed for any notified area, or with more than one such committee, council, board, authority, panchayat or committee,—

* * * * *

(2) Any dispute which arises between local bodies acting under sub-section (1) shall be referred to the Local Government whose decision thereon shall be final.

C.—Government's control over committees in Educational matters.

Power of Deputy Commissioner to inspect and report.

52. (1) The Deputy Commissioner of a district shall have power to examine the proceedings of any committee, sub-committee or joint committee exercising authority in the district and

without prejudice to the generality of the foregoing power, may—

- (a) enter on and inspect or authorize any other person to enter on and inspect, any immoveable property occupied by a committee, sub-committee or joint committee, or any work in progress under its direction;
- (b) call for and inspect any document which may be in the possession or under the control of a committee; sub-committee or joint committee;
- (c) require a committee, sub-committee or joint committee to furnish such statements, accounts and reports as he may think fit.

(2) When a joint committee of local bodies of several districts is appointed under section 29, sub-section (1), the Deputy Commissioner of any of those districts may exercise a like power in respect of the proceedings of such joint committee.

(3) If at any time Deputy Commissioner finds that there is a case requiring action to be taken under section 54 or section 55, he shall forthwith report the circumstances of the case to the Local Government.

(4) The Commissioner may exercise any of the powers conferred on the Deputy Commissioner by this section.

53. (1) If in the opinion of the Deputy Commissioner, the execution of any order or resolution of a committee, sub-committee or joint committee, or the performance of any act which is about to be done, or is being done, in pursuance of or under cover of this Act, is likely to cause injury or annoyance to the public, or to any class or body of persons or to lead to a breach of the peace, he may, by order in writing, suspend the execution or prohibit the performance thereof within his district.

Power of Deputy Commissioner to suspend execution of orders, etc.

(2) If the Deputy Commissioner makes any order under sub-section (1) he shall forthwith forward to the Local Government a copy of the order, with a statement of the reasons for making it; and the Local Government may rescind the order or direct that it continue in force with or without modification, permanently, or for such period as it may think fit.

59. Any officer of the Educational, Public Works, Medical, Sanitary and other technical Departments, whom the Local Government may by general or special order appoint in this behalf, shall be entitled to attend any meeting of the committee and address it on any matter affecting the work of his department.

Certain officials entitled to attend meetings of the committee.

176. (2) * * * The Local Government may make rules—

- (iii) * * * as to the intermediate office or offices, if any, through which correspondence between committees or members of committees and the Local Government or its officers and representations addressed under this Act to the Local Government are to pass;

Matters as to which rules may be made.

* * * * *

(v) as to the returns, statements and reports to be submitted by committees;

* * * * *

D.—Financial provisions relating to Education.

Application of fund.

63. (2) * * * The municipal fund shall be applicable * to the payment of the charges and expenses incidental to the several matters specified in sections 50 and 51 * * *.

Matters as to which rules may be made.

176. (2) * * * The Local Government may make rules—

* * * * *

(iv) as to the control which may be exercised over committees in respect of financial matters generally and as to the authorities who may exercise such control;

* * * * *

THE CENTRAL PROVINCES LOCAL SELF-GOVERNMENT ACT, 1920.

(C. P. ACT IV OF 1920.)

A.—Powers and Duties of District Councils in educational matters.

21. Subject to such exceptions as the Local Government may direct, a District Council or independent Local Board may, within the area subject to its authority, undertake the control and administration of, and be responsible for, the following matters:—

Matters to be administered by District Council's.

* * * * *

(c) the establishment, management, maintenance, inspection and visiting of schools * * * and other public institutions for the promotion of education * * *, and the repair of all buildings connected with these institutions;

* * * * *

19. Every District Council * * * shall be a body corporate * * * with power to acquire and hold property, both moveable and immoveable, and to transfer any such property * * *

Incorporation of District Council and of independent Local Board.

Provided that, subject to such exceptions as the Local Government may by general or special order direct, no District Council or Independent Local Board shall transfer any immoveable property except in pursuance of a resolution passed at a meeting by a majority of not less than three-fourths of its members and in accordance with rules made under section 79:

79. (1) The Local Government may make rules consistent with this Act and with reference, if necessary, to the varying circumstances of different local areas—

Power of Local Government to make rules.

* * * * *

(viii) as to the transfer of any immoveable property by a District Council or independent Local Board under section 19;

* * * * *

80. (1) The District Council may, from time to time, make by-laws consistent with this Act and with any rules made thereunder generally for carrying out all or any of the purposes of this Act.

Power of District Council to make by-laws.

(2) In particular and without prejudice to the generality of the foregoing power such bylaws may make provision—

* * * * *

(i) for the maintenance, management and control of all matters administered by the District Council or the Local Board under section 21;

* * * * *

B.—Agencies for the performance of educational duties.

Appointment of school boards and school committees.

42. (1) Every District Council may, from time to time, appoint a school board for the control and administration of all schools in the district subject to its authority and shall, as far as may be practicable conduct the management of all such schools through such school board.

(2) Such school board shall be composed of such members of the District Council and such other persons whether Government officials or not, as the District Council may appoint in this behalf.

(3) Subject to the control of the District Council, a Local Board may appoint school committees for the several schools under its administration, and, subject to the control of the school board, the management of such schools shall be conducted through such committees.

Joint committee of two or more Local Boards.

43. (1) A Local Board may unite with any other Local Board or Boards in the same district in appointing a joint committee from among themselves for any purpose in which they are jointly interested and in delegating to such joint committee any of their own powers under this Act and in framing regulations as to the proceedings of such joint committee.

(2) If any dispute arises between such Local Boards, the decision thereon of the District Council shall be final.

Joint committee of a District Council and other local bodies.

44. (1) A District Council or an independent Local Board may from time to time unite with any other District Council or independent Local Board or any municipal committee or any committee of a notified area constituted under the Central Provinces Municipal Act, 1903, or with more than one of such local bodies, in appointing a joint committee of their own members for any purpose in which they are jointly interested and in delegating to such joint committee any of their own powers and in framing regulations as to the proceedings of such joint committee.

(2) Any dispute which arises between such local bodies shall be referred to the Local Government for decision.

Powers of District Council to make by-laws.

80. (1) The District Council may, from time to time, make by-laws consistent with this Act and with any rules made thereunder generally for carrying out all or any of the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such by-laws may make provision—

* * * * *

(b) for regulating the appointment, powers and proceedings of school boards, school committees, joint committees and sub-committees:

* * * * *

45. (1) Subject to rules made under section 79, a District Council may employ such officers and servants as may be necessary and proper for the efficient execution of its duties and of the duties of the Local Board under its control, * *

Employment of officers and servants.

79. (1) The Local Government may make rules consistent with this Act and with reference, if necessary, to the varying circumstances of different local areas—

Power of Local Government to make rules.

* * * * *

xiii) as to the qualifications of candidates for employment as officers and servants of District Councils and Local Boards under section 45, and as to the general principles which shall regulate the action of District Councils and Local Boards in respect of such matters as the grant of leave, acting and travelling allowances, maximum salaries and the like to such officers and servants;

* * * * *

C.—Government's control over District Councils in educational matters.

60. (1) The Deputy Commissioner of a district shall have power to examine the proceedings of the District Council, and of every Local Board, school board, joint committee or school committee in the district and without prejudice to the generality of the foregoing power may—

Power of supervision.

- (a) enter on and inspect, or authorize any other person to enter on and inspect, any immovable property occupied by the District Council, Local Board, School Board, or Committee, or any work in progress under its direction;
- (b) call for and inspect any document which may be for the purposes of this Act in the possession or under the control of the District Council, Local Board, School Board or Committee;
- (c) require the District Council, Local Board, School Board or Committee to furnish such statements, accounts and reports as he may think fit.

(2) When a Joint Committee of local bodies of several districts is appointed under section 44, sub-section (1), the Deputy Commissioner or any of those districts may exercise a like power in respect of the proceedings of such Joint Committee.

(3) If at any time the Deputy Commissioner finds that there is a case requiring action to be taken under section 62 or section 63, he shall forthwith report the circumstances of the case to the Local Government.

(4) The Commissioner may exercise any of the powers conferred on the Deputy Commissioner by this section.

61. (1) If, in the opinion of the Deputy Commissioner, the execution of any order or resolution of a District Council, Local Board, School Board, Joint Committee or School Committee,

Power to suspend execution of orders, etc.

or the performance of any act which is about to be done, or is being done, in pursuance of or under cover of this Act, is likely to cause injury or annoyance to the public or to any class or body of persons, or to lead to a breach of the peace, he may, by an order in writing, suspend the execution or prohibit the performance thereof within his district.

(2) If the Deputy Commissioner makes any order under sub-section (1), he shall forthwith forward to the Commissioner a copy of the order with a statement of the reasons for making it; and the Commissioner may rescind the order, or direct that it continue in force, with or without modification, permanently or for such period as he may think fit.

(3) An appeal shall lie to the Local Government—

- (i) from any order of the Commissioner passed under sub-section (2), if presented within thirty days from date of communication of such order;
- (ii) if no order is passed by the Commissioner within thirty days from the date of the order passed by the Deputy Commissioner under sub-section (1), if presented within sixty days from the date of communication of the order of the Deputy Commissioner.

Certain officials to attend meetings of District Council or Local Board.

78. Any officer of the Public Works, Education, Medical or Sanitary Departments whom the Local Government may, by general or special order, appoint in this behalf shall be entitled to attend any meeting of a District Council or Local Board and address it on any matter affecting the work of his Department.

Appointment of Inspecting Officers.

66. (1) The Local Government may appoint for the purposes connected with this Act duly qualified persons to be Inspecting Officers for the whole or any part of the Central Provinces and may sanction the entertainment by any such officer of any establishment which the Local Government may deem necessary.

(2) The expenses attending the appointment and entertainment referred to in sub-section (1) may, in accordance with rules made under section 79, be apportioned by the Local Government among the District Councils and Local Boards which are declared by it to benefit from such appointment and entertainment.

Powers of Local Government to make rules.

79. (1) The Local Government may make rules consistent with this Act and with reference, if necessary, to the varying circumstances of different local areas—

- * * * * *
- (xxiv) as to the duties and powers of an Inspecting Officer appointed under section 66 * * *;
- (xxviii) as to the procedure to be followed in correspondence between the Local Government and District Councils or independent Local Boards;
- * * * * *

D.—Financial provisions relating to Education.

(Sections 48 and 49 for Central Provinces.)

48. (1) The proprietor of every estate, mahal or malik-makbuza plot and every holder of a survey number shall be liable to pay a cess at the rate of six and a quarter per cent on the land revenue assessed thereon, or, if the land revenue or any portion thereof be released, compounded for or redeemed, on the kamil-jama of such estate, mahal, malik-makbuza plot or survey number, for the maintenance of schools or roads or for any other purpose of this Act.

Levy of cess for maintenance of schools, roads, and for general purposes.

(2) Rates and cesses payable under any settlement for the time being in force for the maintenance of schools, roads, or district post shall cease to be payable from the date on which this Act shall come into force.

49. (1) With the previous sanction of the Local Government, a District Council may, by a resolution passed by a majority of not less than two-thirds of the members present at a special meeting convened for the purpose, impose an additional cess for the maintenance of schools or roads or for any other purpose of this Act at a rate not exceeding six and a quarter per cent on the land revenue assessed on any estate or mahal, excluding malik-makbuza plots, or, if the land revenue or any portion thereof has been released, compounded for or redeemed, on the kamil-jama of such estate or mahal, excluding malik-makbuza plots.

Power of District Council to levy additional cess for maintenance of schools, roads, etc.

11 of
1917.

(2) The cess imposed under sub-section (1) shall be paid by the persons who are liable to pay the land revenue to Government under the Central Provinces Land Revenue Act, 1917. Or would be so liable, if such land revenue had not been released, compounded for or redeemed.

(3) In a mahal in which there are superior and inferior proprietors, if the superior proprietor pays the cess under sub-section (1), he shall be entitled to recover it from the inferior proprietor.

(4) In a mahal in which there is a thekadar, the proprietor from whom such thekadar holds shall be entitled to recover the cess from him.

(5) When a cess is imposed under sub-section (1), every tenant, not being a sub-tenant, shall be required to pay, in addition to his rent, a sum calculated on such rent at a rate equal to one-third of that imposed under sub-section (1) and such sum shall be recoverable as though it were part of his rent.

(Sections 48 and 49 for Berar.)

48. (1) Every District Council shall, for the purpose of maintaining schools and roads and otherwise to enable it to carry out the purposes of this Act, levy a cess at the rate of 18 pies on each rupee of the amount on which the cess is to be calculated under this section :

Levy of cess for maintenance of schools, roads, and for general purposes.

Provided that the Local Government may on the application of a District Council reduce the rate for any local area to a rate not less than twelve pies in the rupee.

(2) In an unalienated village such cess shall be payable by the occupants or, in the case of alienated plots, by the holders thereof and shall be calculated on the total assessment of each survey number; and where a survey number contains sub-divisions the total amount of the cess in respect thereof shall be distributed among the sub-divisions in accordance with rules made in this behalf by the Local Government.

(3) In a village in which the proprietary title has been conferred under the Waste Land Rules of 1865, such cess shall be payable by the proprietor and shall be calculated on the amount payable by him as revenue demand.

(4) In any other alienated village such cess shall be payable by the superior holder and shall be calculated on the total of the determined assessments of all the survey numbers in the village: Provided that the superior holder may recover a share of such cess from his inferior holders and tenants in accordance with the following provisions:—

- (a) the total amount so recoverable shall bear the same proportion to the total cess demand as the total amount of the rents payable by the inferior holders and tenants bears to the aggregate amount of those rents and of the rental value of the land in the occupation of sharers in the superior proprietary right; such rental value shall be calculated at an amount per acre equal to the average rent per acre paid by the inferior holders and tenants in the village;
- (b) the total amount recoverable shall be distributed among the inferior holders and tenants in proportion to the rent paid by each; and
- (c) any sum recoverable from an inferior holder or tenant shall be recoverable as if it were a part of his rent.

49. (1) With the previous sanction of the Local Government, a District Council may, by a resolution passed by a majority of not less than two-thirds of the members present at a special meeting convened for the purpose, impose an additional cess, at a rate not exceeding twelve pies in the rupee, for the purpose of maintaining schools and roads and otherwise enabling it to carry out the purposes of this Act.

(2) The provisions of sub-sections (2), (3) and (4) of section 48 shall apply in the case of any such additional cess as they apply in the case of a cess leviable under that section.

Power of District Council to impose special school rate.

50. (1) With the previous sanction of the Local Government a District Council may, by a resolution passed by a majority of not less than two-thirds of the members present at a special meeting convened for the purpose, impose a special school rate on persons occupying houses, buildings or lands within the limit

of any village or group of villages which is declared by the Council to benefit from any school or schools established or maintained by it.

(2) Such school rate shall be imposed according to the circumstances and property of such persons within the said limits :

Provided that any person who pays any cess specified in section 48 or 49 shall not be liable to the rate imposed under this section, except in respect of non-agricultural property or income derived from sources other than agriculture.

11 of 1920. (3) In any village in which a tax or charge under the Central Provinces Village Sanitation and Public Management Act, 1920, is imposed, the rate specified in sub-section (1) shall be assessed and collected by the village panchayat.

(4) The net proceeds of the special school rate imposed under this section shall, after the expenses of collection, if any, in respect thereof, have been deducted, be applied exclusively to the maintenance of a school or schools within the village or group of villages in which it is imposed and which is declared to benefit therefrom.

55. (1) The district fund shall be applicable to the payment, in whole or in part, of the charges and expenses incidental to the several matters specified in sections 19 to 35, section 45 and section 70 and incurred within the area subject to the authority of the District Council, and, with the sanction of the Local Government outside that area, and also to the following purposes, namely :—

Application of district fund.

(a) * * * grants in aid of such schools under private management, as may be approved by the Local Government by general or special order, in this behalf;

* * * * *

79. (1) The Local Government may make rules consistent with this Act and with reference, if necessary, to the varying circumstances of different local areas—

Power of local Government to make rules.

* * * * *

(ix) as to the preparation of estimates of income and expenditure, as to the amount of minimum balance to be provided in the estimates, as to the control which may be exercised over District Councils and Local Boards in respect of financial matters generally, and as to the authorities who may exercise such control;

APPENDIX B

STATUTORY RULES RELATING TO BOARD SCHOOLS.

Central Provinces Municipalities Act, 1922, Section 39 (1) proviso.

Management of Municipal Schools.

The municipal committee shall exercise independent authority in respect of schools maintained out of the municipal fund subject to the following rules :—

1. The committee shall conform to the orders of the Local Government (Ministry of Education) relating to curricula, inspection and examinations. No changes in the curriculum shall be made without the sanction of the Local Government.

2. (1) The first claims in the matter of education are those of Primary and Middle Vernacular education and funds required for this purpose may not be diverted to imparting higher education.

(2) Nothing in sub-rule (1) shall prevent a municipal committee from maintaining an institution for higher education or any other education already maintained by it at the time these rules come into force.

(3) No new English class may be opened by a municipal committee except with the sanction of the Director of Public Instruction and in accordance with the principles laid down in this behalf by the Education Department.

3. Text-books in use in municipal schools shall be those approved by the Local Government.

4. (1) On all Sundays and on days gazetted as school holidays schools shall be closed. On one day in a week which may either be a bazar day or any other day the school shall not meet for more than three hours. The number of holidays for local festivals and fairs shall not exceed ten days in a year. The vacations shall be as follows :—

(a) In Anglo-Vernacular schools, two months summer vacation and ten days at Diwali. In Muhammadan schools, an equivalent to the Diwali vacation should be allowed at a suitable time.

(b) In Vernacular schools, vacations shall not exceed 42 days in a year.

The dates of holidays for local festivals and fairs and for vacations shall be fixed by the municipal committees and shall be sent in the beginning of each year to the Inspector of Schools for information.

(2) No schools shall be closed on any days other than those specified in sub-rule (1) except under the authority of a resolution passed at a special meeting of the committee. Occasions for closing schools on other days should be as few as possible.

5. The temporary closure of schools on account of sickness or epidemics or other emergencies affecting public health shall rest with the municipal committee.

6. Subject to the provision of section 42 of the Act, and rules framed thereunder, all matters regarding school buildings shall be settled by the municipal committee.

7. Every municipal school shall be open to inspection by any officer of Government authorized by Government in this behalf, and the school committee and school officials shall be bound to do all in their power to facilitate such inspection.

8. The municipal committee shall take into consideration the advice and suggestions of the officers of the Education Department in educational matters and particularly in matters as to the appointment of certificated teachers and the supply of suitable buildings, furniture, books, maps and apparatus.

9. The services of the municipal school teachers shall be at the disposal of the Education Department for the conduct of examinations.

RULES FOR THE MANAGEMENT OF DISTRICT COUNCIL SCHOOLS.

Central Provinces Local Self-Government Act, 1920, section 79, sub-section (1), clause (xxx).

The District Council shall exercise independent authority in respect of schools maintained out of the District Fund subject to the following rules:—

1. The Council shall conform to the orders of the Local Government (Ministry of Education) relating to curricula, inspection and examinations. No changes in the curriculum shall be made without the sanction of the Local Government.

2. (1) The first claims in the matter of education are those of primary and middle vernacular education, and funds required for this purpose may not be diverted to imparting higher education.

(2) Nothing in sub-rule (1) shall prevent a District Council from maintaining an institution for higher education or any other education already maintained by it at the time these rules come into force.

(3) With reference to section 21 of the Act, the establishment and maintenance of English classes is declared to be an exception to the powers of administration and control of District Councils and independent Local Boards under that section: and no new English class may be opened by a District Council or independent Local Board except with the sanction of the Director of Public Instruction and in accordance with the principles laid down in this behalf by the Education Department.

3. Text-books in use in District Council schools shall be those approved by the Local Government.

4. (1) On all Sundays and on days gazetted as school holidays schools shall be closed. On one day in a week which may either be a bazar day or any other day the school shall not meet for more than three hours. The number of holidays for local festivals and fairs shall not exceed ten days in a year and the vacation shall not exceed 42 days in a year. The dates of holidays for local festivals and fairs and for vacations shall be fixed by the District Council and shall be sent in the beginning of each year to the Inspector of Schools for information.

(2) No schools shall be closed on any days other than those specified in sub-rule (1) except under the authority of a resolution passed at a special meeting of the Council. Occasions for closing schools on other days should be as few as possible.

5. The temporary closure of schools on account of sickness or epidemics or other emergencies affecting public health shall rest with the District Council.

6. Subject to the provision of section 19 and the rules made under section 79, sub-section (1), clause (viii), of the Act, all matters regarding school buildings shall be settled by the District Council.

7. Every District Council school shall be open to inspection by any officer of Government authorized by Government in this behalf, and the school committee and school officials shall be bound to do all in their power to facilitate such inspection.

8. The District Council shall take into consideration the advice and suggestions of the officers of the Education Department in educational matters and particularly in matters as to the appointment of certificated teachers and the supply of suitable buildings, furniture, books, maps and apparatus.

9. The services of the District Council school teachers shall be at the disposal of the Education Department for the conduct of examinations.

APPENDIX C

THE CENTRAL PROVINCES PRIMARY EDUCATION ACT, 1920.

(CENTRAL PROVINCES ACT NO. III OF 1920.)

[Published in the "Central Provinces Gazette" of the
15th May 1920.]

CONTENTS.

PART I.

SECTIONS.

1. Short title and extent.
2. Definitions.
3. Procedure for applying provisions of Part II.
4. Sanction of Local Government to application.
5. Publication of application of Part II.
6. Application of Part II to girls.
7. Appointment of school attendance authority.
8. Exemption of classes or communities.
9. Withdrawal of area from operation of Act.
10. Power to make rules.

PART II.

11. Compulsory attendance at school and its period.
12. Duty of parent to cause attendance of child at sch
13. Reasonable excuse for non-attendance.
14. Issue of attendance order.
15. Penalty for failure to cause child to attend school.
16. Penalty for employment of children.
17. Remission of fees.
18. Maintenance of school accommodation, equipment and
staff, and register of children.
19. Disposal of fines.
20. Power to make by-laws.
21. Indemnity to local authority, etc.
22. Persons forming school attendance authority deemed
to be public servants.

THE CENTRAL PROVINCES PRIMARY EDUCATION ACT, 1920.

(CENTRAL PROVINCES ACT NO. III OF 1920.)

[Published in the "Central Provinces Gazette" of the
15th May 1920.]

An Act to provide for the extension of Primary Education in the Central Provinces.

WHEREAS it is expedient to provide for the extension of primary education in the Central Provinces;

It is hereby enacted as follows :—

PART I.

Short title
and extent.

1. (1) This Act may be called the Central Provinces Primary Education Act, 1920; and

(2) It extends to the whole of the Central Provinces.

Definition.

2. In this Act, unless there is anything repugnant in the subject or context,—

(1) to "attend" a primary school means to be present for instruction at such school for so many hours and on such days and at such time or times on each day as may be prescribed in this behalf by the local authority in accordance with rules made under section 10;

(2) "child" means a child of not less than six and not more than fourteen years of age;

(3) "local authority" means a Cantonment Committee, a Municipal Committee, a Committee of a notified area constituted under section 169 of the Central Provinces Municipal Act, 1903, a District Council, an independent Local Board or such Local Board as may be declared by the Local Government to be a local authority;

(4) "parent" includes a guardian and every person who is liable to maintain, or has the custody of, a child;

(5) "primary education" means such education as is for the time being recognized as such by the Local Government;

(6) "primary school" means a school or department of a school imparting instruction in primary education and for the time being recognized as such by the Local Government;

(7) "school attendance authority" means an authority constituted under section 7.

Procedure for
applying provi-
sions of Part II.

3. (1) A local authority may, at a meeting convened and constituted for the purpose in the manner prescribed by rules made under section 10, resolve to submit an application to the Local Government for applying the provisions of Part II to all classes or communities or to particular classes or communities in the whole or any part of the area within the local limits of its jurisdiction.

XVI of
1903.

(2) Any such resolution shall be published locally by the local authority in the manner prescribed by rules made under section 10, and, along with such resolution, the following information shall be published:—

- (a) the places where the schools are to be located;
- (b) a map and schedule of the areas to which the notification is to be applied;
- (c) the educational staff, accommodation and equipment which it is proposed to provide and maintain;
- (d) an estimate of the cost involved and an indication of the method by which the funds are to be provided;
- (e) the particulars of the provisions, if any, proposed to be made for particular classes or communities;
- (f) the particulars relating to attendance at a primary school referred to in section 2, sub-section (1);
- (g) such other particulars, if any, that may be prescribed by rules made under section 10.

(3) Any person likely to be affected by such resolution and objecting thereto may, within sixty days from the date of such publication, send his objection in writing to the local authority; and the local authority shall, at a meeting convened and constituted as provided in sub-section (1), take such objection into consideration.

(4) If no objection is received within the said period of sixty days, or if the objections received, having been considered under sub-section (3), are deemed to be insufficient, the local authority may submit the application to the Local Government with the objections if any, received by it and with its decisions thereon.

4. The Local Government on receiving the application may sanction the same or refuse to sanction it or return it to the local authority for further consideration.

Sanction of
Local Govern-
ment to appli-
cation.

5. (1) If the application is sanctioned, the local authority may, at a meeting convened and constituted as provided in section 3, sub-section (1), direct, by notification, that the provisions of Part II shall, with effect from such date as may be specified, apply to the whole or any part of the area within the local limits of its jurisdiction in accordance with the said application.

Publication of
application of
Part II.

(2) The validity of any notification published under this section shall not be called in question in any suit or proceeding.

6. (1) The application of Part II to any area in accordance with the provisions of sections 3, 4 and 5 shall, in the first instance be with respect to boys residing in such area.

Application of
Part II to girls.

(2) When Part II has been so applied, the local authority of such area may, subject to rules made in this behalf under section 10 and in accordance with the procedure and subject

to the conditions specified in sections 3, 4 and 5 issue a subsequent notification directing that the provisions of Part II shall, with effect from such date as may be specified, be applicable to girls residing in such area.

(3) The validity of any notification published under this section shall not be called in question in any suit or proceeding.

Appoiatment of school attendance authority.

7. For every area to which Part II has been applied the local authority shall appoint for the purposes of this Act a school attendance authority to be constituted in accordance with rules made under section 10.

Exemption of classes or communities.

8. The Local Government may, by notification, exempt any particular class or community from the operation of this Act.

Withdrawal of area from operation of Act.
Power to make rules.

9. The Local Government may, by notification, withdraw any area from the operation of this Act.

10. (1) The Local Government may make rules for the purpose of carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may—

- (a) lay down instructions for the guidance of the local authority in prescribing days, hours and time or times for the attendance of a child at a primary school, and in fixing the date of the commencement of the school year;
- (b) prescribe the manner in which notifications issued and resolutions passed under this Act shall be brought to the notice of persons concerned;
- (c) provide for the convening, constitution and procedure of the meeting specified in section 3, sub-section (1);
- (d) prescribe the particulars to be published by a local authority under section 3, sub-section (2), clause (h);
- (e) prescribe the conditions as to school accommodation, equipment and staff and as to financial provision which must be fulfilled by a local authority before issuing a notification under section 5 or section 6;
- (f) prescribe the proportions in which the cost of providing primary education under this Act shall be divided between the local authorities and the Local Government;
- (g) prescribe or provide for the constitution of the school attendance authority;
- (h) prescribe the form of the register of children whose attendance at a primary school is compulsory and regulate the maintenance and periodical revision thereof.

(3) All rules made under this section shall be subject to the condition of previous publication.

PART II.

11. (1) In every area in which a notification under section 5 of section 6 is in force, it shall be compulsory on every child, belonging to any class or community to which the provisions of Part II are thereby applied and ordinarily residing within such area, to attend a primary school from the date of the commencement of the school year next following the attainment by the child of the age of six years :

Compulsory attendance and its period.

Provided that it shall also be compulsory on every child, who is above the age of seven years but not above the age of eight years at the date of the commencement of the school year next following the date on which the notification under section 5 or section 6 comes into force, to attend a primary school from the date of the commencement of that year.

(2) The date of the commencement of the school year shall be that fixed by the local authority from time to time, subject to rules made under section 10 for the whole or any part of the area within the limits of its jurisdiction.

(3) Children whose attendance at a primary school becomes compulsory under sub-section (1) shall continue to be liable to compulsory attendance for such period as the Local Government may, by general or special notification, direct.

12. It shall be the duty of the parent of every child whose attendance at a primary school is compulsory under section 11 to cause such child to attend such school for the period specified in the notification under sub-section (3) of that section, unless there is a reasonable excuse within the meaning of section 13 for the non-attendance of the child.

Duty of parent to cause attendance of child.

13. Any of the following shall be deemed to be a reasonable excuse for the non-attendance of a child—

Reasonable excuse for non-attendance.

- (a) that there is no primary school reasonably accessible which the child can attend;
- (b) that the only primary school, which is reasonably accessible, is one in which any religious observance or instruction, of a nature not approved by the parent, is compulsory;
- (c) that the child is receiving efficient instruction in primary education in some other manner;
- (d) that the child is certified by such authority as the Local Government may prescribe in this behalf to have completed his primary education;
- (e) that the child has been granted temporary leave of absence from the school in accordance with bylaws made under section 20; or
- (f) that the child is unfit to attend the school by reason of some permanent bodily defect or infirmity.

14. Where a school attendance authority is satisfied that the parent of a child who is bound, under the provisions of section 12, to cause such child to attend a primary school, has

Issue of attendance order.

failed to do so, the school attendance authority may, after giving the parent an opportunity of being heard and after such enquiry as it considers necessary, pass an order in writing and deliver a copy thereof to the parent directing him to cause such child to attend a primary school on and from a date to be specified in such order.

Penalty for failure to cause child to attend school.

15. (1) Any parent against whom an order in respect of a child has been passed under section 14, and who fails to comply with the provisions of section 12 in respect of such child on or after the date specified in such order, shall, on conviction before a Magistrate, be liable, for the first offence to a fine which may extend to two rupees, and, for a second or subsequent offence, to a fine which may extend to ten rupees.

(2) No court shall take cognizance of an offence under this section except on the complaint of the school attendance authority or some person authorized generally or specially by the school attendance authority in this behalf.

Penalty for employment of children.

16. (1) Whoever knowingly takes into employment, either on his own behalf or on behalf of any other person and whether for remuneration or not, any child in respect of whom the provisions of section 11 apply, so as to interfere with the efficient instruction in primary education of such child, shall, on conviction before a Magistrate, be liable to a fine which may extend to twenty-five rupees.

(2) No court shall take cognizance of an offence under this section except on the complaint of the school attendance authority or some person authorized generally or specially by the school attendance authority in this behalf :

Provided that before making any such complaint against any person, the school attendance authority shall, unless such person has previously been convicted under this section in respect of the same child, cause a warning to be given to such person.

Remission of fees.

17. In every area in which a notification under section 5 or section 6 is in force, no fee shall be charged in any primary school in respect of the primary education of a child of the sex specified in such notification whose attendance at a primary school is compulsory under section 11 :

Provided that the local authority of such area shall, in accordance with by-laws made under section 20, pay to the authorities of any primary school not maintained wholly out of provincial or local funds compensation for any loss of income caused by such remission.

Maintenance of school accommodation, equipment and staff and register of children.

18. The local authority of every area, in which a notification under section 5 or section 6 is in force, shall—

(a) provide and maintain such school accommodation and equipment and shall employ such educational staff as the Local Government may, from time to time, prescribe;

- (b) prepare and maintain in the prescribed form a register of children liable for compulsory primary education in its local area, and revise the same periodically, and keep it open to inspection by the public.

19. All fines levied by any Magistrate in respect of any offence against the provisions of this Act shall be credited to the fund of the local authority.

20. (1) With the previous sanction of the Local Government or of such authority as the Local Government may appoint in this behalf, a local authority may make by-laws—

- (a) prescribing the powers and procedure of the school attendance authority;
- (b) defining the conditions subject to which leave of absence may be granted under section 13, clause (e), and the authority competent to grant such leave;
- (c) prescribing the method by which compensation shall be paid under the proviso to section 17;
- (d) prescribing the method of collecting information for the preparation of the register of children under section 18, clause (b).

(2) All by-laws made under this section shall be subject to the condition of previous publication.

21. No suit shall be maintained against any local authority or school attendance authority or any officer or servant thereof in respect of anything lawfully and in good faith and with due care and attention done under this Act or any rule or by-law made under it.

22. Persons forming a school attendance authority under section 7 and persons authorized by such authority for initiating prosecutions under section 15 or section 16 shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code.

COMPULSORY EDUCATION RULES, 1921.

Preliminary.**1. In these rules—**

- (a) all references to the "Act" and to "parts," "sections," "sub-sections," and "clauses" shall be references to the Central Provinces Primary Education Act, 1920, and to the parts, sections, sub-sections and clauses thereof;
- (b) a "compulsory area" means an area to which the provisions of Part II of the Act have been applied by a notification under section 5;
- (c) a child is "liable to attend school" who is ordinarily resident in a compulsory area and is between the limits of age fixed by a notification under section 11, sub-section (1).

Procedure of meetings held to pass resolutions.

2. The meeting of a local authority held for the purpose specified in section 3, sub-section (1), shall be a special meeting constituted and conducted in accordance with the law relating to special meetings of the local authority concerned:

Provided that a notice of the meeting and a copy of the agenda shall be furnished to each member of the local authority at least fifteen clear days before the date of the meeting.

Form of the resolution.

3. (1) To every resolution passed under section 3, sub-section (1), there shall be attached an appendix giving the following particulars, in addition to those specified in section 3, sub-section (2):—

- (a) the ages between which children not liable to attend school may be allowed to attend primary schools;
- (b) Whether, and, if so, under what conditions, girls will be allowed to attend boys' primary schools in the area and boys will be allowed to attend girls' schools in the area;
- (c) the arrangements, if any, made for the supply of school materials to poor children;
- (d) the present recurring expenditure on primary schools under the local authority; and
- (e) the language or languages in which instruction will be given.

(2) To the resolution shall be attached a declaration that any person affected by the resolution and objecting thereto may, within sixty days from the date of its first publication, send his objection in writing to the local authority.

Method of publication of the resolution.

4. (1) The resolution and appendix shall be published in the vernacular of the area in at least three successive issues of one or more vernacular newspapers, having local circulation and in such other manner as the local authority may direct; and

copies shall be kept for public inspection for a period of at least sixty days at the office of the local authority, and at every school managed by it within the area concerned.

(2) In municipal areas a proclamation shall be made by beat of drum, giving the substance of the resolution and informing the public that the papers are open to public inspection at the municipal office.

(3) In rural areas the resolution and the appendix shall be published by affixing a copy to some conspicuous place in every inhabited village within the area concerned, and by proclaiming the substance thereof by beat of drum.

5. (1) An application to the Local Government under section 3, sub-section (4), shall be forwarded to the Secretary to the Local Government in the Education Department, and should reach him at least six months before the date on which it is proposed to introduce compulsory education. Submission and form of application under section 3 (4).

(2) In addition to the resolution and appendix, such application shall contain the following particulars:—

(a) the total number of members of the local authority, the number present at the meeting at which the resolution was passed, and the numbers voting for and against the resolution;

(b) the objections considered by the local authority under section 3, sub-section (3), the decision on each objection, with the reasons thereof, and the numbers voting for and against each objection;

(c) statements in the forms given in Annexures A, B, C, D, and E of the rules.

(3) Copies of the complete papers mentioned in sub-rule (2) shall be sent to the Inspector of Schools, through the Deputy Commissioner on the same day that the application is submitted to the Local Government. Any remarks that these officers may wish to make on the application should reach the Director of Public Instruction and Secretary, Education Department, through the Commissioner, within one month of the date of receipt in their offices.

6. An application which has been returned by the Local Government for further consideration under section 4 shall be reconsidered at a special meeting of the local authority, as prescribed in rule 2; and the local authority shall publish for objections, in the manner prescribed in rule 4, any changes of substance which it decides to make in the scheme. Further consideration of the application.

7. (1) On receipt of the sanction of the Local Government to the application, a special meeting of the local authority, as prescribed in rule 2, shall be held to decide if the scheme as sanctioned shall be put into force, and to fix the date from which it shall come into force. Final notification of the scheme.

(2) If it is decided to put the scheme into force, the local authority shall publish a notification, in the manner prescribed in rule 4, declaring that from the date fixed under sub-rule (1),

Part II of the Act shall apply to the area concerned, and giving the details of the scheme as sanctioned, and the age limits fixed by the Local Government under section 11.

Constitution of the School Attendance Authority.

8. (1) The School Attendance Authority appointed under section 7 shall consist of not less than three and not more than five members, of whom one shall be an officer of the Education Department appointed by the local authority with the approval of the Director of Public Instruction. Not less than two-thirds of the members, excluding such officer, shall be residents of the compulsory area.

(2) The members, excluding such officer, shall hold office during the pleasure of the local authority:

Provided that any member who fails to attend six consecutive meetings shall cease to be a member.

Appointment and duties of school attendance officers.

9. (1) A local authority may appoint one or more school attendance officers whose duties shall be generally to act under the orders of the school attendance authority in all matters connected with the discharge of its duties. In particular, the duties of such officers shall be—

- (a) the preparation, maintenance, revision and publication of the register of children liable to attend school required by section 18, clause (b);
- (b) to ascertain by personal inquiry from the parents the reasons for the absence of their children from school;
- (c) to report cases of failure on the part of parents to cause their children to attend school, with a view to action by the school attendance authority under section 14;
- (d) when authorized generally or specially on this behalf by the school attendance authority, to lodge complaints before Magistrates under sections 15 and 16; and
- (e) to convey, in the manner prescribed in rule 13, the warnings required by section 16.

(2) A local authority may join with any other local authority in appointing a joint school attendance officer.

Preparation of the register of children liable to attend school and of its supplements.

10. (1) The information required for the register of children liable to attend school shall be collected in the manner prescribed by the local authority in bye-laws made under section 20, sub-section (1), clause (d).

(2) The form of the register shall be that set forth in Annexure F to these rules.

(3) The register shall be maintained by the school attendance authority, and shall be published in the recognized vernacular of the compulsory area, and such other language as the local authority may direct.

(4) A supplement to the register, showing the names of the children to be added to and the names to be removed from the register, shall be prepared each year in December in the same form as the register :

Provided that when the first register has been prepared after the first day of June, the first supplement need not be prepared until December of the following year.

(5) To the original register and to each supplement shall be attached a statement in the same form as the register showing the names of children who will become liable to attend school during the ensuing year.

(6) A complete fresh register shall be prepared every five years in December.

(7) Each supplement shall be signed by the school attendance authority, and incorporated in the register; and no other alterations shall be made in the register, or in any supplement without the sanction of that authority.

11. (1) Copies of the register and supplements as approved by the school attendance authority shall be kept for public inspection in the office of the local authority. Publication of the register and its supplements.

(2) Copies of the register and supplements shall be supplied, as soon as they are approved, to each primary school within the compulsory area.

12. The authorities of a primary school under private management within a compulsory area shall give all reasonable facilities to the school attendance authority to enable it to satisfy itself that the provisions of the Act and of these rules are being complied with, and shall supply such information as to the children liable to attend and attending such school as may be required by the school attendance authority. Duty of private primary school authorities to assist school attendance officer.

13. (1) Every primary school in a compulsory area shall ordinarily provide instruction for each child liable to attend for not less than four and not more than five hours daily, for not more than six days in each week and for not less than two hundred days each year; provided that in the months of April, May and June the minimum number of hours per day may be reduced to three. Reasons for reduction of the number of days in any one year shall be recorded in writing by the authority responsible for the management of the school. Hours and days of instruction in primary schools.

(2) Every child liable to attend school shall, unless exempted under section 12, attend throughout the whole daily period during which instruction is provided for such child.

(3) No school shall be conducted on the half-time or double-shift system.

(4) The hours during which the school shall be open, and the holidays and vacations to be observed, shall be determined by the authority responsible for the management of the school, provided that local authority may delegate these powers in respect of any school to a school committee constituted under the Education Manual.

Undertaking by Local Government to pay share of cost of primary education.

14. Under section 10, sub-section (2), clause (f), the Local Government, subject to the provision of funds in the sanctioned budget, undertakes to pay to a local authority—

- (a) an annual grant equal to one-half of the additional recurring expenditure involved by the introduction of compulsory education, such additional recurring expenditure to be calculated upon salaries and pension contributions or contributions towards Provident Fund, on behalf of teachers and school attendance officers only upon such charges as were previously met from school fees and upon grants to schools under private management including grants in compensation of loss of fee income;
- (b) a non-recurring grant equal to one-half of the additional capital expenditure involved by the introduction of compulsory education, such expenditure to be calculated upon the cost of construction of new school buildings or extensive alterations and additions to existing school buildings and school equipment only.

NOTIFICATION No. 1213, DATED THE 30TH NOVEMBER 1927.

In exercise of the powers conferred by section 11, sub-section (3), of the Central Provinces Primary Education Act, 1920, as amended by Central Provinces Act No. II of 1927, and as applied to Berar, the Local Government is pleased to direct that the period for which children, whose attendance at a primary school becomes compulsory under section 11, sub-section (1), shall continue to be liable to compulsory attendance shall be four years.

ANNEXURE A.

SUMMARY.

Name of area.

Size of area.

Population (to be shown separately for males and females).

Names of classes or communities to be exempted under section 8.

Estimated numbers of children in classes or communities to be exempted.

Estimated number of children who will be liable to attend school.

Number of teachers and attendance officers proposed to be employed.

Proposed scale of salaries of teachers and attendance officers.

Estimated expenditure on salaries (including pension contributions and allowances) of teachers and attendance officers.

Other recurring expenditure (give details).

Estimated total recurring expenditure.

Present recurring expenditure.

Estimated cost of additional buildings, furniture and apparatus.

NOTE.—Two maps should be attached, showing the exact boundaries of the proposed compulsory area. On one map should be shown, by means of colours, the distribution of population by language, and on the other the location of schools for the different vernaculars marked in corresponding colours.

ANNEXURE B.

Comparative statement of number of pupils.

	Marathi.	Hindi.	Urdu.	Etc.				Total.	Remarks.
1	2	3	4	5	6	7	8	9	10
Number at present enrolled	...								
Estimated number to be enrolled under Act	...								

The number of girls enrolled in boys' school should be omitted.

" Boys enrolled ", enter only boys enrolled in classes I to IV of recognized schools.

" Boys to be enrolled " enter the total number liable to attend school after deducting the estimated number of boys in castes or classes to be exempted.

The numbers should be entered under each vernacular to be taught.

ANNEXURE C.

Present and proposed recurring Expenditure on Schools.

Class of school.	Estimate for current year 19 .				Proposed expenditure.				
	No. of teachers.		Average pay per teacher.	Salaries and pension contribution per annum.	No. of teachers.		Average pay per teacher.	Salaries and pension contributions if any per annum.	Proposed grant to schools aided by local authority.
	Certificated.	uncertificated.			Certificated.	Uncertificated.			
1	2	3	4	5	6	7	8	9	10
			Rs.	Rs.			Rs.	Rs.	
Maintained by local authority ...									
Aided by local authority ...									
Government schools ...									
Other recognized schools ...									
Total ...									

Certificate to be signed by the authorities responsible for the management of all schools not maintained by Local Authority.

"Certified that the increased expenditure, so far as it is not met by the grant provided in column 10 of this statement, will be met by the authority responsible for the management of the school."

ANNEXURE D.
School Accommodation.

Name of school (existing in black, proposed in red).	Managed by	Vernacular to be taught.	Estimated number of pupils who will attend.	Number of classes or sections.	Area of each class room or place in- tended for class use (ex- cluding verandahs unless ap- proved by Inspectors).	Additional class rooms or places in- tended for class use proposed and area of each.	Estimated cost of new buildings or additional class rooms, of places intended for class use.	What funds can be pro- vided by Local Authority in (a) cur- rent year, (b) following year.	Remarks.
1	2	3	4	5	6	7	8	9	10
Total ...									

(1) Enter separately each school, whether managed by Government, local authority or private bodies, that will be provided for children liable to attend.

(2) In column 10 note the area of any class rooms in these schools occupied by classes V, VI and VII.

(3) Enter in black in schools already built, rented or in course of erection; in column 7 in red ink class rooms to be added to existing schools.

(4) Enter in red ink new schools to be built or rented.

(5) Attention is invited to Standing Orders regarding selection of sites and provision of suitable accommodation.

ANNEXURE E.

PART I.

Estimated recurring expenditure in present year and source from which it is met.

EXPENDITURE.

		Rs.	a.	p.
1.	Teachers' salaries
2.	" pensions
3.	Servants
4.	Contingencies
5.	Rent of School buildings
6.	Annual repairs
7.	Grants to recognized schools by local authority
8.	Annual provision for furniture and apparatus
9.	Miscellaneous
	Total

Sources from which expenditure is met.

1.	Amount paid from local funds
2.	Government grant
3.	Fees
4.	Other sources (to be specified)
	Total

PART II.

Estimated recurring expenditure after the introduction of Compulsory Education, and sources from which it is to be met.

A.—First year.

EXPENDITURE.

		Rs.	a.	p.
1.	Teachers' salaries
2.	" pensions
3.	Salaries of attendance officers
4.	Pensions
5.	Servants
6.	Contingencies
7.	Annual repairs
8.	Rent of school buildings
9.	Grants to recognized schools by local authority
10.	Compensation for loss of fees under section 17

	Rs.	a.	p.
11. Annual provision for furniture and apparatus and free school materials if any	...		
12. Miscellaneous	...		
Total	...		

Sources from which expenditure is to be met.

	Rs.	a.	p.
1. Amount to be paid from local funds	...		
1. Government grant	...		
3. Other sources to be specified	...		
Total	...		

B.—Fifth year.

EXPENDITURE.

	Rs.	a.	p.
1. Teachers' salaries	...		
2. " pensions	...		
3. Salaries of attendance officers	...		
4. Pensions "	...		
5. Servants	...		
6. Contingencies	...		
7. Annual repairs	...		
3. Rent of school buildings	...		
9. Grants to recognized schools by the local authority	...		
10. Compensation for loss of fees	...		
11. Annual provision for furniture and apparatus and free school materials if any	...		
12. Miscellaneous	...		
Total	...		

Sources from which expenditure is to be met.

	Rs.	a.	p.
1. Amount to be paid from local funds	...		
2. Government grant	...		
3. Other sources (to be specified)	...		
Total	...		

Notes to Part II, A and B, of Annexure E.

1. If the amount to be provided from local funds exceeds the amount provided in the current year, an explanation should be attached showing the heads of receipts from which the excess is to be taken, and now, the loss under these heads is to be met.

2. "Other sources" includes any special school rate levied to meet the requirements of compulsory education. Details of the proposed schemes of taxation should be given.

ANNEXURE F.

Register of children liable to attend school in the year.

Ward of village.	Name of child.	Name of parents (sur-name coming last).	Address.	Caste or race.	Date of birth.	Ver-nacular.	Re-marks.
1	2	3	4	5	6	7	8

Instructions.

1. The supplement to the register shall be headed "Supplement to the register of children liable to attend school for the year....." The statement attached to the first register and to all supplements shall be headed "Statement of children who will become liable to attend school during the year."

2. In case the month of birth is not known, July 1st shall be taken as the date. If the month is known but not the day, the sixteenth of the month shall be entered.

3. In column 8 the school or schools which the child attends during period of liability shall be entered against each entry; or if exempted, the reasons for the exemption (*vide* section 13) should be stated. In the statement attached to the register and its supplements this column should also show the date on which the child shall first attend school.

4. The register should be written by wards or villages, and in the case of each ward or village the names of children should be arranged according to the year in which they were born, the eldest first. Blank spaces should be left for subsequent additions.

5. A register for girls, if required, shall be prepared separately.

APPENDIX D

Punishment.

The following extracts from the rules under section 96-B (2) of the Government of India Act relate to the authority of the Local Government over officers of provincial and subordinate services :—

* * * * *

XII. Without prejudice to the provision of any law for the time being in force, the Local Government may for good and sufficient reasons—

- (1) censure,
- (2) withhold promotion from,
- (3) reduce to a lower post,
- (4) suspend,
- (5) remove, or
- (6) dismiss

any officer holding a post in a provincial or subordinate service or a special appointment.

* * * * *

XIV. Without prejudice to the provisions of the Public Servants Inquiries Act, 1850, in all cases in which the dismissal, removal or reduction of any officer is ordered the order shall, except when it is based on facts or conclusions established at a judicial trial, or when the officer concerned has absconded with the accusation hanging over him, be preceded by a properly recorded departmental enquiry. At such an enquiry a definite charge in writing shall be framed in respect of each offence and explained to the accused, the evidence in support of it and any evidence which he may adduce in his defence shall be recorded in his presence and his defence shall be taken down in writing. Each of the charges framed shall be discussed and a finding shall be recorded on each charge.

Procedure in cases of dismissal, removal or reduction.

NOTE.—The accused shall have the right to cross-examine witnesses.

Delegation.

XV. A Local Government may delegate to any subordinate authority, subject to such conditions, if any, as it may prescribe any of the powers conferred by rule X in regard to officers of the subordinate services.

NOTE.—Under this rule the above powers of punishment conferred by rule XIII are delegated to the authority exercising the power of appointment conferred by article 61 of the Education Manual.

* * * * *

Appeals.

XVI. Every officer against whom an order may be passed under rules XIII and XV and who thinks himself wronged thereby shall be entitled to prefer at least one appeal against such order.

* * * * *

XVIII. Every officer being a member of a provincial service, or holding a special post, against whom an order may be passed under rule XIII and who thinks himself wronged thereby may appeal to the Governor.

* * * * *

XIX. Every officer being a member of a subordinate service against whom an order may be passed under rule XIII by the Local Government, or under rule XV by the subordinate authority to whom the powers conferred under rule XIII have been delegated and who thinks himself wronged thereby shall have the right of appeal to such authority as the local Government may by rule prescribe.

* * * * *

XX. No appeal shall lie against—

- (a) the discharge of a person appointed by an authority in India on probation, if his charge is ordered before the termination of his probation.
- (b) the dismissal or removal of a person appointed by an authority in India to hold a temporary appointment.

* * * * *

XXI. Every Government servant desiring to prefer an appeal shall do so separately.

* * * * *

XXII. Every appeal preferred under these rules shall contain all material statements and arguments relied on by the officer preferring the appeal, shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be submitted through the head of the office to which the officer belongs or belonged, and, if an appeal lies to the Governor General in Council or the Secretary of State in Council, through the Local Government.

* * * * *

XXIV. Every appeal shall be preferred within six months after the date on which the officer preferring the appeal was informed of the orders against which he appeals:

Provided that the Local Government or the subordinate authority or the Government of India may at their discretion for good cause shown extend the period to 12 months.

* * * * *

XXV. An appeal may be withheld—

- (1) which is an appeal in a case in which under these rules no appeal lies;
- (2) which does not comply with one or more of the provisions of rule XXII;
- (3) which does not comply with the provisions of rule XXIV;

- (4) which is a further appeal presented after a decision has been given by the appellate authority prescribed in these rules, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case :

Provided that in every case in which an appeal is withheld the officer preferring the appeal shall be informed of the fact and the reasons for it :

Provided, further that subject to the conditions stated in rules XXII and XXIV an appeal to the Secretary of State in Council by an officer appointed by him shall not be withheld when the appeal involves a question of the interpretation of the terms of an officer's engagement.

GENERAL APPENDICES

GENERAL APPENDICES.

- I.—Primary Certificate.
 - II.—Transfer Certificate.
 - III.—Security Bond for a student who is under age and who received instruction at the expense of the State in an institution for the training of teachers.
 - IV.—Security Bond for a student who is of age and who receives instruction at the expense of the State in an institution for the training of teachers.
 - V.—List of candidates for Middle School Scholarship examination.
 - VI.—Application for admission to High School Entrance and Scholarship examination.
 - VII.—Syllabus of Studies for Primary School for Boys.
 - VIII.—Syllabus of Studies for Primary School for Girls.
 - IX.—Curriculum of Physical Instruction in all Boys' Schools.
 - X.—Forms of Registers for Attendance and Admission.
 - XI.—Form of Half-yearly report.
 - XII.—Financial statement.
 - XIII.—Forms of application for Grant-in-aid.
 - XIV.—Form of application for building grant.
 - XV.—Form of application for special grant for equipment.
 - XVI.—Form of Indenture for institutions receiving building grants.
 - XVII.—Form of Supplementary Indenture for institutions receiving building grants.
 - XVIII.—Rules regarding Provident Fund for Teachers in Non-pensionable Service.
-

APPENDIX I.

Primary Certificate.

This is to certify that _____, ^{son} daughter
of _____, caste
_____, a student of the _____ school
tahsil _____, district _____, has passed the
Primary Examination on the _____
19 _____ in the following subjects :—

Subject.	Marks obtained.	Marks maximum	The date of ^{his} _{her} birth ac- cording to the School Register is _____.

Dated _____ 19 _____ (Sd.) _____,

Deputy Inspector of Schools,

_____ Range, _____ District.

(In cases of boys only.)

I certify that the conduct and character of
the abovenamed pupil has been satisfactory
while he studied in the _____ School.

(Sd.) _____,

Head Master, _____ School.

NOTE.—Marks obtained in each subject and in the Examination as a whole to
be entered in words as well as in figures.

APPENDIX II.

TRANSFER CERTIFICATE.

This is to certify that _____ ^{son} daughter
of _____ caste _____,
attended the _____ school, _____ tahsil,
_____ district, from _____ to _____,
_____ and now leaves on the _____ day of _____ 19 ____
having paid all fees due to the school up to _____
The date of ^{his} her birth according to the school register is _____
_____.

^{He} She has been vaccinated or is otherwise protected from small
pox.

The last Annual Promotion Examination passed by ^{him} her was
that of class (a) _____ in the year 19 ____ . ^{He} She was enrolled
in class (a) _____.

^{His} Her conduct was _____.

(Sd.) _____

Dated _____ 19 ____ .

Head Master, _____ School,
_____.

APPENDIX III.

(Form of Security Bond for a student who is under age and who receives instruction at the expense of the State in an institution for the training of teachers.)

1. Whereas *A B*, $\frac{\text{son}}{\text{daughter}}$ of _____, has been admitted as a student into the _____ [here enter the name of the institution] on a $\frac{\text{scholarship}}{\text{stipend}}$ of Rs. _____ per mensem to be paid to the said *A B*, by the Governor of the Central Provinces on behalf of the Secretary of State for India in Council, and whereas it is necessary to secure that the said *A B* will complete the prescribed course of study in the said school or training institution, will abide by the rules laid down for the conduct of its students, and will, at the completion of his course of study and training therein, serve as a teacher in the Central Provinces and Berar for at least two years, should $\frac{\text{his}}{\text{her}}$ services be required in any school recognized by the Education Department :

2. Now, therefore, be it known that *I, C D*, son of _____, (father of the said *A B*, or whatever the relationship may be; if no relation, the friend and well-wisher of the said *A B*) am bound and do hereby bind myself to the said Secretary of State for India in Council in the sum of Rs. _____ (here put down the maximum estimated amount of expenditure likely to be incurred in the normal training of the candidate) to be paid to the said Secretary of State for India in Council, his successors or assigns or his or their attorney or attorneys, for which payment well and truly to be made, I bind myself, my heirs, executors and representatives. The condition of this obligation is that if the said *A B* shall complete the prescribed course of study in the said school or training institution, and shall abide by the rules from time to time laid down for the conduct of students; and shall further, during the ensuing period of two years, duly and faithfully, according to his skill and ability, perform his duties as teacher if so employed and observe the rules for the time being in force made by Government regulating the conduct of its servants and by the Education Department regulating the conduct of teachers, then the above written obligation shall be void and of no effect, but otherwise it shall remain in force.

(Sd.) _____

*Father or Guardian or
other giver of security.*

Witness (1)

.. (2) _____

APPENDIX IV.

(Form of Security Bond for a student who is of age and who receives instruction at the expense of the State in an institution for the training of teachers.)

1. I _____ having been admitted as a stipendiary student _____ into _____ selected to undergo a course of training on $\frac{1}{4}$ of pay do bind myself in consideration of such admission and of the due payment of my $\frac{\text{stipend}}{\text{allowance}}$ of Rs. _____ per mensem to complete the prescribed course of study in the said school or training institution, and to abide by the rules laid down for the conduct of students; and I further bind myself during the ensuing period of two years to serve as a teacher in the Central Provinces and Berar, should my services be required in any school recognized by the Education Department, and faithfully, according to my skill and ability, to perform my duties as teacher, and to observe the rules for the time being in force made by Government regulating the conduct of its servants and by the Education Department regulating the conduct of teachers.

2. I also bind myself, in the event of my failing to fulfil any of the above conditions, to refund to Government such amount as may have been received by me as $\frac{\text{stipends}}{\text{allowances}}$ during the period of my training.

(Sd.) _____

*Stipendiary student,
Normal School.*

Witness (1) _____

„ (2) _____

APPENDIX V.

LIST OF CANDIDATES.

MIDDLE SCHOOL SCHOLARSHIP EXAMINATION, 19

_____ district.

Roll number, to be filled in Inspec- tor's Office.	Name of candidate with his father's name and surname.	Caste or religion. If Muhammadan or backward classes mark M. or B.	Birth date.	Vernacular.	Centre of exa- mination.	What school will he join.
1	2	3	4	5	6	7

Certified that each candidate—

(a) has been on the roll of a recognised Vernacular School since July;

(b) will have resided in these Provinces for 2 years on April 1st and has been vaccinated.

Deputy Inspector of Schools.

APPENDIX VI.

Application for admission to High School Entrance and Scholarship Examination.

School _____.

N. B.—First enter names of candidates for scholarship. Draw a line and then enter candidates not eligible for scholarship.

Roll number to be filled in Inspector's office.	Name of candidate with his father's name and surname.	Caste or religion. If Muhammadan or backward classes mark M. or B.	Birth date	Vernacular.	Centre of examination.	What school will he join?	Remarks. Insert X if he has previously appeared at this examination.
1	2	3	4	5	6	7	8

Certified that each candidate—

1. has been on the roll of class _____ of a recognized Anglo-Vernacular Middle School since July last;
2. has paid all fees due up to the 31st March 19____ or otherwise is permitted to appear;
3. has been vaccinated or is otherwise protected from small-pox.

For scholarship candidates—

4. parents or guardians of the boys appearing will have resided for two years in the Province by April next.

Dated _____.

Head Master,
Anglo-Vernacular School, _____.

APPENDIX VII.

Primary schools for boys. Syllabus of Studies.

1. The attached syllabus of studies for Primary Schools for boys has been drawn up in accordance with the recommendation of the Central Provinces Curriculum Committee of 1922 and the Government resolution thereon. The syllabus will come into operation in the schools of the Central Provinces and Berar at the beginning of 1924-25, when the reorganization of the school into four classes has been completed.

2. The following subjects are prescribed :—

- (i) Compulsory subjects—Reading, Writing, Arithmetic, Geography.
- (ii) Where the staff is competent and sufficient, one of these subjects should be taught. } Gardening, Handwork
Drawing.

NOTE.—Until the General Information Reader is in use, this subject should not be taught.

SYLLABUS IN URDU LANGUAGE FOR PRIMARY SCHOOLS.

CLASS I—

- (a) *Reading*.—Reading sheets or Primer; and First Reader. Two dialogues to be dramatized.
- (b) *Writing*.—(i) Tracing letters with fingers and later on with a blunt pen on wooden *takhti*.
(ii) Writing big letters on black-board or sand-board.
(iii) Writing on *takhtis* with reed pen.
(iv) Towards the end of the year transcription to be developed into dictation.
- (c) *Language—Oral*.—Stories largely from folklore to be listened to and talked about.
- Recitation and Songs*.—Two or three poetry pieces, between 20 and 30 lines in all (with action, time and tune).
- Conversation*.—Interesting local topics, e.g., fairs, festivals, harvest operations, markets, etc.

NOTE.—Local dialects to be gradually supplanted by the standard language.

CLASS II—

- (a) *Reading*.—Second Reader. Two dialogues to be dramatized.
- (b) *Recitation*.—Four poetry pieces, between 30 and 40 lines in all and one prose lesson.

- (c) *Composition*.—(i)—*Oral*—Stories and conversation on current local topics as in Class I. Stories to be sometimes read from books.
- (ii) *Written*—Transcription exercises from reading lessons or summary of stories and conversation, given on the blackboard. The aim should be to enable a pupil to copy a whole word without looking at it more than once. Dictation of not more than three lines from the reading book.
- (d) *Writing*.—Formal lessons in writing letters and words. Writing on *takhtis* with reed pens in ink or a mixture of chalk and water.

CLASS III—

- (a) *Reading*.—(i) Third Departmental Reader.
(ii) General Information Reader (Part I).
- (b) *Recitation*.—Four poetry (40 to 50 lines) and one prose lesson.
- (c) *Composition*, e.g., } Simple stories, e.g., from Indian
 Qasasul Ambia, } History and lives of Prophets and
 ,, Hind, } Saints to be told, reproduced
 ,, Aulia, } and then summarized on the
 D a r b a r - e - A k - } black-board and written by the
 bari. } pupils in medium hand.
- (d) *Writing*.—On *takhti* and copy-books in letters of medium size with reed pen.
- Dictation*.—From Readers; not more than four lines.

CLASS IV—

- (a) *Reading*.—(i) Fourth Departmental Reader.
(ii) General Information Reader (Part II).
(iii) Manuscript reading of papers written very legibly.
- (b) *Recitation*.—Four poetry lessons (50 to 60 lines) and two prose lessons.
- (c) *Composition*—(i) Stories from Indian History.
(ii) Description of familiar objects; places, and things.
(iii) Independent summarizing of stories.
(iv) Letter-writing on new lines, to relations and friends.
- (d) *Writing*.—Small hand in copy-book and other exercises. Pupils to be taught to mend a reed pen.
- (e) *Dictation*.—Not more than 5 lines from the Reader.
- (f) *Grammar*.—Parts of Speech.
-

SYLLABUS IN HINDI LANGUAGE FOR PRIMARY SCHOOLS.

CLASS I—

(a) *Reading*.—The Departmental Primer and the 1st Hindi Reader. Two dialogues to be dramatized.

(b) *Writing*.—(i) Tracing letters with fingers and later on with a blunt pen or other instrument.

(ii) Writing big letters, on black-board or sand-board.

(iii) Writing on slates.

(c) *Language—Oral*.—Stories largely from folklore to be listened to and talked about.

Recitation and Songs.—Not less than three of the poetry pieces to be recited. Action and nursery songs, a few to be reproduced by the pupils.

Conversation.—About current events, e.g., fairs, festivals, harvest operations, etc., likely to interest children.

NOTE.—The local dialects to be used and recognized in the first instance and only gradually supplanted by the standard language.

CLASS II—

(a) *Reading*.—Second Departmental Reader. Two dialogues to be dramatized.

(b) *Recitation*.—Four poetry and one prose lesson.

(c) *Composition*.—(i) *Oral*.—Stories, songs and conversation on same lines as in Class I. Stories to be sometimes read from books.

(ii) *Written*.—Transcription exercises from reading lessons, or summary of stories and conversation given on the black-board. The aim should be to enable a pupil to copy a whole word without looking at it more than once. Gradual transition from transcription to dictation during the last three months of the year, leading to a dictation exercise of not more than two or three lines of the reading books, by the end of the year.

(d) *Writing*.—Formal lessons in writing letters and words. Writing on slates with reed pens and a mixture of chalk and water is recommended. Writing with pen and ink (in the second half of the year) to be practised on paper.

CLASS III—

(a) *Reading*.—(i) Third Departmental Reader.

(ii) General Information Reader (Part I.)

(b) *Recitation*.—Four poetry and one prose lesson.

(c) *Composition*.—Simple stories, e.g., from Epics and from Indian History to be told, reproduced and then summarized on the black-board, and written by the pupils in medium hand.

(d) *Writing*.—In a copy-book with pen and ink in letters of medium height.

Dictation of not more than four lines from Reader.

CLASS IV—

- (a) *Reading*.—(i) Fourth Departmental Reader
(ii) General Information Reader (Part II.)
(iii) Manuscript reading of papers written very legibly.
- (b) *Recitation*.—Four poetry and two prose lessons.
- (c) *Composition*.—(i) Stories from Indian History.
(ii) Description of familiar objects, places and things.
(iii) Independent summarizing of stories.
- (iv) Letter-writing on new lines. The old method of writing letters to be avoided in the first instance. Old form of letters from one family to another may be attempted towards the end of the year.
- (d) *Writing*.—Small hand in copy-book and other exercises. Pupils to be taught to mend a reed pen.
- (e) *Dictation*.—Not more than five lines from the Reader.



SYLLABUS IN MARATHI LANGUAGE FOR PRIMARY SCHOOLS.

CLASS I—

- (a) *Reading*.—The Departmental Primer and the 1st Marathi Reader. Two dialogues to be dramatized.
- (b) *Writing*.—(i) Tracing letters with fingers and later on with a blunt pen or other instrument.
(ii) Writing letters on black-board or sand-board.
(iii) Writing on slates.
- (c) *Language—Oral*.—Stories largely from folklore, to be listened to and talked about.
- Recitation and Songs*.—Not less than three poetry pieces to be recited. Action and nursery songs—a few to be reproduced by the pupils.
- Conversation*.—About familiar things and events, e.g., fairs, festivals, harvest operations, etc., likely to interest children.

NOTE.—The local dialects to be used and recognized in the first instance and only gradually supplanted by the standard language.

CLASS II—

- (a) *Reading*.—Second Departmental Reader. Two dialogues to be dramatized.
- (b) *Recitation*.—Four poetry lessons and 150 lines of prose passages or one prose lesson.
- (c) *Composition*.—(i) *Oral*—Stories, songs and conversation on same lines as in Class I. Stories to be sometimes read from books.
(ii) *Written*.—Transcription exercises from reading lessons or summary or stories and conversation given on the black-board. The aim should be to enable a pupil to

copy a whole word without looking at it more than once. Gradual transition from transcription to dictation during the last three months of the year, leading to a dictation exercise of not more than two or three lines of the reading book by the end of the year.

- (d) *Writing*.—Formal lessons in writing letters and words. Writing on slates with reed pens and a mixture of chalk and water is recommended. Writing with pen and ink (in the second half of the year) to be practised on paper.

CLASS III—

- (a) *Reading*.—(i) Third Departmental Reader.
(ii) General Information Reader (Part I).
- (b) *Recitation*.—Four poetry lessons and 150 lines of prose passages.
- (c) *Composition*.—Simple stories, e.g., from Epics and from Indian History to be orally told, reproduced and then summarized on the black-board, and written by the pupils in medium hand.
- (d) *Writing*.—In a copy-book with pen and ink in letters of medium height.
- Dictation*.—From Reader of not more than four lines.

CLASS IV—

- (a) *Reading*.—(i) Fourth Departmental Reader.
(ii) General Information Reader (Part II).
- (b) *Recitation*.—Four poetry and two prose lessons.
- (c) *Composition*.—(i) Stories from Indian History.
(ii) Description of familiar objects, places and things.
(iii) Independent summarizing of stories.
(iv) Letter-writing—Modern style.
- (d) *Writing*.—Small hand in copy-book and other exercises.
- (e) *Dictation*.—Not more than 5 lines from the Reader.

GENERAL INFORMATION COURSE.

[General Information Reader (*vide* Language Syllabus) will treat of subjects given in this General Information Course. This book will be published in two parts.]

1. Sanitation and Hygiene—

- (a) *Personal cleanliness*.—Infection arising from want of personal cleanliness.
- (b) *A clean environment—House*.—Night-soil and waste products; cooking utensils and sterilization by heating; sun, light and ventilation, etc.

- (c) *Infection arising from want of clean environment.*—
 Disease from neglect of above—
Skin.—Small-pox, ring-worm, itch.
Intestinal.—Typhoid dysentery, diarrhoea, cholera,
 constipation.
Symptomatic.—Malaria, plague, influenza.
Organic.—Consumption, ears, teeth, eyes.

(d) *Hospitals and Dispensaries.*

(e) *Water-supply in towns and villages and consequences of impure supply.*

(f) *First Aid.*

2. Agriculture—

(a) *The plant as an organism.*—Its parts and their functions. Seeds from parent plant. Dispersal and fertilization. Fertile and unfertile seeds—why? Germination—conditions necessary. Growth and development of parts. Stored material and its fate. Plant as a storehouse of food. Means of auto-protection.

(b) *Soil.*—Organic and inorganic portions. Rich and poor soils. Manures.

(c) *Irrigation.*—Its methods. Crops requiring it. Drainage and tillage.

(d) *Labour-saving devices.*—Ploughs and seed drills. Winnowers.

(e) *Kindness to animals.*—Feeding, resting, prevention of diseases.

3. Life then and now—

(i) *Savage life, e.g., Gond, Bhil.* His food, his housing, his clothing, his furniture, etc.

(ii) *Use of fire—cooking.*

(iii) *Nomadic life.*

(iv) *The use of metals—soft and hard.*

(v) *Agriculture and life in a village.*

(vi) *Cloth and its manufacture.*

(vii) *Market. Banking—Co-operative Credit Societies.*

(viii) *Means of communication—Railways, steam-boats, bicycles, motors, aeroplanes.*

(ix) *Facilities of communication—Roads, canals, bridges, tunnels, Posts and Telegraphs, Postal rules and information.*

(x) *Printing Press—Books and periodicals.*

(xi) *Education—Schools, Colleges, Universities.*

(xii) *Sanitation in a village and in a city—Hospitals and travelling dispensaries.*

(xiii) *Moral progress—Rule of 'law and order' instead of 'might is right'.*

(xiv) *Advantages of international trade and exchange of thought.*

4. Elementary Civics—

(i) *The Policeman and his duties.* Security of life and property. The very essence of social life. Law and order *versus* might is right. Necessity of government.

- (ii) The village government—village panchayat, the village officers, Patel and Patwari and their duties. (In rural schools.)
- (iii) Municipal government in cities. Idea of local self-government. Municipal elections. (In urban schools.)
- (iv) District Government, Provincial Government. The Viceroy and his Council. The Secretary of State and the British Government as supreme authority.
- (v) Difference between a primitive government and a civilized one.

Duties of Government—

Protection of life and property. Education, encouragement of trades and industries, providing facilities of communication.

Popular and responsible Government.

5. Rules of conduct—

- (i) Cleanliness of person and dress; (ii) Neatness and carefulness; (iii) Regularity and punctuality; (iv) Industry *versus* idleness. What is fate? (v) Obedience to parents and proper authorities; (vi) Charity—kindness to animals and fellowmen; (vii) Justice—do as you would be done by; (viii) Truth and Honesty—the very foundation of society; (ix) Courtesy and Chivalry—manners make the man; (x) A man is known by the company he keeps; (xi) Life is service and sacrifice; (xii) For God, King and humanity—loyalty and patriotism.

Quotations from classical authors (in the vernacular) on moral topics, to be learnt by heart.

SYLLABUS IN DRAWING FOR PRIMARY SCHOOLS.

General Outline.

Flat drawing in mass and outline with chalk or pastel colours on tinted or brown paper, and mass and outline drawing on the black-board, with chalk.

CLASS I—

Free arm mass drawing in coloured chalk on black-board, millboard or slate, of round and elliptical forms from—

- (a) Objects and nature such as ball, orange, Karchi, Ringna or dumb-bell, egg, lemon, mango, mallet, whip, horse-shoe, necklace, watch or swa, brush, spectacles. Some of these to be attempted in various positions.

(b) Copy; such actions of birds and animals as can be represented by easy compositions of the above forms as ball, mango, *e.g.*, chicken sittings and standing, sparrow pecking, cat standing and sitting, duck swimming, etc.

(c) *Memory*—Repetition of the above studies.

NOTE.—It is desirable that the above studies be made in "Free Arm Drawing" on black-board with coloured chalk. If coloured chalks are not supplied, they may be made on slate with white chalk.

CLASS II—

Mass drawing on tinted or brown paper in coloured chalk, and mass and outline drawing on black-board of round, elliptical and square form from—

(a) Objects such as book, wall chart, picture frame, bucket, tumbler, knife, stool, milk jar, etc.

(b) Nature such sugarcane, radish, onion, peepal, shisham, banyan, ber, kener, sem, imli.

(c) Copy representing such objects as are not actually available such as boat, sunrise, street lamp, house, railway signal, and animals and insects mentioned of in the text-books, *e.g.*, rat, hare, squirrel, cat, elephant, scorpion, butterfly.

(d) *Memory*.—To repeat the above forms in mass and outline on the black-board.

NOTE.—In animal drawing only the general expression is to be aimed at. Details need not be attempted.

CLASS III—

Mass and outline drawing of forms composed of curves and straight lines on tinted or brown paper in chalk and also on the black-board from—

(a) Objects such as kite, bundle of envelopes, axe, thread card, comb, lock.

(b) Nature, *e.g.*, peapod, rosebud, poppy fruit, betel leaf, millet, wheat, banana.

(c) Copy representing objects such as flag, clock, bridge, gate, cannon, insects, birds, snake, bee, spider, bat; and human actions.

(d) *Memory*.—Repetition of the above on the black-board with drill exercises and human actions.

CLASS IV—

Pencil drawing and massing in of chalk colours with an element of shading, on tinted or brown paper and outline drawing on black-board from—

(a) Objects such as kani, balan, bat, umbrella, sickle, bottle.

(b) Nature, *e.g.*, lanki, brinjal, cucumber, lemon leaf, cotton leaf, mulberry leaf.

(c) Copy representing objects such as haystack, tent, water pump, tazia; and insects and animals such as silk worm; development of a frog, head or foot of a lion; and human actions, such as standing, walking, running, jumping on one leg, Eskimo girl carrying a baby.

(a) *Memory*.—To reproduce the above studies on the black-board with exercises such as a man walking with an umbrella over his head, cutting grass or splitting wood; man carrying tazia or a doli; boys playing cricket or hockey, etc.

NOTE.—As far as possible all drawings should be produced from actual objects. Except action drawing, only those studies should be attempted from a copy for which the objects are not available.

SYLLABUS IN MANUAL WORK FOR PRIMARY SCHOOLS.

Sand and clay modelling and paper occupations, with working drawing.

CLASS I.—

1. *Sand modellings*.—(a) To prepare in sand, wet and dry, easy natural objects and objects of common use; such as a farmyard, field, garden, pond, hill, bridge, etc. The models prepared should be sufficiently large to develop the muscles of the arms along with those of the hands and fingers. No tools should be used.
- (b) To draw in sand, letters and forms of objects with fingers only.
2. *Clay modelling*.—(a) To model letters.
- (b) To model easy common fruits and vegetables, such as a plum, potato, lemon, mango, carrot, etc.
- (c) To model simple objects such as a ball, rosary, egg, inkpot and horse-shoe.

CLASS II.—

1. *Clay modelling* (to be done with the hands and a pencil or penholder). Modelling of—(a) natural objects such as a coconut, onion, brinjal, banana, sugarcane, sem and imli pods.
- (b) Common objects mentioned in the text-books such as a well, pan, ring, lock, sword, etc.
- (c) Physical features illustrating geographical terms such as a hill, lake, island or a river.
- (d) Insects and animals such as a rat, hare, scorpion, etc.
2. *Paper-folding*.—Folding of toys and objects based on regular geometrical forms; such as a box, tray, picture frame, boat, cap, salt, cellar, etc.
3. *Tracing and rural drawing*.—To draw with a ruler, in outline, the forms produced in paper-folding by tracing the angular points of the forms.

CLASS III.—

1. *Clay modelling*.—(a) To model in mass, sections of the fruits attempted in the previous classes, and also to prepare fruits of more difficult form such as a sitaphal, pomegranate, harar, walnut, etc.
- (b) To model, in relief, leaves, such as those of the banyan, peepal, jaman and mango trees.
- (c) To model in mass and relief, objects of common use; such as lock, spoon, bottle, comb, cup, dish, chisel, etc.
- (d) To prepare a relief map of the district.
- (e) To model insects and birds, snake, spider, parrot, mango and others mentioned in the text-books.
2. *Paper-cutting and mounting*.—To cut and mount on the exercise books—
 - (a) Mats of different geometrical forms.
 - (b) Objects such as a luggage label, book cover, photo frame, flag *takhti*, kite, etc.
 - (c) Nature forms; such as berries, chillies, grapes, brinjal, orange and mango.
 - (d) Parts of birds and animals, such a dog's head and foot, a swan, a parrot, etc.
3. *Paper modelling*.—To prepare a match box and a pen box.
4. *Ruler drawing*.—To reproduce the forms prepared under (a) and (b) in paper cutting, with a ruler by measurement.

CLASS IV—

1. *Clay modelling*.—(a) Leaves of orange, lemon, guava, sitaphal, cotton, nim, mulberry, etc.
 - (b) Stems and bark of local trees.
 - (c) Relief map of the country.
 - (d) Objects such a knife, cricket bat, plough, sickle, axe and bangles.
 2. *Paper modelling*.—(a) Boxes based on triangles and polygons with lids attached and detached.
 - (b) Trays base on the above forms.
 - (c) Baskets, lamp shades and caps, round and sided.
 - (d) Objects after pattern (measurements to be taken by the pupils themselves).
- The pattern supplied should be similar to those mentioned under (a), (b) and (c) above.
3. *Working drawing*.—To produce developments to size of the models prepared in paper modelling.

GARDENING SYLLABUS (CLASS IV).

Subjects.	Explanation.	Remarks.
I.		
Properties of soil—		
(1) Classification of soils ...	(a) Classification of soils into sandy, loamy and clayey.	No scientific classification but based on every day experience and also sifting.
(2) Capacity of soil for holding of water.	(b) Filter paper experiment on three kinds of soils.	
(3) Soil giving lodgment to the roots of plants.		
II.		
(4) The preparation of the seed-bed.	(a) Preparation of the seed-bed in the garden. (b) Filling up pots.	
III.		
(5) Parts of a plant ...	The teacher to show in a lesson the four parts of a plant such as the root, stem, and branches, leaves, flowers and fruit.	
IV.		
(6) Manures ...	(a) The necessity of manuring. (b) The functions of manures. The manures dealt with should be such as are easily available and generally used in the locality, e.g., cow-dung.	The difference in growth of plants in a manured and not manured plot may be shown.
(7) Seeds ...	(a) Testing seeds by weight, appearance and freedom from the ravages of insects. (b) Testing seed by germination.	
VI.		
(8) Methods of watering and drainage.	(a) Hand watering and mote. (b) Drainage, taken in an elementary way and evaporation, and their relations to watering.	
VII.		
(9) Methods of propagation	(a) Preparation of seedings of chillies, brinjals, etc. (b) Transplantation. (c) Cuttings. (d) Layering. (e) Grafting.	Grafting methods are to be taught only if there are facilities.

Subjects.	Explanation.	Remarks.
<p style="text-align: center;">VIII.</p> <p>(10) Weeding and methods of cultivation.</p>	<p>(a) Weeds and their effects.</p> <p>(b) Cultivation, as a means of eradicating weeds and as soil mulch.</p> <p>(c) Local methods of cultivation, viz., digging, ploughing, harrowing, hoeing and weeding (hand).</p>	
<p style="text-align: center;">IX.</p> <p>(11) Insect pests</p>	<p>(a) Such of the insect pests as are seen in the school garden should be studied.</p> <p>(b) The boys may rear one of the common caterpillars.</p> <p>(c) Observations of insect pests in the locality may be made.</p> <p>(d) Some common methods of combating their ravages should be told and used.</p>	
<p style="text-align: center;">X.</p> <p>(12) Planning a garden</p>	<p>(a) The artistic effect of grouping plants.</p> <p>(b) Some elementary principles in planning out a garden according to the kind, such as a flower garden, vegetable garden, green house, etc.</p>	<p>If a garden is available for visiting, it may be used for the purpose of explaining the principles.</p>

The above syllabus is intended for Class IV pupils but Class III pupils should be encouraged to assist in the garden. The work should be practical and only preliminary explanation should be given in the class room.

SYLLABUS IN GEOGRAPHY FOR PRIMARY SCHOOLS.

CLASS III—

- (i) *Observational Geography*.—Observing the direction of sunrise, sunset and moon in different seasons. Cardinal points (N. S. E. W.). Geographical terms which can be illustrated from the neighbourhood, e.g., hills and mountains, tanks, nullahs and rivers.
- (ii) *Geography of the school room and its surroundings*.—Measuring the school room and preparing a rough plan, showing the position of the doors, windows and furniture. Map of the school building and its compound. Map of the village.
- (iii) *Geography of the district*.—Physical features, including slope and drainage; cultivated, uncultivated and jungle lands; products and industries; chief towns and villages; roads and other communications.

CLASS IV—

- (i) *Geography of the Central Provinces*.—Five natural divisions (Vindhya plateau, Nerbudda valley, Satpura plateau, Nagpur and Berar plain, Chhattisgarh plain). Chief physical and climatic features of each, products, communications and towns. Administrative divisions.
 - (ii) *Geography of India (not including Burma and Ceylon)*.—Four natural divisions (Himalayas, Indo-Gangetic plain, Deccan, Coastal plain). Chief physical and climatic features of each, products, communications and trade, chief towns, sacred places. Chief political divisions.
 - (iii) *For Class IV of town schools*.—An idea of the shape of the earth from the globe to be told (without dealing with reasons). The continents and oceans. The chief countries and their capitals. Chief British possessions.
-

SYLLABUS IN ARITHMETIC FOR PRIMARY SCHOOLS.

CLASS I—

Numeration and notation up to 1,000, through the concrete (any things that can easily be put into bags or bundles of 10 and 100 may be used). Addition and subtraction in concrete (total not exceeding 100); the same with written figures up to 1,000. Mental addition and subtraction of the numbers from 1 to 10 to or from other numbers up to a total of 100. Problems of common life to be used at every stage. Multiplication tables up to 5×10 to be constructed as exercises in addition and then memorised and applied to solve problems.

CLASS II—

Numeration and notation up to lakhs.

Construction and memorising of multiplication tables up to 12×12 and 16×12 . Powki and Nimki up to 30 times. The multiplication table used as a division table: division with remainders. Tables of weights and money, and yards, feet and inches. Mental multiplication up to a total product of 160, and corresponding division, by means of practical problems. Written multiplication by numbers of two digits and by multiples of 10. Written division by numbers of two digits up to 12 by 16 and by multiples of 10.

CLASS III—

Numeration and notation up to crores.

Multiplication and division with multipliers and divisor of not more than three digits. Problems involving two or more of the simple rules. Pharas of $1\frac{1}{4}$ and of $1\frac{1}{2}$ up to 30 times.

Tables—

Money—Rupees, annas, pice and pies.

Length—Mile, furlong, yard, foot, inch.

Weight—Maund, seer, chhatak, tola, masa, ratti.

Local weights, if any.

Time—Second, minute, hour, day, month, year, pal, ghari, din.

Volume.—Local measures.

The rekh as well as the English notation of money and weight to be taught.

Common fractions ($\frac{1}{2}$, $\frac{1}{3}$, $\frac{2}{3}$). The rekh method should be used in writing. Their mental addition and subtraction, both alone and with integers; and multiplication by integers.

Gurus.—On the relation of rupees and annas and seers and chhataks.

CLASS IV—

Rule of three (unitary method) including easy problems on profit and loss and finding the simple interest on amounts expressed in whole rupees up to Rs. 1,000. The factors of numbers and L. C. M. by inspection. Vulgar fractions having the following denominators—2, 3, 4, 8, 12, 16. Equality and comparison of such fractions. Their addition and subtraction; their multiplication and division by whole numbers. Simple practice, especially as applied to determine interest on sums of rupees, approximations being used to avoid fractions. Decimal notation of fractions up to two places, as applied to land measurement (a square plot of ground measuring one chain each side should be used).

Mahajani accounts (Khatoni or Khata Beli). The writing of the roznamcha and striking off the daily balance to be attempted.

APPENDIX VIII.

SYLLABUS OF STUDIES FOR PRIMARY SCHOOLS.

FOR GIRLS.

1. The attached Syllabus of Studies for Primary Schools for girls has been drawn up in accordance with the recommendations of a committee appointed for the purpose in 1923. The Syllabus will come into operation in the girls' schools of the Central Provinces and Berar in June 1924, when the reorganization of classes has been completed.

The primary course will consist of a preparatory class followed by Classes I—IV.

2. The following subjects are prescribed for—

Primary Schools ... Compulsory subjects—Reading
Writing, Arithmetic, Geography
Sewing and Drill.

NOTE.—Until the General Information Reader is in use, this subject should not be taught.

SYLLABUS IN URDU LANGUAGE FOR PRIMARY SCHOOLS.

FOR GIRLS.

PREPARATORY CLASS—

- (a) *Reading*.—Letters and Primer.
- (b) *Writing*.—Tracing letters with finger and then with a blunt pen. Large letters on black-board or sand-tray.
- (c) *Language—Oral*.—Simple stories to be listened to and talked about.

NOTE.—Local dialects to be gradually supplanted by the standard language.

CLASS I—

- (a) *Reading*.—First Reader. Two dialogues to be dramatized.
 - (b) *Writing*.—(i) Writing on ruled slates. Letters to be 1 inch.
(ii) Towards the end of the year transcription to be developed into dictation.
 - (c) *Language—Oral*.—Stories largely from folklore to be listened to and talked about.
- Recitation and Songs*.—Two or three poetry pieces, between 20 and 30 lines in all (with action, time and tune).
Nursery songs.

Conversation.—Interesting local topics, e.g., fairs, festivals harvest operations, markets, etc.

CLASS II—

- (a) *Reading*.—Second Reader. Two dialogues to be dramatized.
- (b) *Recitation*.—Four poetry pieces, between 30 and 40 lines in all, and one prose lesson.
- (c) *Composition*.—(i) *Oral*—Stories and conversation on current local topics as in Class I. Stories to be sometimes read from books.
- (ii) *Written*—Transcription exercise from reading lessons or summary of stories and conversation given on the black-board. The aim should be to enable a pupil to copy a whole word without looking at it more than once. Dictation of not more than three lines from the reading books.
- (d) *Writing*.—Formal lesson in writing letters and words. Writing on slates. Letters to be $\frac{3}{4}$ inch.

CLASS III—

- (a) *Reading*.—(i) Third Departmental Reader.
(ii) General Information Reader (Part I)—Selected lessons.
- (b) *Recitation*.—Four poetry lessons (40 to 50 lines) and one prose lesson.
- (c) *Composition, e.g.*,

Qasasul Ambia,	}	Simple stories from Indian History and lives of Prophets and Saints to be told, reproduced and then summarised on the black-board and written by the pupils in medium hand.
„ Hind,		
„ Aulia,		
Darbar-e-Akbari.		
- (d) *Writing*.—On *takhti* and in books in letters of medium size, with reed pen, from a copy.
- Dictation*.—From Readers; not more than four lines.

CLASS IV—

- (a) *Reading*.—(i) Fourth Departmental Reader.
(ii) General Information Reader (Part II)—Selected lessons.
(iii) Manuscript reading of papers written very legibly.
- (b) *Recitation*.—Four poetry lessons (50 to 60 lines) and two prose lessons.
- (c) *Composition*.—(i) Stories from Indian History.
(ii) Description of familiar objects, places and things.
(iii) Independent summarising of stories.
(iv) Letter-writing on new lines to relations and friends.
- (d) *Writing*.—Small hand in book and other exercises. Pupils to be taught to mend a reed pen.
- (e) *Dictation*.—Not more than 5 lines from the Reader.
- (f) *Grammar*.—Parts of Speech.

SYLLABUS IN HINDI LANGUAGE FOR PRIMARY SCHOOLS.

FOR GIRLS.

PREPARATORY CLASS—

- (a) *Reading*.—Letters and Primer.
- (b) *Writing*.—Tracing letters with finger and then with a blunt pen. Large letters on black-board or sand-tray.
- (c) *Language*.—*Oral*—Simple stories to be listened to and talked about.

NOTE.—Local dialects to be gradually supplanted by the standard language.

CLASS I—

- (a) *Reading*.—First Reader. Two dialogues to be dramatized.
- (b) *Writing*.—(i) Writing on ruled slates. Letters to be 1 inch.
(ii) Towards the end of the year transcription to be developed into dictation.
- (c) *Language*.—*Oral*.—Stories largely from folklore to be listened to and talked about.

Recitation and songs.—Two or three poetry pieces, between 20 and 30 lines in all (with action, time and tune).
Nurse songs.

Conversation.—Interesting local topics, e.g., fairs, festivals, harvest operations, markets, etc.

CLASS II—

- (a) *Reading*.—Second Reader. Two dialogues to be dramatized.
- (b) *Recitation*.—Four poetry pieces, between 30 and 40 lines in all, and one prose lesson.
- (c) *Composition*.—*Oral*—Stories and conversation on current local topics as in Class I. Stories to be sometimes read from books.
- (ii) *Written*.—Transcription exercises from reading lessons or summary of stories and conversation given on the black-board. The aim should be to enable a pupil to copy a whole word without looking at it more than once. Dictation of not more than three lines from the reading book.
- (d) *Writing*.—Formal lessons in writing letters and words. Writing on slates. Letters to be of $\frac{3}{4}$ inch.

CLASS III—

- (a) *Reading*.—(i) Third Departmental Reader.
(ii) General Information Reader (Part I)—Selected lessons.
- (b) *Recitation*.—Four poetry lessons (40 to 50 lines) and one prose lesson.

(c) *Composition*.—Simple stories from Epics and from Indian History to be told, reproduced and then summarized on the black-board, and written by the pupils in medium hand.

(d) *Writing*.—In a book with pen and ink in letters of medium height, from a set copy.

Dictation of not more than four lines from Reader.

CLASS IV—

(a) *Reading*.—(i) Fourth Departmental Reader.

(ii) General Information Reader (Part II)—Selected lessons.

(iii) Manuscript reading of papers written very legibly.

(b) *Recitation*.—Four poetry and two prose lessons.

(c) *Composition*.—(i) Stories from Indian History.

(ii) Description of familiar objects, places and things.

(iii) Independent summarizing of stories.

(iv) Letter-writing on new lines. The old method of writing letters to be avoided in the first instance. Old form of letters from one family to another may be attempted towards the end of the year.

(d) *Writing*.—Small hand in copy-book and other exercises. Pupils to be taught to mend a reed pen.

(e) *Dictation*.—Not more than five lines from the Reader.

SYLLABUS IN MARATHI LANGUAGE FOR PRIMARY SCHOOLS.

FOR GIRLS.

PREPARATORY CLASS—

(a) *Reading*.—Letters and Primer.

(b) *Writing*.—Tracing letters with finger and then with a blunt pen. Large letters on black-board or sand-tray.

(c) *Language—Oral*.—Simple stories to be listened to and talked about.

NOTE.—Local dialects to be gradually supplanted by the standard language.

CLASS I—

(a) *Reading*.—First Reader. Two dialogues to be dramatized.

(b) *Writing*.—(i) Writing on ruled slates. Letters to be 1 inch.

(ii) Towards the end of the year transcription to be developed into dictation.

(c) *Language—Oral*.—Stories largely from folklore to be listened to and talked about.

Recitation and songs.—Two or three poetry pieces, between 20 and 30 lines in all (with action, time and tune).
Nursery songs.

Conversation.—Interesting local topics, e.g., fairs, festivals, harvest operations, markets, etc.

CLASS II—

- (a) *Reading.*—Second Departmental Reader. Two dialogues to be dramatized.
- (b) *Recitation.*—Four poetry lessons and 150 lines of prose passages or one prose lesson.
- (c) *Composition.*—(i) *Oral.*—Stories, songs and conversation on same lines as in Class I. Stories to be sometimes read from books.
(ii) *Written.*—Transcription exercises from reading lessons or summary of stories and conversation given on the black-board. The aim should be to enable a pupil to copy a whole word without looking at it more than once. Gradual transition from transcription to dictation during the last three months of the year, leading to a dictation exercise of not more than two or three lines of the reading book by the end of the year.
- (d) *Writing.*—Formal lessons in writing, letters and words. Writing on slates with reed pens and a mixture of chalk and water is recommended.

CLASS III—

- (a) *Reading.*—(i) Third Departmental Reader.
(ii) General Information Reader (Part I)—Selected lessons.
 - (b) *Recitation.*—Four poetry lessons and 150 lines of prose passages.
 - (c) *Composition.*—Simple stories from Epics and from Indian History to be orally told, reproduced and then summarized on the black-board and written by the pupils in medium hand.
 - (d) *Writing.*—In a copy-book with pen and ink, in letters of medium height.
- Dictation.*—From Reader of not more than four lines.

CLASS IV—

- (a) *Reading.*—(i) Fourth Departmental Reader.
(ii) General Information Reader (Part II)—Selected lessons.
- (b) *Recitation.*—Four poetry and two prose lessons.
- (c) *Composition.*—(i) Stories from Indian History.
(ii) Description of familiar objects, places and things.
(iii) Independent summarizing of stories.
(iv) Letter-writing—Modern style.
- (d) *Writing.*—Small hand in book and other exercises.
- (e) *Dictation.*—Not more than 5 lines from the Reader.

GENERAL INFORMATION COURSE.

[General Information Reader (*vide* Language Syllabus) will treat of subjects given in this General Information Course. This book will be published in two parts.]

1. Sanitation and Hygiene—

- (a) *Personal cleanliness.*—Infection arising from want of personal cleanliness.
- (b) *A clean environment—House.*—Night-soil and waste products; cooking utensils and sterilization by heating; sun, light and ventilation, etc.
- (c) *Infection arising from want of clean environment.*—
Disease from neglect of above—
Skin.—Small-pox, ring-worm, itch.
Intestinal.—Typhoid, dysentery, diarrhoea, cholera, constipation.
Symptomatic.—Malaria, plague, influenza.
Organic.—Consumption, ears, teeth, eyes.
- (d) *Hospitals and Dispensaries.*
- (e) *Water-supply in towns and villages and consequences of impure supply.*
- (f) *First Aid.*

2. Agriculture—

- (a) *The plant as an organism.*—Its parts and their functions. Seeds from parent plant. Dispersal and fertilization. Fertile and unfertile seeds—why? Germination—conditions necessary. Growth and development of parts. Stored material and its fate. Plant as a storehouse of food. Means of auto-protection.
- (b) *Soil.*—Organic and inorganic portions. Rich and poor soils. Manures.
- (c) *Irrigation.*—Its methods. Crops requiring it. Drainage and tillage.
- (d) *Labour-saving devices.*—Ploughs and seed drills. Winnowers.
- (e) *Kindness to animals.*—Feeding, resting, prevention of diseases.

3. Life then and now—

- (i) Savage life, *e.g.*, Gond, Bhil. His food, his housing, his clothing, his furniture, etc.
- (ii) Use of fire—cooking.
- (iii) Nomadic life.
- (iv) The use of metals—soft and hard.
- (v) Agriculture and life in a village.
- (vi) Cloth and its manufacture.
- (vii) Market. Banking—Co-operative Credit Societies.
- (viii) Means of communication—Railways, steam-boats, bicycles, motors, aeroplanes.

- (ix) Facilities of communication—Roads, canals, bridges, tunnels, Posts and Telegraphs, Postal rules and information.
- (x) Printing Press—Books and periodicals.
- (xi) Education—Schools, Colleges, Universities.
- (xii) Sanitation in a village and in a city—Hospitals and travelling dispensaries.
- (xiii) Moral progress—Rule of 'law and order' instead of 'might is right'.
- (xiv) Advantages of international trade and exchange of thought.

4. Elementary Civics—

- (i) The Policeman and his duties. Security of life and property. The very essence of social life. Law and order *versus* might is right. Necessity of government.
- (ii) The village government—village panchayat, the village officers, Patel and Patwari and their duties. (In rural schools.)
- (iii) Municipal government in cities. Idea of local self-government. Municipal elections. (In urban schools.)
- (iv) District Government, Provincial Government. The Viceroy and his Council. The Secretary of State and the British Government as supreme authority.
- (v) Difference between a primitive government and a civilized one.

Duties of Government—

Protection of life and property. Education, encouragement of trades and industries, providing facilities of communication.

Popular and responsible government.

5. Rules of conduct—

- (i) Cleanliness of person and dress; (ii) Neatness and carefulness; (iii) Regularity and punctuality; (iv) Industry *versus* idleness. What is fate? (v) Obedience to parents and proper authorities; (vi) Charity—kindness to animals and fellowmen; (vii) Justice—do as you would be done by; (viii) Truth and Honesty—the very foundation of society; (ix) Courtesy and Chivalry—manners make the man; (x) A man is known by the company he keeps; (xi) Life is service and sacrifice; (xii) For God, King and humanity—loyalty and patriotism.

Quotations from classical authors (in the vernacular) on moral topics, to be learnt by heart.

SYLLABUS IN ARITHMETIC FOR PRIMARY SCHOOLS.

FOR GIRLS.

Preparatory.	Class I.	Class II.	Class III.	Class IV.
<p>Notation and analysis of numbers up to 50. Simple addition and subtraction involving numbers of not more than 50.</p>	<p>Notation up to 1,000, 4 simple rules. No numbers above 500 to be used.</p> <p style="text-align: center;"><i>Tables 5 × 10.</i></p>	<p>Notation up to 10,000, 4 simple rules with examples of greater difficulty. No number above 10,000 to be used.</p> <p style="text-align: center;"><i>Tables 15 × 10.—Indian weights and measures. Money tables and telling the time. Pharas, Powki and Nimki.</i></p>	<p>Notation up to a lakh. Reduction, followed by 4 compound rules (Multiplication and Division not to contain more than 3 digits).</p> <p style="text-align: center;"><i>Tables 20 × 10.—Pharas 1½ × 1½. Elementary notion of vulgar fractions from the concrete.</i></p>	<p>Unitary method. Simple Interest. Factors L. C. M.</p> <p>Vulgar fractions. Simple Profit and Loss.</p>

N. B.—Problems to be given from the very beginning and Mental Arithmetic according to the Standard.

NEEDLEWORK.

<p>Threading and holding needles.</p>	<p>Basta knitting on 2 needles.</p>	<p>Sewing a choli, angiya or bandi (fixed by the teacher). Knitting a scarf on 2 needles.</p>	<p>To cut out a choli or bandi on paper, sew small lainga. Simple Indian embroidery. Knit a kantop.</p>	<p>To cut out, fix and sew a plain kurta. Mending and patching. Knit a baby's hood or small stockings or socks. More difficult embroidery.</p>
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DRILL, GAMES, SONGS AND HAND WORK—as at present.

SYLLABUS IN GEOGRAPHY FOR PRIMARY SCHOOLS.

FOR GIRLS.

(Rural and Urban.)

CLASS II—

- (i) *Observational Geography.*—Observing the direction of the sunrise and sunset during the different months of the year. Cardinal points (N., S., E. and W.). Geographical terms which can be illustrated by sand models or from the neighbourhood, e.g., hills and mountains, tanks, nullahs and rivers, slope of the country.
- (ii) *Geography of the school-room and its surroundings.*—A rough plan of the school-room showing the position of doors, windows and furniture. Map of the school building and its compound.

CLASS III—

- (i) Map of the school and compound to scale.
- (ii) *Geography of the district.*—Physical features, including its slope and drainage; cultivated and jungle lands; productions and industries; chief towns and villages; roads and other communications.

CLASS IV—

- (i) *Geography of the Central Provinces.*—Five natural divisions (Vindhya plateau, Nerbudda valley, Satpura plateau, Nagpur and Berar plain). Chief physical and climatic features of each, products, communications and towns. Administrative divisions.
- (ii) *Geography of India* (not including Burmah and Ceylon).—Four natural divisions (Himalayas, Indo-Gangetic plain, Deccan, Coastal plain). Chief physical and climatic features of each, products, communications and trade. Chief towns, sacred places. Chief political divisions.
- (iii) *For Class IV of town schools.*—An idea of the shape of the earth from the globe to be told (without dealing with reasons). The Continents and Oceans. The chief countries and their capitals. Chief British possessions.

SYLLABUS IN DRAWING FOR PRIMARY SCHOOLS.

FOR GIRLS.

General Outline.

Flat drawing in mass and outline with pastel colours on tinted or brown paper, and mass and outline drawing on the black-board.

CLASS I—

Free arm mass drawing in coloured chalk on black-board, millboard or slate, of round and elliptical forms from—

- (a) Objects and nature such as ball, orange, karchi, ringna or dumb-bell, egg, lemon, mango, mallet, whip, horse-shoe, necklace, watch or rwa, brass, spectacles. Some of these to be attempted in various positions.
- (b) Copy such actions of birds and animals as can be represented by easy compositions of the above forms as ball, mango, e.g., chicken sitting and standing, sparrow pecking, cat standing and sitting, duck swimming, etc.
- (c) *Memory*—Repetition of the above studies.

NOTE.—It is desirable that the above studies be made in "Free Arm Drawing" on black-board with coloured chalk. If coloured chalks are not supplied they may be made on slate with white chalk.

CLASS II—

Mass drawing on tinted or brown paper in coloured chalk, and mass and outline drawing on black-board of round, elliptical and square forms from—

- (a) Objects such as book, wall chart, picture frame, bucket, tumbler, knife, stool, milk jar, etc.
- (b) Nature such as sugarcane, radish, onion, peepal, shisham, banyan, ber, kener, sem, imli.
- (c) Copy representing such objects as are not actually available such as boat, sunrise, street lamp, house, railway signal, and animals and insects mentioned of in the text-books, e.g., rat, hare, squirrel, cat, elephant, scorpion, butterfly.
- (d) *Memory*.—To repeat the above forms in mass and outline on the black-board.

NOTE.—In animal drawing only the general expression is to be aimed at. Details need not be attempted.

CLASS III—

Mass and outline drawing of forms composed of curves and straight lines on tinted or brown paper in chalk and also on the black-board from—

- (a) Objects such as kite, bundle of envelopes, axe, thread card, comb, lock.
- (b) Nature, e.g., peapod, rosebud, poppy fruit, betel leaf, millet, wheat, banana.

- (c) Copy representing objects such as flag, clock, bridge, gate, cannon, insects, birds, snake, bee, spider, bat; and human actions.
- (d) *Memory*.—Repetition of the above on the black-board with drill exercises on human actions.

CLASS IV—

Pencil drawing and massing in of chalk colours with an element of shading, on tinted or brown paper, and outline drawing on black-board from—

- (a) Objects such as kani, balan, bat, umbrella, sickle bottle.
- (b) Nature, e.g., lanki, brinjal, cucumber, lemon leaf, cotton leaf, mulberry leaf.
- (c) Copy representing objects such as haycock, tent, water-pump, tazia; and insects and animals such as silk worm; development of a frog, head or foot of a lion; and human actions such as standing, walking, running, jumping on one leg, Eskimo girl carrying a baby.
- (d) *Memory*.—To reproduce the above studies on the black-board with exercises such as a man going with an umbrella over his head, cutting grass or splitting wood; man carrying taza or a doli; boys playing cricket or hockey, etc.

NOTE.—As far as possible all drawings should be produced from actual objects. Except action drawing, only those studies should be attempted from a copy for which the objects are not available.

APPENDIX IX.

Curriculum of Physical Instruction in all Boys' Schools.

Subject..	Classes I, II and III	Class IV.	Class V.	Classes VI, VII, VIII, IX, X and XI.
Drill	... Position and Turnings. ...	(1) Revision (2) Extension motions	(1) As in Class IV (2) Balance and combined motions. (3) Marching, doubling, marking time and wheeling.	As in Class V.
Deshi-kasrat	... Native infantile games ... Nihurs, baithaks sada dand, sinh baithaks dand, and hanuman dand.	All the exercises given in the Manual of Deshi-kasrat, except the hindola and ekbathi dands, the chals and the kulants.	All the exercises given in the Manual of Deshi-kasrat, except the bichhu chal and the kulants which should be attempted only by a few selected boys.	As in Class V with greater proficiency.

APPENDIX X.

Attendance Register.

Admission Register No.	Serial No.	Name.	Date of admission to class.	Age on 1st July of current year.	Attendances	No. of days attended in month.	No. of days attended in class since last annual examination.	Tuition fees.	Games fees.	Arrears.	Date of payment.
					1, 2, 3, etc.						
1	2	3	4	5	6	7	8	9	10	11	12

N. B.—In Government schools column 11 relates only to arrears due on admission to the school.

NOTES.—One register may be kept for the whole school, or a separate register for each class or part of the school, as may be found convenient.

Time may be saved by writing the names of pupils on a slip of strong paper pasted into the register instead of writing the names afresh each month.

Attendance registers should be neatly kept, but it is not desirable to keep a rough register to be copied into another book

Admission Register.

Register No.	Name of pupil.	Name and address of parent or guardian.	Caste or religion.	Name and address of local guardian when the parent or legal guardian lives outside the town.	Occupation.	Date of birth.	Admission.		Discharge.		(a) Vaccinated (b) Had small-pox.	Remarks.
							Date of admission.	Class to which admitted.	Date of discharge.	Class from which left.		
1	2	3	4	5	6	7	8	9	10	11	12	13

- NOTES.**—(1) If a boy who has left the school is re-admitted in the same school, he should receive his former number which should be entered in red ink. The number should be marked A, B, C, and so on, according to their serial order.
- (2) When a boy leaves the school, and his name is struck off the register, the cause of leaving should be entered in the remarks column.
- (3) When a Head Master feels that he cannot certify that a boy's conduct is good, even in the conventional sense of the term, he should enter a remark in the boy's conduct in the remarks column.

APPENDIX XI.

Half-yearly Report.

_____ SCHOOL.

Student _____ during the past six months December 192 to June 192May 192 was present _____ days out of _____ days.
November 192

Out of _____ boys in his class, his number in order of merit was _____

RESULT OF ANNUAL OR HALF-YEARLY EXAMINATION _____

Class _____ Section _____

Subject.	Maximum marks.	Marks earned.	
			Progress in study _____ Conduct in school _____ Progress in games and athletics _____ REMARKS.
Total ...			

_____ Class Master.

Class _____ Section _____

Head Master,

Date _____ Month _____ 192 . _____ School

[This portion to be returned signed by parent or guardian.]

Received half-yearly report of _____ date _____

(Signature.)

APPENDIX XII.

Financial Statement for the year 192

School
College

Receipts.			Expenditure.				
	Rs.	a.	p.		Rs.	a.	p.
A. 1. Actual income from tuition fees. 2. Income from endowments. 3. Subscriptions and donations. 4. Other sources (to be specified, e. g., Mission Railway or Municipal grants).				Expenditure on— 1. Teaching staff ... 2. Clerks and servants. 3. Rents, taxes and insurance. 4. Contingencies ... (Details of above items to be attached in separate statements.)			
Total ...				Total ...			
B. 5. Grants in-aid— (a) Annual maintenance (b) Building ... (c) Special ... (d) Other heads (to be specified).				5. Building ... 6. Furniture and apparatus. 7. Books, ... 8. Other heads (to be specified).			
Total ...							
Grand Total ...							
C. Reserve Fund— Opening balance ... Closing balance ...				Transferred to Reserve Fund.			

Certificate.—

On behalf of the Governing Body, I hereby certify that the above statement is correct, that the expenditure has been incurred, and that no part of the expenditure under items 1—4 relates to objects for which a special grant is sanctionable.

Station _____

Date _____

Correspondent _____

APPENDIX XIII.

Form of Application for Grant-in-aid.

Name of School _____

Grade of School _____

Governing Body _____

Staff.			Average enrolment during the six months preceding date of application _____
Name of teacher.	Qualifications.	Salary.	Average daily attendance for six months preceding date of application :—
		Rs.	Rate of fee in each class. Rs. a. p.
			Class ...
			" ...
			" ...
			" ...
			" ...
			" ...
			" ...
			" ...
			" ...
			Total

(Annual) Income and Expenditure (during preceding year).

Income.				Expenditure.			
	Rs.	a.	p.		Rs.	a.	p.
1. Fees (excluding boarding charges) from to				1. Teaching staff ...			
2. Endowments ...				2. Clerks and servants ...			
3. Subscriptions and donations.				3. Rent and taxes ...			
Grants (attach full details).				4. Contingencies ..			
Total ...				Total ...			

Correspondent.

APPENDIX XIV.

Form of Application for Building Grant.

Name of institution _____

Governing Body _____

Object of the Grant. _____

Source and amount of the proposed or actual expenditure.

Source.	Amount.			Building grants previously drawn by the institution.		
	Rs.	a.	p.	Year.	Amount.	No. and date of sanctioning order.
(1) Endowments ...						
(2) Subscriptions ...						
(3) Other sources ...						
(4) Grant now applied for						
Total ...						

Certified—

- (1) The title to the site is good and the managers are prepared to execute a trust-deed in accordance with article 127 of the Education Manual.
- (2) The Governing Body is able to defray the share of the above expenditure for which the managers are responsible.
- (3) The plans, estimates and specifications are sent herewith.

Station _____

Date _____

_____ Correspondent

APPENDIX XV.

Form of Application for special grant for equipment.

Name of institution _____

Grade _____

Amount of grant applied for _____

Total cost of proposed equipment _____

Amount and date of any special grant previously drawn _____

Remarks _____

Date _____

Station _____ Correspondent.

Endorsement of inspecting officer— _____

NOTE.—A detailed list showing the cost of each article of equipment and the number of articles must be attached to this application.

APPENDIX XVI.

Indenture.

THIS INDENTURE made the day of 19 between Managers of the School at of the one part and the Secretary of State for India in Council acting through the Director of Public Instruction, Central Provinces, of the other part : WHEREAS the said have applied for a Government grant-in-aid of Rs. for a house and premises situated at and bounded on the north by etc. etc. (here give full description so as to identify the house and premises) to be used for the said school and which amount the said Secretary of State acting through the said Director has agreed to give subject to the Government grant-in-aid rules and conditions.

NOW THIS INDENTURE WITNESSETH that in consideration of the said sum of Rs. duly received by the said for the said purpose, the said for themselves and their successors and representatives in office agree and bind themselves as follows :—

(a) That the said grant has been made and accepted subject to all the conditions of the Government grant-in-aid rules now in force or which may hereafter be brought into force in substitution or modification thereof :

(b) That if the aforesaid house and premises shall at any time hereafter be diverted to any purpose other than that of the school for which the grant was sanctioned or if the said school shall cease to be open to inspection by Educational Officers of Government or to be maintained in a state of efficiency adjudged reasonable by the Director of Public Instruction, Central Provinces, or if the conduct of the school regarding political matters be considered by the Director of Public Instruction to be such as to be prejudicial to the interests of the students attending it the Secretary of State shall have the absolute right in preference to any other intending purchaser of purchasing if he so desires the said house and premises at a valuation to be fixed by arbitration as hereinafter provided after deducting from it such proportion of the grant hereby made as shall equal the proportion which such valuation may bear to the original cost of the said house and premises.

That one arbitrator shall be appointed by Government and another by the said and the arbitrators shall if they disagree appoint an umpire and that their decision or of the umpire as to the valuation shall be final and binding upon both parties.

And it is further agreed that as security for the said sum of Rs. the said house and premises shall remain mortgaged by way of simple mortgage with the said Secretary of State and in the event of the said Secretary of State deciding not to purchase the said house and premises in pursuance of clause (b) aforesaid he shall on the happening of any of the events therein

specified have the right in the event of the said or
 their successors and representatives in office or title for the time
 being failing to pay back on demand by the Director of Public
 Instruction, Central Provinces, the said sum of Rs. to
 cause the said house and premises hereby mortgaged to be sold
 and the proceeds applied so far as may be in payment of the said
 sum of Rs. in accordance with the provisions of the
 Transfer of Property Act, 1882.

In witness whereof

affix their hands.

Witnesses.

1. _____
2. _____

NOTE.—The document must be attested by at least two witnesses and they must see all the executants put their signatures to the document. Every one of them must be made to add a note after their attestation that this has been done thus "Signed in my presence by _____ who are personally known to me."

NOTE FOR REGISTERING OFFICERS.—"In Secretariat, Revenue Department, letter No. 118-286, dated the 15th January 1885, the Local Administration has agreed to pay the stamp duty on all Indentures by way of mortgage executed by Managers of Aided Institutions in consideration of building grants received from Government. This deed is therefore exempt from stamp duty, under the proviso to section 3 of the Indian Stamps Act, II of 1899."

APPENDIX XVII.

THIS SUPPLEMENTARY INDENTURE made the
 day of _____ 19 _____ between Managers of the
 school at _____ of the one part and Secretary of
 State for India in Council acting through the Director of Public
 Instruction, Central Provinces, of the other part.

WHEREAS by an indenture (hereinafter called the Principal
 Indenture) made the _____ day of _____ 19 _____
 between the parties above set forth the said Managers have
 received a sum of Rs. _____ from the said Secretary
 of State acting through the Director of Public Instruction, Central
 Provinces, as a Government grant-in-aid for a house and premises
 situate at _____ more particularly described in the said
 Principal Indenture subject to the Government grant-in-aid rules
 and conditions :

AND WHEREAS the said Managers have now applied for
 further grant-in-aid of Rs. _____ to meet the unforeseen
 extra expenditure which had to be incurred over the original
 estimate for the buildings referred to in the said Principal Inden-
 ture and the said Secretary of State acting through the Director
 of Public Instruction, Central Provinces, has agreed to give the
 said sum of Rs. _____ subject to the Government grant
 in-aid rules and conditions :

NOW THIS INDENTURE WITNESSETH that in con-
 sideration of the said sum of Rs. _____ the receipt whereof
 the said Managers do hereby acknowledge in addition to the
 grant-in-aid previously received by them under the said Principal
 Indenture the said Managers for themselves their successors and
 representatives in office or title agree and bind themselves as per

covenants and provisions contained in the said Principal Indenture and further declare that the house and premises described in the said Principal Indenture shall likewise be a security for the sum of Rs. _____ receipt whereof is hereinabout acknowledged by the said Managers.

In witness whereof

affix their hands.

Witnesses.

1. _____
2. _____

NOTE.—The document must be attested by at least two witnesses and they must see all the executants put their signatures to the document. Every one of them must be made to add a note after their attestation that this has been done thus "Signed in my presence by _____ who are personally known to me."

NOTE FOR REGISTERING OFFICERS.—"In Secretariat, Revenue Department, letter No. 118-286, dated the 15th January 1885, the Local Administration has agreed to pay the stamp duty on all Indentures by way of mortgage executed by Managers of Aided Institutions in consideration of building grants received from Government. This deed is therefore exempt from stamp duty under the proviso to section 3 of the Indian Stamp Act, II of 1889."

APPENDIX XVIII

Provident Fund for Teachers in Non-pensionable Service.

Rule 1.—Membership of the fund is compulsory for all *teachers in recognized colleges, Anglo-Vernacular schools and European schools under private management for all teachers drawing not less than Rs. 12 per mensem in vernacular schools under private management which are in receipt of grants from Provincial or Imperial Funds of not less than Rs. 120 per annum, and for all teachers in other recognized educational institutions that are admitted by the Director of Public Instruction to the benefit of the Fund. Membership will be optional only for teachers who have attained the age of 40 years on the 1st January 1920. Exemption from membership may be granted by the Inspector of Schools at his discretion to teachers belonging to a provident fund or holding a policy in an assurance company.

Rule 2.—Every teacher who is now serving in, or who may hereafter be appointed to a recognized school or college, unless excepted under rule 1, must complete the declaration form given in Appendix A to these rules. Declaration forms after completion will be forwarded to the Inspector or Inspectress of Schools, who will retain them for record in ^{his}/_{her} office. Any form of declaration is revocable by a subscriber at any time and from time to time. A fresh declaration shall be operative only on being received by the Inspector or Inspectress of Schools.

Rule 3.—*Proportion of contribution to pay.*—The teacher's contribution will be percentage of 6½ on ^{his}/_{her} pay, with a lower scale of eight annas a month in the case of teachers earning less

*For the purpose of this rule teachers are those members of the staff of a recognized institution who are accepted by the Inspector of schools for the purpose of grant-in-aid or recognition and are employed for purposes of instruction. Clerks and menials are not eligible for membership.

than Rs. 16 a month. Voluntary contribution in excess of the regular amount will not be admissible. The term "pay" means substantive pay as a teacher accepted as such by the Inspector or Inspectress of Schools, and does not include allowances. During periods of leave on less than full pay exceeding one month contributions are optional.

Rule 4.—Contribution by Government and by the management of school.—Both Government and the management will contribute. The contribution of the management will be one-half of the teacher's contribution and will be paid into the teacher's account along with his own deposit. The contribution of Government will take the form of a single lump contribution at the time the depositor retires or for other legitimate reasons withdraws ^{his}/_{her} deposit, equivalent to one-third of the amount standing at ^{his}/_{her} credit. The amount of advance drawn by the depositor and not repaid at the time of withdrawal will be added to the total standing at the credit of the depositor for the purpose of calculating the Government contribution.

Rule 5.—No withdrawal of any part of the deposits or the payment of any Government contribution will be allowed without the sanction of the Inspector or Inspectress of Schools.

Rule 6.—Management of the fund.—The fund will be managed by means of the Post Office Savings Bank system. The teacher's contribution, together with that of the management, will be paid in and deposited in a Post Office Savings Bank in the following manner :—

The post office will open individual accounts for all the contributors to the proposed provident fund. The school authorities will arrange that all sums to be credited to these accounts shall be sent to the particular post office at which the accounts stand open accompanied by—

- (i) the Post Office Savings Bank pass-books;
- (ii) a list, as below, showing in detail the amount to be credited to each account and the total amount of the deposits and refunds :—

Name of the Institution
Month of

Account No. as in the pass-book.	Name of subscriber.	Monthly pay of subscriber.	His ^{Her} contribution.	Manager's contribution.	Amount of advance re-funded.	Total.
		Rs.	Rs.	Rs.	Rs.	Rs.

When an institution opens an account for the first time, a copy of the order of the Inspector or Inspectress of Schools admitting that institution to the scheme should be sent to the post office.

The money received in the post office will be credited to the different accounts in accordance with the entries in the list and the postmaster, after satisfying himself that this has been done and that the amount of the deposit has been correctly entered in each pass-book, will sign the list, stamp it with the post office date stamp and return it with the pass-books to the manager of the institution from whom they were received. The latter will be required to compare the entries made in the pass-book with the entries in the list, to see that the former are correct. Any error that may be detected should be brought at once to the notice of the postmaster.

So far as the post office is concerned, the list need not be in duplicate, as the deposits will be entered in the usual course in the Post Office Savings Bank ledger and journals, which will furnish a complete record of the transaction.

Deposits may be made at any time and as often as is desirable, so that, if, owing to the temporary absence of a contributor or for any other cause, the contributions of one or more individuals cannot be deposited at the same time as other contributions, they can be deposited singly or collectively at a later date, a separate list being sent along with the pass-books in the manner already described.

Accounts may be transferred with the sanction of the Inspector or Inspectress for Schools within $\frac{\text{his}}{\text{her}}$ circle or by the Director of Public Instruction within the Central Provinces and Berar, to any Post Office Saving Bank under the rules governing the transfer of ordinary Savings Bank accounts.

Contributors to the fund on whose behalf accounts are opened under the provisions of this scheme, will not be deprived of their right to open ordinary private accounts in the Post Office Savings Bank.

As the Government contribution will be calculated on the last balance at credit of the subscriber, the Savings Bank account will be closed at the time the depositor retires or for other legitimate reasons withdraws $\frac{\text{his}}{\text{her}}$ deposits. The Savings Bank pass-book will, after the closure, be delivered to the manager of the school to enable him to claim the Government contribution from the Education Department. An application to close an account or to withdraw any advance sanctioned must be supported by the sanction of the Inspector or Inspectress of schools.

Rule 7.—The registers to be kept by managers of institutions are—(a) the pass-books showing the totals paid into the Savings Bank, the amounts withdrawn as advances the interest added

and the total at credit; (b) certified statements showing details of the amounts paid in on behalf of each subscriber; these statements must always be shown by managers to teachers after each deposit and initialled by each teacher; (c) a register of advances showing advances made and their refunds.

Rule 8.—Interest to the depositor.—Interest will be allowed on all deposits at the rate of 3 per cent per annum, or such higher rate as may from time to time be determined for deposits in Post Office Savings Banks.

Rule 9.—Withdrawal of deposits.—Withdrawals will be permitted on the death or complete retirement of the depositor, provided that—

- (a) a teacher who resigns $\frac{\text{his}}{\text{her}}$ post with due notice before the end of the sixth year from the commencement of $\frac{\text{his}}{\text{her}}$ admission to the scheme will receive $\frac{\text{his}}{\text{her}}$ own deposits and the interest thereon, and, with the sanction of the Inspector or Inspectress of Schools, the contribution of the management, the interest thereon and the contribution of Government;
- (b) if a teacher is disabled or becomes invalided, $\frac{\text{he}}{\text{she}}$ will in all cases receive $\frac{\text{his}}{\text{her}}$ own deposits with interest on them at whatever stage of $\frac{\text{his}}{\text{her}}$ service $\frac{\text{he}}{\text{she}}$ is disabled or invalided, and $\frac{\text{he}}{\text{she}}$ will, with the sanction of the Inspector or Inspectress of Schools, receive the total of the deposits to $\frac{\text{his}}{\text{her}}$ credit and the Government contribution;
- (c) if a teacher is dismissed or removed from service, the portion of the deposit which is made up of the contributions of the employer and the interest thereon and the Government contribution may be withheld at the discretion of the Inspector or Inspectress of Schools, but such a teacher will receive $\frac{\text{his}}{\text{her}}$ own deposits with interest thereon;
- (d) if the services of a teacher are dispensed with for no fault of $\frac{\text{his}}{\text{her}}$ own, $\frac{\text{he}}{\text{she}}$ may, with the sanction of the Inspector or Inspectress of Schools, receive all deposits to $\frac{\text{his}}{\text{her}}$ credit and the Government contribution.

The Inspector or Inspectress of Schools will take into consideration the recommendation of the management in deciding

each case. An appeal will lie to the Director of Public Instruction in each case where the Government contribution is withheld.

NOTE 1.—These rules will have effect from 1st July 1920.

NOTE 2.—For one year from the date of introduction, the Director of Public Instruction will have power to exempt any school or individual teacher from the operation of these rules, notwithstanding any restriction of such exemption contained in Rule 1.

NOTE 3.—Contributions paid by the management under Rule 4 will be included in the annual expenditure on which the annual grant-in-aid of each school is calculated with effect from the date of introduction of these rules.

For the interpretation of the term "complete retirement" no teacher except a teacher who has reached the age of 50 or a teacher who has been disabled, invalidated, dismissed or removed from service, will be regarded as having completely retired until after expiry of a continuous period of 12 months of unemployment in any school. During this period teachers will continue as non-contributory members of the fund.

Rule 10.—When the pecuniary circumstances of a subscriber are such that the indulgence is absolutely necessary, a temporary advance not exceeding one-fourth of the amount to $\frac{\text{his}}{\text{her}}$ credit may be sanctioned by the Inspector or Inspectress of Schools, provided that the subscriber has contributed to the fund for a minimum period of six years.

The following may be recognized as legitimate occasions for advances:—

- (a) To pay expenses incurred in connection with the illness of a subscriber or a member of $\frac{\text{his}}{\text{her}}$ family.
- (b) To pay expenses in connection with marriages, funerals, or ceremonies, which by the religion of the subscriber it is incumbent upon $\frac{\text{him}}{\text{her}}$ to perform and in connection with which it is obligatory that expenditure should be incurred.

When one advance has been granted to a subscriber, a subsequent advance shall not be granted to $\frac{\text{him}}{\text{her}}$ until at least 12 months have elapsed since the complete repayment of the last advance taken.

Advances will be recovered at the discretion of the sanctioning authority in not less than 12 monthly instalments or more than 24. A subscriber may, however, at $\frac{\text{his}}{\text{her}}$ option make repayment in less than 12 monthly instalments, or may repay two or more instalments at the same time.

The instalments will be paid by compulsory deductions by managers from salary and will be in addition to the usual subscription.

*Rule 11.—Payment of the Government contribution.—*On a subscriber quitting $\frac{\text{his}}{\text{her}}$ employment in circumstances which give $\frac{\text{his}}{\text{her}}$ a title to the Government contribution, the claim for this contribution will be sent to the Account Office by the Inspector or Inspectress of Schools. The claim will be accompanied by the subscriber's pass-book and by certificates showing $\frac{\text{his}}{\text{her}}$ eligibility to join the fund and certifying that no amount in excess of the authorized contributions by the subscriber and the manager have been deposited, and declaring that the subscriber quitted the service in circumstances which give $\frac{\text{him}}{\text{her}}$ a title to the Government contribution under the rules. If any balance of advance has not been repaid, the amount should be certified. The Account Office will then pass one-third of the total at credit in the Savings Bank (*plus* any balance of advance) as the Government contribution.

*Rule 12.—*It is the duty of managers to see that teachers' contribution and their own contributions are regularly paid. In case of non-payment either by teachers or by the management, the Government grant-in-aid will be withheld until payment is made.

Rule 13.—(a) If within three years from the date on which the withdrawal of a deposit becomes permissible under these rules, no claim for payment of the sum due is made either by the depositor or, in the event of his death, by the nominees specified by him in the form of declaration, the management may apply to the Inspector or Inspectress of schools for the closure of the account and the withdrawal of the deposit. The Inspector or Inspectress may thereupon withdraw the deposit, refund the management's contributions, with interest thereon, to the managers and credit the depositor's contributions with interest thereon, into the Government treasury. The amount so credited shall lapse and become the property of the Government.

(b) If at any future date the claim of the depositor, his nominees or heirs is established to the deposit, the managers shall be liable to pay the amount refunded to them under the preceding rule.

Appendix A.

PROVIDENT FUND FOR TEACHERS IN NON-PENSIONABLE SERVICE.

Form of declaration.

I hereby declare that I am willing to become a subscriber to the Provident Fund for Teachers in Non-pensionable Service under the conditions that are or may subsequently be laid down by the Local Administration.

I also declare that in the event of my death the amount at my credit in the Provident Fund for Teachers in Non-pensionable Service shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to a nominee who is a minor at the time of my death should be paid to the person whose name appears in column 5.

1	2	3	4	5	6
Name and address of the nominee or nominees	Relationship with the subscriber.	Whether major or minor. If minor, state his age. her	Amount or share of deposit.	Name and address of the person to whom payment is to be made on behalf of the minor.	Sex and parentage of person mentioned in column 5.

Two witnesses to signature { _____

Station _____

Date _____ Signature of subscriber _____