

**U.T ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU,  
DIRECTORATE OF EDUCATION,  
DAMAN**

**No.DE/ADM/GIA/NOTI/2021-22/1027**

**DATE: 12/05/2021**

**NOTIFICATION**

**PERFORMANCE BASED GRANT-IN-AID POLICY OF SCHOOL EDUCATION**

**BACKGROUND**

The education in various States and UTs in the country is being provided at elementary, secondary and tertiary levels by Government, Private Institutions and by Private Aided Institutions. Their extent of contribution in expansion of education varies across States and UTs. In school education (classes 1-12), the private-aided sector is large at the secondary and higher secondary, but there are significant differences across the states. As per the data available on Ministry of Education website, in the year 1995-96, approximately 44 percent of higher secondary schools and 34 percent of secondary schools were private – aided. Only 2.4 percent of primary schools and 10.1 percent of upper primary schools were private aided. As per Educational Statistics of year 2005-06 (which has been published in 2008 by MHRD), 32.3 % of the secondary and higher secondary schools were aided institutions. And 3.1% of primary schools and 6.1 % of upper primary schools were private-aided. In year 2015-16 (only consolidated data is available), a total of 5.5 % of the schools at primary, upper primary, secondary and senior secondary are aided institutions.

The system of providing public subsidies to the private education sector in India, called “grant-in-aid” (GIA), originated in the colonial times and initially consisted of financial support to private non-profit institutions for a part of the recurrent and capital costs of providing education. The private sector, in general, financed the major part of the capital costs.

In the year 1852- 53, it was Wood’s Despatch who proposed the sanction of grant-in-aid to the voluntary organizations and private bodies, to establish new schools. Wood’s Despatch in the year 1854 made the first authoritative declaration in favor of grant-in-aid. The reason for doing so was, “The consideration of the impossibility of government, alone doing all that must be done in order to provide adequate means for the education of the natives of India.”

However, the role of the colonial state in direct provision of education was restricted to a few English-medium schools and the universities. Initially, the voluntary effort in education was undertaken mainly by Christian missionaries, but later with the advent of social reform movements, other communities started establishing schools and seeking financial assistance from the Government.

In the post independence era, these historical origins had imprints on the characteristics of the private institutions receiving aid. This is especially true for the southern regions of the country like Kerala, Tamil Nadu and Maharashtra. The state of Kerala has made extensive use of Grant-in-Aid system.

In early 1960’s, a significant change occurred when Kerala introduced uniformity in the operations of aided and government schools specifically in the appointments and salaries of the teachers and their rights through Kerala Education Bill (1957). The Kerala “model” became the model for other states post independence, though the GIA code of Kerala also went through some changes in later period. Various states/UTs have done provision for



grant-in-aid to private institutions through their respective Education Acts/Education Rules or GIA codes.

However, the force behind increased focus on Education in various states can be found in various National Policies on Education. In the post independence era, at the National level, educational reconstruction was reviewed by a number of committees and commissions including the University Education Commission (1948-49) and the Secondary Education Commission (1952-53). The Kothari Commission (1964-66) was appointed to advise the Government of India on the general principles and policies for the development of education at all stages and in all aspects.

Based on the report of Kothari Commission, first National Policy on Education (NPE) 1968 was formulated to promote Education in India. Some of the aspects covered by NPE (1968) included free and compulsory education for all up to the age of 14, status, emoluments and education of teachers, education for agriculture and industry, improvement of reliability and validity of examinations, a continuous evaluation process and recognition of part and distance learning courses.

In 1986, the NPE was reviewed. It emphasized equal opportunities for marginalized sections of the country, overhauling the management of Education and the removal of disparity through scholarships, adult education and open universities, especially for rural India. The NPE was revised yet again in 1992 with the aim to keep the India's values of secularism, socialism, democracy and professional ethics. With regards to elementary education, the NPE made the commitment of universal access and enrollment of children upto the age of 14 years. Presently, the National Education Policy, 2020 has been recently released which talks about piloting Philanthropic – Public Partnerships, Private -Public partnerships (PPP) etc. in schools. However, nothing is said about Grant-in-Aid Institutions as such.

Thus, it can be seen that over the years, through various Educational policies, an impetus was given to improved access, quality and universal education. The same is reinforced through our Directive Principles, Fundamental Rights and the Constitutional provisions.

In the above context, the Indian states have made extensive use of the private sector to expand access to education by providing public subsidies. The Grant-in-Aid institutions are significant providers of education, particularly secondary education and above across the country.

The UT of Dadra and Nagar Haveli and Daman & Diu adopted Goa, Daman & Diu School Education Act, 1984, Goa, Daman and Diu School Education Rules, 1986 to provide for better organization and development of School Education in the Union Territory. The Grants have been disbursed to various private institutions based on this Act and Rules and certain notifications made pursuant to above.

In the UT of Dadra & Nagar Haveli and Daman and Diu, the primary education has been extensively covered through Government schools, the public subsidies have been provided to some private institutions for imparting upper primary, secondary and higher secondary education.

The primary motivation of the reform in Grant-in-Aid policy has been to improve the system of public subsidies to the private sector so that they can contribute to the educational goals of improving access, quality and efficiency. The strategy through this new GIA policy is to reform the system by moving to a system of performance-based grants for schools. The basic principle of this reform is that continuation of the grant would be contingent on various aspects of the performance. The key feature of the scheme is that grants are linked to performance indicators, drop-out rates, sports participation and access to children residing in rural areas.



## **POLICY**

The policy will be called performance based grant- in- aid policy of school education. This policy will be applicable in the U.T of Dadra & Nagar Haveli and Daman & Diu.

## **OBJECTIVE OF THE POLICY**

The objective of the Grant-in-Aid policy is to improve the system of public subsidies to the private sector in school education so that they can contribute to the educational goals of improving access, quality and efficiency.

## **ELIGIBILITY**

The schools / institutions providing upper primary, secondary and higher secondary education and which have been approved by the UT Administration of Dadra & Nagar Haveli and Daman & Diu for administering grants as per Goa, Daman & Diu School Education Rules, 1986 and Dadra & Nagar Haveli School Education Rules, 1999 will be eligible for financial assistance as per the policy.

## **CATEGORIES OF AID**

**Grant-in-aid shall be of the following categories:**

- I) Salary Grant:** Salary grant comprises of Salary of Teaching and Non- teaching staff.
- II) Maintenance & Equipment Grant:** Grants for the purpose of maintenance expenses, purchase of equipments, furniture, appliances or games and sports materials.

## **EXTENT OF ASSISTANCE**

**I) Salary Grant:** Salary grant will be based on the points obtained by the School in the School Education Performance Index (SEPI). SEPI has been developed to evaluate the performance of schools receiving Grant-in-Aid by the U.T Administration. SEPI consists of 5 broad domain areas including Quality & Access outcome, Equity outcomes, Skill Development, Extra curricular outcomes and Infrastructure facilities. This index aims to analyse the education outcomes of the school receiving Grant-in-Aid from the Government and link their salary grant to points obtained in the 5 domains. There are 13 indicators in the 5 domains. Through this Index the schools will have an opportunity to visit their strength and weakness.

### **Details of various indicators under each domain and associated points:**

- 1) Quality & Access outcome:** This domain carries the maximum weightage due to its significance in entire educational outcome. Quality & Access outcome includes the performance of school in the SSC/ HSC Board Examination and the transition rate to next stage of education. There are 4 indicators under this domain with total points of 480. Out of 480, 300 points are allotted for the Performance of school in the SSC/HSC Board Exam and the remaining 180 points are for the outstanding performance of students in the SSC/HSC Board Exam, Pass percentage of the school in class 8<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup> Annual Exam with 60 points each for the indicators pertaining to Secondary School (VI to X) and 80 & 100 points respectively for the indicators pertaining to Higher Secondary School (XI & XII).
- 2) Equity outcomes:** Ensuring equity in education indicates that children from most vulnerable sections of the society are getting equal chance of education. This domain has 2



indicators i.e. the percentage of enrolment of SC/ST students and EWS students with 20 points each.

**3) Skill Development:** This domain area deals with skill development of students who do not pass the SSC/HSC Board Examination. This is to ensure that direction is provided to failed students as well by the school. This has only 1 indicator with a maximum of 35 points based on the performance of school to get pass the failed students of SSC/HSC Board Examination in the supplementary examination of the same year or get admission in ITI/TTI/Polytechnic/any other similar institute or any vocational/ skill development course in any government/private institute/industry (as apprentices or otherwise) with a course duration of minimum 1 year.

**4) Extra curricular outcomes:** Extra curricular outcome ensures the active participation of schools various extracurricular activities. There are 2 indicators with total 25 points in this domain. The participation and achievement of the school in the National Level Extra Curricular activities (Sports & Games, Kala Utsav, NTSE, NMMSS, Inspire Manak Award etc.) will be considered under this domain.

**5) Infrastructure & Facilities:** There are 4 indicators with total 20 points. The indicators are functional Computer Lab., Library/ Book Bank/ Reading room, Smart Class facilities and Playground available in the school.

Thus, salary grant will be based on the points obtained by the School in the following domains under School Education Performance Index (SEPI).

Sr. No.	Domain	No. of Indicators	Points
1	Quality & Access outcome	4	480
2	Equity outcomes	2	40
3	Skill Development	1	35
4	Extra curricular outcomes	2	25
5	Infrastructure & Facilities	4	20
	<b>Total</b>	<b>13</b>	<b>600</b>

#### Summary of Index domains and Indicators

Domain 1 : Quality & Access outcome			
Sr. No.	Indicator	Points	
		SSC	HSC
1.1	Performance of school in SSC/HSC Board Examination	300	300
1.2	Number of students with outstanding performance in SSC/HSC Board Examination	60	80
1.3	Performance of students in class 9 <sup>th</sup> /11 <sup>th</sup> (a measure of transition rate)	60	100
1.4	Performance of students in class 8 <sup>th</sup> (measure of Learning Outcomes and Transition Rate from Upper Primary to Secondary section)	60	--
	<b>TOTAL</b>	<b>480</b>	<b>480</b>



Domain 1.1 : Performance of school in SSC/HSC Board Examination			
	Sub-indicator	Criteria	Points
1.1.1	50% result in SSC /HSC Board Examination		160
1.1.2	51% to 70% result in SSC /HSC Board Examination	Additional 2 points will be awarded on every 1% increase in pass percentage.	161-200
1.1.3	71% to 90% result in SSC /HSC Board Examination	Additional 3 points will be awarded on every 1% increase in pass percentage.	201-260
1.1.4	91% to 100% result in SSC /HSC Board Examination	Additional 4 points will be awarded on every 1% increase in pass percentage.	261 -300
	<b>TOTAL</b>		<b>300</b>
Domain 1.2: Number of students with outstanding performance in SSC/HSC Board Exam			
	Sub-indicator	Points	
		SSC	HSC
1.2.1	If 25% and above students appearing for SSC/HSC Board Exam scores more than 75%	60	80
1.2.2	If 15% to 24% students appearing for SSC/HSC Board Exam scores more than 75%	30	50
	<b>TOTAL</b>	<b>60</b>	<b>80</b>
Domain 1.3 : Performance of students in class 9 <sup>th</sup> /11 <sup>th</sup> (a measure of transition rate)			
	Sub-indicator	Points	
		VI -X	HSC
1.3.1	If 95% or more students pass class 9 <sup>th</sup> / 11 <sup>th</sup> examination.	60	100
1.3.2	If 90% to 94% students pass class 9 <sup>th</sup> / 11 <sup>th</sup> examination	50	75
1.3.3	If 85% to 89% students pass class 9 <sup>th</sup> / 11 <sup>th</sup> examination.	40	50
	<b>TOTAL</b>	<b>60</b>	<b>100</b>
Domain 1.4 : Performance of students in class 8th (measure of Learning Outcomes and Transition Rate from Upper Primary to Secondary section)			
	Sub-indicator	Points	
		VI-X	XI & XII
1.4.1	If 95% or more students pass class 8 <sup>th</sup> examination.	60	--
1.4.2	If 90% to 94% students pass class 8 <sup>th</sup> examination	50	--
1.4.3	If 85% to 89% students pass class 8 <sup>th</sup> examination.	40	--
	<b>TOTAL</b>	<b>60</b>	<b>--</b>



Domain 2 : Equity outcomes			
	Indicator	Points	
		VI-X	XI & XII
2.1	If the school has an enrolment of 20% or more of SC/ST students.	20	20
2.2	If the school has an enrolment of 20% or more of EWS students.	20	20
	<b>TOTAL</b>	<b>40</b>	<b>40</b>
Domain 3 : Skill Development			
	Indicator	Points	
		SSC	HSC
3.1	If the school ensures <b>90% or above</b> of failed students in SSC/HSC Board Examination either get passed in supplementary examination or get admission in vocational/skill development course.	35	35
3.2	If the school ensures <b>80% to 89%</b> of failed students in SSC/HSC Board Examination either get passed in supplementary examination or get admission in vocational/skill development course.	30	30
3.3	If the school ensures <b>70% to 79%</b> of failed students in SSC/HSC Board Examination either get passed in supplementary examination or get admission in vocational/skill development course.	20	20
	<b>TOTAL</b>	<b>35</b>	<b>35</b>
Domain 4 : Extra curricular outcomes			
	Indicator	Points	
		VI-X	XI & XII
4.1	If the school ensures participation in National Level Extra Curricular activities like Sports/Games/ /Kala Utsav, Inspire Manak Award/ NTSE or others.	10	10
4.2	If the school secures 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> position in National Level Sports/Games/ Inspire Manak Award/ Kala Utsav, Competition in any individual or team event or achieved any National Level scholarships (NTSE or others) or NMMSS.	15	15
	<b>TOTAL</b>	<b>25</b>	<b>25</b>
Domain 5 : Infrastructure &Facilities			
	Indicator	Points	
		VI -X	XI & XII
5.1	If the school is having functional Computer Lab.	5	5
5.2	If the school is having Book Banks / Library /Reading Room	5	5
5.3	If the school is having Smart Class facilities	5	5
5.4	If the school is having playground	5	5
	<b>TOTAL</b>	<b>20</b>	<b>20</b>



The points obtained by the School in each of the above domain areas shall be summed up and total points scored by the school under consideration for Grant-in-Aid will be calculated based on the total points obtained /earned by the school. The salary grant shall be given based on below mentioned criteria:-

Sr.No.	Total Score	Grant Admissible
1	250 - 275	50% of salary grant
2	276 - 300	55% of salary grant
3	301 - 325	60% of salary grant
4	326 - 350	65% of salary grant
5	351 - 375	70% of salary grant
6	376 - 400	75% of salary grant
7	401 - 425	80% of salary grant
8	426 - 450	85% of salary grant
9	451 - 475	90% of salary grant
10	476 - 500	95% of salary grant
11	501 & above	100% of salary grant

**Out of the total 600 points, school has to earn minimum 250 points for eligibility of Grant-in-Aid. If the total score is less than 350 for 03 consecutive years, the Grant-in-Aid will be withdrawn.**

E.g 1, if the school obtains a total score of 525 points, then the school would be eligible for 100% of the salary grant.

E.g. 2, if the school obtains a total score of 240 points, then no salary grant would be given for that year. However, if the school scores say 350 points next year then the school would be eligible for 65% salary grant for that year.

If a particular school obtains a score of say 200, 250, 300 respectively in three consecutive years then the school would receive grant for second and third year only. However, grant-in-aid to that particular school would be withdrawn after third year and the school will become inadmissible for Grant-in-Aid in future.

**II) Maintenance & Equipment Grant:** Maintenance & Equipment grant shall be given subject to ceiling of 2.5 times the amount provided under the components of school Grant of Samagra Shiksha, which includes Composite School Grant, Library, Youth & Eco Club, Sports & Physical Education, Science Exhibition & Science Quiz at school level, Self Defence, Learning Enhancement Programme.

The maximum ceiling limit for Maintenance & Equipment Grant shall be Rs. 7.5 lakhs.

List of Admissible & Non-admissible items for Maintenance & Equipment Grant is as per Annexure I & Annexure II.

In case, the cost of Computer Instructors is presently not being borne by the Administration, then the recurring cost of Computer Instructors shall be given as per the norms of teacher's salary under Samagra Shiksha.



## PROCEDURE

### 1) Application for Grant-in-aid

Application for grants including salary grants (separate application for Secondary (VI to X) & Hr. Secondary) and maintenance & equipment grants (single application for the classes in which GIA is availing) shall be submitted in the prescribed format (Annexure - III Annexure - IV & Annexure -V respectively) by the management of Schools under Rule 49 of Goa, Daman & Diu School Education Rules 1986/ Dadra & Nagar Haveli School Education Rules, 1999 twice in a year once in the month of July and second in the month of January.

Schools shall submit application for grants in the month of July of present academic year for release of salary grants for the month of October to March of the same academic year and shall submit application for grants in the month of January of the present academic year for release of advance salary grants for the month of April to September of the next academic year.

The first application for maintenance and equipment grant shall be made in the month of July for release of grant for the month of April to December of the same academic year. The second application for maintenance and equipment grant shall be made in the month of January for release of grant for the month of January to March of the same academic year.

For above cases of application for Grant-in-aid, 15<sup>th</sup> July and 15<sup>th</sup> January would be the last date of receipt of application of Grant-in-aid respectively. .

a) While submitting the application for salary grant in the month of July for release of salary grants for the month of October to March of the current academic year and also maintenance & equipment grant for first three quarter of the current academic year i.e April to December, the schools shall attach the following documents separately for salary grant and maintenance & equipment grant:-

1. Audited accounts by the CA empanelled by the Government of India of the previous academic year.
2. Statement of Expenditure of the previous academic year.
3. Utilization certificate of the previous academic year.
4. Achievement-cum-performance report of the previous academic year.
5. Compliance report for any pending audit report or directions of the Directorate of Education of the previous years (if any).
6. Compliance report of the observations raised during local audit carried out by the Department (if any).
7. Compliance report of the observations raised during the inspection carried out by the Department (if any).
8. Bond as per provision of GFR 209 (6) (ix)
9. A certificate to the effect that funds will be spent as per the terms and conditions imposed by the department.

b) While submitting the application for salary grant in the month of January for release of advance salary grants for the month of April to September of the next academic year and also maintenance & equipment grant for the month of January to March of the same academic year, the schools shall attach the following documents separately for salary grant and maintenance & equipment grant:-

1. Statement of Expenditure for three quarters i.e from April to December of the same academic year.



2. Utilization certificate of the grants released for the same academic year from April to December.
3. Bond as per provision of GFR 209 (6) (ix)
4. A certificate to the effect that funds will be spent as per the terms and conditions imposed by the department.

The proposal received in absence of above-mentioned documents shall not be processed/ accepted and the Department of Education shall not be responsible for delay in release of Grant-in-aid.

## 2) Inspection

The audit of the school has to be carried out as per provisions contained under Rule 211 (2) of GFR. Simultaneously, the Directorate of Education is to carry out detailed inspection of the school covering the financial performance of the school, the physical performance assessment of the school and other sources of income raised by the school and make its recommendations based on all the three aspects. The annual inspection shall be done mandatorily at least once in a year preferably after the application for Grant-in-Aid is made in the month of July by the Schools/Institutions. The report of the inspection team will be placed before Grant-in-aid committee for consideration.

## 3) Appraisal

All the proposals received for Grant-in-Aid under the policy will be considered by the Grant-in-aid Committee. The Grant-in-Aid Committee constituting of the following members will scrutinize the proposal of the department and make recommendation for release of Grant-in-aid.

1.	Secretary (Education)	-	Chairman
2.	Joint Secretary (Finance)	-	Member
3.	Deputy Secretary (Education)/ Director (Education)	-	Member
4.	Deputy Director of Accounts (Education)	-	Member
5.	Asstt. Director of Education (Admin.)	-	Member Secretary

The composition of the Grant-in-Aid committee can be changed with the approval of the competent authority.

## 4) Release of Grant-in-aid

The recommendation of the committee will be forwarded to the competent authority for release of Grant-in-aid. The recommendation should also carry an assessment about the overall performance of the School during the year and its own independent observation with regard to the course of action to be followed by the institution for the future.

a) The salary grant for the month of October to March of the current academic year may be released in the month of September of the same academic year based on the total points obtained in the School Education Performance Index (SEPI) of the previous academic year.

b) The maintenance & equipment grant for first three quarters of the current academic year i.e from April to December may be released in the month of September of same academic year subject to the overall ceiling as mentioned in the extent of assistance.



c) The advance salary grant for the first two quarters of the next academic year i.e from April to September may be released in the month of March of the same academic year based on the total points obtained in the School Education Performance Index (SEPI) of the previous academic year (same academic year as mentioned at point 4 (a) above)

d) The maintenance & equipment grant for last quarter of the same academic year i.e. from January to March may be released in the month of March of same academic year subject to the overall ceiling as mentioned in the extent of assistance.

### **CONDITIONS FOR GRANT-IN-AID**

a) The management of school/ institution will also be asked to sign a bond as per provision of GFR 209(6)(ix) binding themselves to comply with all terms and conditions specified by the department.

In case of major discrepancies are found in audit reports, then penalty at the rate of 12 % shall be levied on the amount against which discrepancy is found. Also the amount on which such discrepancy has been found shall be recovered.

b) An institution in receipt of financial assistance shall be open to inspection of premises and its accounts by officer of the Union Ministry of Education or Education Department of the UT or any other person deputed by the Central Government/UT Administration.

c) The institution in receipt of financial assistance shall maintain a record of assets acquired wholly or substantially out of Government Grant and maintain a register of such assets in the prescribed format (Annexure-VI). Such assets shall not be disposed or encumbered or utilized for purposes other than for which the grant was given, without prior sanction of the UT Administration except the disposal of unserviceable items.

d) All purchases/procurement costing more than Rs. 25000/- shall be made after following all the codal formalities. GFR to be followed for procurement of goods and services out of the money sanctioned as grant to the institution/society.

e) No fee shall be charged from the students of classes in which grant-in-aid is availing other than those fees prescribed in Goa, Daman & Diu School Education Rules , 1986 and Dadra and Nagar Haveli School Education Rules 1999 subject to modifications/amendment of these Rules from time to time.

f) UT Administration may carry out an independent mechanism for fair and credible assessment of learning outcomes of the students availing grants by deploying professional agency or any other means.

g) Student Classroom Ratio (SCR) shall be as per the norms of RTE Act for Classes VI to VIII and as per the norms of concerned affiliating Board for Classes IX to XII.

If the number of students of classes mentioned above i.e Upper Primary/Secondary/Higher Secondary falls below 50% of the prescribed norms for consecutive three years, the decision for sanctioning of Grant-in-aid will be re-considered.



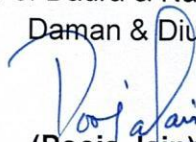
h) Salaries of the employees shall be credited directly to their Bank Accounts. Non-compliance of this condition may lead to withholding of the subsequent salary grants till the condition is fulfilled.

i) The institution in receipt of financial assistance shall enforce discipline in its institution.

j) Supersession -The policy shall supersede all the instructions previously issued with respect to Grant-in-Aid to approved educational institutions vide order No.DE/GIA/17/REV-PHT-M.G/73 dated 20/06/1974, Order No.EDN/DMN/GIA/62/07-08/01 dated 01/04/2008, Circular No. FD-GIA/2009-10/04 dated 09/04/2009, Circular No.EDN/DMN/7-16-Acctts/GIA/2009-10 and Notification & Order No.EDN/STAT/139/98/3198 dated 01/11/2011.

This Notification shall come into force from the academic year 2021-2022.

By order and in the name of the  
Administrator of Dadra & Nagar Haveli and  
Daman & Diu

  
(Pooja Jain)

Secretary (Education)  
DNH and Daman & Diu

**Copy to:**

1. The P.S. to the Administrator, Secretariat, Daman.
2. The Advisor to Administrator, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Secretary (Education), Secretariat, Daman.
5. The Director (Education), Secretariat, Daman.
6. The Joint Secretary (Finance), Secretariat, Daman.
7. The Director of Accounts, Account Office, Daman.
8. The Asstt. Director (Education), DNH & Daman & Diu.
9. The Asstt. Director (Education), Collectorate, Diu.
10. The Dy. Director, Planning & Statistics, Daman to publish in Official Gazette.
11. The Asstt. Director (OL), Daman for translation to Hindi Version.
12. The DIO, NIC for uploading in Official Website.
13. Office File



**ANNEXURE –I**

**LIST OF ADMISSIBLE ITEMS OF EXPENDITURE FOR THE PURPOSE OF  
MAINTENANCE & EQUIPMENT GRANT**

- 1) Printing, Stationary and Postage.
- 2) Repairs and maintenance of furniture /equipments.
- 3) Seminars, refresher courses, educational conferences, orientation courses etc.
- 4) Advertisement expenses.
- 5) Telephone & Internet.
- 6) Electricity & Water charges.
- 7) Audit of school account by registered accountants empanelled by the Government.
- 8) Newspapers (maximum of 3 including local and national), Educational magazines and periodicals (maximum 2).
- 9) Furniture for class rooms, school office, library, laboratory, computer room, school hall, workshop etc.
- 10) Library books & reference books.
- 11) Sports equipments and materials included in syllabus.
- 12) Fans, electric fixtures, fire safety equipments.
- 13) Audio visual teaching aids and Equipment for art & culture and craft.
- 14) Equipment for drinking water facilities.
- 15) Equipments for laboratory, computer room, workshop and laboratory consumables.
- 16) Equipments required in the school for its smooth functioning i.e Xerox machine, CCTV camera etc. (based on merit)

**Note:-** The school furniture can be procured once in five years as per requirement of schools with the prior approval of the Director of Education. In case of additional items required special permission from the Director of Education may be obtained.



**ANNEXURE-II**

**LIST OF NON-ADMISSIBLE ITEMS OF EXPENDITURE FOR THE PURPOSE OF**  
**NON-SALARY GRANT -IN -AID**

- 1) Rent on school building.
- 2) The expenditure on account of Municipal taxes and Insurance charges in respect of school building.
- 3) Charges on account of the certificate issued by the P.W.D. for valuation of the school building.
- 4) Legal expenses incurred by the school.
- 5) The expenditure of the any previous period incurred, claimed subsequently and included in the expenditure of the year on which grant is based.
- 6) Expenditure incurred on religious instructions.
- 7) Expenditure on installation and electric fittings in case of rented building.
- 8) Expenditure incurred on Medical examination of pupils.
- 9) Expenditure incurred on payment of Travelling Allowances to the teachers on account of their transfer from one school to another school run by the same Management.
- 10) Supervisions charges on account of persons who do not do teaching work are not admissible for the purpose of grant-in-aid.
- 11) Prizes
- 12) Charges on account of the construction or extension or repairs of school building are not admissible of grant.



**ANNEXURE- III**

**APPLICATION FORM FOR YEARLY ASSESSMENT OF SALARY GRANT FOR  
THE YEAR ..... (SECONDARY SECTION)**

**(Quarter ( ..... &..... )**

**Part -A**

1	Name of the School	
2	Address of the School	
3	Class in which grant-in-aid is availed	
4	Medium of Instruction	
5	Date of Establishment	
6	Date/Year from which grant is availed	
7	Name of the Society/Trust running the School	
8	Whether the school is housed in a rented /owned building?	
9	Name and Designation of the person authorized to draw the grant	
10	Classes in which Grant-in-aid is availed	
11	Annual income from all sources	
12	Enrolment of students of classes in which Grant-in-aid is availed (Class wise & Division wise).	
13	Total Number of teaching staff.	
14	Teacher-pupil ratio(class wise).	
15	Total Number of Non- teaching staff.	
16	Year up to which audited accounts submitted to the Department.	
17	Amount of Reserve Fund deposited in bank account.	
18	Total salary grant received during the previous academic year (for application in the month of July).	
19	Total salary grant received during the previous 3 quarters (for application in the month of January).	
20	Expenditure incurred for salary during the previous academic year/ quarters as the case may be.	
21	Proposed salary grant for the quarters for which application is made.	

**Part - B**

**Staff statement for the year.....**

Sl. No.	Name	Date of Birth	Qualification (showings subjects taken in graduation/post graduation/B.Ed for teaching staff);	Subject & Class taught	Date of appointment	Present Pay & Pay Scale	Remarks
1	2	3	4	5	6	7	8



PART – C

Sr. No.	School Education Performance Index (SEPI)	Particulars	To be verified by Inspection Team	Points received
<b>A</b>	<b>Quality &amp; Access outcome</b>			
<b>1</b>	<b>Performance of school in SSC Board Examination</b>			
1.1	Number of students appeared in SSC Board Exam			
1.2	Number of students passed in SSC Board Exam			
1.3	Number of students failed in SSC Board Exam			
1.4	Percentage of students passed in SSC Board Exam (1.2/1.1) X 100)			
<b>2</b>	<b>Number of students with outstanding performance in SSC Board Exam</b>			
2.1	Number of the students scored 75% and above in the SSC Board Exam			
2.2	Percentage of students with outstanding performance ((2.1/1.1) X 100)			
<b>3</b>	<b>Performance of students in class 9</b>			
3.1	Number of students enrolled in Class 9			
3.2	Number of students passed in Annual Exam			
3.3	Number of students failed in Annual Exam			
3.4	Number of students of class 9 left the school with leaving certificate			
3.5	Number of students of class 9 left the school without leaving certificate			
3.6	Percentage of students transited from class 9 to 10 (3.2/3.1)X100)			
<b>4</b>	<b>Performance of students in class 8</b>			
4.1	Number of students enrolled in Class 8			
4.2	Number of students passed in Annual Exam			
4.3	Number of students failed in Annual Exam			
4.4	Number of students of class 8 left the school with leaving certificate			
4.5	Number of students of class 8 left the school without leaving certificate			
4.6	Percentage of students transited from class 8 to 9 (4.2/4.1)X100)			
<b>B</b>	<b>Equity outcomes</b>			
B.1	Total Enrolment of class 6 to 10			
B.2	Enrolment of SC/ST students of class 6 to 10 *List of SC/ST students to be provided			
B.3	Percentage of SC/ST students in school ((B.2/B.1)X100)			
B.4	Enrolment of EWS students of class 6 to 10 *List of EWS students to be provided (shall not repeat the student listed in B.2)			
B.5	Percentage of EWS students in school (B.4/B.1)X100)			
<b>C</b>	<b>Skill Development</b>			
C.1	Number of Students Failed in SSC Board Exam			
C.2	Number of Students Passed in the Supplementary Exam in the same year			



C.3	Number of Students admitted in any of the Vocational or Skill Development Course			
C.4	Percentage of students passed in Supplementary or failed students admitted in Vocational Course (C.2+C.3)/C.1X100)			
<b>D</b>	<b>Extracurricular outcomes</b>			
a	Number of Students Participated in National Level Sports/Games/Kala Utsav/ Inspire Manak Award/ NTSE or others.			
b	Number of Students secured 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> position in National Level Competition / achieved any National Level Scholarships (NTSE or others) or NMMSS			
<b>E</b>	<b>Infrastructure &amp; Facilities</b>			
a	Whether the School is having functional Computer Lab			
b	Whether the School is having Library			
c	Whether the School is having Smart Class facilities			
d	Whether the School is having Playground			
<b>TOTAL POINTS RECEIVED OUT OF 600</b>				

**Note:** Required documents to be attached as per Grant-in-aid policy.

Certified that I have checked the above particulars with the record and found them in order

**Name & Signature of the Head of School /  
Authorized Person:**

**Seal:**

**Date:**

**For Office Use**

The details provided by the school in the above application is found to be correct.

**Name & Signature of Members of  
Inspection Team:**

1)

2)

3)



**ANNEXURE- IV**

**APPLICATION FORM FOR YEARLY ASSESSMENT OF SALARY GRANT FOR  
THE YEAR ..... (HIGHER SECONDARY SECTION)**

**(Quarter ( ..... &..... )**

**Part -A**

1	Name of the School	
2	Address of the School	
3	Class in which grant-in-aid is availed	
4	Medium of Instruction	
5	Date of Establishment	
6	Date/Year from which grant is availed	
7	Name of the Society/Trust running the School	
8	Whether the school is housed in a rented /owned building?	
9	Name and Designation of the person authorized to draw the grant	
10	Classes in which Grant-in-aid is availed	
11	Annual income from all sources	
12	Enrolment of students of classes in which Grant-in-aid is availed (Class wise & Division wise).	
13	Total Number of teaching staff.	
14	Teacher-pupil ratio(class wise).	
15	Total Number of Non- teaching staff.	
16	Year up to which audited accounts submitted to the Department.	
17	Amount of Reserve Fund deposited in bank account.	
18	Total salary grant received during the previous academic year (for application in the month of July).	
19	Total salary grant received during the previous 3 quarters (for application in the month of January).	
20	Expenditure incurred for salary during the previous academic year/ quarters as the case may be.	
21	Proposed salary grant for the quarters for which application is made.	

**Part - B**

**Staff statement for the year.....**

Sl. No.	Name	Date of Birth	Qualification (showings subjects taken in graduation/post graduation/B.Ed for teaching staff);	Subject & Class taught	Date of appointment	Present Pay & Pay Scale	Remarks
1	2	3	4	5	6	7	8



**PART -C**

Sr. No.	School Education Performance Index (SEPI)	Particulars	To be verified by the Inspection Team	Point received
A	Quality & Access outcome			
1	Performance of school in HSC Board Examination			
1.1	Number of students appeared in HSC Board Exam			
1.2	Number of students passed in HSC Board Exam			
1.3	Number of students failed in HSC Board Exam			
1.4	Percentage of students passed in HSC Board Exam (1.2/1.1) X 100)			
2	Number of students with outstanding performance in HSC Board Exam			
2.1	Number of the students scored 75% and above in the SSC Board Exam			
2.2	Percentage of students with outstanding performance (2.1/1.1) X 100)			
3	Performance of students in class 11			
3.1	Number of students enrolled in Class 11			
3.2	Number of students passed in Annual Exam			
3.3	Number of students failed in Annual Exam			
3.4	Number of students of class 11 left the school with leaving certificate			
3.5	Number of students of class 11 left the school without leaving certificate			
3.6	Percentage of students transited from class 11 to 12 (3.2/3.1)X100)			
B	Equity outcomes			
B.1	Total Enrolment of class 11 & 12			
B.2	Enrolment of SC/ST students of class 11 & 12 *List of SC/ST students to be provided			
B.3	Percentage of SC/ST students in school (B.2/B.1)X100)			
B.4	Enrolment of EWS students of class 11 & 12 *List of EWS students to be provided (shall not repeat the student listed in B.2)			
B.5	Percentage of EWS students in school (B.4/B.1)X100)			
C	Skill Development			
C.1	Number of Students Failed in HSC Board Exam			
C.2	Number of Students Passed in the Supplementary Exam in the same year			
C.3	Number of Students admitted in any of the Vocational or Skill Development Course			
C.4	Percentage of students passed in Supplementary or failed students admitted in Vocational Course (C.2+C.3)/C.1X100)			
D	Extracurricular outcomes			
a	Number of Students Participated in National Level Sports/Games/Kala Utsav/ Inspire Manak Award/ NTSE or others.			



b	Number of Students secured 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> position in National Level Competition / achieved any National Level Scholarships (NTSE or others) or NMMSS.			
<b>E</b>	<b>Infrastructure &amp; Facilities</b>			
a	Whether the School is having functional Computer Lab			
b	Whether the School is having Library			
c	Whether the School is having Smart Class facilities			
d	Whether the School is having Playground			
<b>TOTAL POINTS RECEIVED OUT OF 600</b>				

**Note:** Required documents to be attached as per Grant-in-aid policy.

Certified that I have checked the above particulars with the record and found them in order

**Name & Signature of the Head of School /  
Authorized Person:**

**Seal:**

**Date:**

**For Office Use**

The details provided by the school in the above application is found to be correct.

**Name & Signature of Members of  
Inspection Team:**

1)

2)

3)



**ANNEXURE - V**

**APPLICATION FORM FOR MAINTENANCE & EQUIPMENT GRANT FOR**  
**THE YEAR .....(Sec. (VI to X) & Hr. Sec)**

**(Quarter ..... &..... )**

1	Name of the School	
2	Address of the school	
3	Date of Establishment	
4	Name of the Society/Trust running the School.	
5	Whether the school is housed in a rented /owned building?	
6	Name and Designation of the person authorized to draw the grant.	
7	Classes in which Grant-in-aid is availed	
8	Enrolment of students of classes in which Grant-in-aid is availed (Class wise & Division wise)	
9	Total fee collected from the students of classes in which Grant-in-aid is availed during the previous academic year. (for application in the month of July)	
10	Expenditure of fee collected during the previous academic year. (audited statement of expenditure to be attached)	
11	Total fee collected from the students of classes in which Grant-in-aid is availed during the last three quarter. (for application in the month of January)	
12	Expenditure of fee collected during the last three quarter. (statement of expenditure to be attached)	
13	Year up to which audited accounts submitted to the Department.	
14	Total Maintenance & Equipment grant received during the previous academic year (for application in the month of July).	
15	Total Maintenance & Equipment grant received during the previous 3 quarters (for application in the month of January).	
16	Expenditure incurred for Maintenance & Equipment grant during the previous academic year/ quarters as the case may be.	

**Note:** Required documents to be attached as per Grant-in-aid scheme.

Certified that I have checked the above particulars with the record and found them in order.

**Name & Signature of the Head of  
School/Authorized Person:**

**Seal:**

**Date:**



**Statement of movable and immovable properties****Name and Address of the school:**

Sr.No	Items	Particulars
1.	Extent of site including playgrounds and nature of ownership	
2.	Total area of a. Class rooms b. Other building including hostels if any.	
3.	Number of classrooms and size of each.	
4.	Whether the buildings are tiled and floor is cemented or paved or otherwise?	
5.	Furniture such as : Table Chairs Almirahs Benches Desks Black boards Boxes Stools, Any other (specify)	
6.	Science and other apparatus (specify)	
7.	Appliances such as : Maps Charts Pictures Models Any other (specify)	
8.	Number of books in the school library	
9.	Particulars of electric fittings, water supply and sanitation	
10	Equipments for games and athletics	
11	Audio-Visual equipments such as : Television sets Film strips projectors Radios Magic lanterns Epidiascopes Any other (specify)	
12	Craft equipments(specify)	
13	Investments in Government securities, etc.	
14	Other items, if any	

**Name & Signature of  
Head of School/ Authorized Person**

**Note :** School includes the land, buildings, playgrounds and hostels of the school and the movable properties such as furniture, books, apparatus, maps and equipments pertaining to the school.



## INSPECTION PROFORMA OF SECONDARY SCHOOL(VI to X)

Sr. No.	General Information	
1.	Name of the School	
2.	Address of the school	
3.	Year of its foundation	
4.	Phone Number	
5.	E-mail of the School	
6.	Name of the Management/Society of the School	
7.	Number and date of registration of Society/Trust	
8.	Medium of Instruction	
9.	The year of the first time recognition by the Board.	
10.	Index Number of the school given by the Affiliating Board	
11.	Name of the correspondents	
	• Headmaster/Headmistress	
	• For the Management	
12.	Working Hours per Day	
13.	School Hours per Day	
14.	The school works from .....to ..... Recess from ..... To .....	
15.	Number of working days per week	
16.	Number of Instructional Hours per week	
17.	Number of working hours per week (for Teaching & Non-Teaching staff)	
18.	Total Number of working days for the last academic year	
19.	Total points received by the School in the School Education Performance Index (SEPI)	
20.	Number of pupils on roll	

Std	VI				VII				VIII				IX			X					Total No. of Students
Division	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	
Enrolment in current year																					
Total																					
Enrolment in previous year																					
Total																					

21) Other information, if any

Name & Signature of Members of Inspection Team:



**INSPECTION PROFORMA OF HIGHER SECONDARY SCHOOL (XI & XII)**

Sr. No.	General Information	
1.	Name of the School	
2.	Address of the school	
3.	Year of its foundation	
4.	Phone Number	
5.	E-mail of the School	
6.	Name of the Management/Society of the School	
7.	Number and date of registration of Society/Trust	
8.	Medium of Instruction	
9.	The year of the first time recognition by the Board.	
10.	Index Number of the school given by the Affiliating Board	
11.	Name of the correspondents	
	• Headmaster/Headmistress	
	• For the Management	
12.	Working Hours per Day	
13.	School Hours per Day	
14.	The school works from .....to ..... Recess from ..... To .....	
15.	Number of working days per week	
16.	Number of Instructional Hours per week	
17.	Number of working hours per week (for Teaching & Non-Teaching staff)	
18.	Total Number of working days for the last academic year	
19.	Total points received by the School in the School Education Performance Index (SEPI)	
20.	Number of pupils on roll	

Std	XI				XII				Total No. of Students
Division	A	B	C	D	A	B	C	D	
Enrolment in current year									
Total									
Enrolment in previous year									
Total									

21) Other information, if any

Name & Signature of Members of Inspection Team: