

## CHAPTER I INTRODUCTION

### 1.1 BACKGROUND OF THIS HANDBOOK:

Democracy requires an informed citizenry, and transparency of information is vital to its functioning. Hence it is expedient to provide certain information to the citizen who desire to have it. With a view to make legislation so as to preserve the paramountcy of democratic ideals, "The Right To Information" Bill 2004 was introduced in 'Lok Sabha' on 23<sup>rd</sup> December 2004. This Bill was subsequently passed by the ' House' on 11<sup>th</sup> May 2005, after adopting certain amendments. The Bill was later passed by Rajya Sabha on 12<sup>th</sup> May 2005.

The Bill lays down that the Act would come into force on One Hundred and Twentieth day of its enactment. Keeping this in view and to make the Act operational, the required infrastructure is set up in compliance with the mandatory provisions of the Act. The various records and documents are duly catalogued and indexed in a manner and form which facilitates access to such records to the citizens who desire to have it.

### 1.2 OBJECTIVES / PURPOSES OF THIS HANDBOOK

To disseminate information regarding :

- The various records / documents available in this Directorate for the public
- The Source from Where / Whom the records can be availed.
- The procedure and fee structures for availing the records.
- The duties , powers, and responsibilities of the various public authorities.
- The Accountability of every public authority.
- The Appellate authority for redressal.
- Means / Methods / Facilities available for obtaining information.
- Particulars of concessions, permits or authorization from the public authority.
- Norms and standards set by the department for execution of various activities/ programmes.

### 1.3 WHO ARE THE INTENDED USERS OF THIS HANDBOOK.

Every citizen shall have a right to use this booklet, It will be of much use to the students, parents, public authorities of other departments and to the general public who desires to have information regarding the various activities / programmes of this Directorate.

### 1.4 ORGANIZATION OF THE INFORMATION IN THIS BOOKLET.

- Particulars of organization , functions and duties
- Powers and responsibilities of the Public Authority
- Rules, Regulations, Instructions, Manuals and Records available in this Directorate for discharging functions.
- Particulars of arrangements that exist for consultation with, or representation by the members of the public in relation to the formulation and implementation of Policies.
- Names of the documents, persons in charge of the documents and procedure to obtain them.
- Statement of Boards, Council, Committees and other bodies related to public authority.
- Names, designations and other particulars of the Public Information Officers with addresses, Telephone numbers, Fax , and E-mail addresses.
- Procedure followed in 'Decision Making' for various matters by the Public Authority.
- Directory of the officers and employees.
- Remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.
- Budget allocated to each agency under difference schemes
- Manner of execution of subsidy programmes .
- Particulars of recipients of concessions, permits or authorization granted by the Public Authority.
- Norms set by the department for execution of various activities / Programmes.
- Details of information which are available in an electronic form.
- Particulars of the facilities available to the citizens for obtaining information about the organization and its activities / programmes.
- Other useful information.

**1.5 CONTACT PERSONS IN CASE SOMEBODY WANTS TO GET MORE INFORMATION ON TOPICS COVERED IN THIS HANDBOOK AS WELL AS OTHER INFORMATION**

<b>Sl. No</b>	<b>Designation of the Officers</b>	<b>Office Address</b>	<b>Telephone &amp; Fax Number</b>
1.	Director of School Education	Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry-5	0413-2205566 Fax No.0413-2205930 Email:
2.	Joint Director (Secondary Education)	-do-	0413-2200255 Extn. 203
3.	Deputy Director of Education(Women)	-do-	2200255 Extn. 207
4.	Deputy Director(Admn.)	-do-	2200255 Extn.205
5.	Deputy Director(Elementary Education)	-do-	2200255 Extn. 206
6.	Deputy Director(Sports & Youth Services)	-do-	2200255 Extn. 210
7.	Deputy Director(French Education)	-do-	2200255 Extn. 209
8.	Deputy Director(Adult Education)	-do-	2200255 Extn . 211
9.	Chief Educational Officer, Pondicherry	-do-	2200255 Extn. 208
10.	Officer on Special Duty(Plan)	-do-	2200255 Extn. 214
11.	Senior Accounts Officer	-do-	2200255 Extn. 213
12.	Officer on Special Duty(STC)	-do-	2200255 Extn. 215
13.	State Project Director, SSA	-do-	2200255 Extn. 204
14.	Chief Educational Officer, Karaikal	Karaikal	04368-230472
15.	Chief Educational Officer, Mahe	Mahe	0490-2332613
16.	Delegate to Director of School Education, Yanam	Yanam	0884-2321280

**1.6 PROCEDURE AND FEE STRUCTURE FOR GETTING INFORMATION WHICH ARE AVAILABLE IN THIS HANDBOOK.**

- a. - Rupees two for each page (in A-4 or A-3 size paper) created or copied;
- b. - Actual charge or cost price of a copy in large size paper;
- c. - Actual cost or price for samples or models; and  
or bankers cheque payable to the Accounts Officer of the public authority at the following rates:
  - (a) - For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and
  - (b) - For information provided in printed form, at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.

**No fees to be charged from persons who are below poverty line. Further, information to be provided free of charge where the response time-limit is not adhered to.**

## Particulars of Organisation, Functions and Duties

### 2.1 Objective / purpose of the public authority.

- To provide quality education services in the best possible manner to the citizens.
- To design and implement education and welfare schemes for teachers and students
- To enhance education outreach by offering education facilities to girls and less privileged sections of the society.
- To ensure proper functioning of educational institutions

## *2.2 Vision Statement of the Public Authority.*

*The vision of the Directorate of School Education is to impart useful, relevant and quality Education to all children, to enable them to fully harness human potentials – physical, mental and spiritual, in order to build a just, equitable and civil society and also to attain 100% literacy.*

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## **Mission Statement of the public authority.**

- To achieve 100% literacy
- To provide Early Childhood Care and Education (ECCE) right from the age 3+
- To achieve Universalisation of Elementary Education(UEE) by 2010 and Secondary Education by 2012.
- To provide quality education services in the best possible manner to all.
- To bridge the gender and social gaps thereby achieving the social justice.
- To provide value based learning and education
- To impart vocational education for improving the carrier choices
- To develop a healthy body and mind by imparting physical education
- To provide the nutrient support for achieving the educational goals
- To provide co-curricular activities through NSS/CSS/NCC.

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### 2.3 Brief history of the Public Authority and context of its formation.

The formation of educational organization has started in this part of the Country right from the ancient time, with the establishment of Sanskrit Learning Centre at Bahour. These educational activities continued and a popular higher education system prevailed as quoted by Shri. Neelakanda Shastri, one of the greatest historians.

From 1816 the French made considerable amount of contribution towards the development of education. A Directorate of Public Instructions known at the time as 'Service de L' Instruction Public' was formed by the French. The "*Pensionnate De Jeunes Filles*, which was started in Pondicherry by the 'Sisters' of St. Joseph of Cluny was taken over by the Govt. of French India in 1903. Another institution namely Calve College started in 1875 by a the above mentioned philanthropists was taken over by French in 1885. Commendable work towards the development of education was made by prominent Philanthropist and others during this period. The Old and reputed school '*College Moderne*' founded by the French in Karaikal was the first school to impart free education in Karaikal region. The predominant Institution founded by French in Mahe, namely '*Cours Complementaires*' is still in existence.

After the merger with the Indian Union in 1954 the "Service de L' Instruction Publique' came to be known as the Directorate of Public Instruction. The pattern of education prevailing in the neighbouring states of Tamil Nadu, Kerala and Andhra Pradesh is adopted retaining the French Education in a few Institutions. The Department of Education originally consisted of a single Directorate. In order to give an alround development of activities, the Govt. constituted three Directorates namely for Art & Culture, School Education and Collegiate and Technical Education. The Directorate of School Education deals with the School Education- Primary, Middle, High, Higher Secondary, Sports & Youth Service, Adult Education and Teacher Education.



#### **2.4. - Duties of the public authority.**

At present School Education is made available to the students through both Govt. and Private Schools existing in the Union Territory of Pondicherry. Non formal education, universalisation of Elementary Education (U.E.E.) inservice and pre-service training to teachers, training in fine arts and performance arts, sports activities for children and other Co-curricular activities of NCC/NSS/CSS/ Scouts are offered to the School Children.

The Director of School Education is the Head of the Organisation and his functions are overall supervision, control and implementation of various welfare measures such as Welfare of the Teachers, Appointment of the Teachers, Free supply of Uniforms and Chapels, Textbooks, Notebooks, Provision of Breakfast, Mid-day Meals, Sports activities and all other educational and co-curricular as well as extra curricular activities to the students. He is assisted by the Officers whose main activities are given under para 2.5 below.

#### **2.5 Main activities / functions of the public authority**

(a) **The Joint Director of School Education** is the Inspecting officer for all the Govt. and Private Higher Secondary Schools

The Academic wing of the Office of the Joint Director deals with the following academic matters:-

1. - Permission for admission of students to Higher Secondary Schools on transfer from other Institutions.
2. - Orders for admission of students in Higher Secondary Schools after private study.
3. - Proposal for upgradation of both Government and Private High Schools.
4. - Opening of next higher class in Government and Private High Schools.
5. - Proposal for creation of posts for Government Higher Secondary Schools.
6. - Preparation of Visit/Inspection reports.

The Examination Wing of the Joint Director of School Education deals with the following matters:-

1. - Conduct of Higher Secondary Public Examinations
2. - Conduct of NTSE, Rural Talent Search Examinations
3. - Conduct of D.T.Ed . Examination
4. - Award of Cash incentives to toppers in SSLC and HSC public examinations
5. - Countersignature of Transfer Certificates for admission to Higher Secondary
6. - Verification of Annual Progress Charts of both Government and Private Higher Secondary Schools.
7. - Preparation of Month war Syllabus for HSC.
8. - Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for HSC.

The Higher Secondary Wing of the Office of the Joint Director deals with the following matters:-

9. - Authentication of rural quota certificate for admission after HSC.
10. - Upgradation of Middle Schools into High Schools
11. - Printing and supply of all stationery items required in Government Higher Secondary Schools.
12. - Conduct of State / Regional / Southern India Science Fair.
13. - Making infrastructure facilities in schools like playground, Water Supply, Electricity, Toilet etc.
14. - Expenditure sanction for the purchase of Lab. Articles, Furniture, Sanitary articles etc.
15. - Matters relating to school buildings, construction of class rooms and other building programme.
16. - Conduct of competitions to students belonging to different age groups sponsored by different Organizations / Govt.

(b) **The Deputy Director of Education (Women)** is the Inspecting Officer for all Girls Schools and Primary, Middle and High Schools in Urban Areas both Govt. and Private. His functions are enumerated below.

**I) Academic :**

1. - Permission for admission of students upto High School classes in the Institutions under his control.
2. - Orders for admission of students in High Schools after Private study.

3. - Recognition of Private Schools in the Urban areas
4. - Bifurcation, Up-gradation, Opening of next Higher Standard in both Govt. and Private Schools.
5. - Preparation of Grant-in-aid bills for Govt. aided private schools
6. - Processing of all service matters of Govt. aided private schools on par with the Govt. teaching / non-teaching staff
7. - Countersignature of transfer certificate when the students leave this Union Territory and seeks admissions elsewhere
8. - Matters relating to buildings taken on rent for Govt. Schools and electrification of school buildings
9. - Mooting out proposals for the grant of awards to teachers
10. Preparation of Scholarship bills
11. Issuing of orders relating to sparing of school buildings for utilization by various Govt. Departments / private organizations for conducting public functions.
12. Correspondence - works pertaining to conduct of functions like Teachers Day, Youth Festival, Cummunal Harmony Day, Regional Level Science Exhibitions etc.

## **II. Administrative:**

### **Establishment Sections:**

1. - Establishment and service matters in respect of 1,804 teaching/non-teaching staff of Govt. Primary, High Schools.
2. - Declaration of probation, confirmation, fixation of pay, granting of leave, issue of posting orders and proposals for promotion, conferment of senior scale.
3. - Pension papers of retiring teaching and non-teaching staff are processed and submitted to the Deputy Director of Accounts & Treasuries.
4. - All disciplinary cases.
5. - Proposals for grant of House Building Advance, Motor Conveyance Advance, Re-employment etc.

### **Accounts Section:**

1. - Preparation of Pay Bills and all kinds of bills including sending of proposals to Govt. for sanction of advance from the General Provident Fund to nearly 1300 staff.
2. - Free supply of stationery, books and uniforms regularly made to the poor students studying in Govt. and Govt. aided Private schools from Std. I to XII.

- 3.- Proposals for issue of expenditure sanction towards the procurement of furniture, lab-articles, library books, maps & charts required for the school are also processed.

c) **Deputy Director (Elementary Education)** - The Elementary Education wing of the Directorate of School Education is headed by a Deputy Director.

The nature of work performed in the Elementary Education Wing:

- 1.- Obtaining sanction for all free supply items like Uniforms, Text Books, Exercise Note Books, Stationery articles, Chappals, Dictionary which are to be given to the economically poor students of Government and Govt. Aided schools in the U.T. of Pondicherry.
- 2.- Granting of permission and recognition to private schools in the U.T. of Pondicherry.
- 3.- Granting of NOC to start private D.T.Ed. Institutions in the U.T. of Pondicherry
- 4.- Operation of NFTW fund with the following schemes:
  - \* - Financial assistance to the marriage of daughters of school teachers
  - \* - Grant of ex-gratia
  - \* - Issue of gold medals to all retired teachers of Govt. and Govt. Aided Institutions in the U.T. of Pondicherry.
  - \* - Financial assistance to teachers suffering from serious ailments
  - \* - Financial assistance to the category of eminent teachers to visit any place in India with spouse.
- 5.- Obtaining sanction for conducting various celebrations like Republic Day, Students' Day, Teachers' Day, Childrens' Day, Cultural Harmony Day.
- 6.- Obtaining sanction for conducting various camps and other activities relating to NCC, NSS and CSS.
- 7.- Obtaining Expenditure sanction for various items like furniture, statinery etc. for the Outlying regions.
- 8.- Supervision and obtaining expenditure sanction for various activities of the Jawahar Bal Bhavan, Pondicherry and Mini Bal Bhavans.
- 9.- Operation of Students Medical Assistance Fund for providing financial assistance to students who are suffering from serious ailment.

10. - Obtaining expenditure sanction for implementation of various schemes in STC, DIET and SSA under Centrally Sponsored Scheme and State Govt.
11. - Obtaining sanction for purchase of Stationery articles for the conduct of school examination in govt. schools of U.T of Pondicherry.
12. - Matters relating to NCERT and MHRD. Selection of teachers for National and State Awards to honour them during Teachers' Day Celebration.
13. - Academic matters relating to the Directorate of School Education
14. - Conversion of thatched sheds of Govt. Schools in the U.T. of Pondicherry
15. - Relief works relating to Tsunami.

**d)Officer on Special Duty (Plan)** is the Officer in-charge of Plan budget, Preparation of Action Plan, Statistics and building programme of schools. His duties and functions are as follows:-

**Planning Section:**

1. - Preparation and communication of Action Plan to all Heads of Offices/ Institutions of this Department.
2. - Communication of Budget Estimate and Revised Estimate to all Heads of Offices / Institutions of this Department.
3. - Preparation of Materials for Budget Speech in respect of Plan Scheme
4. - Collection, Scrutization and compilation of monthly Plan Expenditure statement (Schemewise) and submitted to the Director of School Education, Secretary to Govt.(Edn.) and Planning & Research Department.
5. - Collection. Scrutization and compilation of Quarterly progress Reports statement on schemewise outlay and Expenditure, Physical Targets and achievements and submitted to Planning & Research Department.
6. - Submission of materials for Appropriation of Accounts to D.A.T.
7. - Conduct of Plan Review Meeting and issue of Minutes.
8. - Submission of reasons for variation in respect of Draft Finance Accounts.
9. - Preparation of reports on Building works for HLC clearance
10. - Proposals relating to obtaining of approval of Planning Authority for Building Plans.

11. - Correspondence relating to repairs and improvement of the existing Institutions.
12. - Review of progress report on Building works received the from the PWD every quarter
13. - Petitions / representations received from Hon'ble Ministers / MLAs/Public for infrastructure facilities in govt. schools.

### **Statistical Cell**

1. - Bringing out of Students Enrolment in Schools.
2. - Preparation of Educational Statistics.
3. - Updating and furnishing of schoolwise infrastructure details every academic year.
4. - Furnishing of report of Selected Education Statistics to MHRD.
5. - Furnishing of reports in Form ES I(S), ES II(S), ES IV(S) to MHRD.
6. - Furnishing of the report of selected information in School Education in India to MHRD.
7. - Furnishing of the report on Educational Statistics to Directorate of Economics and Statistics for publication of Abstract of Statistics.
8. - Furnishing of the report of "Estimation of State Income under Education Sector" to Dte. of Economics & Statistics.
9. - Furnishing of the report of Education Statistics to the Planning & Research Department for the discussion of working group in the Planning Commission.
10. - Furnishing of the report of Socio Economic Selected Indecators to the Planning and Research Department.
11. - Supply of Information / Particulars / Statistical data to Govt. Department / Bodies and Non-Governmental Organisations and Research Scholors.
12. - All correspondence relating to opening of new schools, closure of schools, upgradation of schools etc.
13. - Nodal Officer for furnishing replies to Legislative Assembly Questions
14. - Quarterly reports on Actual Expenditure incurred on pay and allowances of regular government employees.
15. - Report on " Municipal Year Book" to be furnished to the Dte. of Economics and Statistics.
16. - Govt. Assurances given on the floor of the Assembly and follow up action thereof.

17. - Any other Assembly matters.
18. - Preparation of List of School Level Education Institutions
19. - Supply of copies of List of Education Institutions.
20. - Collection of Annual Reports of statistics of school level education from all the govt. and private schools.
21. - Scrutinization of date and rectification of errors in the reports furnished by the schools

**e) The Deputy Director (Adult Education)** - He supervises and controls the functions of Adult Education Scheme. He is assisted by Project Officer. The duties and functions of Deputy Director (Adult Edn.) are listed below:

- a. - Implementation and monitoring of all programmes of adult education in the four regions of this Union Territory.
- b. - Submission of various reports relating to adult education to Government of India
- c. - Monitoring the expenditure and submission of Auditor's statement to the Government of India.
- d. - Organisation of various meetings of various field level functionaries.
- e. - Academic Support such as training, teaching/learning materials provided with the help of State Resource Centre, Chennai.
- f. - Act as Member Secretary for the Executive committee of Pudukkottai Arivoli Iyakkam Society.
- g. - Supervision of Continuing Education centers in Pondicherry and Karaikal.
- h. - Submission of monthly progress report of Continuing Education Scheme every month for sending to Government of India.
- i. Organization of various Awareness camps for Neo-literates and submission of the Quarterly Progress Report to Government of India.

- j. - Organisation of the monthly meeting of Preraks/Nodal Preraks for commune co-ordinators at regional levels.
- k. - Distribution of teaching/learning materials to the learners with the help of Commune co-ordinators / Nodal Preraks/ Preraks.
- l. - Observing various National Integration Programmes at all centers in the same day.

**f) Deputy Director(Sports & Youth Service)**

Duties & Functions of Office of the Deputy Director (Sports & Youth Services)

- Acts as the Head of Office in respect of the Deputy Director (Sports & Youth Services).
- Perform the duties of Member Secretary in the Pondicherry State Sports Council.
- Function as a member in the Governing Body of the Rajiv Gandhi School of Sports.
- Development of Games and Sports in the Union Territory of Pondicherry in schools and in the community.
- Development of Sports Infrastructural facilities in schools and in the community.
- Acquisition of lands for the play grounds and stadiums in all the four regions.
- Establishment of stadiums in all four regions and common play ground facilities in all communes.
- Conduct of Sports Tournaments at School Level, Zonal Level and at State Level.
- Formation and Training of Teams for participation in the All India Level Tournament for School students and Civil Servants



- Conduct of Youth Festival in School.
- Organization of contingent for March Past and Contingents for participation in the Ceremonial Parades of National Days. viz. Independence Day /Republic Day.
- Purchase and distribution of sports materials and equipments to schools and alls stadiums.
- Award of Sports Scholarship and cash Awards to meritorious Sports Students.
- Release of Grant-in-Aid to Pondicherry State Sports Council, Rajiv Gandhi School of Sports and Youth Hostel.
- Hosting all India Sports Tournaments like All India Rural Sports, All India Women Sports Festival, All India Civil Services Tournament, etc.,
- Implementation of Welfare Schemes for Sports Persons like Insurance Coverage and Nutritional Diet to talented students in Sports/Games at School Level.

### **g) Deputy Director(French Education)**

Deputy Director is the Inspecting officer for Government French Medium Schools in Pondicherry, Karaikal and Mahe regions of the Union Territory of Pondicherry. His function are enumerated below:

#### **I) Academic:**

1. - Constituting of Examination Board for French Public Examinations and Conduct of French Public Examinations viz. Brevet Elementaire Examination and Certificat d' Etudes Primaries Elementaires Examination in two sessions (April & June) every year.
2. - Conducting of Advisory Committee Meeting for improvement of French Education for every six months.
3. - Conduct of Seminar for French Education / Training programmes for French Teachers.

4. - Permission for admission of students in French Medium Schools up to High School classes.
5. - Countersignature of transfer certificates when the students leave this Union Territory and seeks admission elsewhere.
6. - Matters relating to Govt. School buildings taken on rent.
7. - Mooting out proposal for the grant of awards to teachers.
8. - Issuing of orders relating to sparing of schools buildings for utilization by various Govt. Department / Private Organisations for conducting classes / public functions.

## **II) Administrative:**

### **Establishment Section:**

1. - Establishment matters in respect of teaching and non-teaching staff of Govt. French Medium Schools at Pondicherry and of the Office Staff.
2. - Maintenance of Service Books and Services matters relating to all Teaching and Non-Teaching staff of Govt. French Medium Schools.
3. - Proposal for grant of HBA and MCA .

### **Accounts Section:**

1. - Preparation of all bills.
2. - Free supply of Stationery, Textbooks, Uniforms regularly made to the students from I to X Std.
3. - Proposal for issue of expenditure sanction towards the procurment of furniture, library books, maps & charts required for the schools
4. - Proposal for issue of expenditure sanction towards training programmes, conduct of examinations.

## **h) Officer on Special Duty (State Training Centre)**

The State Training Centre, functions under the control of Officer on Special Duty and her duties are given below:-

1. - In-service training programmes to teachers.
2. - Monitors NGC & conducts training on Environment Education in schools.
3. - Guidance & Counselling to students who appear for public examinations.

**i) Deputy Director (Administration)** is the Head of Office of the Directorate of School Education, Her main duties and functions are as follows:-

1. - Constitution of Committee for amendment of Recruitment Rules of all teaching categories
2. - Computerisation of Service particulars of all Teaching Staff.
3. - Matters relating to Maintenance of EPBX System, Lift, Computers etc.
4. - Maintenance of Building and Vehicles of the Directorate.
5. - Direct Recruitment and Promotions to all Teaching posts.
6. - All Service matters of Teaching and Non-Teaching employees.
7. - Organisation of the meetings of Service Associations for redressal of grievances of staff.
8. - Countersignature of all bills relating to the Directorate of School Education.
9. - Furnishing of replies to Audit paras pertaining to this Directorate.
10. - Placement of orders for purchase of Office equipments and materials
11. - Creation of Teaching and Non-Teaching posts of this Department.
12. - Continuance Sanction for Part-Time, Daily Rated and Temporary posts.
13. - Upgradation and Transfer of posts
14. - Issue of tentative and final seniority list of all teaching posts.
15. - Conferment of Senior and Selection Scales to Teachers.
16. - Compassionate Appointment
17. - Recruitment to the posts of Part-Time Meals Carrier and other Part-Time posts.
18. - Sanction of Cash Handling Allowance, Special Allowance for Group 'D' Staff and Night Duty Allowance.
19. - NOC to go aboard and Study permission .
20. - Court cases and furnishing of parawise comments.
21. - Disciplinary Proceedings in respect of all teaching and non-teaching staff of this Department.
22. - Sanction for Reimbursement of Medical Expenses to teaching and non-teaching staff.

**j) Senior Accounts Officer** is in-charge of overall supervision of Accounts matters of the directorate of School Education. His main functions are as follows:-

1. Preparation of Non-Plan budget of the Department.

2. - Reconciliation of actual expenditure both Plan and Non-Plan with Directorate of Accounts & Treasuries
3. Sanction of various scholarship to students and their payment.
4. - Sanction of Grant-in-aid to Private aided schools and payment thereof.
5. - Proposals for sanction of Pension/GPF etc to the teaching and Non-teaching staff of Private aided schools.
1. - Settlement of A.G. Audit paras and action on Public Accounts Committee reports.
2. - Approval of rate contracts for purchase of Lab. Articles, Chapels, Books and Slates etc.

**k) Junior Accounts Officer** is in-charge of the Internal Audit Wing of this Directorate. His main duties and functions are as follows:-

1. - Conduct of periodical inspections of the accounts and records maintained by educational institutions and offices of this Department.
2. - Submission of inspection reports to the Director of School Education and follow up action on the inspection reports.

**l) Stores Superintendent**- His main functions are as follows:-

1. - Annual Physical verification of stores of all offices and educational institutions in this Department.
2. - Submission of reports of physical verification to the Director of School Education and follow up action on the reports.

**m) Revenue Officer** is in-charge of the Land Acquisition Wing of this Department. His main functions are as follows:-

1. - Identification and acquisition of suitable lands for construction of schools / Office buildings, Play ground and Stadium in Pondicherry, Karaikal, Mahe and Yanam regions.
2. - Payment of compensation to the land owners.

**n) Law Officer** is in-charge of the Legal Cell of this Directorate and deals with all legal matters pertaining to this Department.

**o) State Project Director(SSA)** . His main functions are as follows:-

Monitoring and Implementation of various interventions under Serva Shiksha Abhiyan Scheme viz.

2. -Civil works
3. -New Primary / Upper Primary Schools.
4. -Grants (Teacher / Schools / Maintenance and Repair)
5. -Teaching Learning Equipment (TLE)
6. -Training of Community Leaders
7. -Provision for disabled children (CWSN)
8. -Research and Evaluation
9. -Innovative activity for girls' education / Early Childhood Care and Education /
10. Intervention for Children belonging to SC/ST community.
11. Block Resource Centre(BRC) / Cluster Resource Centre(CRC)
12. Intervention for Out of School Children(AIE / EGS)

**His financial duties are as follows:-**

1. - Preparation of Annual Work Plan Budget(AWPB) for presenting to MHRD, Delhi for allocation of funds
2. -Release of funds to District Project Officer(DPO) of Karaikal, Mahe and Yanam for implementation of various interventions.
3. -Payment of Salaries to personnel attached to District Project Office and Block Resource Centre.

**p) Principal, District Institute of Educational Training(DIET)**

His functions are as follows:-

1. - Imparting Pre-service and In-service training to Primary School Teacher in service.
2. - Admission of students in D.T.Ed Courses in private Institutions through CENTAC.
3. - Admission of students under Govt. quota for the Four year Integrated B.Ed. Course offered at Pope John Paul College of Education, Pondicherry.
4. - Conduct of a Diploma Course in Early Childhood Care and Education(ECCE) of the National Institute of Open Schools, New Delhi.

**q) Chief Educational Officer, Pondicherry -**

He is the Inspecting Officer for High Schools, Middle Schools, Elementary and Primary Schools both Govt. and Private in Pondicherry region. His duties and functions are as follows:-

1. - Head of Office for the Office of the Chief Educational Officer and Audio Visual Education Office.
2. - Inspection of Private Schools for grant of recognition.
3. - Countersignature of Transfer Certificates issued by Private Schools under his control.
4. - Supply of stationery items to Schools.
5. - Free supply of Uniforms, Chapels, Notebooks/Textbooks.
6. - Implementation of Mid-day Meals Scheme and Rajiv Gandhi Breakfast Scheme.
7. - Implementation of the Population Education Scheme of the NCERT.
8. - Verification of Annual Progress Charts of both Government and Private High Schools and Middle Schools.
9. - Preparation of Month war Syllabus for High Schools and Middle Schools.
10. - Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for Standards from VI to X and Annual Examination for Standard V.
11. - Permission for admission of students to High School classes on transfer from other Institutions.
12. - Orders for admission of students in High Schools after private study.
13. - Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
14. - Proposal for Creation of Posts for Primary, Middle and High Schools
15. - Conduct of SSLC / Matric Public Examinations thrice in a Year.
16. - Conduct of Technical Examinations once in a year.
17. - Conduct of Jawahar Navodhaya School Entrance Examination
18. - State Secretary for Bharat Scouts & Guides

**r) Chief Educational Officer, Karaikal -**

She supervises and inspects both Govt. and Private schools upto High School stage existing in Karaikal region. Her duties and functions are given below:

1. - Running continuing education programme
2. - Adult Education programme
3. - Implementation of Prime Ministers Sarva Siksha Abhiyan (Education for all) Scheme
1. - Managing the Scheme of Jawahar Mini Bal Bhavan for imparting education in creative art, innovative science and imparting training in the field of Art & Culture.
5. - Providing all kinds of infra structure facilities needed then and there by all Govt. Schools of Karaikal Region. Imparting inservice training to teachers Providing various welfare facilities to its employees from Govt.
6. - Inspection of Private Schools for grant of recognition.
7. - Countersignature of Transfer Certificates issued by Private Schools under her control.
8. - Supply of stationery items to Schools.
9. - Free supply of Uniforms, Chapels, Notebooks/Textbooks.
10. - Implementation of Mid-day Meals Scheme and Rajiv Gandhi Breakfast Scheme.
11. - Verification of Annual Progress Charts of both Government and Private High Schools and Middle Schools.
12. - Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for Preparation and distribution of Question papers for common Quarterly, Half Yearly and Annual Examination for the Standards from VI to X and Annual Examination for Standard V.
13. - Permission for admission of students to High School classes on transfer from other Institutions.
14. - Orders for admission of students in High Schools after private study.
15. - Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
16. - Proposal for Creation of Posts for Primary, Middle and High Schools
17. - Conduct of SSLC / Matric Public Examinations thrice in a Year.
18. - Conduct of Jawahar Navodhaya School Entrance Examination

**s) Chief Educational Officer, Mahe -**

He supervises and inspects both Govt. and Private schools and also Mini Bal Bhavans & Govt. Branch Libraries in Mahe region .

1. - Co-ordination and supervision of academic, financial, cultural and other activities of the Higher Secondary Schools in Mahe region.
2. - Supervision of the functions of Balawadis of Mahe Region.
3. - Preparation of syllabus, setting up of question papers, conduct of examinations.
4. - Training programmes for teachers.
5. - Proposal for acquisition of lands and construction of school buildings.
6. - Financial matters and budget.
6. - Conduct of sports meet, exhibitions, seminars, admission tests.
7. - Supply of Midday meals, breakfast.
8. - Supply of Uniforms, dictionaries, books and stationery.
9. - Conduct of Balakalamela, Oman sports, Science Exhibition, Fete De Pondicherry, participation of schools in Republic Day & Independence Day, holding of cultural programmes during the visit of VIPs, participation of schools in various competitions, Observance of important days, etc.
10. - Inspection of Private Schools. Purchase and supply of teaching materials, books and stationery and free supply items to the schools. Release grants under Sarva Shiksha Abhiyan Project to the Govt. Schools in Mahe.
11. - Regular meetings of the Heads of the schools are convened by the CEO to conduct various functions/exhibitions/seminars/sports activities/in service training/admission including for JNV/conduct of cultural programmes like Balakalamela, Fete De Pondicherry etc.
12. - Monthly returns are collected from the schools to assess the students and staff strength, facilities, etc. New education scheme like Sarva Shiksha Abhiyan, Electoral, Census activities and updating of ration cards, utilizing the office staff members and teachers are also co-ordinated by this Office.
13. - Permission for admission of students to High School classes on transfer from other Institutions.
14. - Orders for admission of students in High Schools after private study.
15. - Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
19. - Proposal for Creation of Posts for Primary, Middle and High Schools
20. - Conduct of SSLC / Matric Public Examinations thrice in a Year.



21. - Conduct of Jawahar Navodhaya School Entrance Examination

**t) Delegate to D.S.E., Yanam**

He supervises and inspects both Govt. and Private schools upto High School, stage existing in Yanam region. His duties and functions are given below:

1. - Co-ordination and supervision of academic, financial, cultural and other activities of the Higher Secondary Schools in the region.
2. - Supervision of the functions of Balawadis of Yanam Region.
3. - Preparation of syllabus, setting up of question papers, conduct of examinations.
4. - Training programmes for teachers.
5. - Proposals for acquisition of lands and construction of school buildings.
6. - Financial matters and budget.
6. - Conduct of sports meet, exhibitions, seminars, admission tests.
7. - Supply of Midday meals, breakfast.
8. - Supply of Uniforms, dictionaries, books and stationery.
  
9. - Conduct of Science Exhibition, Fete De Pondicherry, participation of schools in Republic Day & Independence Day, holding of cultural programmes during the visit of VIPs, participation of schools in various competitions, Observance of important days, etc.
  
10. - Inspection of Private Schools. Purchase and supply of teaching materials, books and stationery and free supply items to the schools. Release grants under Sarva Shiksha Abhiyan Project to the Govt. Schools in Mahe.
  
11. - Regular meetings of the Heads of the schools are convened to conduct various functions/exhibitions/seminars/sports activities/in service training/admission for JNV/conduct of cultural programmes like Fete De Pondicherry etc.
  
12. - Monthly returns are collected from the schools to assess the students and staff strength, facilities, etc. New education scheme like Sarva Shiksha Abhiyan, Electoral, Census activities and updating of ration cards, utilizing the office staff members and teachers are also co-ordinated by this Office.

13. - Permission for admission of students to High School classes on transfer from other Institutions.
14. - Orders for admission of students in High Schools after private study.
15. - Proposals for upgradation of Primary and Middle Schools both Govt. and Private.
16. - Proposal for Creation of Posts for Primary, Middle and High Schools
17. - Conduct of SSLC / Matric Public Examinations thrice in a Year.

**2.6 List of services being provided by the public authority with a brief write- up on them.**

<b>Services -</b>	<b>Whom to contact</b>
<b>(1) Admission</b>	
(i) Primary School(I to V classes)	Head of Institution concerned
(ii) Middle & High School (VI to X Classes) -	Head of Institution concerned
(iii) Higher Secondary School(XI to XII) -	Head of Institution concerned
(iv) On transfer from other States & Institutions and Private study	
For Higher Secondary Classes	Joint Director (Secondary Education)
For Girls and Urban High Schools	Deputy Director of Education(Women)
For Rural High Schools in Pondicherry	Chief Educational Officer, Pondicherry
For all the Schools in Karaikal region	Chief Educational Officer, Karaikal
For all the Schools in Mahe region	Chief Educational Officer, Mahe
For all the Schools in Yanam region	Delegate to Director of School Education, Yanam

**(2) Examination**

S.S..LC. / Matric Public Examination	Chief Educational Officer of the respective region
Higher Secondary Public Examination	Joint Director (Secondary Education)
National Talent Search Examination	Joint Director (Secondary Education)
Diploma in Teacher Education Examination	Joint Director (Secondary Education)

**(3) Countersignature of Transfer Certificate**

For Higher Secondary Schools	Joint Director (Secondary Education)
For Girls & Urban Schools	Deputy Director of Education(Women)
For Rural School	Chief Educational Officer

**(4) Sports**

Issue of Meritorious Sports Person Certificates (MSP)	Deputy Director (Sports & Youth Services)
Conduct of Sports Meet	
Release of Fund to the Sports Association	

Incentives to Talented Sports Persons,

**(5) Scholarships**

a) Govt. India's National Scholarship	Senior Accounts Officer
b) Pondicherry State Post-Matric Scholarship	
c) Scholarship to the Children of School Teachers	
d) Scholarship for Talented Children from Rural Areas	
e) Scholarship for students from Non-Hindi Speaking Studies	
f) Scholarship to Outstanding of NCC Cadets	
g) Pre-Matric Scholarship to OEBC Students	
h) Scholarship to Children and Grandchildren of Political sufferers	
i) Attendance Scholarship to Girl students	
j) Incentive Awards to +2 students	
k) Scholarship to students in Military College Dehradun and Sainik Scholarships	

**(6) Grant-in-aid**

a)	Private	aided	Schools	Senior Officer	Accounts
-					
b)	Youth Hostel			Deputy (Sports & Services)	Director & Youth
c)	Rajiv Gandhi School of Sports			Deputy (Sports & Services)	Director & Youth
d)	Pondicherry State Sports Council			Deputy (Sports & Services)	Director & Youth

**(7) Jawahar Bal Bhavan**

1. Admission of students in Jawahar Bal Bhavan	Unit Supervisor, Jawahar Bal Bhavan
2. Admission to Jawahar Min Bal Bhavan	Part-Time Supervisor of the respective Mini Bal Bhavan

**(8) Welfare Schemes(Incentives)**

1. Breakfast	Chief Educational Officer, Pondicherry	
2. Mid-day Meals		
3. Evening Milk		
4. Ex-gratia amount payable to the dependent of deceased		Deputy Director(Elementary Education)
5. Issue of Gold Coin's to the retired teachers		
6. Marriage Incentives for the Marriage of daughters of School Teachers		
7. Grant of financial assistance for professional education of the children of school teachers		

**2.7 Organisation structure diagram at various levels namely State, directorate, region district, block etc.**

**2.8- Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

The role of public in the successful implementation of the activities includes mobilization of educational resources for the development of infrastructure facilities of the schools, effective monitoring of the functioning of the educational institutions, co-operation in implementing various schemes and plans.

**2.9- Arrangements and methods made for seeking public participation / contribution.**

The formation of Parent Teacher Association in every Educational Institution and Village Education Committee for maximizing enrolment and minimizing dropouts. Contribution from Endowment Trust for payment of incentives to toppers in Public Examinations and provision of financial assistance to economically backward children. Contribution of land for the construction of school buildings / formation of playgrounds.

**2.10- Mechanism available for monitoring the service delivery and public grievance resolution.**

Public Grievance Redresal Mechanism is available in the Directorate of School Education for monitoring the service delivery and public grievance resolution. At present the Officer on Special Duty(Plan) acts as the Nodal Officer.

**2.11 - Address of the main office and other offices at different levels.**

Sl. No	Designation of the Officers	Office Address	Telephone Number
1.	Director of School Education	Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry-5	0413-2205566 Fax No.0413-2200333
2.	Joint Director (Secondary Education)	-do-	0413-2200255 Extn. 203
3.	Deputy Director of Education(Women)	-do-	2200255 Extn. 207
4.	Deputy Director(Administration)	-do-	2200255 Extn.205

5.	Deputy Director(Elementary Education)	-do-	2200255 Extn. 206
6.	Deputy Director(Sports & Youth Services)	-do-	2200255 Extn. 210
7.	Deputy Director(French Education)	-do-	2200255 Extn. 209
8.	Deputy Director(Adult Education)	-do-	2200255 Extn . 211
9.	Chief Educational Officer, Pondicherry	-do-	2200255 Extn. 208
10.	Officer on Special Duty(Plan)	-do-	2200255 Extn. 214
11.	Senior Accounts Officer	-do-	2200255 Extn. 213
12.	Officer on Special Duty(STC)	-do-	2200255 Extn. 215
13.	State Project Director, SSA	-do-	2200255 Extn. 204
14.	Chief Educational Officer, Karaikal	Karaikal	04368- 230472
15.	Chief Educational Officer, Mahe	Mahe	0490-2332613
16.	Delegate to Director of School Education, Yanam	Yanam	0884-2321280

## 2.12 Administrative Office hours:

08.45 .AM. to 05.45 P.M. with one hour Lunch Break between 1.00P.M. to 02.00 P.M.

**Educational Institutions: -**

**Rural Areas: -**

09.30 A.M. to 12.55 P.M. and 02.00 P.M to 04.15 P.M.

**Urban Areas:**

09.00 A.M. to 12.25 P.M. and 01.50 P.M. to 04.15. P.M.

**CHAPTER -3 (Manual -2)**

**Powers and Duties of Officers and Employees**

**3.1 Details of the powers and duties of officers and employees of the organisation**

Sl. No.	Designation	Powers		
		Administrative	Financial	Others
1.	Director of School Education	All the powers of the Head of the Department under the Central Govt. Rules and Office Manual	As delegated in Col (4) of the Re-delegation of Financial powers issued by the Finance Department in G.O.Ms.No.59/2003/F3, dt.11.02.2003 and also under the GFRs	Sanction of special allowances like Cash Handling allowance to Cashiers, Night Duty Allowance to Watchman, Special allowance to Group D for operating Gestetner Machine, Assisting Cashiers permission for higher studies to Group 'C' & 'D' conveyance allowance to PH employees at double the normal rate
2.	Joint Director (Secondary Education)	Inspecting Officer for Higher Secondary School, conduct of public examinations and implementation of schemes	--	Countersignature of Transfer Certificates issued by Private Higher Secondary Schools
3.	Deputy Director of Edn.(Women)	All the powers of Head of Office and Inspecting Officer for all Girls Schools and Primary, Middle and High Schools in Urban Areas	As delegated in Col (5) of the Delegation of Financial Powers issued in Finance Department's G.O.Ms.No.59/2003/F3, dt.11.2.2003 and also under the GFRs	Countersignature of Transfer Certificates issued by Private Schools under his control. Disciplinary



				authority for Group 'C' and 'D' employees working under his control
4.	Deputy Director (Elementary Education)	Inspecting Officer and Head of Office for Jawahar Bal Bhavan and implementation of schemes	--	-
5.	Officer on Special Duty(Plan)	Officer in-charge of Plan budget, Preparation of Action Plan, Statistics and building programme of schools	--	-
6.	Deputy Director(Adult Education)	All the powers of Head of Office and Implementing Officer of the Adult Education Scheme	As delegated in Col(5) of Finance Department's G.O.Ms.No.59/2003/F3, dated 11.2.2003 and also under the GFRs	Disciplinary authority for Group 'C' and 'D' employees working under his control
7.	Deputy Director(Sports & Youth Services)	All the powers of Head of Office, Officer in-charge of all Sports & Youth activities in the Union Territory of Pondicherry and Implementation of Schemes	-do-	-do-
8.	Deputy Director(French Education)	All the powers of Head of Office and Inspecting Officer for French Schools	-do-	-do-
9.	Officer on Special Duty(STC)	All the powers of Head of Office and Implementing Officer of in-service training programmes to teachers	-do-	-

10.	Deputy Director (Administration)	All the powers of Head of Office and Officer in-charge of recruitment, promotion, other service matters of teachers/Balasevikas/ Conductresses and Staff of the Directorate of School Education, Creation of posts and Compassionate Appointment etc.	-do-	Disciplinary authority for Group 'C' and 'D' employees working under her control
11.	Principal, DIET	With approval of the Governing body, the Principal implements restructuring and reorganization of teacher education.	As delegated in Col(5) of Finance Department's G.O.Ms.No.59/2003/F3, dated 11.2.2003	--
12.	Project Director, SSA	All the powers of Head of Office and Implementing Officer of SSA Scheme	-do-	-
13.	Chief Educational Officer, Pondicherry	All the powers of Head of Office, Inspecting Officer for all Primary, Middle and High Schools in Rural Areas, Audio Visual Education, Bharat Scouts and Guides, Conduct of Public Examination, Implementation of various Schemes including Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control

14.	Chief Educational Officer, Karaikal	All the powers of Head of Office, Inspecting Officer for all Schools in the region, Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under her control. Disciplinary authority for Group 'C' and 'D' employees working under her control
15.	Chief Educational Officer, Mahe	All the powers of Head of Office, Inspecting Officer for all Schools in the region, Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control
16.	Delegate of DSE., Yanam	All the powers of Head of Office and Inspecting Officer for all Schools in the region. Conduct of Public Examinations and Implementation of Mid-day Meals, Rajiv Gandhi Breakfast and Evening Milk	-do-	Countersignature of Transfer Certificates issued by the Private Schools under his control. Disciplinary authority for Group 'C' and 'D' employees working under his control

**Rules, Regulations, Instructions, Manual and Records,  
for Discharging Functions**

4.1. Rules, Regulations, Instructions, Manual and Records, for Discharging Functions under the control of this Department are listed below:

<u>Sl. No.</u>	<u>Name of the document and its introduction in one line</u>
1.	Pondicherry School Education Act 1987
2.	Pondicherry School Education Rules 1996
3.	Guidelines framed by MHRD and the general council of NFTW
4.	The Pondicherry Board of Secondary and Higher Secondary Education Act 2003
5.	The Pondicherry compulsory Elementary Education Act 2000
6.	Recruitment Rules for various Teaching / Non-Teaching posts in the Education Department
7.	Guidelines for opening of new schools (Form -I)
8.	Guidelines and procedures for conducting SSLC and HSC public Examinations
9.	Parent Teacher Association
10.	Names of the Higher Secondary Schools (Category (Boys/Girls/Co-Education)) and group available
11.	Document pertaining to functioning of SSA
12.	Scholarship available under various schemes
13.	Awards for Teachers(National/State)
14.	Awards for students(Toppers in Public Examination) Cash award to Sports Persons
15.	Details of Breakfast and Mid-day Meals Scheme
16.	Facilities available in Bal Bhavan
17.	Pertaining to opportunities available under National Social Service (NSS/CSS/NCC/SCOUT/GREEN CROPS)
18.	Student Medical Fund
19.	Norms for Creation of posts in the Education Department
20.	Compassionate Appointment Scheme
21.	Fixation of Fees structure in D.T.Ed Courses in Private Un-aided Teacher Training Institutions
22.	Admission guidelines for admitting students in un-aided Teacher training Institute
23.	Structure and functioning of DIET

*A copy of the above listed rules, regulations, instructions, manuals and records can be obtained by payment of fees at the rate given below:-*

- a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;*
- b. Actual charge or cost price of a copy in large size paper;*
- c. Actual cost or price for samples or models; and*

*or bankers cheque payable to the Accounts Officer of the public authority at the following rates:*

- (a) For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and*
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.*

**CHAPTER - 5 (Manual-6) -**

**Particulars of arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof**

**5.1 & 5.2.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation	Arrangements for seeking public participation
1.	Parent Teacher Association	Executive Orders	PTA Meetings
2.	Village Education Committee/ School Education Committee	Executive Orders	Consultation with various sections of the society
3.	Celebration of Alumni Days/Sports Meet/Youth Festivals/Fete de Pondicherry	Executive Orders	Voluntary participation of public
4.	Implementation of Adult Education Programmes	Executive Orders	Consultation with persons of the locality
5.	Scheme for continuing education to the Neo-literates	Executive Orders	Consultation with persons of the locality
6.	Matters pertaining to student- related issues	Executive Orders	Consultation with persons of the locality, Parent Teacher Association and Village Education Committee
7.	Acquisition of land for building schools / developing playgrounds etc.	Executive Orders	Consultation with Parent Teacher Association

**CHAPTER -6 (Manual - 5) -**

**A statement of the categories of documents that  
are held by it or under its control**

6.1- Use the format given below to give the information about the official documents. Also mention the place where the documents are available

Sl. No	Category of the document	Name of the document and its introduction in one line	Held by/under control of
(1)	(2)	(3)	(4)
1.	Act	Pondicherry School Education Act 1987	Deputy Director (Elementary Education)
2.	Rule	Pondicherry School Education Rules 1996	Deputy Director (Elementary Education)
3.	Act	The Pondicherry Board of Secondary and Higher Secondary Education Act 2003	Joint Director (Secondary Section)
4.	Act	The Pondicherry Compulsory Elementary Education Act 2000	Joint Director (Secondary Education)
5.	Rules	Recruitment Rules for various Teaching / Non-teaching posts in the Education Department	Deputy Director (Education)
6.	Guidelines	Guidelines Framed by MHRD and the general council of NFTW	Deputy Director (Elementary Education)
7.	Guideline	Guidelines For opening of new schools (Form-I)	Chief Educational Officer, Pondicherry/Karaikal/Mahe, Delegate of DSE., Yanam and Deputy Inspector of Schools, Pondicherry / Karaikal
8.	Guideline	Guidelines and procedures for conducting SSLC and HSC public Examinations	Joint Director/ Chief Educational Officer
9.	Document	Parent Teacher Association	Deputy Director (Elementary Education)

10.	Documents	Names of the Higher Secondary Schools, group available	Joint Director (Secondary Edn.)
11.	Document	Document pertaining to functioning of SSA	State Project Director, S.S.A.
12.	Document	Scholarship available under various schemes	Senior Accounts Officer, Directorate of School Education
13.	Document	Awards for Teachers(National/State)	Deputy Director (Elementary Education)
14.	Document	Awards for students(Toppers in Public Examinations / Sports)	Joint Director (Secondary Education) / Deputy Director(Sports)
15.	Document	Welfare Schemes	Chief Educational Officer/ Deputy Director of Edn.(Women)
16.	Document	Facilities available in Bal Bhavan	Deputy Director (Elementary Education)
17.	Document	Pertaining to opportunities available under National Social Service(NSS/CSS/NCC/SC OUT/ GREEN CROPS)	NCC: Group Commander NSS: Liaison Officer CSS: Co-ordinator(CSS) Scouts: CEO
18.	Document	Students Medical Fund	Deputy Director (Elementary Education)
19.	Document	Norms for Creation of posts in the Education Department	Deputy Director (Administration)
20.	Document	Compassionate Appointment Scheme	Deputy Director (Administration)
21.	Document	Fixation of Fees structure in D.T.Ed course in Private Un-aided Teacher Training Institutions	Deputy Director (Elementary Education)
22.	Document	Admission Guidelines for admitting students in Un-aided Private Schools	Joint Director (Secondary Education)/ Deputy Director of Education (Women)/Chief Educational officer
23.	Document	Structure and functioning of DIET	Principal, DIET



*A copy of the above listed rules, regulations, instructions, manuals and records can be obtained by payment of fees at the rate given below:-*

*a. Rupees two for each page (in A-4 or A-3 size paper) created or copied;*

*b. Actual charge or cost price of a copy in large size paper;*

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or bankers cheque payable to the Accounts Officer of the public authority at the following rates:*

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*(b) - For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extract from the publication.*

## CHAPTER-7 (Manual-6)

### *Statement of Boards, Council, Committees and other Bodies constituted as its part*

#### **Directorate of School Education**

1. A separate Board of Secondary and Higher Secondary Education is being constituted in this Union Territory of Pondicherry for which the necessary legal framework has already been provided. For the time being the Rules and Regulations of the Board of the neighbouring States are being followed till the constitution of a separate Board of Secondary and Higher Secondary Education for this Union Territory of Pondicherry to formulate the curriculum / syllabus and the mode of examination.

2. There is a State Working Committee for National Foundation for Teachers' Welfare constituted vide G.O. Ms. No.48, dated 05.04.2005 of the Chief Secretariat (Education), Pondicherry with following Members to look after the Teachers' Welfare viz. Financial assistance to the Marriage of daughter of School Teachers, Grant of ex-gratia, Issue of Gold Medals to all the retired Teachers of Govt./Govt. Aided Institutions in this U.T. of Pondicherry, Financial assistance to Teachers who are suffering from serious ailments and Financial assistance to eminent Teachers to visit any place in India with spouse:

1.	Education Minister	Chairman
2.	Secretary to Government (Education)	Vice-Chairman
3.	Under Secretary (Finance)	Member
4.	Director of School Education (Secretary-cum-Treasurer)	Member
5.	Thiru. S. Selvaganapathy, Principal, Vivekananda Hr. Sec. School, Sellaperumalpet, Pondicherry	Member
6.	Thiru. S. Sivasubramanian, Principal (Retd.), No.36, Peter Nagar, Pondicherry	Member
7.	Thiru. Sivarajan, Chief Educational Officer (Retd.), Karaikal	Member
8.	Thiru. J. Krishnaraju, Principal, Sri. N.K.C. Govt. Girls Hr. Sec. School, Pondicherry	Member
9.	The President, Primary School Teachers' Association	Member
10.	The President, Lecturers' Association	Member

11.	The President, Tamil Language Teachers' Association	Member
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3. The Executive Committee of the National Foundation for Teachers' Welfare is also constituted vide G.O. Ms. No.48, dated 05.04.2005 with the following Members for quick disposal of cases relating to ex-gratia payment, in addition to proposals seeking assistance under various schemes for the Welfare of Teachers.

Hon'ble Education Minister	...	Chairman
Secretary to Govt. (Education)	...	Member
Director of School Education	...	Member Secretary

4. State Council for Vocational Education (SCVE) and District Vocational Education Committee (DVEC) have been constituted vide G.O. Ms. No.97, dated 31.08.2005 to perform the following functions:

- a) To Plan and Co-ordinate Vocational Programmes
- b) To develop norms or vocational courses in terms of equipment and raw materials
- c) To organize vocational guidance programmes and co-ordinate the placement of students
- d) To lay down the guidelines for:
  - i) Assessment of manpower needs
  - ii) Development of vocational programmes at all levels
  - iii) Development of bridge / transfer courses
- e) To periodically review vocational programmes
- f) To monitor the programme
- g) To conduct district vocational surveys
- h) To develop awareness programmes for popularization of vocational courses
- i) To organize short-term teachers' training programmes
- j) To keep close liaison with the State and National level agencies
- k) To organize training, vocational guidance and placement activities
- l) To provide academic support to the State Council of Vocational Education on matters of policies and programmes
- m) To supervise institution - industry linkages
- n) To facilitate on the job training and apprenticeship of vocational students
- o) To review the vocational education courses run in schools to ensure quality and continued relevance

The Members of the State Council for Vocational Education (SCVE) as follows:

**Governing Body:**

1.	Hon'ble Education Minister	Chairperson
2.	Secretary to Govt. (Education)	Vice Chairperson
3.	Director of School Education	Member
4.	Chief Engineer, Public Works Department	Member
5.	Superintending Engineer-I, Electricity Department	Member
6.	Managing Director, Pondicherry Industrial Promotion Development and Investment Corporation	Member
7.	Director of Collegiate & Technical Education	Member
8.	Director of Industries	Member
9.	Commissioner Labour Department	Member
10.	Joint Inspector of Factories	Member
11.	Principal, Pondicherry Engineering College	Member
12.	Chief Executive of Industries	
	a) HCL Infosystems Ltd., Pondicherry	Member
	b) MRF Ltd., Pondicherry	Member
	c) Larsen & Toubro Ltd., Pondicherry	Member
	d) Regma Ceramics Ltd., Karaikal	Member
13.	Joint Director (Vocational Education In-charge)	Member

**Executive Committee:**

1.	Secretary to Govt. (Education)	Chairperson
2.	Director of School Education	Member
3.	Chief Engineer, Public Works Department	Member
4.	Superintending Engineer-I, Electricity Department	Member
5.	Director of Collegiate & Technical Education	Member
6.	Principal, Pondicherry Engineering College	Member
7.	Principal, District Institute of Education & Training	Member
8.	Member Secretary, Pondicherry Institute of Post Matric and Technical Education	Member
9.	Joint Director (Vocational Education In-charge)	Member

The Members of the District Vocational Education Committee (DVEC) as follows:

**Pondicherry District:**

1.	Director of School Education	Chairperson
2.	General Manager, District Industries Centre	Member
3.	Nominee of Chief Engineer, Public Works Department	Member
4.	Nominee of Superintending Engineer-I, Electricity Department	Member
5.	Principal, Motilal Nehru Govt. Polytechnic, Pondicherry	Member
6.	Principal, Govt. Technical Govt. Higher Secondary School, Pondicherry	Member
7.	Principal, Govt. Industrial Training Institute (Women), Pondicherry	Member
8.	Principal, Govt. Industrial Training Institute, Mettupalayam, Pondicherry	Member
9.	Chief Executive of Industries a) TVS Whirlpool Ltd., Pondicherry b) IBM Global Services India Pvt. Ltd., Pondicherry c) Hindustan Lever Ltd., Pondicherry d) Suzlon Energy Ltd., Pondicherry	Member Member Member Member
10.	Joint Director (Vocational Education In-charge)	Member Secretary

**Karaikal District:**

1.	The Collector , Karaikal	Chairperson
2.	Representative of District Industries Centre, Karaikal	Member
3.	Senior Officer, Power Corporation Ltd., Karaikal	Member
4.	Principal, Pandit Jawaharlal Nehru College of Agriculture & Research Institute, Karaikal	Member
5.	Principal, Perunthalaivar Kamarajar College of Education, Karaikal	Member
6.	Principal, Govt. Polytechnic, Karaikal	Member
7.	Principal, Govt. Industrial Training Institute, Karaikal	Member
8.	Principal Govt. Higher Secondary School, Thenoor, Karaikal	Member
9.	Chief Executive of Industries a) Murudeshwar Ceramics Ltd., Karaikal b) Henkel SPIC India Ltd., Surakudy, Karaikal c) Chemplast Sanmon Ltd., Melavanjore, Karaikal d) Managing Director of Co-op. Spinning Mills Ltd., Karaikal	Member Member Member Member
10.	Joint Director (Vocational Education In-charge)	Member Secretary

5. Adult Education is a separate wing under the Directorate of School Education functioning since 1978 with a motto of eradication of illiteracy among the age group of 15-40. Under the said scheme, the following Society is constituted to monitor the programme "OPERATION ARIVOLI".

**PUDUVAI ARIVOLI IYAKKAM SOCIETY (Regd. S.No 156 of 1989)**

**Governing Body**

- |  |                  |
|--|------------------|
| 1. - Secretary to Government (Education),<br>Chief Secretariat, Pondicherry                          | Chairman         |
| 2. - Director of School Education,   | Vice Chairman    |
| 3. - The Secretary (Finance),<br>Chief Secretariat, Pondicherry                                      | Member           |
| 4. - Director (Information & Publicity)  | Member           |
| 5. - Joint Director of Education,  | Member           |
| 6. - Director,<br>State Resource Centre,<br>Adayar, Chennai  | Member           |
| 7. - Deputy Director (Adult Education)   | Member Secretary |
| 8. - President (SFDRT),<br>Society for Development, Research & Training,<br>Anna Salai, Pondicherry. | Member           |

**EXECUTIVE COMMITTEE**

- |  |                  |
|--|------------------|
| 1. - Director of School Education                  | Chairperson      |
| 2. - Joint Director of Education                   | Member           |
| 3. - Deputy Director (Adult Education)             | Member Secretary |
| 4. - Deputy Director (Women Education)             | Member           |
| 5. - Deputy Director (Elementary Education)        | Member           |
| 6. - Chief Educational Officer, Pondicherry        | Member           |
| 7. - Chief Educational Officer, Karaikal           | Member           |
| 8. - Chief Educational Officer, Mahe               | Member           |
| 9. - State Liaison Officer (NSS),<br>Pondicherry   | Member           |
| 10. - State Project Director (SSA),<br>Pondicherry | Member           |
| 11. - Project Officer (Adult Education)            | Member           |

## **FINANCE COMMITTEE**

- |   |   |
|---|---|
| 1. - Director of School Education,                              | Chairperson,<br>Puduvai Arivoli Iyakkam |
| 2. Deputy Director (Adult Education) -                          | Member Secretary                        |
| 3. - Senior Account Officer,<br>Directorate of School Education | Member                                  |
| 4 Project Officer (Adult Education)                             | Member                                  |

6. Under the continuing education scheme, 195 village education committees have been constituted with the following structure.

- (i) - Head Master of the local school
- (ii) - Member from the Mathar Sangam.
- (iii) - Member from the Volunteer and Youth Clubs.

The Village Education Committee meeting is held once in month at Centre/Village Level to strengthen the community participation in the continuing education scheme.

## **7. a) PONDICHERRY STATE SPORTS COUNCIL**

Established in 1980 as a registered society with cent percent financial grant from the Government of Pondicherry with the object of promotion of Games and Sports in the Union Territory of Pondicherry.

### **GOVERNING BODY**

- |  |               |
|--|---------------|
| 1. - Hon'ble Education Minister                                | Chairman      |
| 2. - Secretary to Government (Education)                       | Vice Chairman |
| 3. - Director of School Education                              | Member        |
| 4. - Physical Director ,<br>Avvaiyar Govt. College for Women - | Member -      |
| 5. - Physical Director, M.G.G.A College, Mahe                  | Member        |
| 6. - Physical Director, Dr. S.R.K.G.A.C., Yanam                | Member        |
| 7. - All Affiliated Member Sports Associations                 | Members       |
| 8. - Deputy Director (Sports & Youth Services)                 | Member        |

### **EXECUTIVE COMMITTEE**

- |   |                  |
|---|------------------|
| 1. - Secretary to Government, Education                                 | Chairman         |
| 2. - Director of School Education                                       | Member           |
| 3. - Deputy Director (Sports & Youth Services)                          | Member Secretary |
| 4. - 4 Non Official members from the Affiliated-<br>Sports Associations | Members -        |



## **b) RAJIV GANDHI SCHOOL OF SPORTS**

Registered as a Society with cent percent Financial Grant from the Government of Pondicherry with an object of identification of sports talents at school level to nurture and foster young aspirants in games and sports

### **Governing body**

1.	Hon'ble Minister of Education	Chairman
2.	Secretary to Government, Education	Member Secretary
3.	Director of School Education	Member
4.	Deputy/Under Secretary (Education)	Member
5.	Joint Director (Secondary Education)	Member
6.	Deputy Director (Sports & Youth Services)	Member
7.	Principal, Rajiv Gandhi School of Sports.	Member
8.	Coach (any one from Rajiv Gandhi School of Sports	Member

## **c) YOUTH HOSTEL**

Established as a Joint Venture of Government of India and Government of Pondicherry in the year 1979 to promote youth and cultural cohesion.

### **YOUTH HOSTEL MANAGEMENT COMMITTEE**

1.	Secretary to Government (Education)	Chairman
2.	Director of School Education	Vice Chairman
3.	Director of Tourism	Member
4.	State Chairman YHAI	Member
5.	State Liaison Officer, NSS	Member
6.	Youth Coordinator	Member
7.	Executive Engineer (PWD)	Member
8.	Warden	Member Secretary

**CHAPTER-8 (Manual-7)**

**The Name / Designation and other particulars of the Public Information Officers**

Name of the Public Authority: Government of Pondicherry

**Public Information Officer:**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	Address
				Office	Home		
1	G. Theva Neethi Dhas	Director of School Education	0413	2205566	2252779	0413-2205930	Director of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

**Assistant Public Information Officers:**

Sl. No.	Name	Designation	STD Code	Ph. No.		Fax	Address
				Office	Home		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	A. Ramadoss	Joint Director of School Education	0413	2200255 Extn. 203	2201824	0413-2205930	Joint Director of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
2	M. Renuka	Deputy Director (Admn.)	0413	2200255 Extn. 204	2214613	0413-2205930	Deputy Director (Admn.), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

3	P.V. Ramasamy	Deputy Director (Elementary Education)	0413	2200255 Extn. 206	2248626	0413-2205930	Deputy Director (Elementary Education), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
4	V. Murugesan	Deputy Director (Women.)	0413	2200255 Extn. 207	2273419	0413-2205930	Deputy Director (Women), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
5	C. Krishnaraj	Chief Educational Officer	0413	2200255 Extn. 208	2291865	0413-2205930	Chief Educational Officer, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
6	R. Valavan	Deputy Director (Sports & Youth Services)	0413	2200255 Extn. 210	2248535	0413-2205930	Deputy Director (Sports & Youth Services), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

7	M. Balakrishnan	Deputy Director (Adult Education)	0413	2200255 Extn. 211	94430-61301	0413-2205930	Deputy Director (Adult), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
8	G. Jagathambal	Chief Educational Officer	04368	230472			Chief Educational Officer, Karaikal
9	S. Dharmaraj	Chief Educational Officer	0490	2332613			Chief Educational Officer, Mahe
10	Mohinderpaul	Delegate to Director of School Education	0884	2321280			Delegate to Director of School Education, Yanam

**Department Appellate Authority:**

Name	Designation	STD Code	Ph. No.		Fax	Address
			Office	Home		
B.V. Selvaraj, I.A.S.,	Development Commissioner and Secretary to Govt. (Education)	0413	2334144	2251875	0413-2224355	Development Commissioner and Secretary to Govt. (Education), Chief Secretariat, Pondicherry

## CHAPTER-9 (Manual-8)

### *Procedure followed in Decision Making Process*

9.1	What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc., can be made)	<p><b>Policy decisions</b> - Rules of business of Govt. of Pondicherry and the Government of Union Territory Act, 1963.</p> <p><b>Appointments to various categories</b> - in accordance with the Recruitment Rules for various categories.</p> <p><b>Administrative/Financial/Schemes</b> - In accordance with the provisions of the relevant rules/regulations</p>
9.2	What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?	<p><b>Opening of new schools, upgradation of existing schools</b> - Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996.</p> <p>The Deputy Inspector of Schools/ Inspecting Officers/Director of School Education</p>
9.3	What are the arrangements to communicate the decision to the public?	The decision of the Government will be communicated to the public by letter/ circular as the case may be
9.4	Who are the officers at various levels whose opinions are sought for the process of decision making?	<p><b>Administration</b> - Inspecting Officers/ Deputy Director (Admn.)/Director of School Education</p> <p><b>Accounting</b> - Officer on Special Duty (Plan)/Senior/Junior Accounts Officers/ Drawing and Disbursing Officer</p> <p><b>Schemes/Other Welfare measures</b> - Inspecting Officers/Director of School Education based on the decisions formulated/communicated by the Government.</p> <p><b>Opening/Upgradation of Schools</b> - Inspecting Officers at various levels/ Director of School Education in accordance with the provisions of the Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996</p>
9.5	Who is the final authority that wets the decision?	The Officer entitled in accordance with the relevant Act/Rules/Guidelines as specified in Chapter-3 (Manual-2)

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl. No.	Subject	Guideline/ Direction	Process of execution	Designation of the Officers involved in decision making	Contact information of above mentioned officers	If not satisfied by the decision, where and how to appeal
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Opening of new schools	Provisions under Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996 (Form-I)	On receipt of application, inspection by the Inspecting Officers to ascertain the fulfillment of conditions prescribed under the relevant Act and Rule	Deputy Inspector of Schools/ Deputy Director (Women)/ Chief Educational Officer, Pondicherry/ Karaikal/Mahe and the Delegate to Director of School Education, Yanam as the case may be and the Director of School Education who is the authority granting the recognition	Office of the concerned Deputy Inspector of Schools/ Deputy Director (Women)/Chief Educational Officer, Pondicherry/ Karaikal/Mahe and the Delegate to Director of School Education, Yanam and Perunthalaivar Kamarajar Centenary Educational Complex	Tribunal constituted under Section 37 of the Pondicherry School Education Act, 1987

2	Upgradation of Schools	Provisions under Pondicherry School Education Act, 1987 and Pondicherry School Education Rules, 1996 (Form-I)	On receipt of application, inspection by the Inspecting Officers to ascertain the fulfillment of conditions prescribed under the relevant Act and Rule	Deputy Inspector of Schools/ Deputy Director (Women)/Chief Educational Officer, Pondicherry/ Karaikal/Mahe and the Delegate to Director of School Education, Yanam as the case may be and the Director of School Education who is the authority granted the recognition.	Office of the concerned Deputy Inspector of Schools/ Deputy Director (Women)/Chief Educational Officer, Pondicherry/ Karaikal/Mahe and the Delegate to Director of School Education, Yanam and Perunthalaivar Kamarajar Centenary Educational Complex	Tribunal constituted under Section 37 of the Pondicherry School Education Act, 1987
3	NOC for starting D.T.Ed. Course	Executive order/ guidelines issued by the Govt.	On receipt of application, inspection will be carried out by a inspection team constituted for this purpose in an executive order	Deputy Director (Ele. Edn.), Directorate of School Education, Pondicherry and the Director of School Education	Office of the Deputy Director (Ele. Edn.), Directorate of School Education, Pondicherry	Appeal to Competent Judicial Forum

4	Fixing of fee structure in D.T.Ed. courses in Private/ Unaided Teacher Training Institutions	Executive order/ guidelines issued by the Govt.	Committee constituted for this purpose	Committee constituted for this purpose	Committee constituted for this purpose in the Perunthalaivar Kamarajar Centenary Educational Complex, Anna Nagar, Pondicherry	Appeal to Competent Judicial Forum
5	Issue of T.C.	Guidelines issued by the Directorate of School Education	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Headmaster of the concerned Institution	Concerned School	Concerned Inspecting Officer
6	Change of Date of Birth in T.C.	Birth Certificate issued by the competent authority	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Concerned Inspecting Officer	Office of the concerned Inspecting Officer	Director of School Education
7	Issue of duplicate T.C.	Guidelines issued by the Directorate of School Education	Application submitted by the parent/ guardian of the student is processed to issue T.C.	Headmaster of the concerned Institution	Concerned School	Concerned Inspecting Officer



**CHAPTER-10 (Manual-8)**

**Directory of Officers**

Sl. No	Name	Designation	STD Code	Ph. No.		Fax	Address
				Office	Home		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	G. Theva Neethi Dhas	Director of School Education	0413	2205566	2252779	0413-2205930	Director of School Education, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
2	<u>A. Ramadoss</u>	Joint Director of School Education	0413	2200255 Extn. 203	2201824	0413-2205930	Joint Director, Sec.Edn, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
3	M. Renuka	Deputy Director (Admn.)	0413	2200255 Extn. 204	2214613	0413-2205930	Deputy Director (Admn.), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
4	P.V. Ramasamy	Deputy Director (Ele. Edn),	0413	2200255 Extn. 206	2248626	0413-2205930	Deputy Director (Ele. Edn), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

5	V. Murugesan	Deputy Director (Women.)	0413	2200255 Extn. 207	2273419	0413-2205930	Deputy Director (Women), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
6	C. Krishnaraj	Chief Educational Officer	0413	2200255 Extn. 208	2291865	0413-2205930	Chief Educational Officer, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
7	R. Valavan	Deputy Director (Sports & Youth Services)	0413	2200255 Extn. 210	2248535	0413-2205930	Deputy Director (Sports & Youth Services), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
8	M. Balakrishnan	Deputy Director (Adult)	0413	2200255 Extn. 211	94430-61301	0413-2205930	Deputy Director (Adult), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
9	Dr. E.M. Rajan	State Liaison Officer (NSS)	0413	2200255 Extn. 212	2202473	0413-2205930	State Liaison Officer (NSS), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

10	S. Venkataraghavan	Senior Accounts Officer, Directorate of School Education	0413	2200255 Extn. 213	2223268	0413- 2205930	Senior Accounts Officer, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
11	Z. Mohamed Sherif	Officer on Special Duty (Plan)	0413	2200255 Extn. 214	2236510	0413- 2205930	Officer on Special Duty (Plan), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
12	V. Jayasree	Officer on Special Duty (STC)	0413	2200255 Extn. 215		0413- 2205930	Officer on Special Duty (STC), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
13	Thambu Ganapathy	Revenue Officer (CULAW)	0413	2200255 Extn. 216		0413- 2205930	Revenue Officer (CULAW), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
14	S. Gnanavadivelu	Senior Accounts Officer (DDW)	0413	2200255 Extn. 217		0413- 2205930	Senior Accounts Officer, DDW, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

15	V. Raja Rao	Senior Accounts Officer (CEO)	0413	2200255 Extn. 218	2356526	0413-2205930	Senior Accounts Officer (CEO), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
16	M. Jeevarathinam	Junior Accounts Officer, Directorate of School Education	0413	2200255 Extn. 219		0413-2205930	Junior Accounts Officer (DSE), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
17	M. Jeevarathinam	Junior Accounts Officer (Sports)	0413	2200255 Extn. 220		0413-2205930	Junior Accounts Officer (Sports), Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
18	A. Natarajan	Deputy Inspector of Schools, Zone-I	0413	2200255 Extn. 224	2240972	0413-2205930	Deputy Inspector of Schools-I, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry
19	A. Francis Clement	Deputy Inspector of Schools, Zone-II	0413	2200255 Extn. 225	2290079	0413-2205930	Deputy Inspector of Schools-II, Perunthalaivar Kamarajar Centenary Educational Complex, Pondicherry

20	R. Kalaiselvan	Deputy Inspector of Schools, Zone-III	0413	2601666	2633214	Deputy Inspector of Schools-III, Ariankuppam
21	G. Ramamurthy	Deputy Inspector of Schools, Zone-IV	0413	2660366		Deputy Inspector of Schools-IV, Villianur
22	D. Muthu-kumarasamy	Deputy Inspector of Schools, Zone-V	0413	2660361	2666144	Deputy Inspector of Schools-V, Villianur
23	G. Jagathambal	Chief Educational Officer, Karaikal	04368	230472	222721	Chief Educational Officer, Office of the Chief Educational Officer, Karaikal
24	P. Sathiyamoorthi	Junior Accounts Officer (CEO, KKL)	04368	230472	265980	Junior Accounts Officer, Office of the Chief Educational Officer, Karaikal
25	N. Viswanathan	Deputy Inspector of Schools, Zone-I	04368	230645		Deputy Inspector of Schools-I, Karaikal
26	V. Munusamy	Deputy Inspector of Schools, Zone-II	04368	230472	263270	Deputy Inspector of Schools-II, Karaikal

27	S.Dharmaraj	Chief Educational Officer, Mahe	0490	2332613		Chief Educational Officer, Mahe
28	N. Vijayalaksmi	Junior Accounts Officer (CEO, Mahe)	0490	2332613		Junior Accounts Officer, Office of the Chief Educational Officer, Mahe
29	Mohinderpaul	Delegate to Director of School Education, Yanam	0884	2321280		Delegate to Director of School Education, Yanam

**CHAPTER - 11 (Manual 10)**

**The Monthly Remuneration Received by each of its Officers and Employees,  
including the System of Compensation as provided in regulations**

**11.1 GROUP - A**

SL. No.	Designation GROUP- A	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
1.	DIRECTOR OF SCHOOL EDUCATION	14300-18300	1				1
2.	JOINT DIRECTOR (Secondary Education)	10000-325-15200	1				1
3.	DEPUTY DIRECTOR (Sports& Youth Service)	10000-325-15200	1				1
4.	DEPUTY DIRECTOR (Women Edn)	10000-325-15200	1				1
5.	DEPUTY DIRECTOR (Ele. Edn)	10000-325-15200	1				1
6.	DEPUTY DIRECTOR (Adult Edn)	10000-325-15200	1				1
7.	DEPUTY DIRECTOR (French Edn)	10000-325-15200	1				1
8.	CHIEF EDUCATIONAL OFFICER	10000-325-15200	1	1	1		3
9.	OFFICE ON SPECIAL DUTY	10000-325-15200	1				1
10.	PRINCIPAL (H.S.S.)	10000-325-15200	25	7	2	1	35
11.	DEPUTY DIRECTOR (VOC. EDN)	10000-325-15200	1				1
	<b>Total</b>		<b>35</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>47</b>

**11.2 GROUP - B**

SL. No.	Designation GROUP - B	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
1.	SENIOR ACCOUNTS OFFICER	7500-250-12000	3				3
2.	VICE PRINICIPAL	7500-250-12000	34	9	4	1	48
3.	DEPUTY DIRECTOR (ADMN.)	6500-200-10500	1				1
4.	OFFICER ON SPECIAL DUTY (Plan)	6500-200-10500	1				1
5.	STORE SUPERINTENDENT	6500-200-10500	1				1
6.	REVENUE OFFICER	6500-200-10500	1				1
7.	JUNIOR ACCOUNTS OFFICER	6500-200-10500	2	1	1		4
8.	TAHSILDAR	6500-200-10500	2				2
9.	CO-ORDINATOR	6500-200-10500	1				1
10.	LAW OFFICER	6500-200-10500	1				1
11.	SUPERINTRENDENT GR-I	6500-200-10500	5				5
<b>Total</b>			<b>52</b>	<b>10</b>	<b>5</b>	<b>1</b>	<b>68</b>



### 11.3 GROUP -C

SL. No.	Designation GROUP- C	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
1.	HEAD MASTER GRADE-I	07500-250-12000	45	17	5	6	73
2.	LECTURER (ENGLISH)	06500-200-10500	60	12	7	2	81
3.	LECTURER (TAMIL)	06500-200-10500	55	11			66
4.	LECTURER (FRENCH)	06500-200-10500	5	2	2	1	10
5.	LECTURER (HINDI)	06500-200-10500	6	1	5	2	14
6.	LECTURER (MALAYALAM)	06500-200-10500			6		6
7.	LECTURER (TELUGU)	06500-200-10500				2	2
8.	LECTURER (MATHS)	06500-200-10500	49	8	6	1	64
9.	LECTURER (PHYSICS)	06500-200-10500	41	7	4	2	54
10.	LECTURER (CHEMISTRY)	06500-200-10500	45	9	4	2	60
11.	LECTURER (BOTANY)	06500-200-10500	29	7	3	1	40
12.	LECTURER (ZOOLOGY)	06500-200-10500	30	7	3	1	41
13.	LECTURER (HISTORY)	06500-200-10500	15	5	2	1	23
14.	LECTURER (ECONOMICS)	06500-200-10500	22	7	5	1	35
15.	LECTURER (POLITICAL SCIENCE)	06500-200-10500	10		2		12
16.	LECTURER (COMMERCE)	06500-200-10500	37	12	7	1	57
17.	LECTURER (HOME SCIENCE)	06500-200-10500	3				3
18.	LECTURER (CIVICS)	06500-200-10500				1	1
19.	LECTURER (GEOGRAPHY)	06500-200-10500	11		2		13
20.	LECTURER (PSYCHOLOGY)	06500-200-10500	1				1
21.	LECTURER (PHYSICAL EDN.)	06500-200-10500	31	10	4	1	46
22.	HEAD MASTER GRADE-II	06500-200-10500	112	42	8	7	169
23.	DEPUTY INSPECTOR OF SCHOOLS	06500-200-10500	5	2			7
24.	PLANNING OFFICER	06500-200-10500	1				1
25.	STENOGRAPHER GR.I	5500-175-9000	3				3
26.	PROJECT OFFICER	5500-175-9000	2				2
27.	DATA PROCESSING ASST.	5500-175-9000	2				2
28.	STATISTICAL OFFICER	5500-175-9000	1				1
29.	SUPERINTENDENT GR-II	5500-175-9000	51	13	5	1	70
30.	SCHOOL LIBRARIAN	5500-175-9000	73	24	6	7	110

**11.3 GROUP - C (Contd..)**

SL. No.	Designation GROUP- C	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
31.	LANG. TEACHER GR.I (TELUGU)	5500-175-9000				18	18
32.	LANG. TEACHER (TAMIL)	5500-175-9000	308	77			385
33.	LANG. TEACHER GR.I (HINDI)	5500-175-9000	20	3	16	9	48
34.	LANG. TEACHER GR.I (ARABIC)	5500-175-9000	1	5	6	1	13
35.	LANG. TEACHER GR.I (MALAYALAM)	5500-175-9000			27		27
36.	LANG. TEACHER GR.I (SANSKRIT)	5500-175-9000	1		2		3
37.	SCHOOL ASST. GR-II	5500-175-9000	1233	217	113	67	1630
38.	PHYSICAL EDUCATION TEACHER	5500-175-9000	138	43	11	7	199
39.	HEAD MASTER (PRIMARY)	5500-175-9000	124	41	9	10	184
40.	INSTRUCTOR (OFFICE SECRETARYSHIP)	5500-175-9000	11	1			12
41.	LECTURER (ARABIC)	5500-175-9000			4		4
42.	INSTRUCTOR (ELEC. DOM. APP. & MAINT)	5500-175-9000	4	1			5
43.	INSPECTOR (MEDICAL LAB. ASST.)	5500-175-9000	1				1
44.	INSTRUCTOR (MACHINIST)	5500-175-9000	1				1
45.	INSTUCTOR (BUILDING MAINTENANCE)	5500-175-9000	2				2
46.	INSTRUCTOR (BANKING)	5500-175-9000	1				1
47.	INSTRUCTOR (ENGG.)	5500-175-9000	1				1
48.	INSTRUCTOR (BHCP)	5500-175-9000	1	1			2
49.	INSTRUCTOR AUTO/MOTOR MECHANIC	5500-175-9000	4				4
50.	INSTRUCTOR (MARKETING & SALES)	5500-175-9000	1				1
51.	INSTRUCTOR (FITTING)	5500-175-9000	1				1
52.	INSTRUCTOR (WELDING)	5500-175-9000	1				1
53.	INSTRUCTOR (RADIO & TV)	5500-175-9000	2				2
54.	INSTRUCTOR (D.D.M)	5500-175-9000	5	2			7

**11.3 GROUP - C (Contd..)**

SL. No.	Designation GROUP- C	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
55	INSTRUCTOR (REFRIG. & A.C)	5500-175-9000	1				1
56	INSTRUCTOR (G.M)	5500-175-9000	1				1
57	INSTRUCTOR (COMPUT. SCIENCE)	5500-175-9000	10	2			12
58	INSTRUCTOR (LETTER PRESS PRINTING)	5500-175-9000	1				1
59	INSTRUCTOR (CROP PROTECTION)	5500-175-9000	1				1
60	INSTRUCTOR (BAKING& CONFECTION)	5500-175-9000	1				1
61	INSTRUCTOR	5500-175-9000	3	1			4
62	INSTRUCTOR (COMPOSING AND PRINTING)	5500-175-9000	3				3
63.	INSTRUCTOR (INSURANCE)	5500-175-9000		1			1
64	JUNIOR INSTRUCTOR	5500-175-9000	3	2	2		7
65	COACHES	6500-200-10500	8				8
66	TRAINING ASSISTANT	5000-150-8000	1				1
67	STENOGRAPHER GR.II	5000-150-8000	7	1	1		9
68	SUB INSPECTOR OF SURVEY	5000-150-8000	1				1
69	ASSISTANT	5000-150-8000	37	9	2	2	50
70	STOCK VERIFIER	5000-150-8000	3	1			4
71	SCOUT ORGANISER	5500-175-9000	1				1
72	SECRETARIAL ASSITANT	5000-150-8000		1			1
73	SKILLED WORKMAN (WELDING)	3050-75-3950-80-4590	1				1
74	SKILLED WORKMAN (FITTING)	3050-75-3950-80-4590	1				1
75	SKILLED WORKMAN (ELECTRICAL)	3050-75-3950-80-4590	1				1
76	DATA ENTRY OPERATOR	4500-125-7000	1				1
77	PRIMARY SCHOOL TEACHER	4500-125-7000	1417	560	134	96	2207

**11.3 GROUP - C (Contd..)**

SL. No.	Designation GROUP- C	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
78	LANG. TEACHER GR.II (ARABIC)	4500-125-7000	1		4		5
79	LANG. TEACHER GR.II (MALAYALAM)	4500-125-7000			6		6
80	LANG. TEACHER GR.II (HINDI)	4500-125-7000		3	5		8
81	CRAFT TEACHER	4500-125-7000	66	29	1	1	97
82	DRAWING TEACHER	4500-125-7000	54	13	5	3	75
83	MUSIC TEACHER	4500-125-7000	40	14	6	1	61
84	SEWING TEACHER	4500-125-7000	73	25	9	3	110
85	STATISTICAL INSPECTOR	4500-125-7000	4				4
86	LEGAL ASSISTANT	4500-125-7000	1				1
87	SUBJECT MATTER SPECIALIST	6500-200-10500	3				3
88	DRIVER GRADE II	4000-100-6000	1	1			2
89	INSTRUCTOR (COMMERCIAL)	5500-175-9000	1	1			2
90	INSTRUCTOR (AGRI)	5500-175-9000	2				2
91	CRAFT INSTRUCTOR	5500-175-9000	5	1			6
92	UPPER DIVION CLERK	4000-100-6000	135	27	6	7	175
93	REVENUE INSPECTOR	4000-100-6000	2				2
94	STENOGRAPHER GR-III	4000-100-6000	4			1	5
95	COMPUTOR	4000-100-6000	2	1	1		4
96	STORE KEEPER GR-II	4000-100-6000	13	2		1	16
97	ASSISTANT PROJECT OFFICER	4000-100-6000	1				1
98	PROJECTIONIST	4000-100-6000	2				2
99	FIELD SUPERVISOR	4000-100-6000	2				2
100	SHIP MODELLING INSTRUCTOR CUM SE	4000-100-6000	1				1
101	AERO MODELLING INSTRUCTOR CUM SK	4000-100-6000	1				1
102	INSTRUCTOR (EMR)	5500-175-9000	1				1

11.3 GROUP - C (Contd..)

SL. No.	Designation GROUP- C	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondicherry	Karaikal	Mahe	Yanam	
103	DRIVER	3050-75-3950-80-4590	25	1	1	1	28
104	FIELD SURVEYOR	3050-75-3950-80-4590	1				1
105	LOWER DIVISION CLERK	3050-75-3950-80-4590	116	19	9	4	148
106	RECORD KEEPER	3050-75-3950-80-4590	2				2
107	STORE KEEPER GR-III	3050-75-3950-80-4590	13	5	5	1	24
108	HR. ELE. GR. TEACHER	4500-125-7000	4				4
109	BALASEVIKA	3050-75-3950-80-4590	186	37		11	234
110	BINDER	3050-75-3950-80-4590	1				1
111	MECHANIC	3050-75-3950-80-4590	1	2			3
112	SKILLED WORKMAN (BUILD. MAINTENANCE)	3050-75-3950-80-4590	1				1
113	SKILLED WORKMAN (G.M)	3050-75-3950-80-4590	1				1
114	SKILLED WORKMAN (RADIO & TV)	3050-75-3950-80-4590	1				1
115	OPERATOR (RADIO & TV)	3050-75-3950-80-4590	1				1
116	SKILLED WORKMAN (PRINTING)	3050-75-3950-80-4590	1				1
117	SKILLED WORKMAN (MOTOR MECHANIC)	3050-75-3950-80-4590	1				1
118	CARPENTER	3050-75-3950-80-4590	2				2
119	SKILLED WORKMAN (MACHINEMAN)	3050-75-3950-80-4590	1				1
	<b>TOTAL</b>		4885	1346	471	284	6986

### 11.4 GROUP - D

SL. No.	Designation GROUP- D	Scale of Pay	Number of sanctioned posts				Total no of posts
			Pondiche rry	Karaikal	Mahe	Yanam	
1.	MAISTRY (AGRICULTURE)	2550-55-2660-60-3200	3				3
2.	ATTENDER	02610-4000	1				1
3.	GASMAN	02650-4000				1	1
4.	ATTENDER	02610-60-3150-65-3540	140	38	6	8	192
5.	LAB ATTENDER	02610-60-3150-65-3540	27	6	14	1	48
6.	LASCAR	02610-60-3150-65-3540	29	4			33
7.	WORKSHOP ATTENDER	02610-60-3150-65-3540		1			1
8.	WATCHMAN	2550-55-2660-60-3200	146	42	7	9	204
9.	FIELD ASSISTANT	2550-55-2660-60-3200	1				1
10.	PEON	2550-55-2660-60-3200	160	40	13	9	222
11.	CANER	2550-55-2660-60-3200	1				1
12.	GROUNDSMAN	2550-55-2660-60-3200	1				1
13.	MARKER	2550-55-2660-60-3200	3	1		1	5
14.	BUS CLEANER	2550-55-2660-60-3200	1				1
15.	SANITARY HELPER	2550-55-2660-60-3200	84	30	3	2	119
16.	SANITARY ASSISTANT	2550-55-2660-60-3200	125	38	13	10	186
17.	CONDUCTRESS	2550-55-2660-60-3200	173	36		12	221
18.	BOAT KEEPER	2550-55-2660-60-3200	3				3
19.	GARDENER	2550-55-2660-60-3200	2				2
20.	MAZDOOR	2550-55-2660-60-3200	1				1
21.	A.V.E. ATTENDANT	02610-60-3150-65-3540	1				1
<b>TOTAL</b>			<b>899</b>	<b>236</b>	<b>56</b>	<b>53</b>	<b>1244</b>
<b>GRAND TOTAL</b>			<b>5871</b>	<b>1600</b>	<b>535</b>	<b>339</b>	<b>8345</b>

**CHAPTER-12 (Manual-11)**  
**Budget allocated to each Agency under Plan**

(Rs. in lakhs)

Sl. No.	Name of the Scheme/Head	Activity	Amount proposed	Amount released/ disbursed (No. of installments)	Actual expenditure for the last year 2004-05	Responsible Office for the quality and the complete execution of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Pre-primary Education	Providing Education to Pre-primary children	2.19	2.19	2.18	All Inspecting Officers/ Senior Accounts Officer/ Junior Accounts Officer
2	Universalisation of Elementary Education for the age group of 6-14 years (PMGY)	Providing Education to the age group of 6-14 years	592.25	592.25	589.16	-do-
3	Free supply of Books, Stationery, Uniforms and Footwear to poor children	Incentive to the poor students for attendance and to reduce dropouts	1159.39	1159.39	1159.06	-do-
4	Opening of new High Schools and improvements to existing High Schools	Providing Education to all	394.41	394.41	389.41	-do-

5	Conversion of Sec. Schools into Hr. Sec. Schools & improvements to the existing Hr. Sec. Schools	Providing Hr. Sec. Education to all	787.43	787.43	777.81	-do-
6	Setting up and development of Technical/ Vocational Hr. Sec. Schools	To train the students in Technical and Vocational skills	3.10	3.10	2.98	-do-
7	Award to Pre-matric Scholarship to OEBC students	Incentive to the poor students	26.80	26.80	26.15	-do-
8	Incentive awards to students studying in +2 belonging to poor and weaker section of the society	To provide Education to students from weaker sections	9.28	9.28	9.11	-do-
9	Setting up of Board of Sec. and Hr. Sec. Education	To frame separate curriculum/ syllabus for this U.T. of Pondicherry				-do-
10	Award to top ranking students of X Std. and +2	To encourage students	1.61	1.61	1.61	-do-



11	Cash award to Teachers & Headmaster/ Principal for producing top three rankers in the subject concerned in the State Level in respect of SSLC/ Matric. and Hr. Sec. Examinations	To provide incentive in appreciation of their achievements	5.00	5.00	5.00	-do-
12	Improvement of Science Education in Schools	To improve Science Education	3.27	3.27	3.02	-do-
13	Development of Jawahar Bal Bhavan and Mini Bal Bhavan and opening of these Bal Bhavans at Commune Level	To train the students in fine arts and performance arts	13.79	13.79	12.39	-do-
14	Establishment of State Institute of Education by upgrading the existing State Training Centre (setting up of State Training Centre)	To equip teachers in terms content enrichment and methodology	7.93	7.93	7.60	-do-
15	Strengthening of Inspectorate & Directorate of Education	To strengthen the Inspectorate & Directorate of School Education	63.50	63.50	62.87	-do-

16	Establishment of Central University at Pondicherry	To establish a Central University for higher Education	19.33	19.33	17.68	-do-
17	Strengthening & Development of Sports, Physical Edn and Youth activities	To develop sports and other related activities	91.67	91.67	89.65	-do-
18	Development of NCC Group Headquarters and award of Scholarship to outstanding cadets in the UT of Pondicherry	To develop National spirit and character among students	16.13	16.13	11.48	-do-
19	Bharat Scouts & Guides	To develop attitudes towards self-service and service to community	12.65	12.65	12.53	-do-
20	Provision for Meeting Administration Matching Contribution for National Service Scheme	To develop National spirit and character among students and service to the Nation	17.24	17.24	17.21	-do-

21	Award if mementos to teachers who have produced 100% result in SSLC/ Matric/HSC Examinations in Govt. Schools in their concerned	To provide incentive in appreciation of their achievements	1.31	1.31	1.31	-do-
22	Community Service Scheme	To motivate them to do community service	2.92	2.92	2.92	-do-
23	e-governance initiatives in Education Department	To improve e-governance	5.00	5.00	5.00	-do-
24	Development of STPP Govt. Junior College, Yanam	To develop STPP Govt. Junior College, Yanam	7.16	7.16	7.15	-do-
			3243.36	3243.36	3213.28	
Sector: NUTRITION						
25	Midday meals to poor children studying in Stds. I to XII in Govt./ Govt. Aided Schools	To eradicate malnutrition and to ensure regular attendance and to reduce dropouts	671.44	671.44	671.23	-do-
26	Provision of Breakfast to poor students studying in Govt./Govt. Aided Schools	-do-	918.90	918.90	918.87	-do-
			1590.34	1590.34	1590.10	

**Budget allocated to each Agency under Non-Plan**

(Rs. in lakhs)

Sl. No.	Name of the Scheme/Head	Activity	Amount proposed	Amount released/ disbursed (No. of install-ments)	Actual expenditure for the last year 2004-05	Responsible Office for the quality and the complete execution of the work
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	01 Salaries	To provide salary to the employees	8380.26	8380.26	8368.99	All Inspecting Officers/ Senior Accounts Officer/ Junior Accounts Officer/ Drawing and Disbursing Officer
2	02 Wages	To provide wages to the menials	96.94	96.94	91.45	-do-
3	03 O.T. Allowance	To provide Over Time Allowance	0.58	0.58	0.40	-do-
4	11 Domestic T.E.	To sanction Traveling Allowance to the staff	19.34	19.34	14.82	-do-
5	13 Office Expenses	Expenses relating to Office maintenance	92.30	92.30	90.47	-do-
6	14 Rents, Rates, Tax	To provide rent to the leased building	23.43	23.43	21.00	-do-

7	20 Other Admn. Exp.	--	0.20	0.20		-do-
8	21 Supplies & Materials	Purchase of materials for office use	1.30	1.30	1.22	-do-
9	26 Advertising	To pay advt. charges	8.10	8.10	8.05	-do-
10	27 Minor Works		0.01	0.01		-do-
12	31 Grants in Aid	Grant in Aid to Aided Schools	1026.52	1026.52	1021.93	-do-
13	34 Scholar/Stipend	To sanction scholarship to poor students	59.98	59.98	38.81	-do-
14	50 Other Charges	Towards the purchase of various items for office use	222.53	222.53	220.12	-do-
15	51 Motor Vehicles	Maintenance of motor vehicles	2.73	2.73	1.87	-do-
16	52 Machinery & Equipments	--				-do-
17	64 Write Off/Loss	--				-do-
			9942.95	9942.95	9887.22	

**CHAPTER - 13 to 15 (MANUAL 13 - 14)**

**1. AWARD OF ATTENDANCE SCHOLARSHIP TO GIRL STUDENTS IN THE MIDDLE STAGE OF EDUCATION**

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
One year and tenable only for the year of selection	Rs.20/- per annum	All girl students in the age group of 11 to 14 years other than Scheduled Caste and studying in recognized institutions in the U.T. of Pondicherry with a minimum of 97% Percentage of attendance in the preceding year	Senior Accounts Officer, Directorate of School Education	All eligible candidates.	The application with an Income Affidavit should be submitted to the Head of the Institution	If the claim is proved false, the sanctioned amount will be recovered and the scholarship will be stopped forthwith. If a candidate is found to have obtained

**2. INCENTIVE AWARD TO STUDENTS STUDYING IN +2 BELONGING TO POOR AND WEAKER SECTIONS**

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Two years, subject to promotion from I year to II year, with out break	Incentive Award @ Rs.650/- per annum will be granted to each student in respect of +1 and +2 students only.	The students should be Indian Nationals, Resident of the Union Territory of Pondicherry , should be studying in the Government Higher Secondary Institutions .  The awards under the scheme will be made on the basis of the results of SSLC (X Std.), Matriculation or other equivalent examination  The concessions under the scheme can not be held conjointly with any other scholarships provided partly or wholly at the cost of the State or of the Government of India	Senior Accounts Officer, Directorate of School Education	20 Scholarships for each co - educational Government Higher Secondary School in Pondicherry, Karaikal, Mahe and Yanam.  10 for boys and 10 for girls	The application in the prescribed form with certificates for Citizenship, residence and Income Certificate in the prescribed form obtained from the competent revenue official	Students who are granted the above scholarships will be allowed to retain them till they complete the Higher Secondary education in first attempt regularly without break.  Failure to secure promotion to next higher class will disqualify the student for the scholarship.

		<p>Candidates who have passed the qualifying examination in a year prior to the year of award will not be eligible for consideration</p> <p>20 Scholarships will be awarded per Government Higher Secondary School in Pondicherry, Karaikal, Mahe and Yanam. Where Co-education exists, the number of Scholarships will be awarded to the boys and girls on 50 : 50 basis (i.e.) 10 awards for boys and 10 awards for girls</p>				
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### 3. AWARD OF FINANCIAL ASSISTANCE TO THE POST GRADUATE STUDENTS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>Full course of study subject to promotion to the next class. with at least 50 % marks in aggregate in the examination which determines promotion to the next class.</p> <p>For the purpose of renewal, the marks are to be rounded off to 50% if the actual marks obtained by a scholar are 49.5</p>	<p>Day Scholars : Rs.120/- p.m.</p> <p>Hostellers : Rs.300/- p.m.</p>	<p>Indian Nationals and Residents of this U.T. The candidates who have passed the qualifying examination in the first attempt with first class or secured not less than 60% of marks in aggregate in the University examinations will be eligible for consideration.</p> <p>The candidates who have passed the qualifying examination in a year prior to the year of award will not be eligible for consideration.</p> <p>Income of their parents should not exceed Rs.25,000/- per annum. In case of a salaried persons, full emoluments including all allowances, Honorarium, Bonus, Special pay (Exclusive of H.R.A.) received in the previous financial year shall be taken into account for computing Annual Income. No relief for</p>	<p>Senior Accounts Officer, Directorate of School Education</p>	<p>66 PG students / per year will be granted Fresh awards under This Scheme on the basis of the results of any first Degree examination viz., B.A. / B.Sc. / B.Com. or Technical and Professional courses.</p>	<p>Application should be submitted to the Directorate through Head of Institution.</p>	<p>The payment of scholarship will start from the month of the admission is obtained. In the case of renewal of Scholarship for the succeeding year, the scholarship will be paid from the month following that for which the scholarship was paid.</p> <p>The Scholarship will, during the year, be drawn upto March of Financial year. For the months of examination, the scholarship will be drawn in the succeeding financial year on the receipt of Annual Progress Report which will contain the information regarding the</p>

% or more		<p>long term savings, contribution to Provident fund, Life Insurance etc., will be allowed. A standard deduction of 30% subject to a maximum of Rs.10,000/- will be allowed to salaried persons.</p> <p>In case of Non-salaried persons such as businessmen, Landlord, Agriculturists and self-employed etc., no standard deduction will be allowed and their entire gross income will be taken into consideration for computing their annual income.</p>				<p>month of the examination.</p> <p>The awardees will get the Scholarship as long as he / she is on the rolls of an Institution. If on account of prolonged illness or by other valid reasons the awardee's name is struck off the rolls, he / she will be entitled to the restoration of the Scholarship on readmission and on the recommendation of the Head of the Institution.</p>
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#### 4. FELLOWSHIP FOR BIOTECHNOLOGY RESEARCH STUDIES

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Two academic years	Rs.400/- per month along with contingent grant of Rs.10,000/- per annum per student.	Should be Indian Nationals and Resident of the Union Territory of Pondicherry and Preferably below the age of 30 and holding a Bachelor degree in Botany or Zoology of a recognized University in First or Second class .The student should do full time research work	Senior Accounts Officer, Directorate of School Education	Not exceeding two	A candidate for the award must send his / her application in the prescribed form to the Registrar, University of Pondicherry through the Head of the Department of the Pondicherry University under whom he/she proposes to work.	<p>On selection each scholar shall execute a Bond with the Government of Pondicherry the terms of which shall be settled by the Director of Collegiate &amp; Technical Education agreeing to engage diligently in research work.</p> <p>Research scholar shall be entitled to a summer vacation of two months and all gazetted holidays. They may be given 8 days Casual</p>



						Leave and two optional Restricted Holidays during a calendar year
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## 5.. NATIONAL SCHOLARSHIP SCHEME

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>In the case of the final University examination, if the Scholar is placed in compartment, his Scholarship will not be extended beyond the final annual examination of the course.</p> <p>The Scholarship will be renewed for each successive year subject to what is stated above on the basis of an Annual Progress Report to be submitted by the Head of the Institution where the student is</p>	<p>HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m</p> <p>II year &amp; III year Day scholar- Rs 90 Hosteller - Rs.140</p> <p>All other P.G &amp; Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300</p>	<p>The awards under the scheme are made on the basis of the results of following examinations: 1.S.S.L.C. / Matric or equivalent Higher Secondary / Intermediate / Pre-Degree / Diploma or equivalent/ 2.B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent 3.Only those candidates who are Indian Citizens belonging to the Union Territory of Pondicherry and who have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination will be eligible 4.The candidates who have passed the qualifying examination a year prior to the year of the award of Scholarship will not be eligible for consideration. A candidate who is in full time employment will not be eligible for award of Scholarship. A Scholarship holder shall not receive any other regular scholarship or stipend. Only those students whose parents have an income of Rs.25,000/- or below per annum will be eligible for the</p>	Senior Accounts Officer, Directorate of School Education	Every year 31 fresh scholarship will be distributed among the various examinations of the School Leaving and First Degree stages on the basis of the number of candidates appeared in those examinations in the preceding year, provided that at least one award is made to each such examination, even if it is not entitled to the same on the above basis.	Selection will be based on Merit.	

<p>studying.</p> <p>It is essential that an attested copy of marks sheet of the Annual Examination should be attached to the Annual progress Report.</p>		<p>Scholarship. The income of Father, Mother and Scholar will be taken into account for the purpose of Means Test.</p>				
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## 6. PONDICHERRY STATE POST MATRIC SCHOLARSHIP SCHEME

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>A Scholarship under this scheme has to be availed of from the year it is made.</p> <p>The Scholarship will be tenable only for the next course of study and not for any equivalent course.</p> <p>A Scholarship once awarded on the result of</p>	<p>* HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m</p> <p>* II year &amp; III year Day scholar- Rs 90 Hosteller - Rs.140</p> <p>* All other P.G &amp; Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300</p>	<p>The awards under the scheme are made on the basis of the results of following examinations: S.S.L.C. / Matric or equivalent Higher Secondary / All India Senior Secondary Examination / Intermediate / Pre-Degree / Diploma or equivalent / B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent</p> <p>Only those candidates who are Indian Citizens belonging to the Union Territory of Pondicherry and who have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination will be eligible for consideration for the award of this</p>	<p>Head of the Institution</p>	<p>Every year 150 fresh scholarship will be distributed among the various examinations of the School Leaving and First Degree stages on the basis of the number of candidates appeared in those examinations in the preceding year, provided</p>	<p>Application should be submitted to SAO, through Head of the Institution.</p>	

<p>a School leaving examination will be tenable from the start of the Post Matriculation studies to the end of the first degree course</p>		<p>Scholarship subject to the fulfillment of other conditions of the Scheme. The candidates who have passed the qualifying examination mentioned in Rule-I in a year prior to the year of the award of Scholarship will not be eligible for consideration. A candidate who is in full time employment will not be eligible for award of Scholarship.</p>		<p>that at least one award is made to each such examination, even if it is not entitled to the same on the above basis. However the number of awards to be given each year, will also depend on the funds available in the budget of each year.</p>		
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### 7. AWARD OF SCHOLARSHIPS TO OUTSTANDING N.C.C. CADETS OF THE U.T. OF PONDICHERRY

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
1 Year	<p>Senior Division cadets - Rs.50/- p.m Junior Division cadets - Rs.25/- p.m.</p>	<p>The awards under the scheme will be available for the NCC cadets in the following divisions:</p> <p>Senior Division Boys Up to graduation</p> <p>Senior Wing Girls</p> <p>Junior Division Boys Up to XII Std</p>	<p>The application for the award of scholarships to outstanding NCC cadets may be obtained from the company / Troop Commander.</p>	<p>Every year 34 fresh Scholarships will be allotted for NCC cadets.</p>	<p>The application for the award of scholarships to outstanding NCC cadets may be obtained from the company / Troop Commander.</p>	

		<p>Junior Wing Girls</p> <p>The cadets must be citizens of India and residents of this U.T. The cadets must have attended 75% of the parades in the year. The cadets must have attended the eligible number of camps. The cadets should not have been discharged from the Institution / NCC under disciplinary grounds.</p> <p>An awardee under this scheme will not be allowed to receive any other regular scholarship or stipend. However they are permitted to enjoy fee concessions, if any, awarded to him by the Institution where they are studying and by other Government. There is no income limit under this scheme.</p>				
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### 8. PRE-MATRIC SCHOLARSHIP TO OTHER ECONOMICALLY BACKWARD CLASS STUDENTS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>10 months in a year.</p> <p>Renewable till the course is completed . ( see last column)</p>	<p>VI standard to VIII standard @ Rs.15/- p.m. for 10 months</p> <p>IX standard and X standard @ Rs.20/- p.m. for 10 months</p>	<p>Indian Nationals /Resident of the Union Territory of Pondicherry/Students of VI standard to X standard studying in recognized institutions situated within the U.T. of Pondicherry.</p> <p>The concessions under the scheme can not be held conjointly with any other scholarships provided partly or wholly at the cost of the State or of the Government of India. The students enjoying fee concessions half or full will however be permitted to enjoy the scholarship under the Scheme.</p>	Head of the Institution.	All eligible Candidates	<p>An application should comprise the following certificates</p> <ol style="list-style-type: none"> <li>1. One copy of the application for scholarship in the prescribed form.</li> <li>2. Citizenship, Residence and Income Certificate in the prescribed form obtained from the competent revenue official.</li> <li>3. The application should</li> </ol>	<p>Failure to secure promotion to next higher class will disqualify the student for any scholarship under the scheme for studies in that class.</p> <p>Students who are granted the above scholarships will be allowed to retain them till they complete their secondary education regularly without break.</p>

		scholarship under the Scheme.			be submitted to the Director of School Education within the prescribed date , through the Head of Institutions where the students are studying. In the case of candidates who secure admission late, the applications should reach the Director of School Education within 10 days from the date of joining the Institution.	
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### 9. AWARD OF PRE/POST MATRIC SCHOLARSHIP TO THE CHILDREN AND GRAND CHILDREN OF POLITICAL SUFFERERS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
The Scholarship shall be tenable for a period of 10 months from June / July to March / April.	<u>Pre-matric VIII to X std.</u> Scholarship per mensum Rs.20/- Book grant per annum Rs.40/- <u>Post-matric, Hr.Sec.</u> Scholarship per mensum Rs.25/- Book grant per annum Rs.50/- <u>Degree courses</u> Scholarship per mensum Rs.30/- Book grant per annum Rs.50/- <u>Degree courses in Professional &amp; Technical</u> Scholarship per mensum Rs.40/- Book grant per annum Rs.50/- <u>Post Graduate and Research courses</u> Scholarship per mensum Rs.40/- Book grant per annum Rs.50/-	Bonafide students of VIII standard to Post Graduate and Research courses in recognized educational institutions of Pondicherry and out side.  Children of political sufferers as defined above and their grand children by predeceased sons provided the income of such Political Sufferers does not exceed Rs.24,000/- per annum excluding Freedom Fighter's Pension	Principals of all Colleges / Polytechnic / Hr. Secondary School Offices.	All eligible Candidates.	An application should comprise:  One copy of the application for scholarship in the prescribed form.  Citizenship, Residence and Income Certificate in the prescribed form obtained from the Tahsildar / Deputy Tahsildar of Taluk or Sub-Taluk.  A certificate duly	The concessions under the scheme can not be held conjointly with any other scholarships or stipend provided partly or wholly at the cost of the State or of the Government of India.

					certified by the Home Department, Pondicherry to the effect that the parent or grand parent (in the case of predeceased sons) of the student on behalf of whom the application is made, is a political sufferer.  Birth Certificate of the student, Birth Certificate of the student's father if the student is a grandchild of Political Sufferer.	
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### 10. SCHEME OF NATIONAL SCHOLARSHIPS AT SECONDARY STAGE FOR TALENTED CHILDREN FROM RURAL AREAS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
The Scholarship is tenable from VI to XII Standard.	Day Scholars (Classes VI TO X) : Rs. 30/- p.m.  Day Scholars (Classes XI and XII) : Rs. 60/- p.m. plus tuition fee where levied. Scholars residing in Hostels : Rs.100/- p.m.	The Scholarships are awarded at the end of the Middle School Stage (Class VI / VIII) and continues up to the Secondary Stage including plus two stage of Education. There is no income ceiling limit under the scheme.	Head of the Institution concerned.	Every year 36 Fresh Scholarships are awarded.	<u>First Stage</u> Every student should appear for the examination conducted by the Directorate of School Education. <u>Second Stage</u> The final examination is conducted with the help of a special unit in the NATIONAL COUNCIL FOR THE EDUCATIONAL RESEARCH AND TRAINING at the National level. The final selection is	Scholarship commences from the month in which the admission is obtained in a school and shall be paid up to and including the month in which last examination of the school stage of education is taken.

					made with the Community Development Block as a Unit, the top students in each Block are awarded Scholarships.	
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### 11. NATIONAL SCHOLARSHIP TO THE CHILDREN OF SCHOOL TEACHERS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>A Scholarship has to be availed of from the year it is made.</p> <p>The Scholarship will be tenable only for the next course of study and not for any equivalent course.</p> <p>A Scholarship once awarded on the result of a School leaving examination will be tenable from the start of the Post Matriculation studies to the end of the first degree course.</p>	<p>HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m</p> <p>II year &amp; III year Day scholar- Rs 90 Hosteller - Rs.140</p> <p>All other P.G &amp; Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300</p>	<p>S.S.L.C. / Matric or equivalent</p> <p>Higher Secondary / All India Senior Secondary Examination / Intermediate / Pre-Degree / Diploma or equivalent /</p> <p>B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent</p> <p>Should have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination.</p> <p>The candidates who have passed the qualifying examination mentioned in Rule-I in a year prior to the year of the award of Scholarship will not be eligible for consideration.</p> <p>A candidate who is in full time employment will not be eligible for award of Scholarship.</p>	Senior Accounts Officer.	Every year 3 fresh scholarship will be awarded.	Selection based on Merit.	

## CHAPTER - 13 to 15 (MANUAL 13 - 14)

### 1. AWARD OF ATTENDANCE SCHOLARSHIP TO GIRL STUDENTS IN THE MIDDLE STAGE OF EDUCATION

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
One year and tenable only for the year of selection	Rs.20/- per annum	All girl students in the age group of 11 to 14 years other than Scheduled Caste and studying in recognized institutions in the U.T. of Pondicherry with a minimum of 97% Percentage of attendance in the preceding year	Senior Accounts Officer, Directorate of School Education	All eligible candidates.	The application with an Income Affidavit should be submitted to the Head of the Institution	If the claim is proved false, the sanctioned amount will be recovered and the scholarship will be stopped forthwith. If a candidate is found to have obtained

### 2. INCENTIVE AWARD TO STUDENTS STUDYING IN +2 BELONGING TO POOR AND WEAKER SECTIONS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Two years, subject to promotion from I year to II year, with out break	Incentive Award @ Rs.650/- per annum will be granted to each student in respect of +1 and +2 students only.	<p>The students should be Indian Nationals, Resident of the Union Territory of Pondicherry , should be studying in the Government Higher Secondary Institutions .</p> <p>The awards under the scheme will be made on the basis of the results of SSLC (X Std.), Matriculation or other equivalent examination</p> <p>The concessions under the scheme can not be held conjointly with any other scholarships provided partly or wholly at the cost of the State or of the Government of India</p> <p>Candidates who have passed the qualifying examination in a year prior to the year of award will not be eligible for consideration</p> <p>20 Scholarships will be awarded per Government Higher Secondary School</p>	Senior Accounts Officer, Directorate of School Education	<p>20 Scholarships for each co - educational Government Higher Secondary School in Pondicherry, Karaikal, Mahe and Yanam.</p> <p>10 for boys and 10 for girls</p>	The application in the prescribed form with certificates for Citizenship, residence and Income Certificate in the prescribed form obtained from the competent revenue official	<p>Students who are granted the above scholarships will be allowed to retain them till they complete the Higher Secondary education in first attempt regularly without break.</p> <p>Failure to secure promotion to next higher class will disqualify the student for the scholarship.</p>



		in Pondicherry, Karaikal, Mahe and Yanam. Where Co-education exists, the number of Scholarships will be awarded to the boys and girls on 50 : 50 basis (i.e.) 10 awards for boys and 10 awards for girls				
<b>3. AWARD OF FINANCIAL ASSISTANCE TO THE POST GRADUATE STUDENTS</b>						
<b>Duration</b>	<b>Benefit</b>	<b>Eligibility</b>	<b>Contact person</b>	<b>No. of Beneficiaries</b>	<b>Procedure to avail the benefits</b>	<b>Any Other details</b>
<p>Full course of study subject to promotion to the next class. with at least 50 % marks in aggregate in the examination which determines promotion to the next class.</p> <p>For the purpose of renewal, the marks are to be rounded off to 50% if the actual marks obtained by a scholar are 49.5 % or more</p>	<p>Day Scholars : Rs.120/- p.m.</p> <p>Hostellers : Rs.300/- p.m.</p>	<p>Indian Nationals and Residents of this U.T. The candidates who have passed the qualifying examination in the first attempt with first class or secured not less than 60% of marks in aggregate in the University examinations will be eligible for consideration.</p> <p>The candidates who have passed the qualifying examination in a year prior to the year of award will not be eligible for consideration.</p> <p>Income of their parents should not exceed Rs.25,000/- per annum. In case of a salaried persons, full emoluments including all allowances, Honorarium, Bonus, Special pay (Exclusive of H.R.A.) received in the previous financial year shall be taken into account for computing Annual Income. No relief for long term savings, contribution to Provident fund, Life Insurance etc., will be allowed. A standard deduction of 30% subject to a maximum of Rs.10,000/- will be allowed to salaried persons.</p> <p>In case of Non-salaried persons such as businessmen, Landlord, Agriculturists and self-employed etc., no standard deduction will be allowed and their entire gross income will be taken into consideration for computing</p>	<p>Senior Accounts Officer, Directorate of School Education</p>	<p>66 PG students / per year will be granted Fresh awards under This Scheme on the basis of the results of any first Degree examination viz., B.A. / B.Sc. / B.Com. or Technical and Professional courses.</p>	<p>Application should be submitted to the Directorate through Head of Institution.</p>	<p>The payment of scholarship will start from the month of the admission is obtained. In the case of renewal of Scholarship for the succeeding year, the scholarship will be paid from the month following that for which the scholarship was paid.</p> <p>The Scholarship will, during the year, be drawn upto March of Financial year. For the months of examination, the scholarship will be drawn in the succeeding financial year on the receipt of Annual Progress Report which will contain the information regarding the month of the examination.</p> <p>The awardees will get the Scholarship as long as he / she is on the rolls of an Institution. If on account of prolonged illness or by other valid reasons the awardee's name is struck off the rolls, he / she will be entitled to the restoration of the</p>

		taken into consideration for computing their annual income.				Scholarship on readmission and on the recommendation of the Head of the Institution.
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#### 4. FELLOWSHIP FOR BIOTECHNOLOGY RESEARCH STUDIES

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Two academic years	Rs.400/- per month along with contingent grant of Rs.10,000/- per annum per student.	Should be Indian Nationals and Resident of the Union Territory of Pondicherry and Preferably below the age of 30 and holding a Bachelor degree in Botany or Zoology of a recognized University in First or Second class .The student should do full time research work	Senior Accounts Officer, Directorate of School Education	Not exceeding two	A candidate for the award must send his / her application in the prescribed form to the Registrar, University of Pondicherry through the Head of the Department of the Pondicherry University under whom he/she proposes to work.	On selection each scholar shall execute a Bond with the Government of Pondicherry the terms of which shall be settled by the Director of Collegiate & Technical Education agreeing to engage diligently in research work.  Research scholar shall be entitled to a summer vacation of two months and all gazetted holidays. They may be given 8 days Casual Leave and two optional Restricted Holidays during a calendar year

#### 5.. NATIONAL SCHOLARSHIP SCHEME

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
In the case of the final University examination, if the Scholar is placed in compartment, his Scholarship will not be extended beyond the final annual examination of the course.	HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m  II year & III year Day scholar- Rs 90 Hosteller - Rs.140  All other P.G & Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300	The awards under the scheme are made on the basis of the results of following examinations: 1.S.S.L.C. / Matric or equivalent Higher Secondary / Intermediate / Pre-Degree / Diploma or equivalent/ 2.B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent 3.Only those candidates who are Indian Citizens belonging to the Union Territory of Pondicherry and who have passed the qualifying examination mentioned above in the	Senior Accounts Officer, Directorate of School Education	Every year 31 fresh scholarship will be distributed among the various examinations of the School Leaving and First Degree stages on the basis of the number of candidates	Selection will be based on Merit.	

<p>the course.</p> <p>The Scholarship will be renewed for each successive year subject to what is stated above on the basis of an Annual Progress Report to be submitted by the Head of the Institution where the student is studying.</p> <p>It is essential that an attested copy of marks sheet of the Annual Examination should be attached to the Annual progress Report.</p>		<p>first attempt and obtained at least 60% marks in aggregate in the qualifying examination will be eligible</p> <p>4.The candidates who have passed the qualifying examination a year prior to the year of the award of Scholarship will not be eligible for consideration.</p> <p>A candidate who is in full time employment will not be eligible for award of Scholarship.</p> <p>A Scholarship holder shall not receive any other regular scholarship or stipend. Only those students whose parents have an income of Rs.25,000/- or below per annum will be eligible for the Scholarship. The income of Father, Mother and Scholar will be taken into account for the purpose of Means Test.</p>		<p>appeared in those examinations in the preceding year, provided that at least one award is made to each such examination, even if it is not entitled to the same on the above basis.</p>		
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## 6. PONDICHERRY STATE POST MATRIC SCHOLARSHIP SCHEME

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>A Scholarship under this scheme has to be availed of from the year it is made.</p> <p>The Scholarship will be tenable only for the</p>	<p>* HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m</p> <p>* II year &amp; III year Day scholar- Rs 90 Hosteller - Rs.140</p> <p>* All other P.G &amp; Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300</p>	<p>The awards under the scheme are made on the basis of the results of following examinations:</p> <p>S.S.L.C. / Matric or equivalent Higher Secondary / All India Senior Secondary Examination / Intermediate / Pre-Degree / Diploma or equivalent / B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or</p>	<p>Head of the Institution</p>	<p>Every year 150 fresh scholarship will be distributed among the various examinations of the School Leaving and First Degree</p>	<p>Application should be submitted to SAO, through Head of the Institution.</p>	

<p>next course of study and not for any equivalent course.</p> <p>A Scholarship once awarded on the result of a School leaving examination will be tenable from the start of the Post Matriculation studies to the end of the first degree course</p>		<p>equivalent</p> <p>Only those candidates who are Indian Citizens belonging to the Union Territory of Pondicherry and who have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination will be eligible for consideration for the award of this Scholarship subject to the fulfillment of other conditions of the Scheme.</p> <p>The candidates who have passed the qualifying examination mentioned in Rule-I in a year prior to the year of the award of Scholarship will not be eligible for consideration.</p> <p>A candidate who is in full time employment will not be eligible for award of Scholarship.</p>		<p>stages on the basis of the number of candidates appeared in those examinations in the preceding year, provided that at least one award is made to each such examination, even if it is not entitled to the same on the above basis. However the number of awards to be given each year, will also depend on the funds available in the budget of each year.</p>		
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## 7. AWARD OF SCHOLARSHIPS TO OUTSTANDING N.C.C. CADETS OF THE U.T. OF PONDICHERRY

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
1 Year	<p>Senior Division cadets - Rs.50/- p.m</p> <p>Junior Division cadets - Rs.25/- p.m.</p>	<p>The awards under the scheme will be available for the NCC cadets in the following divisions:</p> <p>Senior Division Boys Up to graduation</p> <p>Senior Wing Girls</p> <p>Junior Division Boys Up to XII Std</p> <p>Junior Wing Girls</p>	<p>The application for the award of scholarships to outstanding NCC cadets may be obtained from the company / Troop Commander.</p>	<p>Every year 34 fresh Scholarships will be allotted for NCC cadets.</p>	<p>The application for the award of scholarships to outstanding NCC cadets may be obtained from the company / Troop Commander.</p>	

		<p>The cadets must be citizens of India and residents of this U.T. The cadets must have attended 75% of the parades in the year. The cadets must have attended the eligible number of camps. The cadets should not have been discharged from the Institution / NCC under disciplinary grounds.</p> <p>An awardee under this scheme will not be allowed to receive any other regular scholarship or stipend. However they are permitted to enjoy fee concessions, if any, awarded to him by the Institution where they are studying and by other Government. There is no income limit under this scheme.</p>				
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### 8. PRE-MATRIC SCHOLARSHIP TO OTHER ECONOMICALLY BACKWARD CLASS STUDENTS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
<p>10 months in a year.</p> <p>Renewable till the course is completed . ( see last column)</p>	<p>VI standard to VIII standard @ Rs.15/- p.m. for 10 months</p> <p>IX standard and X standard @ Rs.20/- p.m. for 10 months</p>	<p>Indian Nationals /Resident of the Union Territory of Pondicherry/Students of VI standard to X standard studying in recognized institutions situated within the U.T. of Pondicherry.</p> <p>The concessions under the scheme can not be held conjointly with any other scholarships provided partly or wholly at the cost of the State or of the Government of India. The students enjoying fee concessions half or full will however be permitted to enjoy the scholarship under the Scheme.</p>	Head of the Institution.	All eligible Candidates	<p>An application should comprise the following certificates</p> <ol style="list-style-type: none"> <li>1. One copy of the application for scholarship in the prescribed form.</li> <li>2. Citizenship, Residence and Income Certificate in the prescribed form obtained from the competent revenue official.</li> <li>3. The application should be submitted to the Director of School Education within the prescribed date , through the Head of Institutions where the students are studying. In the case of</li> </ol>	<p>Failure to secure promotion to next higher class will disqualify the student for any scholarship under the scheme for studies in that class.</p> <p>Students who are granted the above scholarships will be allowed to retain them till they complete their secondary education regularly without break.</p>

					candidates who secure admission late, the applications should reach the Director of School Education within 10 days from the date of joining the Institution.	
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### 9. AWARD OF PRE/POST MATRIC SCHOLARSHIP TO THE CHILDREN AND GRAND CHILDREN OF POLITICAL SUFFERERS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
The Scholarship shall be tenable for a period of 10 months from June / July to March / April.	<p><u>Pre-matric VIII to X std.</u> Scholarship per mensem Rs.20/- Book grant per annum Rs.40/-</p> <p><u>Post-matric, Hr.Sec.</u> Scholarship per mensem Rs.25/- Book grant per annum Rs.50/-</p> <p><u>Degree courses</u> Scholarship per mensem Rs.30/- Book grant per annum Rs.50/-</p> <p><u>Degree courses in Professional &amp; Technical</u> Scholarship per mensem Rs.40/- Book grant per annum Rs.50/-</p> <p><u>Post Graduate and Research courses</u> Scholarship per mensem Rs.40/- Book grant per annum Rs.50/-</p>	<p>Bonafide students of VIII standard to Post Graduate and Research courses in recognized educational institutions of Pondicherry and out side.</p> <p>Children of political sufferers as defined above and their grand children by predeceased sons provided the income of such Political Sufferers does not exceed Rs.24,000/- per annum excluding Freedom Fighter's Pension</p>	Principals of all Colleges / Polytechnic / Hr. Secondary School Offices.	All eligible Candidates.	<p>An application should comprise:</p> <p>One copy of the application for scholarship in the prescribed form.</p> <p>Citizenship, Residence and Income Certificate in the prescribed form obtained from the Tahsildar / Deputy Tahsildar of Taluk or Sub-Taluk.</p> <p>A certificate duly certified by the Home Department, Pondicherry to the effect that the parent or grand parent (in the case of predeceased sons) of the student on behalf of whom the application is made, is a political sufferer.</p> <p>Birth Certificate of the student, Birth Certificate of the student's father if the</p>	The concessions under the scheme can not be held conjointly with any other scholarships or stipend provided partly or wholly at the cost of the State or of the Government of India.

					student is a grandchild of Political Sufferer.	
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### 10. SCHEME OF NATIONAL SCHOLARSHIPS AT SECONDARY STAGE FOR TALENTED CHILDREN FROM RURAL AREAS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
The Scholarship is tenable from VI to XII Standard.	Day Scholars (Classes VI TO X) : Rs. 30/- p.m.  Day Scholars (Classes XI and XII) : Rs. 60/- p.m. plus tuition fee where levied. Scholars residing in Hostels : Rs.100/- p.m.	The Scholarships are awarded at the end of the Middle School Stage (Class VI / VIII) and continues up to the Secondary Stage including plus two stage of Education. There is no income ceiling limit under the scheme.	Head of the Institution concerned.	Every year 36 Fresh Scholarships are awarded.	<u>First Stage</u> Every student should appear for the examination conducted by the Directorate of School Education. <u>Second Stage</u> The final examination is conducted with the help of a special unit in the NATIONAL COUNCIL FOR THE EDUCATIONAL RESEARCH AND TRAINING at the National level. The final selection is made with the Community Development Block as a Unit, the top students in each Block are awarded Scholarships.	Scholarship commences from the month in which the admission is obtained in a school and shall be paid up to and including the month in which last examination of the school stage of education is taken.

### 11. NATIONAL SCHOLARSHIP TO THE CHILDREN OF SCHOOL TEACHERS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
A Scholarship has to be availed of from the year it is made. The Scholarship will be tenable only for the next course of study and not for any equivalent	HSC/ Pre-degree/Intermediate/BA/B.Sc/B.Com I year- Day scholar- Rs. 60 p.m., Hosteller - Rs.100 p.m  II year & III year Day scholar- Rs 90 Hosteller - Rs.140  All other P.G & Prof.Courses Day scholar- Rs 120 Hosteller - Rs.300	S.S.L.C. / Matric or equivalent  Higher Secondary / All India Senior Secondary Examination / Intermediate / Pre-Degree / Diploma or equivalent /  B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent	Senior Accounts Officer.	Every year 3 fresh scholarship will be awarded.	Selection based on Merit.	

course. A Scholarship once awarded on the result of a School leaving examination will be tenable from the start of the Post Matriculation studies to the end of the first degree course.		Should have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination.  The candidates who have passed the qualifying examination mentioned in Rule-I in a year prior to the year of the award of Scholarship will not be eligible for consideration.  A candidate who is in full time employment will not be eligible for award of Scholarship.				
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## 12. STUDENTSHIP FELLOWSHIP FOR TAMIL TELUGU MALAYALAM FRENCH RESEARCH STUDIES

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Until completion of Research Studies	Scholarship / Fellowship - Rs.800/- p.m.  Contingent grant - Rs.3000/- p.a.	Students doing research work in Tamil, Telugu, Malayalam & French languages in Pondicherry  The award will be open to persons who are preferably below the age of 30 years and holding a Master's Degree in their respective language of a prescribed University on the First or Second Class. The student should do full time research work.	Head of the Institution through their Head of the Department	Studentship / Fellowship not exceeding two in number to the students doing research work in Tamil, Telugu, Malayalam & French languages in Pondicherry	Application may be submitted to the Head of the Institution.	On selection each scholar shall execute a Bond with the Government of Pondicherry the terms of which shall be settled by the Director of Collegiate & Technical Education.

## 13. SCHOLARSHIP AND LUMP SUM AWARDS FOR MERITORIOUS SPORTS PERSONS

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Based on achievement & performance	Scholarships are at the rate of Rs.600/- per annum and lump sum grants are at the rate of Rs.500/- per annum which are not renewable	Students upto the Higher Secondary stage who secure the first and second places in the State level competitions organized by the Education Department and State level competitions organized by the State Sports Associations are eligible to	Deputy Director (Sports & Youth Services)	12 school students get scholarships and 5 other get the lumpsum awards. Within the prescribed	.Applications are to be routed through the Institutions or State Sports Associations by the students and non students respectively.	



		apply for Scholarship awarded by the Government of Pondicherry, if they fulfill other conditions of eligibility Non students and students of other levels are eligible to apply for grant of lump sum grant if they possess the above sports merits and satisfy the other conditions of the eligibility .		limits of the above scholarships may be increased reducing the lumpsum award	students respectively.	
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#### 14. SCHEME OF SCHOLARSHIP TO STUDENTS FROM NON-HINDI SPEAKING STATES FOR POST-MATRIC STUDIES IN HINDI 2004-05

Duration	Benefit	Eligibility	Contact person	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
An award once made will be tenable only for the stage of course for which it is given, subject to good conduct and regularity in attendance. Within a course which is continuous for a number of years, the scholarship will be renewed from year to year provided the scholar passes in Hindi, secures promotion to the next higher class, and Hindi continues to be part of the course of study in the next higher class. The period of scholarship for Ph. D. Will be 2	1. HSC or Equivalent - Rs.300/- p.m. 2. Degree students Rs.500/- p.m. 3. Postgraduate or Ph.d Rs.1000/- p.m.	* 10th Class /Matriculation/High School-For award of scholarship in +2 level/pre University/pre Degree. *12th Class of 10 +2 pattern/Intermediate/pre University /pre Degree -For award of scholarship in B.A./B.Sc./B.Com. (Pass or Honors) or an equivalent examination. *B.A./B.sc./B.Com. (Pass or Honors) or an equivalent examination- For award of scholarship in M.A., M.Litt. and equivalent courses and Hindi Teacher's Training Course. *M.A. Hindi/M.Litt. (Hindi)/Pre Ph. D./qualification leading to the admission to Ph.D (Hindi) Degree -For award of scholarship in Ph. D. (Hindi) *Full -time courses in Hindi for which examination are conducted by Hindi Voluntary Organizations engaged in the propagation of Hindi or by Universities Provided these examination are recognized as equivalent to Intermediate or Above. These will be given on the basis of the results of the "Examination next Below". A list of recognized Voluntary Organizations and the examinations Conducted by them is given in Appendix 'A' along with the "Examination next Below". *Training courses in Hindi Teacher's Training College run by Government or	The State Government/ Union Territory Administrations concerned will announce the scheme every year after the issuance of administrative approval by the Government of India the continuance of scheme and invite applications by issuing a press advertisement.	2,500 scholarships will be available per year from 2004-05 onwards on all India basis as per the quota of each Non-Hindi Speaking State/Union Territory given in Appendix -B		

<p>years, but this may be extended for one more year at the most, subject to good progress in research work and the recommendation of the appropriate academic authorities.</p>		<p>Hindi Voluntary Organization provided these are either recognized by a State Government or are conducted by an Institution declared as an Institution of National importance by an Act of Parliament. Candidates taking up B.Ed./B.T Where both content and method of teaching Hindi are studied will also be Eligible.</p> <p>*Course conducted by institution declared as institutions of national Importance by an Act of Parliament provided these courses are equivalent to Intermediate or above. These will be awarded on basis of admission qualification for these courses.</p> <p>*Only those candidates whose mother tongue is not Hindi and who belong to any of the following Non-Hindi Speaking States/Union Territories will be eligible for the scholarship:  *Andhra Pradesh, Assam, Gujarat, Jammu &amp; Kashmir, Karnataka, Kerala, Maharashtra, Manipur, Meghalaya, Nagaland, Orissa, Punjab, Sikkim, Tamil Nadu, Tripura, West Bengal, Andaman and Nicobar Islands, Arunachal Pradesh, Chandigarh, Dadra and Nagar Haveli, Goa, Daman &amp; Diu, Lakshadweep, Mizoram and Pondicherry.</p> <p>*Candidates who belong to Non-Hindi Speaking States specified in Rule 4(i) Above but have been residing for any purpose in a Hindi Speaking State will not Be eligible for scholarship under this scheme. This condition of residence will not apply to candidates who are already studying in Hindi Speaking States on scholarships awarded under the scheme up to 2003-04.</p> <p>*Candidates in employment, whether full or part-time or whether in a private Organization or a government</p>				
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		<p>organization, will not be eligible unless they are Sponsored by the State Government/Union Territory Administration concerned and provided they execute a bond with the State Government/Union Territory Administration, if so, required by them.</p> <p>The minimum eligibility requirement for award of scholarship under the Hindi Scheme is that the student should secure at least 60% marks in the qualifying</p>				
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GRANT - IN - AID						
Duration	Benefit	Eligibility	Contact person for applying & complaints if any	No. of Beneficiaries	Procedure to avail the benefits	Any Other details
Permanent	Maintenance Grant at the rate of 95%	<p>I. A school seeking grant-in-aid shall have a permanent income whether from endowments or other sources excluding fees and pupil's funds which when supplemented by grant-in-aid shall be adequate to discharge its obligations under the Act and to enable it to carry On its work efficiently.</p> <p>II. No school shall be granted aid unless its managing committee gives an undertaking in writing that --</p> <ol style="list-style-type: none"> <li>1. it shall comply with the provisions of the Act and these rules;</li> <li>2. it shall fill in the posts in the school with the Scheduled Castes, the Scheduled Tribes and other reserved category candidates in accordance with the instructions issued by the Government from time to time and also maintain the roster and other connected returns in this behalf. Nothing in this provision shall apply to minority unaided school;</li> <li>3. it shall deposit its five per cent share towards pay and allowances, medical facilities, pension, gratuity, provident fund and other prescribed benefits with the Government on or before twentieth of every month;</li> <li>4. it shall disburse or cause to be disbursed the dues specified in clause (iii), within the first week of every month to the employees of the school;</li> <li>5. while filling up the posts in the school, it shall give first preference to such of the employees of other aided schools as have become surplus in pursuance of the provisions of rule 19;</li> <li>6. it shall comply with the directions given by the Director under the provisions of the act and these rules;</li> <li>7. it shall fill in such number of posts in the school as have been approved by the Director, in accordance with the directions issued by the Director in this regard without any discrimination or delay as per the recruitment rules prescribed for such posts;</li> <li>8. it shall ensure that the Head of School possesses the necessary papers of an employee who is due to retire from service after attaining the age of superannuation or otherwise, before 6 months or his retirement with a view to avoid any delay in sanctioning the pension, gratuity, provident fund to such employee or his / her family, as the case may be; and</li> <li>9. it shall attend to all the claims or the service matters of the employees of its school as and when they become due, promptly without any delay or discrimination, strictly in accordance with the recruitment rules or the instructions issued by the Government from time to time on the subject.</li> </ol> <p>The breach of any conditions specified in sub-rule (1) and (2) shall render such school liable to be removed from grant-in-aid list.</p>	Senior Accounts Officer, Directorate of School Education.	35 Recognized Private Schools (27 in Pondicherry and 8 in Karaikal)	Prescribed Application along with necessary documents may be submitted.	

## **SCHEMES**

Sl.No	Name of the Programme/scheme	Target	Beneficiaries	Objectives	Contact person for applying & complaints if any
1.	CONTINUING EDUCATION SCHEME (CSS)	1 lakh (Neo-Literate)	1. School drop-outs 2. Pass-outs of Primary schools 3. Pass-outs of Non-Formal Education Programme and 4. All other members of the community interested in availing opportunities for life long learning.	a. Provision of facilities for retention of literacy of literacy skills and Continuing Education to enable the learners to continue their learning beyond basic literacy.  b. Creating scope for application of functional literacy for the improvement of the living conditions and quality of life.  c. Dissemination of information on development programme and widening & improving participation of traditionally deprived sections of the society.  d. Creation of awareness about national concerns such as National Integration, conservation and improvement of the environment Women's equality, observance of small family norms, etc., and sharing of common problems of the community.  e. Improvement of economic conditions and general well being as well as Improvement of productivity by organizing short duration training programmes, orientation courses for providing vocational skills and by taking up linkage activities for establishing direct between continuing education and development activities.  f. Provision of facilities for library and reading rooms for creating an environment conducive for literacy efforts and a learning society.  g. Organization of cultural and recreational activities with effective community participation.	Deputy Director (Adult Education)

Sl.No	Name of the Programme/scheme	Objective	Benefit	No. of Beneficiaries
2.	MIDDAY MEALS SCHEME	As an incentive for retention of students in the school and to popularise Elementary Education and to reduce the drop out rate among the students due to poverty, Mid-Day Meals will be supplied to all poor students studying from Standards I-XII Standards in	To provide meals to Students studying from I to XII standard	1.26 lakhs students

		all Government and Government Aided Schools.		
3.	SHRI RAJIV GANDHI BREAKFAST SCHEME	As many of the poor children have come to school without taking breakfast due to poverty and are also reported to have been fainted due to starvation during school assembly, it has been proposed to provide breakfast (2 slices of bread) to poor children studying in Stds.I-VIII in Govt./Govt.Aided Private schools. This will enable the students to attend to lessons with stamina and diligence.	To provide Breakfast to Students studying from I to XII standard	1.26 lakhs students
4.	SCHEME OF FREE SUPPLY	The weaker section of the society still find it difficult to send their children to schools as they are unable to cope up with resulting burden of expenditure. As an incentive to poor students for attracting them to schools at the elementary level, to ensure their retention in the age group 6-14 years and to increase enrolment; text books, stationeries, uniforms and foot-wear will be supplied to poor children studying in I-X Stds., subject to the annual parental income of Rs.24,000/- per annum.	<p>*To Provide all textbooks required from I to XII Standard.</p> <p>*To provide Stationary articles like pencil, plastic Scale, Eraser, Geometry box, ink pen, crayons and school bag</p> <p>*To provide Drawing Notebooks and Copy Note books for Nursery children in LKG, UKG Sections , Exercise notebooks from I to xii stds.</p> <p>*To provide Two sets of Uniforms of teri cotton uniform from LKG to xii stds.</p> <p>*To provide Rubber Hawai Chapals one set every year to the beneficiaries from LKG to Xii Stds.</p> <p>*To provide Large size dictionaries to beneficiaries in VIII standard in English - English -Tamil Languages for Pondicherry and Karaikal regions and English-English-Malayalam Languages for mahe region and English-English-Telugu for Yanam region.</p> <p>(Additional Proposal from 2005-06)</p> <p>a. To provide spectacles and hearing Aids will be supplied to the beneficiaries of Students from I to x standards and who are medically certified to have impairment of vision and hearing</p> <p>b. To provide Identity Cards to all Students of LKG to XII Standards in Govt. Schools</p>	<p>Uniforms - 1.69 lakhs</p> <p>Text Books- 1.55 lakhs</p> <p>Stationery - 1.09 lakhs</p> <p>Dictionary - 0.16 lakhs</p> <p>Foot-wear - 1.69 lakhs</p> <p>Crayon &amp; Drawing NB- 0.14 lakhs</p> <p>Copy NB - 0.07 lakhs</p> <p>Hearing aid - 600 students</p> <p>Spectacle - 600 students</p>

## **FINANCIAL ASSISTANCE - NATIONAL FOUNDATION FOR THE TEACHERS WELFARE FUND (NFTW)**

### **Introduction**

The National Foundation for the teachers welfare fund was setup in 1962 under the charitable Endowments act 1890. the management and the administration of the Foundation is directed by a general Committee under the Chairmanship of the Union Minister of Human resource Development.

### **Ex - Gratia**

An amount of Rs. 35,000 /- is being given to the dependant of the deceased teacher who died while in service . The letter from the department enclosing the copy of the death certificate should be sent through the concerned Head of Institution. After Scrutiny , it will have to be placed before the committee Members of the NFTW. After approval by the committee a cheque for Rs. 35,000/- will be issued to the department of the deceased teacher.

### **Marriage incentive**

An Amount of Rs. 10000/- is being Provided for the marriage of the daughter of the Teacher. For Widow's daughter an amount of Rs. 25,000/- is Provided.

### **Gold Medal to Retired Teacher**

Retiring Teachers are honoured with Gold Medal (8 gms) at the Teachers Day Function.

### **Paid Holiday**

Teachers who have been honoured with National or state awards are considered for this Financial assistance is granted to the teacher and spouse to visit any place in India for a ,maximum of 14 days once in five years. Financial Assistance will be restricted to AC III Tier fare and a DA of Rs.200/- per day for the teacher.

### **Proposals should certify the following**

1. Photocopy of the certificate of National / State Award granted.
2. Information whether the spouse is accompanying the teacher.
3. Farthest place to be visited.
4. Dates of Visit (Commencement of journey and return to Headquarter)
5. Annual Fare payable (to and fro)

On return from the visit, the teachers have to submit a tour report as well as proof of having visited the place identified by him/her. The Particulars should be in a Traveling allowance bill form. The report and the bill are requested to be countersigned by the Secretary - treasurer of the State/ Union Territory before they are submitted to the Foundation for reimbursement.

Medical Reimbursement for serious ailments

### **Students Medical Assistance fund**

The students who are suffering from severe ailments/ accidents are given assistance from this fund

The applications should be routed through the Head of the Institution/ School in which the student is studying with the following documents.

1. Income Certificate of the parent of the student.
2. NOC from Government General Hospital, Pondicherry/JIPMER.
3. Receipt for Contribution of the student for students Medical Assistance Fund
4. Receipt obtained from Cashier



## CHAPTER - 15 (Manual -14)

### NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Sl. No	Name of the Scheme / Scholarship / Award	Norms for Selection
1.	AWARD OF ATTENDANCE SCHOLARSHIP TO GIRL STUDENTS IN THE MIDDLE STAGE OF EDUCATION	This scholarship will be available only to such students whose parents are having an annual income not exceeding Rs.24,000/- from all sources. The selection is based on the percentage of their attendance in the previous year starting from 100 % to 97 %.
2.	INCENTIVE AWARD TO STUDENTS STUDYING IN +2 BELONGING TO POOR AND WEAKER SECTIONS	This scholarship will be available only to such students whose parents/guardians are having an annual income not exceeding Rs.24,000/- from all sources. In the award of scholarship, first priority will be given to such students who secured 45 % or above aggregate in the annual examination (X Std) in one attempt. Among students of same percentage of marks, the students whose parental income limit is lesser will get preference.
3.	AWARD OF FINANCIAL ASSISTANCE TO THE POST GRADUATE STUDENTS	<p>*The candidates must be Indian Nationals and residents of this U.T. The candidates who have passed the qualifying examination in the first attempt with first class or secured not less than 60% of marks in aggregate in the University examinations will be eligible for consideration.</p> <p>*The candidates who have passed the qualifying examination in a year prior to the year of award will not be eligible for consideration.</p> <p>*Income of their parents should not exceed Rs.25,000/- per annum. In case of a salaried persons, full emoluments including all allowances, Honorarium, Bonus, Special pay (Exclusive of H.R.A.) received in the previous financial year shall be taken into account for computing Annual Income. No relief for long term savings, contribution to Provident fund, Life Insurance etc., will be allowed. A standard deduction of 30% subject to a maximum of Rs.10,000/- will be allowed to salaried persons.</p> <p>*In case of Non-salaried persons such as businessmen, Landlord, Agriculturists and self-employed etc., no standard deduction will be allowed and their entire gross income will be taken into consideration for computing their annual income.</p>
4.	FELLOWSHIP FOR BIOTECHNOLOGY RESEARCH STUDIES	<p>*Indian Nationals</p> <p>*Resident of the Union Territory of Pondicherry</p> <p>*Preferably below the age of 30 and holding a Bachelor degree in Botany or Zoology of a recognized University in First or Second class</p> <p>*The student should do full time research work</p>
5.	NATIONAL SCHOLARSHIP SCHEME	*The eligible scholars will be selected strictly in order of merit starting from the top of the merit list of each examination.
6.	AWARD OF SCHOLARSHIPS TO OUTSTANDING N.C.C. CADETS OF THE U.T. OF PONDICHERRY	*The Officer commanding NCC Unit will scrutinize the applications. The applications received by the Officer Commanding NCC Units of Pondicherry / Karaikal / Mahe/ Yanam will be forwarded to the Group Commander, N.C.C. Group Head Quarters, Pondicherry with their due recommendations.
7.	SCHEME OF NATIONAL SCHOLARSHIPS AT SECONDARY STAGE FOR TALENTED CHILDREN FROM RURAL AREAS	<p><b>First Stage</b></p> <p>*Every student who is studying in a school located in Community Development Block in Class VI / VIII will be eligible to compete for the scholarship, provided he / she appears for the examination. The number of selected students should be ten times the number of scholarships available, subject to marginal adjustment. This examination will be conducted by the Directorate of School Education.</p> <p><b>Second Stage</b></p> <p>*The final examination is conducted with the help of a special unit in the NATIONAL COUNCIL FOR THE EDUCATIONAL RESEARCH AND TRAINING at the National level. State level Unit in consultation with the national level unit in the NCERT, prepares the test papers to be sent at the examination and organizes the examination throughout the U.T. This test consists of two papers of about 1 hour each for testing the innate abilities of the students. It will be common to the entire U.T. The examination is organized with district as a Unit. The final selection is made with the Community Development Block as a Unit, the top students in each Block are awarded Scholarships.</p>
8.	NATIONAL SCHOLARSHIP TO THE CHILDREN OF SCHOOL TEACHERS	*The eligible scholars will be selected strictly in order of merit starting from the top of the merit list of each examination.

9.	STUDENTSHIP FELLOWSHIP FOR TAMIL TELUGU MALAYALAM FRENCH RESEARCH STUDIES	*The selection will be made on merit by the University of Pondicherry / Kanchi Mamunivar Centre for Post Graduate Studies
10.	SCHEME OF SCHOLARSHIP TO STUDENTS FROM NON-HINDI SPEAKING STATES FOR POST-MATRIC STUDIES IN HINDI 2004-05	<p>*Scholarship will be awarded on the basis of the result of the Examination which makes the candidate eligible for admission to the course.</p> <p>*A student will be selected by the Non-Hindi Speaking State to which the student belongs against its quota.</p> <p>*Only those candidates will be eligible who have passed the "next below examination" (the examination which is the minimum qualification for admission to the course now joined by the students) either in the year of award (the year in which the application for scholarship is made) or in the year immediately preceding the year of award.</p> <p>*Only those candidates will be eligible who have passed the "next below examination" with Hindi as one of the subject or have passed another examination in Hindi recognized by the Government of India as equivalent to the "next below examination".</p> <p>*Only those candidates will be eligible who have passed the "next below examination" in the first attempt.</p> <p>*If after considering the candidates mentioned in Rule 7 (iv) above, some scholarship out of the quota allotted to particular State remain available, candidates who passed the examination mentioned in Rule 2 in earlier years, may also be considered.</p>
11.	PONDICHERRY STATE POST MATRIC SCHOLARSHIP SCHEME	<p>*S.S.L.C. / Matric or equivalent Higher Secondary / All India Senior Secondary Examination / Intermediate / Pre-Degree / Diploma or equivalent /</p> <p>*B.A. / B.Sc. / B.Com. and first degree Professional Examinations B.E., B.Ed., LL.B. or equivalent</p> <p>*Only those candidates who are Indian Citizens belonging to the Union Territory of Pondicherry and who have passed the qualifying examination mentioned above in the first attempt and obtained at least 60% marks in aggregate in the qualifying examination will be eligible for consideration for the award of this Scholarship subject to the fulfillment of other conditions of the Scheme.</p>
12.	PRE-MATRIC SCHOLARSHIP TO OTHER ECONOMICALLY BACKWARD CLASS STUDENTS	These scholarships will be available only to such students whose parents/guardians are having an annual income not exceeding Rs.24,000/- from all sources. In the award of scholarship, first priority will be given to such students who secured 50 % or above in aggregate in the annual examination.
13.	AWARD OF PRE/POST MATRIC SCHOLARSHIP TO THE CHILDREN AND GRAND CHILDREN OF POLITICAL SUFFERERS	<p>*Indian Nationals.</p> <p>*Resident of the Union Territory of Pondicherry</p> <p>*Bonafide students of VIII standard to Post Graduate and Research courses in recognized educational institutions situated within the U.T. of Pondicherry and out side.</p> <p>*The scholarship shall be tenable for full time courses in the Colleges and Institutions recognized or controlled by the Government of India or the State Government.</p>
14.	SCHOLARSHIP AND LUMP SUM AWARDS FOR MERITORIOUS SPORTS PERSONS	Applications are to be routed through the Institutions or State Sports Associations by the students and non students respectively.

## AWARDS TO TEACHERS & STUDENTS

Sl. No.	Name of the Award	Benefit	Beneficiaries
1.	Dr.S. Radhakrishnan Awards	Cash prize of Rs.5000/-, a certificate and 8 gms of gold medal on the occasion of Teachers day of every year	Primary School teachers, teaching up to 8 <sup>th</sup> Std - 2. Secondary School Teachers, teaching IX to XII Std - 2
2.	Hon'ble Chief Ministers Special Awards	Cash prize of Rs.5000/-, a certificate and 8 gms of gold medal on the occasion of Teachers day of every year	Language Teacher -1 Women Teachers. -4 Technical Teachers -1 French Teacher working in French Medium School - 1
3.	Hon'ble Education Ministers Regional Awards	Cash prize of Rs.5000/-, a certificate and 8 gms of gold medal on the occasion of Teachers day of every year	Pondicherry - 6 Karaikal - 2 Mahe - 1 Yanam -1
4.	Awards of one Sovereign Gold medal to all the Retired Teachers.	Honoured on the occasion of Teacher's day with 8 gms of Gold Medal and a shawl in order to recognize their unblemished service of such teachers rendered in the Department	At present all the retired teachers of Govt and Govt .Aided Private schools
5.	Honouring the Eminent Teachers at the National Level	Cash award of Rs.25,000/- and a silver medal each and a citation are presented by the president of India on the occasion of Teachers day 5 <sup>th</sup> September , of every year at New Delhi.	Two National Level Awards are granted to eminent teachers one at Primary level another at Secondary level
6.	Award of mementos to teachers who have produced 100% result in SSLC / Matric / HSC examinations in Government Schools in their concerned subjects	Certificate along with the mementos worth Rs.250	To the subject teachers in Govt. Schools for producing 100% results in SSLC / Matric / Higher Secondary examinations in their subjects viz. X Std/Matriculation XII Std

Sl. No.	Name of the Award	Benefit	Beneficiaries
7.	Cash award to Teachers and Head Master / Principal for producing Top Three Rankers in the subject concerned in the State level in respect of S.S.L.C. / Matriculation and Higher Secondary Examination	Cash award of Rs.500/- will be given to the subject teachers concerned and Rs.1,000/- to the Head Master/Principal	The subject teachers concerned and the Head Master/Principal of respective Institution who produced the subject Toppers in the State Level (Tamil Nadu & Pondicherry).
8.	Award to top ranking students of X and +2	<p>Three students with the highest marks in X &amp; XII std will be given exemption from payment of school fee and a book grant of Rs.1,500/- for X Std and . Rs.3,000/- for XII-Std.</p> <p>Such facilities is also extended under three categories of general, scheduled caste and Backward Community respectively. In all 18 students will be benefited</p> <p>Meritorious poor students in the Hr. Sec. Examination who secured top rank (first mark) in the concerned group so as to enable him to pursue higher studies in professional/non-professional colleges. This assistance is given towards reimbursement of tuition fees to the top ranking students. The assistance will be a one time grant of maximum of Rs.10,000/- to the poor students whose parental income does not exceed Rs.24,000/- per annum.</p>	

**Information available in electronic form**

Name of the scheme / Organisation	Website address
DIRECTORATE OF SCHOOL EDUCATION	<a href="http://www.pondicherryedn.org">http://www.pondicherryedn.org</a>
SCHOOL EDUCATION, MAHE	<a href="http://mahe.nic.in/edu.html">http://mahe.nic.in/edu.html</a>
SCHOOL EDUCATION, YANAM	<a href="http://yanam.nic.in/edu.htm">http://yanam.nic.in/edu.htm</a>
DIET, GOVERNMENT OF PONDICHERRY	<a href="http://diet.pon.nic.in">http://diet.pon.nic.in</a>
STUDENTS' WELFARE SCHEMES	<a href="http://www.pondicherryedn.org/edn/HTML/Accounts/edu_accounts_ENG_TOC.htm">http://www.pondicherryedn.org/edn/HTML/Accounts/edu_accounts_ENG_TOC.htm</a>
EDUCATION SCHEMES	<a href="http://www.pondicherryedn.org/edn/HTML/Plan/edu_ENG_Education_Scheme.htm">http://www.pondicherryedn.org/edn/HTML/Plan/edu_ENG_Education_Scheme.htm</a>
TEACHERS' WELFARE SCHEMES	<a href="http://www.pondicherryedn.org/edn/HTML/TOC/edu_ddadmin_ENG_Teachers_Welf_TOC.htm">http://www.pondicherryedn.org/edn/HTML/TOC/edu_ddadmin_ENG_Teachers_Welf_TOC.htm</a>
NUTRITION SCHEMES	<a href="http://www.pondicherryedn.org/edn/HTML/Plan/edu_ENG_Nutrition_Scheme.htm">http://www.pondicherryedn.org/edn/HTML/Plan/edu_ENG_Nutrition_Scheme.htm</a>
MIDDAY MEALS SCHEME	<a href="http://www.pondicherryedn.org/edn/HTML/CEO/edu_ceo_ENG_Midday_Meals_Scheme.htm">http://www.pondicherryedn.org/edn/HTML/CEO/edu_ceo_ENG_Midday_Meals_Scheme.htm</a>
SHRI RAJIV GANDHI BREAKFAST SCHEME	<a href="http://www.pondicherryedn.org/edn/HTML/CEO/edu_ceo_ENG_Rajiv_Gandhi_Scheme.htm">http://www.pondicherryedn.org/edn/HTML/CEO/edu_ceo_ENG_Rajiv_Gandhi_Scheme.htm</a>
SARVA SHIKSHA ABHIYAN SCHEME	<a href="http://www.pondicherryedn.org/edn/HTML/SSA/edu_ENG_SSA_Sarva_Shiksha_Abhiyan.htm">http://www.pondicherryedn.org/edn/HTML/SSA/edu_ENG_SSA_Sarva_Shiksha_Abhiyan.htm</a>
ADULT EDUCATION	<a href="http://www.pondicherryedn.org/edn/HTML/TOC/edu_NFE_TOC.htm">http://www.pondicherryedn.org/edn/HTML/TOC/edu_NFE_TOC.htm</a>
APPLICATION FORMS AND OTHER DOWNLOADS	<a href="http://www.pondicherryedn.org/edn/HTML/CEO/edu_ENG_Downloads.htm">http://www.pondicherryedn.org/edn/HTML/CEO/edu_ENG_Downloads.htm</a>

CHAPTER - 17 ( MANUAL - 16 )

FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

17.1 MEANS / METHODS ADOPTED BY THIS DIRECTORATE FOR  
DISSEMINATION OF INFORMATION-

- NEWSPAPER /  
DOORDHARSHAN and LOCAL CABLE TV
- NOTICE BOARD AT THE DIRECTORATE AND BRANCH OFFICES
- PRINTED MANUALS
- WEBSITE OF THIS DIRECTORATE

\* \* \* \* \*

**FRENCH EDUCATION**  
**FREQUENTLY ASKED QUESTIONS**

- ❑ Public Examinations conducted by the Education Department for French Education-
  - a) Brevet Elementaire (two sessions) equivalent to Matriculation.
  - b) Certificat d'Etudes primaires Elementaires Francais equivalent to 8<sup>th</sup> std for the purpose of employment.
- ❑ Time of these examinations-
  - **Brevet Elementaire examination** -  
first session in the first week of March and  
Second session in the first week of June
  - Certificat d'Etudes primaire Elementaire francais examination**  
only one session, probably in the first week of April) -
- ❑ **Eligibility to write the Brevet Elementaire examination**
  - 3e or 10<sup>th</sup> Std students in the French School who have completed 15yrs -
  - Private candidates who have completed 15 yrs -
- ❑ **Eligibility to write the CEPE examination**
  - CM2 or 6<sup>th</sup> std students who have completed 12years
  - Private candidates studying in Lycee Francais or any other school, who have completed 12 yrs
- ❑ **Method of applying for the Brevet Elementaire examination and required documents-**
  - Regular students should send their application affixing 50 paise court stamp through their respective institution, in the month of January with their birth certificate and a sum of Rs.5/- for registration.
  - Private candidate should give their application affixing a 50 paise court stamp alongwith birth certificate and a certificate from the French teacher stating that he has trained the student for the Brevet Elementaire examination and a sum of Rs.5/- for registration to the Office of the Dy. Director (French Education) in the Peruinthalaiwar Kamarajar Education Complex, Anna Nagar, Pondicherry-5
  - Students of Karaikal and Mahe should give their application in the Office of the Chief Educational Officer Karaikal and Mahe respectively.
- ❑ **Procedure for applying for the CEPE de frs examination.**
  - Regular students should send their application through their respective institution with 50 paise court stamp alongwith their birth certificate and one rupee registration fee in the month of February
  - underaged candidate should produce age relaxation certificate issued by the Education Department.
  - private candidate who have completed 11 yrs can apply.
  - birth certificate alongwith their application affixing 50paise court stamp
  - One rupee registration fee.

- A certificate from a French teacher stating that he has trained the student for the CEPE examination. -
- Application should be submitted in the O/o, the Dy. Director (French-Education), Peruintalaivar Kamarajar Education Complex, Anna Nagar, - Pondicherry -5. -

Procedure for applying for **age relaxation**.

- Minimum age limit for Brevet Elementaire examination - 15yrs / CEPE - 11yrs. -
- Students below these ages should apply for age relaxation -
- regular students should apply through their institution with. . . . -

  1. Birth Certificate -
  2. Progress Report -
  3. Recommendation of the HM. -

- students of Karaikal and Mahe should apply through the Chief Educational Officer of Karaikal and Mahe respectively. -

Eligibility to appear for the Brevet Elementaire examination in June session?

- Brevet Elementaire examination
  - a. Written Examination
  - b. Oral examination
 Minimum requirement for pass:120out of240 in the written examination
- Students who have passed the written examination are eligible for the oral examination. Minimum requirement in the oral exam is 130/360 for a pass in the Brevet Elementaire examination students who have scored 80 out of 240 in the written examination are eligible to appear again for the June session.
- Absentees for the March session can appear for June Session with the doctor certificate and prior intimation.

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION(WOMEN)**

- Minimum age for admission to LKG : 3+ yrs
- Minimum age for admission to UKG? : 4 + yrs
- Minimum age for admission to I Std : 5 + yrs
- Last date for admission to schools : 31 July
- Age relaxation period for admission to 1<sup>st</sup> std.  
30 days relaxation i.e. upto 30<sup>th</sup> August.
- The Competent Authority for granting age relaxation for 1<sup>st</sup> std?  
Inspecting Officers concerned.
- The parental income for getting benefits under Free supply schemes:  
The parental income for getting benefits under various schemes-  
**Free supply schemes** like text books, stationery , uniform, footwear, midday meal **Parental income Rs.24000/- per annum.**
- Number of years' service for the conferment of Senior Scale-  
**12 years (excluding EOL)**



❑ Number of years' service for the conferment of selection Scale-  
**24 years or 12 years after getting Senior Scale.**

❑ The School timings in urban area-

Type of Schools	Category of Schools	URBAN		RURAL	
Regular	Primary School			8.30 to 12.15	1.45 to 4.15
	Middle School			8.30 to 12.15	1.45 to 4.15
	High school			8.30 to 12.15	1.45 to 4.15
	Higher Sec school			8.30 to 12.15	1.45 to 4.15
Shift	Primary School			8.30 to 12.15	1.30 to 5.55
	Middle School			8.30 to 12.15	1.30 to 5.55
	High school			8.30 to 12.15	1.30 to 5.55
	Higher Sec school			8.30 to 12.15	1.30 to 5.55

### STATE NSS CELL

1. - Is NSS a State Scheme or National Scheme?

The **National Service Scheme (NSS)** is a **National Scheme** implemented all over India jointly both by Central and State Governments.

2. - Who all can join NSS?

Students studying in Higher Secondary Course and UG course in College can join NSS, provided there is an NSS unit in the institution.

3. - How many **NSS volunteers** are at present in Pondicherry U.T.?

**12000 NSS volunteers in the UT of Pondicherry, for the year 2005-06, ( 1950 are in Colleges and 10050 are at Higher Secondary level )**

4. - How many hours of work an NSS volunteer is expected to put in?

Two years with a minimum of 240 hours @ 120 hours a year.

5. - Is there a certificate for NSS?

Yes, all eligible volunteers after completing 240 hours of community service in a period of 2 years are issued certificate by the State NSS Cell.

6. - Does the certificate provide any **benefits to volunteers**?

Yes, they get 3% weightage in admission to higher courses, except in Professional courses with entrance examination.

7. - Are there **girl volunteers in NSS**?

Yes, in the UT of Pondicherry 50 percent of volunteers are girls - both in Colleges and at Higher Secondary level.

8. - What are the major activities organized in NSS?

The activities are of two kinds , namely, -

**Regular activities** and-

**Special Camping Activities.** -

From time to time the Government of India prescribes short term and-long-term activities to NSS. -

9. - What is the **duration of Special Camp?** -

**10 days** and it is **residential.** -

10. Is NSS in operation in all the regions of Pondicherry U.T.?

Yes, NSS is in operation in Pondicherry, Karaikal, Mahe and Yanam regions of the Union Territory.

#### **OFFICE OF THE DEPUTY DIRECTOR (SPORTS AND YOUTH SERVICES)**

For information relating to **coaching facilities** available for the following disciplines, namely

Volley Ball / Kabaddi / Kho-Kho / Table Tennis / Cricket/ Hockey -  
Athletics / Basketball /Football / Badminton / Weight-lifting . . . . -

Please contact the **Deputy Director (Sports & Youth Services)**, at the Directorate of School Education, **Education Complex, Anna Nagar, Pondicherry - 5.**

The **location** of the **coaching centres** -

1. - Rajiv Gandhi School of Sports, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.
2. -Coaching Centre, Office of the Deputy Director of Sports and Youth Services, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.
3. - Sports Authority of India Training Centre, Indira Gandhi Sports Complex, Ouppalam, Pondicherry.

The **incentives** available to for Meritorious Sports Persons

1. -**Scholarship** and lumpsum **award** from-

- i) The Directorate of School Education -
- ii) The Sports Authority of India -

2. **Reservation in Higher Studies** and **Appointment in Government Service**  
- as per rules and regulations in force from time to time.

Who is eligible to get **Meritorious Sports Person** certificate and where is to be obtained?

1. - Sports persons winning medals in first three positions or taking part in approved Games/Sports

through the All India Level Sports Federations approved by the Ministry of Sports and Youth Affairs, New Delhi

2. - Meritorious Sports Persons certificate can be obtained from the "Deputy Director, (Sports & Youth Services), Directorate of School Education, Pondicherry on production of the following documents (Xerox copies)

- a. - Participation / winning certificate in the event.
- b. - Form - II, Form -III Form - IV from the organizing authorities.
- c. - Employment Registration Card.
- d. - Birth Certificate
- e. - Educational Qualification Certificate
- f. - Ration Card.

❑ How can a player participate in Sports and Games?

School level - Zonal Games Championships, State School Games Championships, and National School Games Championships.

Universities- through Sports Associations in Pondicherry

EXAMINATIONS-
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❑ The procedure for applying for **Duplicate Higher Secondary Mark statement** of Public Examination?

The prescribed form for applying for the irrecoverably lost Public Examination Mark Statement can be had from the **Examination Cell, Office of Joint Director, Directorate of School Education, Education Complex, Anna Nagar, Pondicherry - 5.**

After filling in the application form , one has to enclose the original copy of **"Not traceable the Certificate"** issued by the **Police Station**

**A certificate from revenue official** not below the rank of Deputy Tahsildar  
**The receipt for payment of Rs.505/-** as per the instruction given in the Application form.

Enclosing all the above, the application shall reach the office of Joint Director through the Head of Institution where the student had studied last.

After receiving the application, the office of Joint Director will take appropriate action for issue of duplicate mark statement at the earliest.

- What are the Examinations conducted by Pondicherry Education Department to award Scholarship?

### National Talent Search Examination

There are three stages of National Talent Search Examination, namely -

National Talent Search Examination (NTS) - **Preliminary Stage** (State Level) conducted by the Education Department, Pondicherry.

Students selected from the Preliminary Stage have to attend the **second stage (National Level)** of NTS Exam which is conducted by NCERT, New Delhi. Usually Centre for second stage Exam too, are at anyone of the Pondicherry Urban schools . **Viva-Voce** for selected students at National level by NCERT, at Chennai.

For the second and third stages of Examination, the Dates / Venues and Hall Tickets are sent by NCERT, after getting particulars of selected students at Preliminary stage from Education Department, Pondicherry.

- What is the **eligibility to apply for National Talent Search Exam (NTS)**?  
Students studying in **Class X or its equivalent** as approved by the state and central Government will be eligible.
- How to apply for the National Talent Search Exam(NTS)?  
Aspiring students will get **application** at the cost of Rs.3/- from the Cashier of the **Chief Educational Officer, Pondicherry, Karaikal, Mahe and Delegate to DSE, Yanam and DSE, Pondicherry** during the month of August / September every year.
- Along with the required particulars, the **application** has to be sent to the **Joint Director through the Head of Institution** where the student is studying.

Every year to make the students aware of the Exam, the Education Department, Pondicherry issues a press release in the leading news papers, during the month of August.

- **When** will the NTS Examination be held?  
Preliminary stage Exam at State Level will be held by Education Department of Pondicherry on the third Sunday of November. Eight students from *General Category* and two students from *scheduled caste category* are selected from this Preliminary stage to award State Government Scholarship.

- ❑ When will the **result** be published? -

Names of the students selected in the Preliminary Stage will be sent to the students concerned by the Education Department directly, after getting approval from NCERT, New Delhi.

- ❑ When will the **second stage of NTS Exam** be conducted and how to apply for it?

The second stage of NTS Exam will be conducted by NCERT during the first Sunday of the month of May.

There is no need for the selected students to apply separately for the second stage. NCERT will get the names of selected in the first stage and it will send the Hall Tickets to the students directly from the State Government.

- ❑ What are the eligibilities to get **Scholarship from Central Government?**

The students who have successfully come out from the first and second stage of Exam will attend an interview at Chennai. Those who are selected in interview are eligible to get scholarship from the Central Government. In Pondicherry, the Education Department has arranged special coaching classes for the selected students in preliminary stage in order to prepare them for the National level stage of Exam.

- ❑ How should NGOs and Philanthropic organisations apply for the **list of Toppers in Higher Sec. Public Examination?**

They should send a requisition letter to the **Joint Director, II floor, Education Complex, Anna Nagar, Pondicherry - 5** to get such particulars related to Higher Secondary Public Exam, indicating the purpose for which the particulars are required.

- ❑ How can the private candidates get Application forms for Higher Secondary Examination and how to apply?

Private Candidates who wish to attend March/October Exams could get information from the news items released by Education Department in leading Newspapers and T.V Channels then and there. They can get Application form from the Exam cell, O/o Joint Director, II floor - 'A' Block, Edn. Complex, Anna Nagar, Pondicherry - 5 and send the filled in application to the address as mentioned in the Application.

## RECOGNITION OF PRIVATE SCHOOLS

- Whether permission of the Government is necessary to open a private school?

As per the provisions of the Pondicherry School Education Act, 1987, permission of the Director of School Education is necessary to establish any private school i.e.Pre-Primary to Hr.Sec.School stage.

- Whether there is any prescribed application to seek permission to start a Private School?

The application to seek permission for establishing a new private school shall be made in Form I prescribed in the Pondicherry School Education Rules, 1996.

- To whom should the application be submitted?

The application shall be submitted in triplicate through the Deputy Inspector of Schools of the Zones in respect of regions of Pondicherry and Karaikal. In respect of Mahe region, such application shall be submitted through the Chief Educational Officer concerned. The applications in respect of Yanam region shall be submitted through the Delegate to the Director of School Education.

- What are the facilities to be provided and conditions to be fulfilled by the private schools seeking permission/recognition?

The educational agencies seeking permission to establish new private schools shall fulfill the conditions and provide the facilities prescribed in the Pondicherry School Education Rules, 1996.

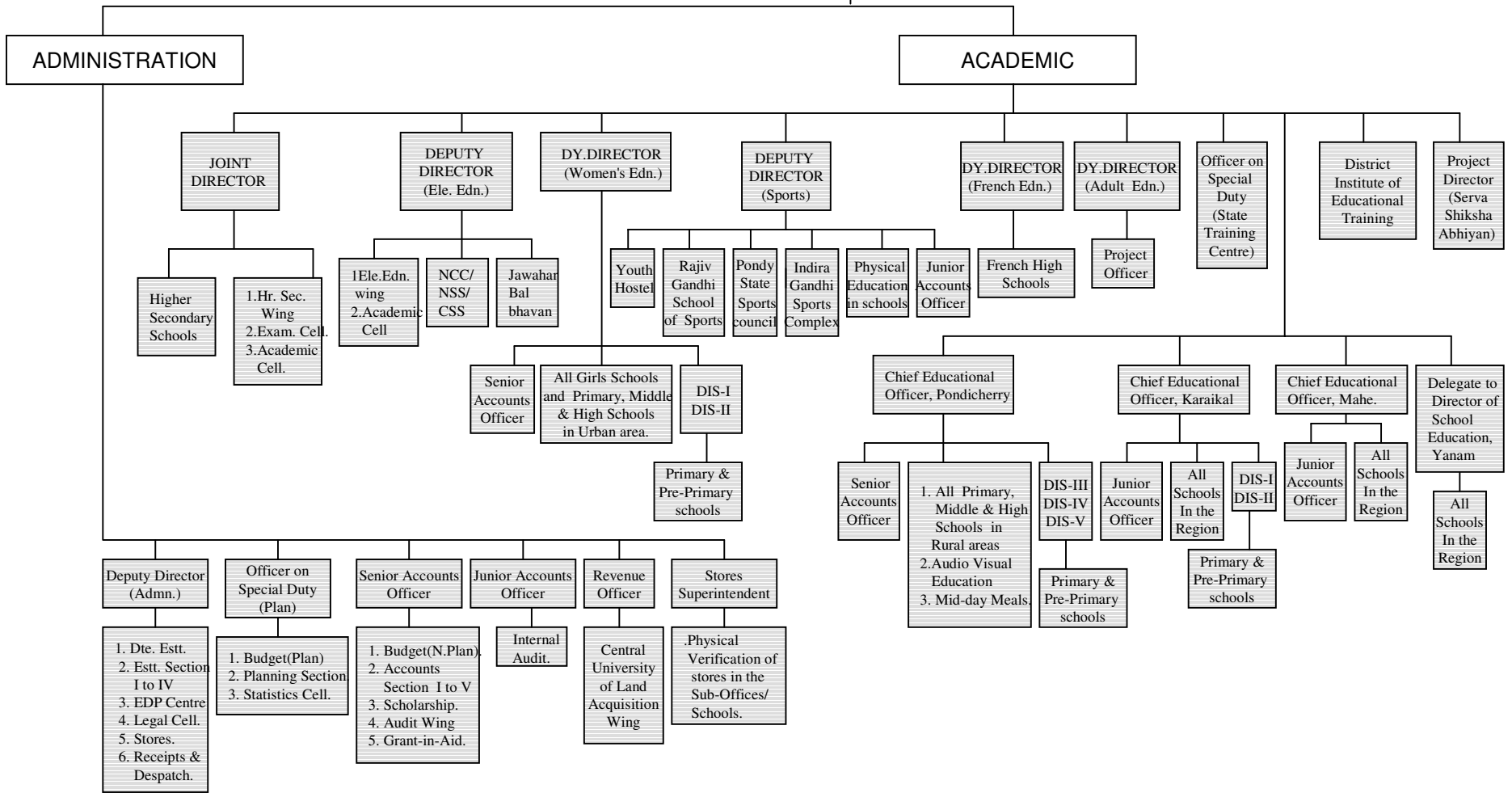
- Whether the management of a recognized private school can be transferred to another educational agency?

Any educational agency which proposes to transfer the management of a recognized private school should apply for approval to the Director of School Education in Form - IV prescribed in the Pondicherry School Education Rules, 1996.

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# ORGANISATIONAL CHART OF THE DIRECTORATE OF SCHOOL EDUCATION

## DIRECTOR OF SCHOOL EDUCATION



Note: N.C.C. : National Cadet Corps  
 N.S.S. : National Service Scheme  
 C.S.S. : Centrally Sponsored Scheme  
 D.I.S. : Deputy Inspector of Schools  
 E.D.P. : Electronic Data Processing