

1
CHAPTER VII
TERMS AND CONDITIONS OF SERVICE

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
7.01	<u>GENERAL CONDITIONS</u> All posts on the authorised establishment of the school, except those of Headmaster and Registrar shall be filled by the Principal by promotion or by direct recruitment, with the approval of the Local Board of Administration. Where a post becomes available suddenly and has to be filled without prior approval, the details will be reported at the next meeting of the L.B.A. for ex-post-facto approval explaining the urgency involved and till such approval, the appointment will be provisional and purely <u>ad-hoc</u> .	<u>7.01 GENERAL CONDITIONS</u> All posts on the authorised establishment of the school, except those of Vice Principal and Administrative Officer shall be filled by the Principal by promotion, by interschool transfer or by direct recruitment, with the approval of the competent authority. The competent authority in case of recruitment by promotion and direct recruitment is the LBA, and in case of recruitment by interschool transfer, the competent authority is the Honorary Secretary , Sainik Schools Society. Where a post becomes available suddenly and has to be filled without prior approval, the same will be ratified at the next meeting of the LBA. Till such approval, the appointment will be provisional and purely ad-hoc.	No.17/ IO/SSS/ Kodagu- 12 Apr 2008	- Approving authority for recruitment specified - Ratification in LBA specified for suddenly available post D(SSC) Input: Competent Authority clarified as Honorary Secretary
7.02	Promotions shall be made on merit, subject to suitability of the candidates and fulfilment of prescribed qualifications.	7.02 Promotions shall be made on merit, subject to suitability of the candidates and fulfillment of prescribed qualifications.		No Change
7.03	Every member of staff on appointment shall be supplied with a copy of the terms and conditions governing his services. He shall sign for the copy received by him and confirm acceptance of the conditions.	7.03 Every member of staff on appointment shall be supplied with a copy of the terms and conditions governing his / her services. He / She shall sign for the copy received by him / her and confirm acceptance of the conditions.		No Change
7.04	All appointments shall ordinarily be made on probation for a period of one year, which may, at the discretion of the Principal, be extended upto 2 years. The appointee, if confirmed thereafter, shall continue to hold office till he attains the age of 58 years, except as otherwise provided in these rules.	7.04 All new appointments shall be on probation for a period of one year, which may, at the discretion of the Principal, be extended upto 2 years. The appointee, if confirmed thereafter, shall continue to hold office till he attains the age of 60 years, except in case of termination of service by the competent authority.	No.34(13)/2016/D(SSC) dated 03.05.2016	Appx 'A' Year of service change to 60
7.05	The Principal may terminate the service of any member of the staff appointed by him by giving him/ her three months notice, or three months' pay in lieu thereof, if on medical grounds his retention in service is considered undesirable and prejudicial to the healthy environment of the school.	7.05 The Principal may terminate the services of any member of staff appointed by giving him/ her three months notice, or three months' pay in lieu thereof, if on medical grounds his/ her retention in service is considered undesirable and prejudicial to the healthy environment of the school.		No Change

7.06	The Principal may also terminate the services of any permanent member of staff, on grounds of retrenchment, violation of conduct rules, or unsatisfactory performance of duties in spite of repeated warnings for improvement, by giving him three month's notice in writing or pay in lieu. This extreme step of termination of service/ dismissal will be taken for good and sufficient reason to be recorded in writing, in case one of the minor penalties provided in the Rules; are considered to be inadequate to meet the ends of justice. He will, however, obtain prior approval of the Chairman, Local Board of Administration before ordering any such termination and the latter shall have the power to amend, revoke or confirm the action proposed by the Principal after going through the merits of each case. The affected member of staff will have the right to appeal to the Chairman, Board of Governors, who may dispose it off himself or direct a nominee of his dispose it off.	7.06 The Principal may also terminate the services of any permanent member of staff, on grounds of retrenchment, violation of conduct rules, or unsatisfactory performance of duties in spite of repeated warnings for improvement, by giving him/ her three months notice in writing or pay in lieu. This extreme step of termination of service / dismissal will be taken for good and sufficient reason to be recorded in writing, in case one of the minor penalties provided in the Rules; are considered to be inadequate to meet the ends of justice. He will, however, obtain prior approval of the Chairman, LBA before ordering any such termination and the latter shall have the power to amend, revoke or confirm the action proposed by the Principal after going through the merits of each case. The affected member of staff will have the right to appeal to the Chairman, Board of Governors/Nominee, who may dispose it off himself or direct a nominee of his dispose it off.		
7.07	<u>RESIGNATION AND NOTICE PERIOD</u> A permanent member of staff may, at any time, resign his post after giving 3 months' notice to the Principal in writing or offering to surrender 3 months' salary in lieu of notice period.	7.07 <u>RESIGNATION AND NOTICE PERIOD</u> A permanent member of staff may, at any time, can resign his/ her post after giving 3 months' notice to the Principal in writing or offering to surrender 3 months' salary in lieu of notice period.		No Change
7.08	During the period of probation, the Principal may terminate the services of any member of staff, appointed by him under his own powers, after giving him one month's notice in writing and without assigning any reason. Reciprocally, any member of staff on probation may leave after giving one month's notice of resignation or surrendering one month's salary. <u>Notes:</u> (i) The period of vacation can be included by the members of vacational staff within the notice period provided notice of resignation is	During the period of probation, the Principal may terminate the services of any member of staff, after giving him/ her one month's notice in writing or one month's pay in lieu thereof and without assigning any reason. Reciprocally, any member of staff on probation may leave after giving one month's notice of resignation or surrendering one month's salary. <u>Notes:</u> (a) The period of vacation can be included by the members of vacational staff within the notice period provided notice of resignation is given at least 7 days prior to the commencement of vacation period.		Option of one month pay in lieu of notice period included

	given at least 7 days prior to the commencement of vacation period. (ii) Members of staff (both vocational and non vocational) are not permitted to set off wholly earned leave to their credit against the notice period except as provided in Rule 7.07 above and leave should be sanctioned by the leave sanctioning authority in its own discretion.	(b) Members of staff (both vocational and non vocational) are not permitted to set off wholly earned leave to their credit against the notice period except as provided in Rule 7.07 above and leave should be sanctioned by the leave sanctioning authority in its own discretion.		
7.09	The Principal as the appointing authority may dismiss any member of staff from service, without notice or compensation, on proven grounds of misconduct which is considered so grave as to render his continuance in service, seriously detrimental to the interests of the school. However, in the case of permanent staff, he shall get prior approval of the Chairman, L.B.A. before taking action under this rule and submit the full facts of the case to him for consideration and decision. Dismissal of any school employee under this rule shall be proposed by the Principal in exceptional and rare circumstances to the Chairman, L.B.A. who will consider the details of such a case and order in writing confirming, revoking or amending the action proposed by the Principal against the erring employee. The affected member of staff shall have the right to appeal to the Chairman, Board of Governors, who may dispose it off himself or direct a nominee of his to dispose it off.	7.09 The Principal as the appointing authority may dismiss any member of staff from service, without notice or compensation, on proven grounds of misconduct which is considered so grave as to render his/ her continuance in service, seriously detrimental to the interests of the school. However, in the case of permanent staff, he/ she shall get prior approval of the Chairman, LBA. Before taking action under this rule and submit the full facts of the case to him/ her for consideration and decision. Dismissal of any school employee under this rule shall be proposed by the Principal in exceptional and rare circumstances to the Chairman, LBA. who will consider the details of such a case and order in writing confirming, revoking or amending the action proposed by the Principal against the erring employee. The affected member of staff shall have the right to appeal to the Chairman, Board of Governors/ nominee, who may dispose it off himself or direct a nominee of his to dispose it off.		SSC Input
7.10	On successful completion of probation the confirmation will be from the date of initial appointment in the post and entry to this effect be made in the Service Book of the employee.	7.10 On successful completion of probation the confirmation will be from the date of initial appointment in the post and entry to this effect be made in the Service Book of the employee.		No Change
7.11	After a school employee is confirmed and appointed on regular basis, he will normally be proceeded against for his acts and omissions in relation to the conduct Rules applicable to him in accordance with the provisions contained in Chapter X of the Manual and awarded one of the prescribed penalties if after due process he is found guilty. Action under Rules 6.07 will not be	7.11 After a school employee is confirmed and appointed on regular basis, he/ she will normally be proceeded against for his/ her acts and omissions in relation to the conduct Rules applicable to him/ her in accordance with the provisions contained in Chapter X of this Rule Book and awarded one of the prescribed penalties if after due process he/ she is found guilty. Action under Rules 7.06 and 7.09 will not be initiated in ordinary circumstances		No Change

	initiated in ordinary circumstances.			
7.12	An employee can be confirmed normally after one year's probation. An under qualified employee will be deemed as a purely temporary employee till his appointment is regularized by the Board of Governors. After his appointment is regularized, the employee will have to undergo one year's probation, but the date of his confirmation will be the date of his regular appointment in the school, as approved by the Board of Governors.	7.12 An employee can be confirmed normally after one year of probation. An under-qualified employee shall be deemed as a temporary employee till his /her appointment is regularized by the LBA . After his / her service is regularized, the employee will have to undergo one year probation, but the date of his confirmation will be the date of his regular appointment in the school, as approved by the LBA .		Authority for confirmation of employee post probation given to LBA
7.13	<u>DUTIES OF MATRONS/HOSTEL SUPERINTENDENTS/WARD BOYS</u> The Matrons/Hostel Superintendents will assist the housemasters in guiding and supervising the dormitory life of the boys and in efficiently administering the Houses. They will ensure that:- (a) All the boys are up at Reveille. (b) They carry out their daily ablutions with emphasis on hygiene and dental care and are properly turned out for all the activities. (c) Those who report sick are attended to and given proper medical treatment and care. (d) They have regular baths and haircuts. (e) They look after their cupboards and keep their clothes and other articles in a neat and orderly manner. (f) All cases of indiscipline and unhealthy behaviour of the boys are dealt with appropriately. (g) Rounds are carried out at even after lights out so as to ensure security and to keep the boys from mischief.	Deleted		Added in Chapter V

	(h) The sweepers clean the dormitories properly and the warders, if there are any, take proper care of dormitory layout, house surroundings and security. (j) Account of clothes and linen issued to the boys is kept properly and the dhobi and tailoring services are efficient and satisfactory in all respects.			
	(k) The buildings/stores held on charge of the House are properly accounted for. They will be responsible for proper maintenance of building and furniture inventories. They are also to maintain a cumulative record of all the requisitions for repairs etc, in the books placed in the Quartermaster Section, and ensure that all repairs are attended to in time. (l) All linen and clothing entrusted to their charge is correctly accounted for and kept in safe custody. (m) They effectively assist the Housemaster in ensuring proper harmonious growth and in maintaining high morale and discipline in their Houses. (n) The Hostel Supdts will also help/assist the PTIs in Physical Training exercises of the Boarders, as directed by the Principal.			

7.14	<u>DUTIES OF THE QUARTERMASTER</u> The Quartermaster will work directly under the Registrar and will:- (a) Assist the Principal/Registrar in taking over the land, buildings and roads within the campus from the State Public Works Department and hold them on his charge. (b) Maintain inventories in respect of these buildings, alongwith sketches of electrical, water and sanitary fitments. (c) Hand/take over the buildings meant for official use (Houses, Hospital, Mess, Gymnasium, Swimming Pool, etc.) and for residential purposes and maintain an up to date occupation state.	Deleted		Added in Chapter V
	(d) Carry out periodical physical checks of the boundary line of the campus and of all buildings, and conduct special checks as and when instructed by the Principal or the Registrar. He will notice and promptly report encroachments, deficiencies, damages, unauthorised alterations/ constructions and cases of sub-letting, if any. (e) Arrange timely and proper reading of electric and water meters every month. After checking and verifying the bills, he will pass them on to the Accounts Section for payment/recoveries. (f) Arrange and supervise repair and maintenance of school buildings, with prior approval of the Registrar/Principal.			

	(g) Hold charge of the school guest house and ensure its maintenance, cleanliness and allotment to guests as per standing orders of the school. He will maintain a register and will be responsible for collection of halting charges including payments for electricity and water consumed, at rates laid down by the school from time to time. (h) Ensure proper street lighting, general sanitation, and cleanliness of the campus. (j) Perform any other duty that may be assigned to him by the Registrar or Principal.			
7.15	He will be the School Security Officer and in that capacity perform the duties laid down by the school and listed in the Security Orders. The security orders will form a part of the School Standing Orders.	Deleted		Added in Chapter V
7.16	He will also be the fire fighting officer of the school, and ensure correct maintenance and serviceability at all times of the Fire Fighting equipment placed at different "Fire Points". His duties in detail will be given in the "Fire Fighting Orders", which will be framed by each school according to local conditions and will be incorporated in the school standing orders.	Deleted		Added in Chapter V
7.17	He will be overall in charge of the general employees in the school and will be responsible for their discipline and welfare. Functioning in this capacity, he will be responsible for taking their roll call daily for maintaining a daily parade state. He will recommend leave and report absentees to the Registrar. He will distribute general employees to various departments, under the instructions of the Registrar and as per the directions of the Principal, and will organise central	Deleted		Added in Chapter V

	working parties as and when required.			
7.18	He will hold over-all charge of all Mechanical and Animal Transport available in the school. As transport officer, he will be responsible for discipline of the Drivers, proper maintenance of vehicles, regular maintenance of their log books and connected accounts and records under the overall supervision and control of the Registrar.	Deleted		Added in Chapter V
7.19	He will be responsible for collection of all stores booked to the school by rail/road and for the despatch of stores to be sent out by the school.	Deleted		Added in Chapter V
7.20	He will assist the Registrar in provisioning of items required for the mess and for other departments/sections of the school. He will also advise bulk procurement and advance stocking of some of the stores if it is beneficial to the school to do so and if the storage space available in the school is adequate.	Deleted		Added in Chapter V
7.21	He will be responsible for correct accounting, proper storage and safe custody of dry ration, fresh ration, tinned stuff, fuel, etc. He will also hold on his charge all the miscellaneous stores, clothing, equipment, furniture, etc., and will be personally responsible for their timely provisioning, proper storage, safe custody and correct accounting. Maintenance of ledgers/stock registers and connected files separately for each category of stores will be his personal responsibility.	Deleted		Added in Chapter V

7.22	He will be assisted by the following, who will work directly under his control:- (a) Estate Manager, if appointed (b) UDC (Stores) (c) Electrician-cum-Pump Operator. (d) Malies (e) Watch and Ward Staff.	Deleted		Added in Chapter V
7.23	<u>DUTIES OF THE OFFICE SUPERINTENDENT</u> The Office Superintendent is officer-in-charge of the Main Office of the School and will be responsible mainly for its proper organisation and smooth and efficient functioning.	Deleted		Added in Chapter V
7.24	He will work directly under the Headmaster and the Registrar. functioning of the Main Office for quick disposal of cases, files and correspondence, he will maintain close liaison with the Training Section, the Accountant and the Quartermaster.	Deleted		Added in Chapter V
7.25	He will be broadly responsible for the following:- (a) Proper organisation of the office, correct delegation and distribution of work to all clerks and smooth and efficient functioning of the Main Office. (b) Discipline of all Main Office Staff, including the Class IV Employees performing the duties of messengers. (c) Supervising the work of the office staff under him. (d) Timely issue of school Routine Orders and instructions. (e) Proper handling and safe custody of all confidential files and documents. (f) Proper and regular maintenance of personal files of the school staff and of the boys. (g) Correct and timely rendition of all reports and returns. (h) Proper filing, indexing and updating of rules	Deleted		Added in Chapter V

	and orders issued by the Board of Governors or by the Honorary Secretary. (j) Ensuring that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to school standing orders are issued as and when necessary. (k) Maintaining inventories in respect of all the stores, furniture and equipment held in the Main Office. (l) Security of information held in the main office as also security of the Main Office and of the offices of the Principal, the Registrar and the Headmaster. (m) Prompt and timely action on correspondence pertaining to administrative arrangements made for dispersal of boys proceeding on vacation and for their reception in the school on return from vacation. (n) Observance of proper procedure for purchasing, accounting and expending of postage stamps. (o) Arranging bulk purchase of office stationery and ensuring that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain a proper record of the issue of stationery to various branches.			
7.26	The duties enumerated above are merely illustrative and not exhaustive. He will also perform other duties that may be assigned to him by the school authorities. He will be assisted by the clerical/ministerial staff allocated to the Main Office.	Deleted		Added in Chapter V
7.27	<u>DUTIES OF ACCOUNTANT</u> The Accountant is required to assist the Principal in managing the Finances of the School and for this purpose a separate Chapter XIII has been incorporated in this Manual. The duties of the Accountant will be directly related to the work area of his employment.	Deleted		Added in Chapter V