

CHAPTER- II
ORGANISATION AND ADMINISTRATION

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks																																																																																																				
2.01	<u>BOARD OF GOVERNORS</u> The overall administration, supervision and control of the Sainik Schools Society will vest with a body called the Board of Governors, Sainik Schools. This Board will be constituted as indicated hereunder:- <table><tr><td>(a)</td><td>Raksha Mantri</td><td>-</td><td>Chairman</td></tr><tr><td>(b)</td><td>RRM/URM (Minister in charge of Sainik Schools in Ministry of Defence)</td><td>-</td><td>Vice Chairman</td></tr><tr><td>(c)</td><td>Chief Ministers or Education Member Ministers of the States where the schools are established.</td><td>-</td><td>Ex-Officio</td></tr><tr><td>(d)</td><td>Secretary to the Government of India, Ministry of Defence</td><td>-</td><td>- do -</td></tr><tr><td>(e)</td><td>Secretary to the Government of India, Ministry of Education</td><td>-</td><td>- do -</td></tr><tr><td>(f)</td><td>Financial Adviser, Ministry of Finance (Defence) Govt of India</td><td>-</td><td>- do -</td></tr><tr><td>(g)</td><td>Chairman, University Grants Commission</td><td>-</td><td>- do -</td></tr><tr><td>(h)</td><td>Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.</td><td>-</td><td>- do -</td></tr><tr><td>(j)</td><td>Director General, NCC</td><td>-</td><td>- do -</td></tr><tr><td>(k)</td><td>Joint Secretary, Ministry of Defence</td><td>-</td><td>- do -</td></tr><tr><td>(l)</td><td>Chairman, Joint Training Committee, Armed Forces, Headquarters</td><td>-</td><td>- do -</td></tr><tr><td>(m)</td><td>Education Secretary of each State - Government</td><td>-</td><td>- do -</td></tr></table>	(a)	Raksha Mantri	-	Chairman	(b)	RRM/URM (Minister in charge of Sainik Schools in Ministry of Defence)	-	Vice Chairman	(c)	Chief Ministers or Education Member Ministers of the States where the schools are established.	-	Ex-Officio	(d)	Secretary to the Government of India, Ministry of Defence	-	- do -	(e)	Secretary to the Government of India, Ministry of Education	-	- do -	(f)	Financial Adviser, Ministry of Finance (Defence) Govt of India	-	- do -	(g)	Chairman, University Grants Commission	-	- do -	(h)	Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.	-	- do -	(j)	Director General, NCC	-	- do -	(k)	Joint Secretary, Ministry of Defence	-	- do -	(l)	Chairman, Joint Training Committee, Armed Forces, Headquarters	-	- do -	(m)	Education Secretary of each State - Government	-	- do -	<u>BOARD OF GOVERNORS</u> 2.01 The overall administration, supervision and control of the Sainik Schools Society will vest with a body called the Board of Governors, Sainik Schools. This Board will be constituted as indicated hereunder:- <table><tr><td>(a)</td><td>Raksha Mantri</td><td>-</td><td>Chairman</td></tr><tr><td>(b)</td><td>Minister of Education (GoI)</td><td>-</td><td>Co-Chairman</td></tr><tr><td>(c)</td><td>Raksha Rajya Mantri/ Utpadan Rajya Mantri (Minister in charge of Sainik Schools in Ministry of Defence)</td><td>-</td><td>Vice Chairman</td></tr><tr><td>(d)</td><td>Chief Ministers or Education Ministers of the States where the schools are established</td><td>-</td><td>Ex-Officio Member</td></tr><tr><td>(e)</td><td>Secretary to the Government of India, Ministry of Defence</td><td>-</td><td>- do -</td></tr><tr><td>(f)</td><td>Secretary to the Government of India, Ministry of HRD</td><td>-</td><td>- do -</td></tr><tr><td>(g)</td><td>Secretary Defence Finance, Government of India</td><td>-</td><td>- do -</td></tr><tr><td>(h)</td><td>Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.</td><td>-</td><td>- do -</td></tr><tr><td>(i)</td><td>Director General, NCC</td><td>-</td><td>- do -</td></tr><tr><td>(j)</td><td>Addl Secretary (Defence Production), Ministry of Defence</td><td>-</td><td>- do -</td></tr><tr><td>(k)</td><td>Joint Secretary(Training), Ministry of Defence</td><td>-</td><td>- do -</td></tr><tr><td>(l)</td><td>Deputy Chief, Integrated Defence Staff(DOT), HQ IDS</td><td>-</td><td>- do -</td></tr><tr><td>(m)</td><td>Education Secretary of each State</td><td>-</td><td>- do -</td></tr></table>	(a)	Raksha Mantri	-	Chairman	(b)	Minister of Education (GoI)	-	Co-Chairman	(c)	Raksha Rajya Mantri/ Utpadan Rajya Mantri (Minister in charge of Sainik Schools in Ministry of Defence)	-	Vice Chairman	(d)	Chief Ministers or Education Ministers of the States where the schools are established	-	Ex-Officio Member	(e)	Secretary to the Government of India, Ministry of Defence	-	- do -	(f)	Secretary to the Government of India, Ministry of HRD	-	- do -	(g)	Secretary Defence Finance, Government of India	-	- do -	(h)	Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.	-	- do -	(i)	Director General, NCC	-	- do -	(j)	Addl Secretary (Defence Production), Ministry of Defence	-	- do -	(k)	Joint Secretary(Training), Ministry of Defence	-	- do -	(l)	Deputy Chief, Integrated Defence Staff(DOT), HQ IDS	-	- do -	(m)	Education Secretary of each State	-	- do -	Minister of Education Added as	
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2.02	Nominated members of the Board of Governors shall hold office for a period of two years provided that a Member on expiry of term of his office shall be eligible for re-nomination and is so re-nominated.	2.02 Nominated members of the Board of Governors shall hold office for a period of two years provided that a Member on expiry of term of his office shall be eligible for re-nomination and is so re-nominated.		
2.03	A member of the Board of Governors shall cease to be a member of the Board on his resignation, becoming of unsound mind, becoming insolvent or on being convicted for a criminal offence involving moral turpitude.	2.03 A member of the Board of Governors shall cease to be a member of the Board on his resignation, becoming of unsound mind, becoming insolvent or on being convicted for a criminal offence involving moral turpitude.		
2.04	A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon as it has been delivered to the latter.	2.04 A member other than ex-officio member may resign his office by a letter addressed to the Chairman and such resignation shall take effect as soon as it has been delivered to the latter.		
2.05	Any vacancy on the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in Rule 2.01 (n) and (o).	2.05 Any vacancy on the Board of Governors shall be filled by nomination by the Chairman in respect of members mentioned in Rule 2.01(n) and (p).		
2.06	The Board of Governors shall function notwithstanding any vacancy on its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Board of Governors shall be invalid merely by reason of the existence of a vacancy or vacancies on the body or of any defect in the nomination of any of the members.	2.06 The Board of Governors shall function notwithstanding any vacancy on its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Board of Governors shall be invalid merely by reason of the existence of a vacancy or vacancies on the body or of any defect in the nomination of any of the members.		
2.07	Any ex-officio member if he is unable to attend personally any meeting of the Board of Governors, may depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers, which the member himself is competent to exercise.	2.07 Any ex-officio member when unable to attend any meeting of the Board of Governors personally , may depute an authorised representative to attend the meeting on his behalf and such representative may exercise all powers, which the member himself is competent to exercise.		

2.08	A suitable Officer shall be appointed by the Chairman Board of Governors to work as Honorary Secretary of the Board.	Point to be deleted as it is covered in Rule 2.10 (b) (i)		
2.09	Presence of five members of the Board of Governors including substitutes, if any, deputed under Rule 1.13 above shall constitute a quorum for a meeting of the Board of Governors.	2.08 Presence of five members of the Board of Governors including substitutes, if any, deputed under Rule 2.07 above shall constitute a quorum for a meeting of the Board of Governors.		Rule no Changed No change
2.10	If any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such business may be transacted or such action may be taken by the Chairman. The report of such action shall be placed before the Board in its next meeting and the Board may ratify such action, subject to modifications and exceptions, if any.	2.09 If any business requires to be transacted or any action requires to be taken at any time when the Board is not meeting, such business may be transacted or such action may be taken by the Chairman. The report of such action shall be placed before the Board in its next meeting and the Board may ratify such action, subject to modifications and exceptions, if any.		Rule no changed No change

2.11	<u>FUNCTIONS OF THE BOARD OF GOVERNORS</u> (a) The following shall be the functions of the Board of Governors:- (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of Association and for the management and Administration of the schools. (ii) Without prejudice to the generality of the power conferred on the Board of Governors by sub para (i) above, the Board of Governors shall have the following powers:- (aa) To prescribe general educational and administrative policy pertaining to the schools. (ab) To frame, adopt and vary, from time to time, rules for functioning of the Board of Governors and the administration of schools. (ac) To approve opening / closing of any school. (ad) To lay down and revise, whenever necessary, the fees/scholarship structure and sharing of expenditure between Central Govt/State Government and parents. (ae) To raise funds from other sources.	<u>2.10</u> <u>FUNCTIONS OF THE BOARD OF GOVERNORS</u> (a) The following shall be the functions of the Board of Governors:- (i) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of Association and for the management and Administration of the schools. (ii) Without prejudice to the generality of the power conferred on the Board of Governors by sub para (i) above, the Board of Governors shall have the following powers:- (aa) To prescribe general educational and administrative policy pertaining to the schools. (ab) To frame, adopt and vary, from time to time, rules for functioning of the Board of Governors and the administration of schools. (ac) To approve opening / closing of any school. (ad) To lay down and revise, whenever necessary, the fees/scholarship structure and sharing of expenditure between Central Govt/State Government and parents. (ae) To raise funds from other sources.		Rule no Changed No change
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	(b) The following shall be the functions of the Chairman, Board of Governors:- (i) To appoint Honorary Secretary, Inspecting Officers and Officers of Sainik Schools. (ii) To terminate the services of staff when an enquiry into the matter is not feasible or in public interest and for weeding out inefficient staff. (iii) To exercise appellate powers connected with appointment, confirmation, removal, retrenchment, dismissal of teaching staff or staff of equivalent status. (iv) To relax the requirement of any particular rule depending upon the circumstances of the case.	(b) The following shall be the functions of the Chairman, Board of Governors:- (i) To appoint Honorary Secretary, Inspecting Officers and Officers of Sainik Schools. (ii) To terminate the services of staff when an enquiry into the matter is not feasible or in public interest and for weeding out inefficient staff. (iii) To exercise appellate powers connected with appointment, confirmation, removal, retrenchment, dismissal of teaching staff or staff of equivalent status. (iv) To relax the requirement of any particular rule depending upon the circumstances of the case.		
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2.12	<u>EXECUTIVE COMMITTEE</u> There will be an Executive Committee under the Chairmanship of Defence Secretary for close control and supervision over the affairs of Sainik Schools. The composition of the Committee will be as under:- (a) Defence Secretary - Chairman (b) Financial Adviser, Defence Services - Member (c) Additional Secretary, Defence - Member (d) Joint Secretary (G) - Member (e) Joint Secretary in the Ministry of Education & Culture concerned with school education - Member (f) Three representatives from the State Governments where Sainik Schools are functioning - Member (g) Honorary Secretary SS Society - Member Secretary The State representatives will be nominated by the Chairman, Board of Governors. For the purpose of nominating State representatives, the States are divided into three groups as follows:- (a) Eastern Group - Bihar, Orissa, West Bengal, Assam and North Eastern States (b) Northern Group - Uttar Pradesh, Madhya Pradesh, Rajasthan, Haryana, Punjab, Himachal Pradesh and Jammu & Kashmir (c) Southern Group - Gujarat, Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu and Kerala. One State from each group will be represented in the Executive Committee for a period of one year. The Executive Committee will meet as often as considered necessary. The Committee will consider all matters relating to the functioning of Sainik Schools. The decision of the Executive Committee will be placed before the Chairman, Board of Governors for informal approval prior to formal ratification by BOG.	<u>EXECUTIVE COMMITTEE</u> 2.11 There will be an Executive Committee under the Chairmanship of Defence Secretary for close control and supervision over the affairs of Sainik Schools. The composition of the Committee will be as under:- (a) Defence Secretary - Chairman (b) Financial Adviser, Defence Services - Member (c) Additional Secretary, Defence - Member (d) Joint Secretary (Training) Hon Secy - Member (e) Joint Secretary in the Ministry of HRD concerned with school education - Member (f) Five representatives from the State Governments where Sainik Schools are functioning - Member (h) Inspecting Officer Sainik Schools Society- Member (j) Honorary Secretary Sainik Schools Society- Director/Deputy Secretary Sainik School Cell - Member Secretary The State representatives will be nominated by the Chairman, Board of Governors. For the purpose of nominating State representatives, the States are divided into five groups as follows:- (a) Eastern Group - West Bengal, Assam, Manipur, Nagaland, Mizoram and Arunachal Pradesh (b) Western Group- Madhya Pradesh, Gujarat, Rajasthan and Maharashtra (c) Central Group - Odisha, Chhattisgarh, Jharkhand and Bihar (d) Northern Group - Uttar Pradesh, Uttarakhand, Haryana, Punjab, Himachal Pradesh and Jammu & Kashmir (e) Southern Group - Andhra Pradesh, Karnataka, Kerala and Tamil Nadu One State from each group will be represented in the Executive Committee for a period of two years.		Rule no Changed JS (Trg) changed to Hon. Secy. IO added. Dir/ Dy Secy added as the Member Secy. Composition of the committee revised to increase State representation. Composition of five groups of state also revised to include states where new schools have been established.
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2.13	<u>HONORARY SECRETARY</u> The Honorary Secretary, Sainik Schools Society is appointed by the Chairman of the Society. He is an officer not below the rank of Deputy Secretary, posted in the Ministry of Defence. The Honorary Secretary is assisted by other officers of the Ministry of Defence specially nominated for this purpose and such officers not below the rank of Under Secretary will attend to such duties as are assigned to their charge under the overall administrative control of the Honorary Secretary. In the absence of the Honorary Secretary, such officers will dispose of urgent business of the Sainik Schools Society on behalf of the Honorary Secretary. The Honorary Secretary's office is located in the Ministry of Defence and he functions as the head of the Sainik Schools cell, the staff of which is found from within the sanctioned establishment of the Ministry of Defence.	<u>HONORARY SECRETARY</u> 2.12 The Honorary Secretary, Sainik Schools Society is appointed by the Chairman of the Society. He is an officer not below the rank of Joint Secretary, posted in the Ministry of Defence. The Honorary Secretary is assisted by other officers of the Ministry of Defence specially nominated for this purpose and such officers not below the rank of Under Secretary will attend to such duties as are assigned to their charge under the overall administrative control of the Honorary Secretary. In the absence of the Honorary Secretary, such officers will dispose of urgent business of the Sainik Schools Society on behalf of the Honorary Secretary. The Honorary Secretary's office is located in the Ministry of Defence and he/she functions as the head of the Sainik Schools Society, the staff of which is found from within the sanctioned establishment of the Ministry of Defence. The Honorary Secretary is directly responsible to the Board of Governors for all matters connected with the administration of Sainik Schools. The Honorary Secretary takes appropriate action for implementation of orders of the Board of Governors/ or of the Chairman. He/ She formulates rules and regulations for the Society, and amends them as and when necessary, getting the amendments approved by the Board of Governors. He/ She is also responsible for smooth conduct of the All India Entrance Examination held every year for selection of candidates for admission to different Sainik Schools. He/ She will review all decisions of the LBA and Audit Reports of the schools with a view to ensure that proposal made or action taken are in order as well as in the best interest of the school and the Society. (old Rule No. 2.14 merged)	F.No. 10(01)/2017/D(SSC) dated 24 Mar 2020.	Rule no changed
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2.14	The Honorary Secretary is directly responsible to the Board of Governors for all matters connected with the administration of Sainik Schools. He is required to inspect each school annually himself or through officers specifically nominated for this and to bring to the notice of the Board of Governors of the Society, and of the Local Board of Administration of the concerned school, matters of importance pertaining to the functioning of the school and the welfare of its staff and students. The Honorary Secretary initiates action at appropriate time for timely replacement of Service Officers posted in different Sainik Schools. He takes appropriate action for implementation of orders of the Board of Governors/or of the Chairman. He formulates rules and regulations for the Society, and amends them as and when necessary, getting the amendments approved by the Board of Governors. He is also responsible for smooth conduct of the All India Entrance Examination held every year for selection of candidates for admission to different Sainik Schools. He will review all decisions of the Local Board of Administration and Audit Reports of the schools with a view to ensuring that proposal made or action taken are in order as well as in the best interest of the school and the Society.	<u>Old 2.14 Rule is merged with new rule No. 2.12</u> <u>INSPECTING OFFICERS</u> 2.13 Three Service Officers of the rank of Brigadier/ Equivalent are posted as Inspecting Officers in Sainik Schools Society. The Inspecting Officers will function on officer oriented pattern and will be provided with stenographic assistance. They will report to Hon. Secretary (SSS). Broadly, their duties will include the following :- (a) Inspection of Sainik Schools in accordance with programme approved by the Honorary Secretary. Each Sainik School shall be inspected at least once in two every year. Inspection to include audit of standards of Academics-curriculum, Pedagogy; Safety and Security; Management of ERP/ MIS,etc. (b) Preparation of Inspection Reports and follow up action. (c) Review of Minutes of LBA Meetings. (d) Preparation of Agenda and conduct of Principals' Conference, Executive Committee and Board of Governors Meetings. (e) Follow up action on the minutes of Principals' Conference, Executive Committee and Board of Governors Meetings. (f) HR Management of Service Officers (Selection, Transfer/ Postings, Leave/ Duty Moves and ACRs). (g) Complaints/ Conduct matters pertaining to service officers. (h) Site Survey for opening of new Schools. (j) CBSE and NDA/ INA Results. (k) Any specific duties assigned by Joint Secretary (Training).		Rule no changed Responsibilities of Inspecting officers added.
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2.15	<u>LOCAL BOARD OF ADMINISTRATION (LBA)</u> The Local Board of Administration, constituted separately for each school, is composed as under:- (a) GOC-in-C/FOC-in-C/AOC-in-C of the Army/Navy/Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent. - Chairman (b) Member of Parliament of the Constituency in which the school is located. - Member (c) One Officer each of the Education Deptt and one Officer from Engineering Deptt if so nominated by the Govt of the State concerned - Member (d) The Collector/Deputy Commissioner of the concerned district. - Member (e) Two eminent educationists from the State, including at least one Principal of a good Public School. - Member (f) A parent other than a Staff member duly elected - Member (g) The Principal of the Sainik School - Member Secretary <u>Explanatory notes:-</u> (1) Where the Member of Parliament elected from the Constituency happens to be a Cabinet Minister or holds an appointment which prevents him from attending the meeting of the L.B.A, it will be ensured that the minutes of the meetings are sent to him for his information and comments, if any. (2) The election of the parent member would be held preferably on Parents' day or on the Founder's Day when most parents are likely to attend. The tenure of membership of the parent member will be one year. He will be paid T.A. and D.A. for attending the meetings	<u>LOCAL BOARD OF ADMINISTRATION (LBA)</u> <u>2.14</u> The LBA, constituted separately for each school, is composed as under:- (a) GOC-in-C/ FOC-in-C/ AOC-in-C of the Indian Army/ Indian Navy/ Indian Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent . - Chairman (b) Member of Parliament of the Constituency in which the school is located. - Member (c) One Officer each of the Education, Finance, Health & PWD If so nominated by the Govt of the state concerned. - Member (d) The Collector/Deputy Commissioner of the concerned district. -Member (e) Two eminent educationists from the State, including at least one Principal of a good Public School - Member (f) Old Boy from OBA not below rank of Maj Gen or equivalent or Senior Most Old Boy - Member (g) A parent other than a Staff member duly elected - Member (h) The Principal of the Sainik School. - Member Secretary <u>Explanatory notes:-</u> (1) Where the Member of Parliament elected from the Constituency happens to be a Cabinet Minister or holds an appointment which prevents him from attending the meeting of the LBA, it will be ensured that the minutes of the meetings are sent to him for his information and comments, if any. (2) The election of the parent member would be held preferably on Parents' day or on the Founder's Day when most parents are likely to attend. The tenure of membership of the parent member will be one year and will not be eligible for re-election. He will be paid TA and DA	F.No.34(14)/2017-D(SSC) dated 19 Jul 2017	Rule no Changed Rep of Old boys added
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	of the L.B.A. at the same rates as are applicable to their non-official members. If he is a Government Servant, he will be entitled to normal TA admissible to him on duty. (3) To be eligible for election as a member of the L.B.A. the parent should fulfill the following conditions:- (a) His son should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study in the school after his election. (b) He should not have been a defaulter in payment of school dues. (4) A member of staff of the school shall not be eligible for election as Parent Member. (5) The eminent educationists on the LBA will be nominated by the Chairman of the LBA after ascertaining the views of the State Govt/Union Territory Administration.	for attending the meetings of the LBA at the same rates as are applicable to their non-official members. If he is a Government Servant, he will be entitled to normal TA admissible to him on duty. (3) To be eligible for election as a member of the LBA, the parent should fulfill the following conditions:- (a) His son should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study in the school after his election. (b) He should not have been a defaulter in payment of school dues. (4) A member of staff of the school shall not be eligible for election as Parent Member. (5) The eminent educationists on the LBA will be nominated by the Chairman of the LBA after ascertaining the views of the State Govt/Union Territory Administration.		
2.16	QUORUM AND OTHER RULES CONCERNING MEETINGS OF THE L.B.A. The quorum for an ordinary meeting of the Local Board of Administration will be three members present including at least one representative of the State Government.	QUORUM AND OTHER RULES CONCERNING MEETINGS OF THE LBA 2.15 The quorum for an ordinary meeting of the LBA will be three members present including at least one representative of the State Government.		Rule no Changed
2.17	If the Chairman is absent from a meeting, those present will select a Chairman for the meeting, excluding the Principal who is the Member Secretary.	2.16 If the Chairman is absent from a meeting, those present will select a Chairman for the meeting, excluding the Principal who is the Member Secretary.		Rule no Changed
2.18	While 15 days notice will be required for a normal meeting, an extra-ordinary meeting may be held after giving notice of at least three days.	2.17 While 15 days notice will be required for a normal meeting, an extra-ordinary meeting may be held after giving notice of at least three		Rule no Changed
2.19	Where a meeting cannot be arranged for any reason or it is not considered necessary to hold one, urgent issues may be decided by circulating the proposals for comments/concurrence.	2.18 Where a meeting cannot be arranged for any reason or it is not considered necessary to hold one, urgent issues may be decided by circulating the proposals for comments/concurrence.		Rule no Changed
2.20	Ex-officio members of the Local Board of Administration may nominate a suitable officer to attend a meeting of the Board on their behalf. The	2.19 Ex-officio members of the LBA may nominate a suitable officer to attend a meeting of the Board on their behalf. The representative may		Rule no Changed

	representative may take full part in the discussions. Such nominees will, however, not have the right to vote in case any matter is to be decided by vote.	take full part in the discussions. Such nominees will, however, not have the right to vote in case any matter is to be decided by vote.		
2.21	Agenda for a meeting of the Local Board of Administration should be sent to the members sufficiently in advance, asking them to forward additional points for discussion, if they have any. Statements of accounts for the quarter, if they are ready and are required to be discussed in a particular meeting, should be sent along with the agenda for detailed scrutiny by members of the Board.	2.20 Agenda for a meeting of the LBA should be sent to the members sufficiently in advance, asking them to forward additional points for discussion, if they have any. Statements of accounts for the quarter, if they are ready and are required to be discussed in a particular meeting, should be sent along with the agenda for detailed scrutiny by members of the Board.		Rule no Changed
2.22	The Local Board of Administration should meet once in every four months. An extra-ordinary meeting of the Board may, however, be called by the Chairman in addition to three ordinary meetings scheduled to be held in a year.	2.21 The LBA should meet once in every six months preferably in the school campus. An extra-ordinary meeting of the Board may, however, be called by the Chairman at his discretion in addition to the two ordinary meetings scheduled to be held in a year. Minutes of the LBA meeting will be forwarded to the Sainik Schools Society within 30 days of the meeting and the Agenda points at least 15 days before the meeting. Note: As far as possible LBA meetings should not be held when Parliament is in session.		Rule no Changed Frequency changed
2.23	<u>FUNCTIONS OF LOCAL BOARD OF ADMINISTRATION</u> The functions of the Local Board of Administration are as under:- (a) Approve annual budget prepared by the Principal. (b) Exercise financial powers as laid down by Board of Governors from time to time. (c) Approve appointment of staff of Sainik Schools within the scale stipulated according to the procedure prescribed by Sainik Schools Society. (d) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy. (e) Approve action proposed by the Principal to terminate the services of Class II Staff. (f) Recommend to the Board of Governors utilisation of reserve funds in case of exigency. (g) Exercise general administrative control over the school. (h) Implement any other task entrusted to it by the Board of	<u>FUNCTIONS OF THE LBA</u> 2.22 The functions of the LBA are as under:- (a) Ensure implementation of extant policy guidelines and recommend to the Board of Governors changes and amendments to rules and regulations governing school policy. (b) Provide guidance and approve annual Priority Procurement Plan (PPP) , Budget Estimate (BE) and Revised Estimate (RE) including Re-appropriations presented by the Principal. (c) Exercise financial powers as laid down by Board of Governors from time to time. (d) Approve appointment of staff of Sainik Schools within the scale stipulated according to the procedure prescribed by Sainik Schools Society. (e) Approve action proposed by the Principal to terminate the services of the confirmed regular school employees. (f) Recommend to the Board of Governors utilisation of		Rule no Changed Nomenclature of 'Class II staff' changed to 'School Employees'

	Governors.	reserve funds in case of exigency. (g) Exercise general administrative control over the school including discipline issues. (h) Implement any other task entrusted to it by the Board of Governors. (j) Assist the school in establishing rapport/ liaison with State Government, especially for timely release of funds.		
2.24	<u>CHANGE OF CHAIRMAN AND MEMBERS OF LOCAL BOARD OF ADMINISTRATION</u> The Principal will inform the Honorary Secretary, Sainik Schools Society, well in advance of all likely changes in the incumbency of the Chairman of Local Board of Administration. All changes in the membership of the L.B.A. shall be reported by the Principal to the Honorary Secretary promptly.	<u>CHANGE OF CHAIRMAN AND MEMBERS OF LBA</u> <u>2.23</u> The Principal will inform the Honorary Secretary, Sainik Schools Society, well in advance of all likely changes in the incumbency of the Chairman of LBA. All changes in the membership of the LBA shall be reported by the Principal to the Honorary Secretary promptly.		Rule no Changed
2.25	<u>TA/DA FOR NON OFFICIAL MEMBERS OF THE LOCAL BOARD OF ADMINISTRATION</u> Travelling Allowance/Daily Allowance payable to non-officials for attending meetings of the Local Board of Administration is to be calculated at the rate admissible to 1st Grade employees of the State Government and strictly according to the State Travelling Allowance/Daily Allowance Rule. The Principal of the Sainik School will be the countersigning authority for all such bills and the TA/DA will be debited to the school funds.	<u>2.24</u> Travelling Allowance and Daily Allowance payable to non-officials for attending meetings of the Local Board of Administration is to be calculated at the rate admissible to Grade-I employees of the State Government and strictly according to the State Travelling Allowance and Daily Allowance Rule. The Principal of the Sainik School will be the countersigning authority for all such bills and the TA & DA will be debited to the school funds.		Rule no Changed
		<u>2.25 SCHOOL MANAGEMENT COMMITTEE (SMC)</u> The LBA of the School will function as the School Management Committee.		New Rule added as per CBSE guidelines

2.26	<u>PRINCIPALS' CONFERENCE</u> A conference attended by Principals of all Sainik Schools is held normally once every year by rotation in one of the Sainik Schools. Problems common to all Sainik Schools are discussed at this conference for suggesting solutions. The conference is attended by the Honorary Secretary, Sainik Schools Society. The recommendations of this conference are considered by the Board of Governors, wherever necessary.	<u>PRINCIPALS' CONFERENCE</u> 2.26 A conference attended by Principals of all Sainik Schools is held normally once every year by rotation in one of the Sainik Schools as approved by the Chairman Board of Governors. Problems common to all Sainik Schools are discussed at this conference for suggesting solutions. The conference is attended by the Honorary Secretary, Sainik Schools Society , three Inspecting Officers, Director/Deputy Secretary and Under Secretary in charge of Sainik School Cell. The recommendations of this conference are considered by the Board of Governors wherever necessary.		IO, Dir/ Dy Dir and Under Secy added.
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