

CHAPTER XI
TERMS AND CONDITIONS – DEFENCE SERVICE OFFICERS

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
11.01	<u>TENURE</u> All Service Officers selected for duty with Sainik Schools will be treated as if they were on extra Regimental duties and thus will be liable to the provisions of the respective Service Act. The tenure of the Principal will be 4 to 5 years and that of Headmasters and Registrars 03 to 04 years. Normally the total period of an officer's service with the Sainik School Society will not be allowed to exceed the time limits specified above. It will, however, be open to the Society to ask for an officer's reversion prematurely or to retain an officer beyond the tenure period if his performance has been exceptionally good or shift him from one Sainik School to another on administrative considerations during his tenure period aforesaid.	<u>TENURE</u> 11.01 All Service Officers selected for duty with Sainik Schools will be treated on extra Regimental employment (ERE) and thus will be liable to the provisions of the respective Service Act. The tenure of the Principal will be 03 years extendable (extendable to a maximum of 5 in organizational interest) with the concurrence of service headquarters and that of Vice Principals and Administrative Officers 03 to 04 years. Normally the total period of an officer's service with the Sainik School Society will not be allowed to exceed the time limits specified above. It will, however, be open to the Society to ask for an officer's reversion prematurely to their parent service at any time even before completion of their tenure or to retain an officer beyond the tenure period if his performance has been exceptionally good or transfer internally to some other school. Discipline rules for other service personnel posted in school will be as per the respective service rules & regulations.	No.11(3)94/10(G)D(SSC) dated 08.07.2002 <u>Shifted details of tenure from 1.09 to correct Rule 11.01- Tenure</u>	Tenure of Principal changed from 04 years to 03 years extendable up to 05 years

11.02	<u>TRANSFERS/REVERSIONS OF SERVICE OFFICERS</u> The normal transfers/reversion moves, including those on reversion to the parent service will be effected on completion of the academic session. The inter school transfers of the Service Officers shall be effected immediately on receipt of orders by giving them the usual joining time. The charge of office will be handed over to the next senior Service Officer available in the school or as decided by the Principal, if he is not himself transferred. In the event of reversion back to the service cadre or initial posting to the Sainik Schools Society, the service Headquarters will ensure that posting orders are issued within 15 days of the receipt of requirement from the Sainik Schools Society. In the event of reversion, the service officer so reverted shall hand over the charge and can be deemed to be on the same vacancy/post, till the relief posted does not report and in case of further delay in notifying further posting, the Service Headquarter concerned shall be responsible for showing him against the vacant post in the Service cadre concerned.	<u>TRANSFERS/ REVERSIONS OF SERVICE OFFICERS</u> 11.02 The normal transfer / reversion moves, including those on reversion to the parent service will be effected on completion of the academic session. The inter-school transfer of the Service Officers shall be effected immediately on receipt of orders by giving them the usual joining time. The charge of office will be handed-over to the next senior Service officer available in the school or as decided by the Principal, if he is not himself transferred. In the event of reversion to service cadre or initial posting to the Sainik School Society, the Service Headquarters will ensure that posting orders are issued within 15 days of the receipt of requirement from Sainik Schools Society. In the event of reversion, the Service Officer so reverted shall hand over charge and can be deemed to be on the same vacancy / post till the relief posted does not report and in case of further delay in notifying further posting, the Service Headquarter concerned shall be responsible for showing him against the vacant post in the Service cadre concerned.		No Change
11.03	Each Sainik School will have three Service Officers in the following ranks unless any changes are made by the Board of Governors:- (a) Principal - Lt Col or equivalent (b) Headmaster - Major or equivalent (c) Registrar - Captain or equivalent	11.03 Each Sainik School will have three Service Officers in the following ranks unless any changes are made by the Board of Governors:- (a) Principal - Col or equivalent (b) Vice Principal - Lt Col/Maj or equivalent (c) Administrative Officer - Lt Col/Major or equivalent	No.17/IO/Bhubaneswar dated 03.08.2005	Change in Ranks of Service Officers
11.04	Transfer of an officer from one school to another may be ordered by the Society in its own discretion at any time.	11.04 Transfer of an officer from one school to another may be ordered by the Society in its own discretion at any time.		
11.05	Officers posted to Sainik Schools will not be eligible for attending professional in-service training courses during their tenure with Sainik Schools, which would involve their absence for more than 60 days i.e. the period of permissible annual leave and any such period of absence will be adjusted against their annual leave only, in case they are so permitted by the Sainik Schools Society.	11.05 Officers posted to Sainik Schools will not be eligible for attending professional in-service training courses during their tenure with Sainik Schools, which would involve their absence for more than 60 days, i.e, the period of permissible Annual Leave and any such period of absence will be adjusted against their Annual Leave only, in case they are so permitted by the Sainik Schools Society. However, for courses affecting the promotional prospects, officers posted to Sainik Schools may be permitted to attend short duration courses not exceeding 60 days, as a special case.	.	Permission for attending short duration courses as special case added

11.06	(a) <u>Principal</u> The officer should be a Lt Col (non- time scale) or equivalent from the Education Branch of the Army/Navy/Air Force and should possess post graduate qualifications with at least 5 years experience of instructional work. He should preferably be below 48 years. Proficiency in games and co- curricular activities would be considered as additional qualifications. Special list officers are not eligible. The officer should be in an appropriate medical category for taking up command of an instructional unit. Upper age limit is relaxable in exceptional circumstances although in no case will an officer who has less than 4 years to retire, be posted to a Sainik School. Preference will be given to those officers who have successfully served as Headmaster/Registrar in Sainik Schools.	11.06 (a) <u>Principal</u>. The officer should be a Col(selection grade) or equivalent from the Education Branch of the Army/Navy/Air Force and should possess post graduate qualifications with at least 5 years experience of instructional work. He/ She should preferably be below 54 years. Proficiency in games and co- curricular activities would be considered as additional qualifications. Special list officers are not eligible. The officer should be in an appropriate medical category for taking up command of an instructional unit. Upper age limit may be relaxed in exceptional circumstances although in no case will an officer who has less than 4 years to retire, be posted to a Sainik School. Preference will be given to those officers who have successfully served as Vice Principal/Administrative Officer in Sainik Schools.	No.17/IO/Bhubaneswar dated 03.08.2005	Change in the age criteria of Principal i.e. below 54 years
	(b) <u>Headmaster</u> Service Officers of the rank of Major or equivalent from the Education Branches of the three Services, are eligible. They should not be more than 45 years and should possess a postgraduate degree with at least 5 years teaching experience. They should be in medical category SHAPE/S1A1 / A4G1. Upper age limit is relaxable in exceptional circumstances, but in no case will an officer be posted to a Sainik School if he has less than 5 years to serve before retirement. The officer should have passed Promotion Examinations up to Part 'D' or equivalent. (c) <u>Registrar</u> Service Officers of the rank of Captain or equivalent from any branch of the three services excluding special list officers, are eligible. They should not be more than 35 years and must have at least 5 years administrative or / and Accounts experience. They should be in medical category SHAPE/S1A1/A4G1 and should have passed Promotion	(b) <u>Vice Principal</u>. Service Officers of the rank of Lt Col/ Major or equivalent from the Education Branches of the three Services, with minimum 10 years of service are eligible. They should not be more than 45 years and should possess a postgraduate degree with at least 5 years teaching experience. They should be in medical category SHAPE1/ S1A1/ A4G1, as applicable. Upper age limit is relaxable in exceptional circumstances, but in no case will an officer be posted to a Sainik School if he/ she has less than 5 years residual service. The officer should have passed mandatory Promotion Examinations (Part 'D' in case of Army or equivalent exam for other services) and should have qualified on Junior Officers/ Command Course (in case of Army) with minimum 'B' grading or similar course for the officers of other two Services. (c) <u>Administrative Officer</u>. Service Officers of the rank of Lt Col/ Major or equivalent from any branch of the three services excluding special list officers, with a minimum of 10 years commissioned service are eligible. They should not be more than 50 years and must have at least 5 years administrative or / and Accounts experience. They should be in medical category SHAPE1/S1A1/A4G1, and should have passed Promotion Examination up to Part 'D' or equivalent and should have qualified on Junior Officers/ Command Course (in case of	No.7(6)/SSS/2018/Q R VP /MoD/Sainik School Society dated 12 Apr 2018	Change in the age criteria of Vice Principal i.e. below 45 years Change in criteria for Adm Officer wrt minimum service age and Adm/Accts experience

	Examinations upto Part 'C' or equivalent.	Army) with minimum 'B' grading or similar course for the officers of other two services.		
11.07	<u>SERVICE</u> The entire period of service with Sainik Schools Society will be counted as effective commissioned service for seniority, promotion, increments of pay, pensionary award, leave etc, as in Army/Navy/Air Force.	<u>SERVICE</u> 11.07 The entire period of service with Sainik Schools Society will be counted as effective commissioned service for seniority, promotion, increments of pay, pension, leave etc, as in Indian Army/ Indian Navy/ Indian Air Force.		No Change
11.08	<u>PAY AND ALLOWANCES</u> The officers posted to Sainik Schools will continue to draw pay and allowances admissible to them in the Army/Navy/Air Force. Their salaries will be debited to the Defence Services Estimates throughout their service with the Sainik Schools, and they will continue to be paid by the concerned CDA/Accounts Offices.	<u>PAY AND ALLOWANCES</u> 11.08 The officers posted to Sainik Schools will continue to draw pay and allowances admissible to them in the Indian Army/ Indian Navy/ Indian Air Force. Their salaries will be debited to the Defence Services Estimates throughout their service with the Sainik Schools, and they will continue to be paid by the concerned PCDA/Accounts Offices.		CDA changed to PCDA

11.09	<u>TRAVELLING AND DAILY ALLOWANCE</u> (a) The officers will be eligible to draw TA / DA under the respective service rules for the following and the allowances paid to them will be debited to the Defence Services Estimates:- (i) Journey undertaken to join duty in a Sainik School. (ii) Journey on reversion to duty with a service unit. (iii) On permanent or temporary duty moves ordered by Service HQs or Sainik Schools Society, as the case may be. (iv) To appear before Medical Boards for medical checkup in connection with the Annual Confidential Reports. (b) For journeys performed in connection with duties related to Sainik Schools, the officers will be entitled to TA/DA from the school funds but at rates admissible to them under their respective service regulations, provided such duty moves are sanctioned by the Chairman, LBA, or by the Honorary Secretary, as the case may be. (c) The service officers shall not be entitled to use school vehicles / transport to meet their personal needs or conveyance of their families except on payment. In the case of their duty moves outside their performance duty station (which will include the place of location of Sainik School as well as the capital town of the State/Union Territory, provided the same falls within a distance of 25 kms) specific prior sanction of Honorary Secretary will be obtained for use of school vehicle/transport and for this purpose suitable proposal with justification for taking the school vehicle will be submitted well in advance. (d) For use of school vehicle without the prior approval of Honorary Secretary, the Officers shall be liable to pay the Sainik Schools Society at such rates as are prescribed by the Society from time to time apart from making them liable to disciplinary action for infringement of the Rules.	<u>TRAVELLING ALLOWANCE(TA) AND DAILY ALLOWANCE(DA)</u> 11.09 (a) The officers will be eligible to draw TA / DA under the respective service rules for the following and the allowances paid to them will be debited to the Defence Services Estimates:- (i) Journey undertaken to join duty in a Sainik School. (ii) Journey on reversion to Service Unit. (iii) On permanent or temporary duty moves ordered by Service HQ or Sainik Schools Society, as the case may be. (iv) To appear before Medical Boards (as applicable) for medical checkup. (b) For journeys performed in connection with duties related to Sainik Schools, the officers will be entitled to TA/ DA from the school funds but at rates admissible to them under their respective service regulations, provided such duty moves are sanctioned by the Chairman, LBA or by the Sainik Schools Society, as the case may be. (c) The service officers shall not be entitled to use school vehicles / transport to meet their personal needs or conveyance of their families except on payment. In the case of their duty moves outside their performance duty station (which will include the place of location of Sainik School as well as the capital town of the State/Union Territory, provided the same falls within a distance of 25 kms) specific prior sanction of Inspecting Officer will be obtained for use of school vehicle/transport and for this purpose suitable proposal with justification for taking the school vehicle will be submitted well in advance. (d) For use of school vehicle without prior approval, the Officers shall pay the concerned.		1. Change in Para 11.09 (C)2. Use of School vehicle and approval
11.10	<u>OUTFIT ALLOWANCE</u> The entire period of service with Sainik Schools Society will count for grant of renewal of Outfit allowance.	<u>OUTFIT ALLOWANCE</u> 11.10 The entire period of service with Sainik Schools Society will count for grant of renewal of Outfit allowance.		

11.11	<u>LEAVE AND LEAVE TRAVEL CONCESSIONS</u> The Officers will be entitled to leave and leave travel concessions according to their respective service rules. The cost will be continued to be met from the Defence Service Estimates.	<u>LEAVE AND LEAVE TRAVEL CONCESSIONS</u> 11.11 The Officers will be entitled to leave and leave travel concessions according to their respective service rules. The cost will be continued to be met from the Defence Service Estimates.		
11.12	<u>LOCAL ADMINISTRATION</u> The officers will be attached to the nearest Formation / Sub Area HQ for local administration. They will, however, not to be detailed for garrison or any other duties.	<u>LOCAL ADMINISTRATION</u> 11.12 The officers will be attached to the nearest Formation / Sub Area HQ for local administration. They will, however, not to be detailed for garrison or any other duties.		
11.13	<u>ACCOMMODATION</u> The officers will be entitled to accommodation, furniture, water and electricity in accordance with the normal rules applicable to Defence Services Officers in similar ranks. They may avail themselves of accommodation, furniture, water and electricity offered to them by the Sainik Schools Society at concessional rates or free of cost.	<u>ACCOMMODATION</u> 11.13. The officers will be entitled to accommodation, furniture, water and electricity in accordance with the normal rules applicable to Defence Services Officers in similar ranks. They may avail themselves of accommodation, furniture, water and electricity offered to them by the concerned Sainik School at concessional rates or free of cost.		
11.14	<u>PENSIONARY AWARDS</u> The officers will continue to be governed by normal service rules laid down for retirement, pensionary awards etc. The expenditure on such awards will be met from the Defence Service Estimates.	<u>PENSIONARY AWARDS</u> 11.14. The officers will continue to be governed by normal service rules laid down for retirement, pensionary awards, etc. The expenditure on such awards will be met from the Defence Service Estimates.		
11.15	<u>MEDICAL/DENTAL FACILITIES</u> The officers will be entitled to medical and dental attendance according to Service Rules. If no Military Hospital is available in station or nearby, they will get attendance at the School MI Room/Govt Civil Hospital, and the cost, if any, as admissible under the service rules, will be debited to the budget of the respective Sainik School. Officers and their families requiring prolonged, specialised and expensive treatment for chronic or recurring ailments, should get admitted to the nearest Military Hospital for free medical care. Officers and their families falling sick at leave stations should, if convenient, report at the Military Hospital available at that station, failing which they should get treated at the Govt Civil Hospital, as per their Service Rules.	<u>MEDICAL/ DENTAL FACILITIES</u> 11.15. The officers will be entitled to medical and dental attendance according to Service Rules. If no Military Hospital is available in station or nearby, they will get attendance at the School MI Room/Govt Civil Hospital, and the cost, if any, as admissible under the service rules, will be debited to the budget of the respective Sainik School. Officers and their families requiring prolonged, specialised and expensive treatment for chronic or recurring ailments, should get admitted to the nearest Military Hospital for free medical care. Officers and their families falling sick at leave stations should, if convenient, report at the Military Hospital available at that station, failing which they should get treated at the Govt Civil Hospital, as per their Service Rules.		1. Use of school ambulance 2. Check in MI Room/ Govt hosp[ital /Local hospital

11.16	<u>CONCESSIONS</u> The following concessions are admissible to service officers posted to Sainik Schools:- (a) Free residential accommodation, as available on the school campus. (b) Free essential furniture, according to the scale laid down by the MES for the category. (c) Free electricity to the extent of 30 units per month. The excess consumption will have to be paid by the officer concerned.	<u>CONCESSIONS</u> 11.16. The following concessions are admissible to service officers posted to Sainik Schools:- (a) Free residential accommodation, as available on the school campus. (b) Free essential furniture, according to the scale laid down by the MES for the category. (c) Free electricity to the extent of 30 units per month. The excess consumption will have to be paid by the officer concerned.		
11.17	In case no Army Supply Point is located at or near their station of posting, they will be entitled to draw dry/fresh rations from the School Mess on payment, or alternatively they may take their meals in the mess on payment. The use of school transport will, however, not be permissible to collect ration from the Army Supply Point and these will have to be under private/own arrangements.	11.17. In case no Army Supply Point is located at or near their station of posting, they will be entitled to draw dry/ fresh rations from the School Mess on payment, or alternatively they may take their meals in the Mess on payment. The use of school transport will, however be permissible to collect ration from the Army Supply Point and these will have to be under private/own arrangements.		1. Permissible in use of school transport for Ration Collection 2. Claim for Ration Money allowances
11.18	Children of Service Officers, subject to their being in the age group suitable for entry to Sainik Schools, will receive education as Day Scholars in the schools where the officers are posted on payment of tuition fee as per rules in force from time to time. They will however be required to bear the expenditure in respect of stationery and school uniforms.	11.18. Children of Service Officers, subject to their being in the age group suitable for entry to Sainik Schools, will receive education as Day Scholars in the schools where the officers are posted on payment of tuition fee as per rules in force from time to time. They will however be required to bear the expenditure in respect of stationery and school uniforms.		
11.19	In the event of an officer being posted out in the middle of an academic session, his male children studying in the Sainik School will be allowed to continue their education in the school as boarders on payment of the fees for the rest of the academic year, or for another year thereafter if a child is in Class IX or XI, at the rates prescribed for children of other civilian employees of the school.	11.19. In the event of an officer being posted out in the middle of an academic session, his male children studying in the Sainik School will be allowed to continue their education in the school as boarders on payment of the fees for the rest of the academic year, or for another year thereafter if a child is in Class IX or XI, at the rates prescribed for children of other civilian employees of the school.		Continuation of Academic session of children of the officer being posted out

11.20	<u>CONVEYANCE OF MOTOR CAR / MOTOR CYCLE / SCOOTER AT GOVT COST</u> The Service Officers employed in Sainik Schools are attached to the nearest formation/Sub Area HQ for the purpose of local administration. The Commander of the Sub Area concerned will be the authority competent to sanction transportation of their cars/scooters on posting in or out of a Sainik School, as per the Rules and Regulations applicable to such Service Officers.	<u>CONVEYANCE OF MOTOR CAR / MOTOR CYCLE / SCOOTER AT GOVERNMENT COST</u> 11.20. The Service Officers employed in Sainik Schools are attached to the nearest formation/ Sub Area HQ for the purpose of local administration. The GOC/ Equivalent of the Sub Area concerned will be the authority competent to sanction transportation of their car scooter on posting in or out of Sainik School, as per the Rules and Regulations applicable to such Service Officers.		
11.21	<u>TA CLAIMS PRINCIPAL COUNTERSIGNATURES</u> The Principals will be their own controlling officers for their travelling allowance. It is, however, stipulated that the budget for travelling allowance in a year should not be exceeded, and there should be no re-appropriation to this grant or carry over of Travelling Allowance payments to a succeeding year without the approval of the Board of Governors.	<u>TA CLAIMS PRINCIPAL COUNTERSIGNATURES</u> 11.21. The Principals will be their own controlling officers for their travelling allowance. It is, however, stipulated that the budget for travelling allowance in a year should not be exceeded, and there should be no re-appropriation to this grant or carry-over of Travelling Allowance payments to a succeeding year without the approval of the Board of Governors.		
11.22	<u>DISCIPLINE – WEARING OF UNIFORMS</u> All Service Officers posted to Sainik Schools are to be in service uniform while on duty.	<u>DISCIPLINE – WEARING OF UNIFORMS</u> 11.22. All Service Officers posted to Sainik Schools are to be in service uniform while on duty.		
11.23	<u>LEAVING THE SCHOOL PREMISES</u> The Principal will ensure that all three service officers do not leave the school premises at the same time. The service officers will also make frequent surprise visits to different areas of the school campus to provide an element of surprise supervision.	<u>LEAVING THE SCHOOL PREMISES</u> 11.23. The Principal will ensure that all three Service Officers do not leave the school premises at the same time. The Service Officers will also make frequent surprise visits to different areas of the school campus to provide an element of surprise supervision.		
11.24	<u>INTER-SERVICE SENIORITY OF SERVCIE OFFICERS</u> The appropriate service instructions laying down the criteria for determining the relative seniority of officers of the Army, Navy and Air Force serving in inter service organizations, will be applicable.	<u>INTER-SERVICE SENIORITY OF SERVICE OFFICERS</u> 11.24. The appropriate service instructions laying down the criteria for determining the relative seniority of officers of the Indian Army, Indian Navy and Indian Air Force serving in inter service organizations, will be applicable.		
11.25	The relative seniority of officers holding equivalent ranks and serving together in an inter service organization will be determined as under:- - Officers holding equivalent substantive ranks will be according to their seniority in the substantive rank. - Officers holding acting ranks will, rank after the officer holding a corresponding substantive rank, and will among themselves be graded according to their seniority in the substantive rank held by them.	11.25. The relative seniority of officers holding equivalent ranks and serving together in an inter service organization will be determined as under:- - Officers holding equivalent substantive ranks will be according to their seniority in the substantive rank. - Officers holding acting ranks will, rank after the officer holding a corresponding substantive rank, and will among themselves be graded according to their seniority in the substantive rank held by them.		

11.26	<u>DRIVING OF SCHOOL VEHICLES BY SERVING OFFICERS</u> The service officers posted to Sainik Schools are not to drive vehicles belonging to the school, except when the driver is unavoidably absent.	<u>DRIVING OF SCHOOL VEHICLES BY SERVING OFFICERS</u> 11.26. Service Officers holding valid driving license posted to Sainik Schools may drive vehicles belonging to the school, when the driver is unavoidably absent.		Driving of school vehicle in absence of Driver
11.27	<u>GRANT OF CASUAL / ANNUAL LEAVE TO THE PRINCIPAL</u> (a) The Honorary Secretary will be the leave sanctioning authority for all leave requested for by the Principal. (b) The Principals may avail themselves of casual leave without awaiting for sanction from the Honorary Secretary. However, as far as possible the leave applications should be forwarded to the Honorary Secretary sufficiently in advance. (c) The annual leave applications should be forwarded to the Honorary Secretary at least three weeks in advance, in triplicate, who after consideration of the application, return one copy to the school concerned, keep one copy in the relevant file and endorse one copy to the Service Headquarters concerned.	<u>GRANT OF CASUAL / ANNUAL LEAVE TO THE PRINCIPAL</u> 11.27. (a) The Inspecting Officer will be the leave sanctioning authority for all leave requested by the Principal. (b) The Principals may avail themselves of casual leave without awaiting for sanction from the Inspecting Officer. However, as far as possible the leave applications should be forwarded sufficiently in advance. (c) The Annual Leave applications should be forwarded to the Inspecting Officer at least three weeks in advance, in triplicate. After due consideration of the application, one copy will be returned to the school concerned, one copy retained in the relevant file and one copy endorsed to the Service Headquarters concerned.	Letter No. 7(6)/SSS/2018/ACR Channel dated 12 Apr 2018.	Revision of leave sanctioning authority of the Principal Letter No. 7(6)/SSS/2018/ACR Channel dated 12 Apr 2018.
11.28	<u>LEAVE HEADMASTER / REGISTRAR</u> The Principal is the leave sanctioning authority for the Headmaster and the Registrar. Annual leave to the Headmaster and the Registrar should be granted generally during the school vacation, and in the absence of one the other should look after the work of both the officers.	<u>LEAVE OF VICE PRINCIPAL/ ADMINISTRATIVE OFFICER</u> 11.28. The Principal is the leave sanctioning authority for the Vice Principal and the Administrative Officer. Annual leave to the Vice Principal and the Administrative Officer should be granted generally during the school vacation, and in the absence of one, the other should look after the work of both the officers.		
11.29	<u>ISSUING OF TESTIMONIALS TO FIRMS / PERSONS</u> Service Officers employed in Sainik Schools are forbidden from issuing testimonials to any firm or a person.	<u>ISSUING OF TESTIMONIALS TO FIRMS / PERSONS</u> 11.29. Service Officers employed in Sainik Schools are forbidden from issuing testimonials to any firm or a person.		
11.30	<u>ISSUE OF CERTIFICATE TO EMPLOYEES ON THEIR LEAVING THE SCHOOL SERVICE</u> It will not be proper for the Principals to issue testimonials to any of the members of the staff. There is, however, no objection to the Principals giving an employer a certificate of employment with factual details like the duration of employment, the nature of duties performed and the salary paid. If an outside employer makes a reference, there is no objection to the Principal giving his assessment confidentiality.	<u>ISSUE OF CERTIFICATE TO EMPLOYEES ON THEIR LEAVING THE SCHOOL SERVICE</u> 11.30. Principals are not to issue any certificates/ testimonials to any Firm/ person dealing with the school or the employees of their respective Sainik Schools. Should there be a need to issue a certificate to a school employee, it will only contain the factual details like duration of employment, nature of duties performed and the salary paid to him. In a situation where a prospective employer of the school employee seeks the view of Principal on performance and conduct of the employee, it may be conveyed confidentially to such a prospective employer. Such correspondence will, however, be restricted to Govt/ Semi-Govt agencies only.	No.34(20)/02/D(SSC) dated 03 Dec 2002	Non issuing of certificates/Testimonials to any Firm/Person

11.31	<u>GRANT OF LEAVE TO SERVICE OFFICERS</u> Restrictions on grant of leave imposed by Army, Navy and Air Headquarters would not be automatically applicable to officers serving in Sainik Schools unless the Sainik Schools Society also decides to promulgate them.	<u>GRANT OF LEAVE TO SERVICE OFFICERS</u> 11.31. Restrictions on grant of leave imposed by Army, Navy and Air Headquarters would not be automatically applicable to officers serving in Sainik Schools unless the Sainik Schools Society also decides to promulgate them.		
11.32	<u>PERMISSION TO TRAVEL BY AIR FOR DUTY JOURNEYS</u> Prior sanction of the Honorary Secretary shall be obtained before undertaking air travel, if the cost involved is to be paid from school funds.	<u>PERMISSION TO TRAVEL BY AIR FOR DUTY JOURNEYS</u> 11.32. Officers may travel by entitled class for journeys undertaken for school related duties on the directions of the Sainik Schools Society and the cost involved is to be paid from school funds.		Entitlement for Air travel added as per entitlement
11.33	<u>TRAVEL OUTSIDE THE STATE</u> Principal may travel on official duties within the State limits but such move will be restricted to the capital town of the State. When such duties necessitate their leaving the limits of the State or to a place within the State other than the capital city, the movements shall be got approved by the Honorary Secretary, Sainik Schools Society, in advance and for this purpose the purpose of the visit, duration etc, will be stated. If use of school transport / vehicle is involved, the requirement with justification will be intimated to Honorary Secretary, for consideration and approval well in time and use of school transport will not be resorted to without approval, except in extremely exceptional circumstances for which he will be personally responsible if the Honorary Secretary does not agree to accord ex-post-facto sanction on the circumstances and merits of the move.	<u>TRAVEL OUTSIDE THE STATE</u> 11.33. Principal may travel on official duties within the State limits but such move will be restricted to the capital town of the State / LBA HQ. When such duties necessitate their leaving the limits of the State or to a place within the State other than the capital city/ LBA HQ, the movements shall be approved by the Inspecting Officer, Sainik Schools Society in advance.		LBA HQs added
11.34	The Principal is competent to authorise move of the Headmaster and the Registrar within the limits of the State without use of school transport for their duty journeys outside the State, however, prior approval of the Honorary Secretary, Sainik Schools Society, will be obtained. The Principal will ensure that such moves by the Headmaster and the Registrar are kept to the minimum.	11.34. The Principal is competent to authorise move of the Vice Principal and the Administrative Officer within the limits of the State without use of school transport. For their duty journeys outside the State, however, prior approval of the Inspecting Officer Sainik Schools Society, will be obtained. The Principal will ensure that such moves by the Vice Principal and the Administrative Officer are kept to the minimum.		Approval of IO for traveling outside state by VP & AO

11.35	The Principal would not be required to take permission for journeys undertaken:- (a) to the State Capital (a) to meet the Chairman, LBA (b) to attend Sainik School Principals Conference. to attend the Annual Conference of the Indian Public Schools Conference provided public road transport system or rail travel is resorted to and school transport is not used. The school transport can, however, be used up to the nearest rail head/station or where from public road transport is available or if the distance to the State (c) capital both ways does not exceed 30 kms. In such cases, sanction of the Honorary Secretary would not be required.	11.35. The Principal would not be required to take permission for journeys undertaken:- (a) To the State Capital. (b) To meet the Chairman, LBA. (c) To attend Sainik School Principals Conference. (d) To attend the Annual Conference of the Indian Public Schools Conference. The school transport can be used up to the nearest Rail head/ Air Port.		Deletion of travelling distance while using upto the nearest Rail/Air Port
11.36	ENTERTAINMENT ALLOWANCE Each Principal will be entitled to an entertainment allowance of Rs.300/- per month which will be claimed on rendering a simple receipt. The entertainment could either be in respect of boys and masters or in respect of parents and distinguished visitors. If the number of guests to be entertained at any one time exceeds 5, the entertainment will be arranged from the school mess and the expenditure incurred on it met out of the catering budget. It will not be a charge against the entertainment allowance. The Principals will not claim any entertainment allowance for the period spent by them out of station on annual leave. The officiating Principal will also be eligible for entertainment allowance.	ENTERTAINMENT ALLOWANCE 11.36. Each Principal will be entitled to an entertainment allowance of Rs.1000/- per month which will be claimed on rendering a simple receipt. The entertainment could either be in respect of boys and masters or in respect of parents and distinguished visitors. If the number of guests to be entertained at any one time exceeds 5, the entertainment will be arranged from the school mess and the expenditure incurred on it met out of the catering budget. It will not be charged against the entertainment allowance. The Principal will not claim any entertainment allowance for the period spent by them out of station on annual leave. The officiating Principal will also be eligible for entertainment allowance.	BOG, SSS 12(2)/2008/ D(SSC)(Vol-II) dated 30 th Dec 2010	Increasing in entertainment allowance
11.37	Entertainment allowance will be claimed on a monthly basis. Claim for entertainment allowance for a particular month will be submitted within the first week of the month following the month for which the claim pertains. This allowance will be drawn on the basis of actual expenditure incurred for entertainment subject to the ceiling limit of Rs.300/- per month and not as a matter of routine.	11.37. Entertainment allowance will be claimed on a monthly basis. Claim for entertainment allowance for a particular month will be submitted within the first week of the month following the month for which the claim pertains. This allowance will be drawn on the basis of actual expenditure incurred for entertainment subject to the ceiling limit of Rs.1000/- per month and not as a matter of routine.	BOG, SSS 12(2)/2008/ D(SSC)(Vol-II) dated 30 th Dec 2010	Increasing in ceiling limit upto 1000/-
11.38	ANNUAL CONFIDENTIAL REPORTS – SERVICE OFFICERS (a) ACRs of the Principals of the rank of Col and equivalent rank will be initiated by the Honorary Secretary and reviewed by the Joint Secretary looking after the affairs of the Sainik Schools. (b) ACRs of Headmaster and Registrar of the Schools will be initiated by the Principal of the concerned school and reviewed by the Inspecting Officers. Honorary Secretary will be the Superior Reviewing Officer. (c) ACRs will be forwarded to the respective Service HQs after the action as stipulated in (a) & (b) above is completed.	ANNUAL CONFIDENTIAL REPORTS (ACR) – SERVICE OFFICERS (a) ACRs of the Principals will be initiated by the Inspecting Officer and reviewed by the Joint Secretary (Training). (b) ACRs of Vice Principal and Administrative Officers of the Schools will be initiated by their Principal and reviewed by the Inspecting Officers. Joint Secretary (Training) will be the Senior Reviewing Officer. (c) ACRs will be forwarded to the respective Service HQ after the action as stipulated above is completed.	Letter No. 7(6)/SSS/ 2018/ACR Channel dated 12 Apr 2018.	ACRs assessments

