

CHAPTER –XII
DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL, VICE PRINCIPAL AND ADMINISTRATIVE OFFICER

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
12.01	The Principal will be the Chief Executive and the Academic Head of the School and shall be responsible to the Board of Governors and to the Local Board of Administration for the smooth running and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depend on his actions, which are watched by all the school employees as well as the students. He will, therefore, set the highest standards of integrity, honesty and efficiency through personal example and excellence <i>in conduct</i> on and off duty. He will identify himself whole-heartedly with the institution under his care, and the school in turn will be identified with the character of the Principal placed as its head.	12.01. The Principal will be the Chief Executive of the School and will be the Commanding Officer of all service personnel posted in the school. He / She shall be responsible to the Board of Governors and to the LBA for the smooth functioning and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depends on his/ her actions, which are watched by all the school employees as well as the Cadets . He/ She will, therefore, set the highest standards of integrity, honesty and efficiency with personal example and excellence <i>in conduct</i> on and off duty. The Principal will identify himself/ herself whole-heartedly with the institution under his/ her care, and the school in turn will be identified with the character of the Principal placed as its head.		Duties of Principal amended
12.02	He will be assisted in the performance of his duties by the Headmaster and the Registrar. He shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.	12.02. Principal will be assisted in the performance of the duties by the Vice Principal and the Administrative Officer . The Principal shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.		
12.03	The Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency. His/ Her duties will be:- (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students. (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.	No change in existing duties Additional duties are listed below:- (i) To promote paperless office. (ii) To implement extant cyber-security directives for the cadets and staff members.		Additional duties added

	(c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa. (d) To ensure that the staff are <i>promptly</i> guided and trained in the use of latest techniques, and that they are suitably sponsored for right type of courses aimed at their in-service training on actual need basis, if necessary. (e) To hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. He will take at least one period every week with each class and talk to the students on matters of academic and general interest. (f) To moderate results in consultation with the staff, to ensure that no student continues to go down in studies or in general behaviour, and that those who are showing unsatisfactory progress despite the best care and advice are weeded out at the earliest possible stage. (g) To maintain proper public relations with the local civil administration in the District and State Govt officials and to ensure cordiality and harmony in regard to the parents and the members of staff. (h) To brief the outgoing students and to keep track of the progress made by them after leaving the school, for a proper feedback. (j) To maintain popularity of the Old Boys Association and to ensure that the annual meetings promote <i>healthy</i> contacts and proper relations between the old	(iii) To ensure that anti-ragging/ POCSO awareness/ POSH awareness/ anti-bullying measures are implemented for welfare of the cadets and staff. (iv) To ensure implementation of directives of CBSE/ SSS with respect to Smart/ E- Classrooms. (v) To ensure that the SS curriculum is aligned with the extant Government guidelines in vogue. (vi) To function as First Appellate Authority under the RTI Act 2005. (vii) Point (s) rec to be del. In lieu, following to be replaced:- To ensure that extant policies of the GFR is followed for all procurements.		
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	students and the new. (k) To build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline. (l) To make all appointments purely on merit, keeping the needs and the larger interests of the institution in view. (m) To maintain effective financial control and to sanction all expenditure strictly in accordance with the rules and the budgetary allocations. (n) To ensure proper use and regular maintenance of all buildings & equipment held by the School. (o) To ensure proper accounting of all funds, stores and equipment and to devise and introduce effective checks at different stages so as to avoid any misappropriation, embezzlement, loss or misuse of school money. (p) To take measures necessary for safe custody / security of all cash and equipment, including weapons and ammunition. (q) To ensure proper and optimum utilisation of all accommodation and other assets of the school. (r) To take measures necessary for proper health and hygiene of the school community. (s) To invite and accept tenders and to draw contracts. (t) To draw up and issue school standing orders covering all aspects of school administration and to constantly review and update these orders. (u) To carry out a check personally of			
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	the following at least once in a quarter and append his signatures in the relevant records in token of having carried out such a check:- (i) Cash held against the cash balance shown in the cashbooks maintained in respect of different accounts. (ii) Safe custody of cash, drafts, cheques, postal orders, the keys to the safe, etc. (iii) Progress of action taken on observations made by the stock taking boards or the audit authorities. (v) To approve leave, initiate disciplinary action against erring employees, sanction TA/DA claims and to approve loans. (w) To initiate ACRs of the Headmaster and of the Registrar and to review the ACRs of the Masters and the Administrative Staff. ACR of Masters and Admin Staff will be kept in the personal custody of the Principal. (x) To ensure that all action taken by him is in accordance with the Rules & Regulations of the Society, and to seek approval or guidance from the Honorary Secretary, Sainik Schools Society, on matters not specifically covered by the Rules & Regulations or in case of any doubt.			
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	(y) To report to the LBA and the Honorary Secretary all major events, including cases of indiscipline, theft, loss of school property, death or mishap of any kind to any student or staff of the school. (z) To be the Member Secretary of the Local Board of Administration.			
12.04	(a) The above duties being merely illustrative, the Principal will also be responsible for all that is expected of him as the head of a residential educational institution. (b) In order to expedite action in court cases/filing of vakalathnamas, it has been decided to authorise all the Principals/Headmasters/Registrars of the Sainik Schools to act as an 'OFFICER IN CHARGE' in the court cases and for signing the vakalathnamas, etc., on behalf of any member of the BOG whose office is located in Delhi. The engagement of the Counsel could be done in consultation with the Local District Collector / Dy. Commissioner who is also a member of the LBA. The action taken in such case will be informed immediately to the Sainik Schools Society for ex-post facto approval. (c) All court cases would have to be perused vigorously. In case, the assistance of the "Sainik Schools Society" is required for some opinion on legal issues / matters keeping in view the complexity of specific "Suits/Application" etc., the same would have to be taken accordingly, expeditiously. (d) The above instructions at para (b) &	No change		No change

	(c) will not be applicable in the matter of those “Contempt Cases” where an officer is made a “Party” in his individual capacity.			
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12.05	<u>HEADMASTER</u> He will be the head of the academic team and <i>he</i> directly responsible to the Principal for training, education and discipline of the students and will assist him as his principal lieutenant in achieving the objectives of the school. He will advise him on all matters connected with training and discipline. He will be assisted in the performance of his duties by all teachers, Housemasters, PT Instructors, Librarian and Subordinate academic staff. As Officer Commanding of the NCC Company of the school, he will be answerable to the Principal who <i>enjoys the status of Group Commander NCC</i>. In this task, he will be assisted by PI Staff from the services and the Civilian staff posted by the State Government.	<u>VICE PRINCIPAL</u> 12.05 Vice Principal will be the head of the academic team and <i>be</i> directly responsible to the Principal for training, education and discipline of the Cadets and assist as his principal lieutenant in achieving the objectives of the school. He/ <i>She</i> will advise him on all matters connected with training and discipline. He/ <i>She</i> will be assisted in the performance of his/<i>her</i> duties by all teachers, Housemasters, PT Instructors, Librarian and subordinate academic staff. As Officer Commanding of the NCC Company of the school, he/ <i>she</i> will be answerable to the Principal who <i>is the head of the institution</i>. In this task, he/ <i>she</i> will be assisted by <i>ANOs</i>, PI Staff from the services and the civilian staff posted by the State Government.	No.9(3)/2015/ D (SSC) dated 21 Sep 15	
12.06	His detailed duties will include:- - Planning, co-ordination and implementation of academic programmes. - Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class	His/ <i>her</i> detailed duties will include:- - Planning, co-ordination and implementation of academic programmes <i>in accordance with extant CBSE policies</i>. - Preparation of <i>Cadets</i> and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He/ <i>she</i> will take at least 7 periods per week in a subject of his/ <i>her</i> choice in such a manner that he meets each class at least once a week to develop close interaction with the <i>cadets</i>		

	at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any. (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day. (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character. (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys. (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc. (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject. (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule. (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.	individually to gain their confidence and know their difficulties, if any. (c) Organisation of a training routine so prepared as to bring out the best in every cadet. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day. (d) Organisation and conduct of school assembly to improve general awareness of the cadet and to impart moral education. The entire assembly procedure will, however, be secular and national in character. (e) Classification of Cadets into different sections, giving due regard to weak, average, bright and gifted Cadets. (f) Providing for class room comforts and teaching aids and basic requirements. (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods class wise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the cadets in each subject. (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule. (j) Regular checking of teacher's diaries and of cadet's notes and home work to assess efficacy of instruction imparted.		
	(k) Provisioning, distribution, accounting, upkeep, storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.	(k) Distribution, accounting, upkeep, storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training. (l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all		

	(l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools. (m) Timely publication of results, prompt despatch of progress reports and follow up correspondence with parents on the progress made by the students. (n) Proper maintenance of documents including dossiers of students. (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline. (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys. (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilisation of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs. (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams. (s) Organisation of co-curricular activities to spot talent as also to develop such talent among those who are shy and diffident. (t) Selecting training and equipping boys for various courses, NCC camps, competitions and functions. (u) Recommending to the Principal, in consultation with the Registrar and the teachers, names of boys for various appointments in the school	examinations including the All India Entrance Examination for admission to Sainik Schools. (m) Timely publication of results, prompt dispatch of progress reports and follow up correspondence with parents on the progress made by the Cadets. (n) Proper maintenance of documents including dossiers of Cadets. (o) Recommending cases to the Principal for warning and withdrawal of Cadets on grounds of poor academic performance/discipline. (p) Identifying scholastic weaknesses of cadets and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak cadets. (q) Development of physical fitness and efficiency of the cadets by ensuring maximum utilisation of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs. (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams. (s) Organisation of co-curricular activities to spot talent as also to develop such talent among those who are introvert. (t) Selecting training and equipping cadets for various courses, NCC camps, competitions and functions. (u) Recommending to the Principal, in consultation with the Administrative Officer and the teachers, names of cadets for various appointments in the school.		
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	(v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline. (w) Regular and timely publication of School Newsletter and Annual Magazine. (x) Guiding and training his sub-ordinates and arranging in-service training for teachers. (y) Maintaining the school diary and the school album. (aa) Keeping alive the link with the past, through the Old Boys Association. (ab) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action. (ac) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the N.D.A. and, therefore, need to be withdrawn from the school. (ad) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that Housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide. (ae) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction. (af) Organisation and implementation of the NCC instructional programme and safe custody of NCC stores, arms and ammunition in his capacity as Officer Commanding of the NCC Company.	(v) Ensuring high standard of discipline amongst the academic staff and the Cadets at all times and dealing with all cases of indiscipline. (w) Regular and timely publication of Calendar, School Newsletter and Annual School Magazine. (x) Guiding and training his sub-ordinates and arranging in-service training for teachers. (y) Maintaining the school diary and the school album preferably in digital format. (aa) Timely initiations of APARs of all academic staff including Lab Assistants/Attendants and Clerks working directly under him/ her in training section. (ab) Keeping alive the link with the past, through the Old Boys Association. (ac) Keeping a constant watch on the physical and emotional development of Cadets. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action. (ad) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of cadets who are medically unfit for entry into the NDA, Naval Academy & Tech Entry (10+2 entry in Army and Navy) and, therefore, need to be withdrawn from the school. (ae) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the Cadets and their participation in curricular/co-curricular activities and games. He/she will ensure that Housemasters and tutors maintain a perfect rapport with Cadets. He/she will also be freely accessible to the cadets and must project an image of a friend and a guide. (af) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction. (ag) Organisation and implementation of the NCC instructional programme and safe custody of NCC stores, arms and ammunition in his/her capacity as Officer Commanding of the NCC Company.		Initiation of APAR's of Academic staff
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Rule No	Rule	Correction / Addition / Deletion	Authority	Remarks
	(ag) Organisation of the school functions mentioned below, in close liaison with the Registrar. (i) Ceremonial Parades (ii) Annual Athletics (iii) Annual Day Celebrations (iv) Annual Exhibition (v) Variety shows (vi) Academic prize distribution (vii) Any other functions and celebrations considered useful and, therefore, necessary (viii) Organising and carrying out general supervision of school societies and Socially Useful Productive Work. (ah) Organising educational visits, tours, treks and hikes. (aj) Functioning as Officer-in-Charge of the Primary school. He will be responsible to the Principal for its efficient functioning. (ak) Performing other duties assigned to him by the Principal or expected from him.	(ah) Organisation of the school functions mentioned below, in close liaison with the Administrative Officer. (i) Ceremonial Parades (ii) Annual Athletics Meets (iii) Annual Day Celebrations (iv) Annual Exhibition (v) Variety Entertainment Shows (vi) Annual Award Ceremonies (vii) Any other functions and celebrations considered useful and, therefore, necessary (viii) Organising and carrying out general supervision of school societies and Socially Useful Productive Work. (aj) Organising educational visits, tours, treks and hikes. (ak) Functioning as Officer-in-Charge of the Primary school. He/ She will be responsible to the Principal for its efficient functioning. (al) Working out additional requirement of staff, if any, and following proper procedure for recruitment, discharge, dismissal of the academic staff. (am) Any other task as assigned by the Principal.		Various school functions Additional duties of Vice Principal
12.07	Since Training and Administration of the school are inter-dependent, he will maintain a close liaison with the Registrar to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.	12.07. Since Training and Administration of the school are inter-dependent, he/ she will project requirement of stores well in time to Administrative Officer and maintain a close liaison with him/ her to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the Cadets of the school.		
12.08	<u>REGISTRAR</u> The Registrar is responsible to the Principal for all administrative and 'Q' duties. He will advise the Principal on all aspects of school administration and assist him in achieving the aims and objectives of the school. He will be assisted in the performance of his duties by the following staff of the school:- (a) School Medical Officer (b) Office Superintendent (c) Accountant (d) Quartermaster (e) Mess Manager	<u>ADMINISTRATIVE OFFICER</u> 12.08. The Administrative Officer is responsible to the Principal for all administrative and 'Q' duties. He/ She will advise the Principal on all aspects of school administration and assist him/ her in achieving the aims and objectives of the school. He/ She will be assisted in the performance of his duties by the following staff of the school:- (a) School Medical Officer. (b) Office Superintendent. (c) Accountant. (d) Quartermaster.		

	(f) Hostel Supdts/Matrons and (g) House Masters	(e) Mess Manager. (f) Hostel Superintendents / Matrons and (g) House Masters.		
12.09	His detailed duties will include:- (a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance. (b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees. (c) Timely initiation of ACRs. (d) Guiding and Training his subordinates and supervising their work. (e) Proper maintenance of personal documents. (f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc (g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions. (h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff	12.09. His/ Her detailed duties will include:- (a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance. (b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees. (c) Timely initiation of APAR of all administrative staff and review of ACRs of general employees. (d) Guiding and Training his subordinates and supervising their work. (e) Proper maintenance of personal documents. (f) Smooth functioning and accounting of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema, etc. (g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions. (h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff. (j) Timely printing of School Prospectus and other publicity material. (k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination, etc.		
	(j) Timely printing of School Prospectus and other publicity material. (k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination and interview, etc. (l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships. (m) Correspondence with State Govt, and parents for recovery of outstanding dues. (n) Correct maintenance of leave record of both academic and	(l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships. (m) Correspondence with State Govt. and parents for recovery of outstanding dues. (n) Correct maintenance of leave record of both academic and administrative staff. He/ She will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his/ her signatures with date as a token of such a scrutiny and check having been carried out by him/ her . (p) Drawing up menu, ensure healthy, tasty, clean, wholesome and good quality food for all cadets without any budgetary cap	No 4(1)/SSS/2018 dated 04 Jul 2018	D(SSC Input: As food is one of the most important part of a residential school, the point to provide healthy,

	administrative staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him. (o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings. (p) Arrangements for boarding/lodging and conducting of all visitors to the school. (q) Timely submission of messing bills and their realisation. (r) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Headmaster, and follow up action on the recommendations of these boards. (s) Detailing local purchase committees and stores opening boards. (t) Organising purchase of items of clothing, ration, medicines, equipment, etc. (u) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office.	in clean surroundings. (q) Arrangements for boarding/ lodging and conducting of all visitors to the school. (r) Timely submission of messing bills and their realisation. (s) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Vice Principal, and follow up action on the recommendations of these boards. (t) Detailing local purchase committees and stores opening boards. (u) Organising purchase of items of clothing, ration, medicines, equipment, etc. (v) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office. (w) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers. (x) Supervision of the work of Hostel Supdts/ Matrons		tasty, clean, wholesome and good quality food for all cadets without any budgetary cap has been emphasized.
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Rule No	Rule	Correction ³ / Addition / Deletion	Authority	Remarks
	(v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers. (w) Supervision of work of Hostel Supdt/ Matron (x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal. (y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts. (z) Reception of new entrants and of other students on their return from vacations. (aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents. (ab) Correct issue of concession forms for rail road journeys. (ac) Proper provisioning, procurement, and accounting of stores. (ad) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc. (ae) Smooth functioning of the school infirmary for prompt and effective medical care of the boys. (af) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases. (ag) Control of Cattle nuisance in the Campus. (ah) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorised entry into the campus	(y) Ensure all procurements are as per GFR provisions after obtaining the approval of the Principal. (z) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts. (aa) Reception of new entrants and other Cadets on their return from vacations. (ab) Dispersal of cadets proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents. (ac) Correct issue of concession forms for rail/ road journeys. (ad) Proper provisioning, procurement, and accounting of stores. (ae) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc. (af) Smooth functioning of the school infirmary for prompt and effective medical care of the cadets. (ag) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of Cadets and timely initiation of other preventive and suppressive measures against malaria and other diseases. (ah) Effective security of the cadets inside the campus and coordinate visit of cadets outside the school ensuring their safety and security (aj) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorised entry into the campus.		

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	(ai) Prompt reporting of thefts defalcation of school funds and stores and cases of absconding boys to police/parents and the Principal. (aj) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office. (ak) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day. (al) Processing of bills, for POL, road tax, and updating of inventories. (am) Recovery of losses, or of damages to fitments/furniture, etc. (an) Issue of furniture to scale and recovery of rent. (ao) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008. (ap) Framing of Fire Orders and holding of fire Fighting Practices. (aq) Provision of recreational and other amenities to staff and to students. (ar) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action. (as) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts. (at) Jointly operating bank accounts with the Principal as the co-signatory. (au) Signing the Cash Book every day, after all transactions of the day have been entered therein. (av) Further, he will be responsible for:- (i) Taking charge of all moneys received for the school and ensuring safe custody of such money. (ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs 3000/-	(ak) Prompt reporting of thefts, defalcation of school funds and stores and cases of absconding cadets to police/parents and the Principal. (al) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office. (am) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day. (an) Processing of bills for POL, road tax, and updating of inventories. (ap) Recovery of losses, or of damages to fitments/furniture, etc. (aq) Issue of furniture to scale and recovery of rent. (ar) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008. (as) Framing of Fire Orders and holding of fire Fighting Practices. (at) Provision of recreational and other amenities to staff and to Cadets. (au) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action. (av) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts. (aw) Jointly operating bank accounts with the Principal as the co-signatory. (ax) Signing the Cash Book every day, after all transactions of the day have been entered therein. (ay) Further, he/ she will be responsible for:- (i) Taking charge of all moneys received for the school and ensuring safe custody of such money. (ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs.25,000/-		Increasing in cash balance

Rule No	Rule	Correction / Addition / Deletion	Authority	Remarks
	(iii) Taking expeditious action to clear outstanding audit objections. (iv) Preparing and reconciling the Bank Statements regularly every month. (v) Safe custody of classified documents. (vi) Inspections of the boys kit, the campus the dormitories, etc. (vii) Attending to matters connected with the school estate. (viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans. (ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any. (x) Maintenance of all school statistics. (xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.	(iii) Taking expeditious action to clear outstanding audit objections. (iv) Preparing and reconciling the Bank Statements regularly every month. (v) Safe custody of classified documents. (az) Inspections of the Cadets kit, the campus, the dormitories, etc. (ba) Attending to matters connected with the school estate. (bb) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans. (bc) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any. (bd) Maintenance of all school statistics. (be) Administrative Officer of Sainik School will perform the duties of Estate Officer in case the post is vacant. (bf) To function as CPIO under RTI Act, 2005 (bg) Carrying out any other duties assigned to him specifically by the Principal or expected of him. (bh) Prepare complete infrastructure proposal and timely submission to Ministry for its timely approval and to obtain requisite funds. (bj) Closely monitor all infrastructure works in the school including maintenance works to ensure world class school infrastructure (bk) To ensure and monitor efficient functioning of the Mess. (bl) As far as possible ensure implementation of government guidelines on sustainable/ green energy initiatives such as EV/Solar/ STPs/ shifting from LPG to PNG, GOBARdhan, ethanol programme, etc. (bm) To formulate and implement SOPs pertaining to handling of Pandemics, natural disasters and Law and order contingencies. (bn) Any other task as assigned by the Principal.		Duties of estate officer by Administrative Officer D(SSC) Input: Most important point of building and maintaining world class infrastructure Emphasized Govt initiative wrt green energy added
12.10	The training and administration of the school are inter-dependent. The Registrar will, therefore, maintain a close liaison with the Headmaster to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.	12.10. The training and administration of the school are inter-dependent. The Administrative Officer will, therefore, maintain a close liaison with the Vice Principal to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the Cadets of the school.		New Rule added

				Responsibility of Administrative Officer towards Cadets Mess elaborated D (SSC) Input: As food is one of the most important part of a residential school, the point to provide healthy, tasty, clean, wholesome and good quality food for all cadets without any budgetary cap has been emphasized
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