

CHAPTER – VI**PAY AND ALLOWANCES, FRINGE BENEFITS**

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
	<u>PAY SCALES</u>			
6.01	The present pay scales for academic staff are given in Appendix 'G' to this Manual	6.01 The present pay scales for academic staff (as per VII CPC) are given in Appendix 'G' to this Rule Book.		
6.02	(a) The pay scales for administrative and other staff are given in Appendix 'H'.	6.02 The pay scales for administrative and other staff (as per VII CPC) are given in Appendix 'H'.		
6.03	No employee will be granted a pay scale higher than the one specifically prescribed for the category. Up to a maximum of five advance increments may, however, be granted to specially qualified or experienced persons at the time of initial appointment, on the recommendations of the Selection Committee and with the approval of Honorary Secretary. <u>Grant of additional increment to the academic staff on their acquiring Ph. D, M. Phil Degree.</u> (a) 2 additional increments will be granted to each academic staff of the Sainik Schools on his acquiring Ph. D Degree in any of the subjects taught in the Sainik Schools w.e.f. the first day of the month following the month in which he is awarded a Ph.D Degree. (b) A Master/ Assistant Master already in possession of a Ph.D Degree at the time of his recruitment shall be given two additional advance increments wef the date of his recruitment. (c) One additional increment will be granted to the Academic staff of the Sainik Schools who acquired an M. Phil Degree w.e.f. the first day of the month following the month of the award of an M.Phil, Degree.	6.03. No employee will be granted a pay scale higher than the one specifically prescribed for the category. However, up to a maximum of five advance increments may be granted to specially qualified or experienced teachers at the time of initial appointment, on the recommendations of the Selection Committee and with the approval of Chairperson LBA <u>Grant of Incentive to the Academic Staff on their acquiring PhD, MPhil Degree</u> 6.04 One time lump sum incentive of Rs 10,000/- will be granted for acquiring PhD Degree and Rs 5,000/- for acquiring MPhil Degree to academic staff of Sainik Schools subject to the following conditions:- (a) Incentive should be considered only if the higher qualification will make the teacher more effective in the subject taught. In addition, Principals will also render a certificate to that they have personally checked the PhD / MPhil degree document and state that PhD /MPhil document is authentic and the concerned University / Institution is recognized by UGC or equivalent body. (b) The quantum of the lump sum, one-time incentive shall as in subpara (d) be based on qualification without any relaxation to increment or level / grade of the teacher.	No. 9(5)/2011/D(SSC) dated 05.09.2014	Rule Amended, Syntax Change

	(d) A Master / Assistant Master already in possession of M.Phil Degree shall also be given an additional increment wef the first day of the month of June 1996.	(c) The incentive is admissible only for higher qualification acquired after induction into service. (d) The claim should be preferred within six months from the date of acquisition of higher qualification. (e) The incentive is not admissible for the qualification which is laid down as essential or desirable in the qualification for the posts. (f) No incentive would be admissible, if the appointment is made in relaxation of the educational qualification. No incentive would be admissible, if the employee acquires the requisite qualification for such appointment at later stage. Incentive is admissible only for such teachers who are likely to serve for more than three years after acquisition of the higher qualification.		
6.04	<u>DEARNESS ALLOWANCE</u> All Sainik School employees will be paid dearness allowances at the rates sanctioned by the Central Govt for its employees from time to time.	<u>DEARNESS ALLOWANCE</u> 6.04 All Sainik School employees will be paid dearness allowances at the rates sanctioned by the Central Govt for its employees from time to time.		.
6.05	Deleted.	6.05 The teacher who has been granted additional increments for acquiring / possessing PhD or MPhil Degree prior to issue of letter of onetime lump sum cash incentive as per directions issued vide SS Society letter No. 9(5)/2011/D(SSC) dated 05.09.2014 will continue to get additional increments.		New Rule included.

6.06	<u>MEALS WITH CADETS</u> All masters, assistant masters, Hostel Superintendents/Matron/ Nursing Assistants/ PTIs/ shall take their meals with the boys in the boys' mess as they are to:- (a) Help the catering staff in maintaining discipline during the meals; (b) Train the boys in self-service and ensure polite behaviour at dining table; (c) Teach the boys proper eating habits and correct table manners; and (d) Exercise check on wastage of food.	<u>MEALS WITH CADETS</u> 6.06 All Academic Staff, Hostel Superintendent/ Matron/ Warden and Nursing Assistants shall dine with the cadets in the Cadets' Mess except during vacations as they are to:- (a) Help the catering staff in maintaining discipline during the meals. (b) Train the cadets in self-service and ensure polite behaviour at dining table. (c) Teach proper dining etiquettes and correct table manners to cadets. (d) Exercise check on wastage of food and ensure cadets have their meals.		Rule number changed. Syntax change
6.07	They will not be required to pay for these meals. In addition, the Mess Manager / Catering Asst will be provided free meals in the Mess.	6.07 They will not be required to pay for these meals. In addition, the Mess Manager / Catering Asst will be provided free meals in the Mess.		No Change
6.08	No food will be allowed to be carried out of mess for any member of staff except in case of illness of a member of staff who is unmarried or is staying single. Carrying food to the room of any member of staff even in such cases will be specifically authorised by the Principal or the Registrar. The members of staff will also not form a separate group in a corner of the mess. They will spread out evenly, sit among the students and be served the same food as is being served to the students.	6.08 No food will be allowed to be carried out of mess for any member of staff except in case of illness of a member of staff who is unmarried or is staying single. Carrying food to the room of any member of staff even in such cases will be specifically authorised by the Principal. The members of staff will also not form a separate group in a corner of the mess. They will spread out evenly, sit among the students and be served the same food as is being served to the students.		No change
6.09	The general employees working in the Mess will not be entitled to free food as a matter of right. They may, however, be permitted to take food in the kitchen, out of the surplus that may be left over at the end of a meal.	6.09 The General Employees working in the Mess will not be entitled to free meals as a matter of right. They may, however, be permitted to take food in the kitchen, out of the surplus that may be left over at the end of a meal.		No Change

6.10	<u>RENT FREE ACCOMMODATION</u> All employees during the period of service will be provided rent free accommodation in the school campus, if available. It will be incumbent on those employees to reside in the quarters allotted to them. If residential accommodation cannot be provided by the school to a member of a staff, he shall be paid House Rent Allowance at the same rate as admissible to Central Government Employees working in that location till suitable accommodation becomes available in the school for allotment to him. If both husband and wife are employees of the school only one of them will be entitled to rent free accommodation. Unmarried and married members of staff living away from their families, may be allotted appropriate single accommodation.	<u>RENT FREE ACCOMMODATION</u> 6.10 (a) All employees during the period of service will be provided rent free accommodation in the school campus, if available. It will be incumbent on those employees to reside in the quarters allotted to them. If residential accommodation cannot be provided by the school to a member of a staff, he shall be paid House Rent Allowance at the same rate as admissible to Central Government Employees working in that location till suitable accommodation becomes available in the school for allotment to him. (b) Unmarried and married members of staff living away from their families, may be allotted appropriate single accommodation. (c) Subletting of allotted accommodation is not permitted. (d) When both spouses are employed, only one accommodation is permitted. (e) The retention of accommodation is subject to approval of Principal for following cases:- (i) Families of deceased employee may retain the allotted accommodation upto three months without rent, with potential further three months extension on normal market rent rates. (ii) Employees are generally expected to vacate the accommodation promptly on transfer/retirement/resignation. Retention beyond the mandatory vacating date is allowed only with specific permission of Principal, often under special circumstances like education of children or medical grounds on normal market rent rates.	<i>Central Govt Rules for retention of accommodation</i>	Amendment as per latest policy letter.
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		(f) If an employee of the school has not vacated the accommodation allotted by the school as per given date, penal rent amounting to twice the market rent is to be charged on grounds of unauthorized occupation. Those employees are also liable to be forcibly evicted from the premises by invoking the provisions of Public Premises (Eviction of Unauthorized Occupants) Act, 1971. (g) This benefit/ concession can be withdrawn by the Principal.		
6.10.1	This benefit/ concession can be withdrawn by the Principal	Shifted to 6.10 (g)		Shifted

6.11	<u>RENT FREE FURNITURE</u> The teaching staff, Matrons / Hostel Supdts and Mess Manager and are entitled to rent free furniture according to the following scales:- <table><tr><th>Ser</th><th>Items</th><th>Teachers</th><th>Others</th><th>Single Accommodation</th></tr><tr><td>1.</td><td>Half easy chairs</td><td>2</td><td>2</td><td>2</td></tr><tr><td>2.</td><td>Centre table</td><td>1</td><td>1</td><td>1</td></tr><tr><td>3.</td><td>Dining chairs</td><td>4</td><td>4</td><td>--</td></tr><tr><td>4.</td><td>Dining tables</td><td>1</td><td>1</td><td>--</td></tr><tr><td>5.</td><td>Chairs with arms</td><td>2</td><td>1</td><td>1</td></tr><tr><td>6.</td><td>Writing table</td><td>1</td><td>1</td><td>1</td></tr><tr><td>7.</td><td>Dressing table</td><td>1</td><td>1</td><td>1(for teachers only)</td></tr><tr><td>8.</td><td>Stool</td><td>1</td><td>1</td><td>1</td></tr><tr><td>9.</td><td>Cots</td><td>3</td><td>3</td><td>2</td></tr><tr><td>10.</td><td>Cupboard</td><td>1</td><td>-</td><td>1</td></tr><tr><td>11.</td><td>Book rack</td><td>1</td><td>1</td><td>1 (for teachers only)</td></tr></table>	Ser	Items	Teachers	Others	Single Accommodation	1.	Half easy chairs	2	2	2	2.	Centre table	1	1	1	3.	Dining chairs	4	4	--	4.	Dining tables	1	1	--	5.	Chairs with arms	2	1	1	6.	Writing table	1	1	1	7.	Dressing table	1	1	1(for teachers only)	8.	Stool	1	1	1	9.	Cots	3	3	2	10.	Cupboard	1	-	1	11.	Book rack	1	1	1 (for teachers only)	<u>RENT FREE FURNITURE</u> 6.11 All staff members are entitled to rent free furniture according to the following scale:- <table><tr><th>Ser</th><th>Items</th><th>Teacher s</th><th>Others</th><th>Single Accommodation</th></tr><tr><td>(a)</td><td>Half easy chairs</td><td>02</td><td>02</td><td>02</td></tr><tr><td>(b)</td><td>Centre table</td><td>01</td><td>01</td><td>01</td></tr><tr><td>(c)</td><td>Dining chairs</td><td>04</td><td>04</td><td>NIL</td></tr><tr><td>(d)</td><td>Dining tables</td><td>01</td><td>01</td><td>NIL</td></tr><tr><td>(e)</td><td>Chairs with arms</td><td>02</td><td>01</td><td>01</td></tr><tr><td>(f)</td><td>Writing table</td><td>01</td><td>01</td><td>01</td></tr><tr><td>(g)</td><td>Dressing table</td><td>01</td><td>01</td><td>01</td></tr><tr><td>(h)</td><td>Stool</td><td>01</td><td>01</td><td>01</td></tr><tr><td>(j)</td><td>Cots</td><td>03</td><td>03</td><td>01</td></tr><tr><td>(k)</td><td>Cupboard (if there is no built-in-cupboard in the quarter)</td><td>01</td><td>01</td><td>01</td></tr><tr><td>(l)</td><td>Book rack</td><td>01</td><td>01</td><td>01(for teachers only)</td></tr></table>	Ser	Items	Teacher s	Others	Single Accommodation	(a)	Half easy chairs	02	02	02	(b)	Centre table	01	01	01	(c)	Dining chairs	04	04	NIL	(d)	Dining tables	01	01	NIL	(e)	Chairs with arms	02	01	01	(f)	Writing table	01	01	01	(g)	Dressing table	01	01	01	(h)	Stool	01	01	01	(j)	Cots	03	03	01	(k)	Cupboard (if there is no built-in-cupboard in the quarter)	01	01	01	(l)	Book rack	01	01	01(for teachers only)		
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6.12	<u>.FREE ELECTRICITY</u> The following members of staff shall get electricity free of charge, subject to the maximum limits indicated against them:- (a) Member of the teaching Staff - 15 units per month. (b) Quartermaster/ Matron/ Hostel Supdts.- 10 units per mont if occupying full House ad 5 units p.m. if occupying one room and a bath room. Electrical energy consumed in excess of the above limits shall be paid for by the individuals concerned.	<u>FREE ELECTRICITY</u> Rule deleted		Free Electricity not authorized as per 7 th CPC																																																																																																																								

6.13	<u>OTHER BENEFITS</u> Confirmed employees of the Sainik Schools shall be entitled to benefits of pension/ CPF, family pension, Dearnes Relief on pension, Death-cum-retirement Gratuity, GPF, LTC and Leave Encashment on the same pattern as admissible to Central Government Employees. Medical Allowance, Ad-hoc Bonus and Extra Duty Allowance or any other allowance as sanctioned by Sainik Schools Society from time to time will also be admissible. Each school will build up a fund for this purpose.	<u>OTHER BENEFITS</u> 6.12 Confirmed employees of the Sainik Schools shall be entitled to various benefits as enumerated below:- (a) <u>Retirement Benefits.</u> (i) Confirmed employees of the Sainik Schools appointed on or before 31 Dec 2003 shall be entitled to benefits of Pension, Family pension, Commutation of pension Retirement/Death Gratuity, Leave encashment payments, Medical Allowance, Dearness Allowance as per CCS Pension Rules 1972 amended from time to time. Each school will build up a fund for this purpose. Retirement benefits as above for the entire service with Sainik Schools, in case of employees transferred from one Sainik School to other, will be borne by the School from which he retires. (ii) In case of the employees who had served with the organizations other than Sainik School prior to taking employment with the Sainik School, the previous organisations will be required to pay proportionate gratuity and leave salary/ pension contribution. (iii) Principal of Sainik Schools should approve payment of pension, gratuity, leave encashment etc, only after pre-audit by the Local Audit Officer. (b) <u>Leave Travel Concession.</u> Directions issued by the Sainik Schools Society will be adhered to subject to availability of funds. (c) <u>Ad-hoc Bonus.</u> Directions issued by the Sainik Schools Society will be adhered to. (d) <u>Group Medi-claim Policy for employees.</u> Instructions issued by the Sainik Schools Society will be adhered as promulgated from time to time. (e) <u>Grant of Additional Pension.</u> Pensioners who are getting pension from Sainik Schools are entitled to additional pension upon attaining the age of 80 years or more as prescribed by Sainik Schools Society from time to time. (f) <u>Grant of National Pension Scheme(NPS).</u> Employees of Sainik School appointed on or after 01 Jan 2004 are covered under NPS as per guidelines issued by Sainik Schools Society from time to time. The school will ensure that new staff are registered for the NPS. (g) Schools to begin process of finalization of pension and terminal benefits by carrying out service verifications, etc, at least 06 months before an employee is due for superannuation and a certificate be forwarded to the Sainik Schools Society listing all staff due for retirement in next 06 months with confirmation of commencement of retirement formalities. Principals are to facilitate timely resolution.	No 12(1)/2019/D(SSC)- 06 Jun 2019 on Implementation of Gazette Notification on increase in Employers share towards NPS	Rule number changed. Amendment as per latest policy letter added.
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6.14	<u>PAYMENT OF HEAD'S ALLOWANCE TO CERTAIN CATEGORIES OF GENERAL EMPLOYEES</u> One employee from each category of general employees, who has been found outstanding in the performance of his duties, may be appointed as a head (i.e. Head Cook, Head Mali etc) and given an allowance of Rs. 25/-<i>p.m.</i> subject to the approval of the LBA. Such heads will be selected by the Principal on the basis of seniority-cum-merit, and he may change them at any time if their performance deteriorates. The categories of general employees to be granted this allowance will be decided by the Principal, taking into consideration the number of employees in each such category which should not be less than 5 for admissibility of this allowance.	<u>PAYMENT OF HEAD'S ALLOWANCE TO CERTAIN CATEGORIES OF GENERAL EMPLOYEES</u> 6.13 One employee from each category of general employees, who has been found outstanding in the performance of his duties, may be appointed as a head (i.e, Head Cook, Head Gardner, etc) and given an allowance of Rs 300/- <i>pm</i> subject to the approval of the LBA. Such heads will be selected by the Principal on the basis of seniority-cum-merit, and he may change them at any time if their performance deteriorates. The categories of general employees to be granted this allowance will be decided by the Principal, taking into consideration the number of employees in each such category which should not be less than 5 for admissibility of this allowance.	Allowances of Heads increased	Rule number changed. Amount revised.
6.15	<u>TRAVELLING/DAILY ALLOWANCE</u> All Sainik School employees will be paid Travelling / Daily Allowance/ Mileage Allowance for journey on foot accordance with Central Government rules and rates applicable from time to time.	<u>TRAVELLING/DAILY ALLOWANCE</u> 6.14 All Sainik School employees will be paid Travelling / Daily Allowance/ Mileage Allowance for journey on foot accordance with Sainik Schools Society rules and rates applicable from time to time.		Rule number changed. Amended as per latest policy.
6.16	The Principal shall be the controlling officer for sanction of TA/DA to all the officers including himself and to all the other employees of the school	6.15 The Principal shall be the Controlling Officer for sanction of TA/DA to all the officers including himself and to all the other employees of the school.		Rule number changed. Rest no Change.
6.17	<u>PAYMENT OF HONORARIUM</u> Members of staff may be permitted with the approval of the L.B.A to take up part-time work in the school farm/estate/poultry farm, cinema, canteen etc., outside their normal duty hours. Their duty hours in the school will, however, not be varied to enable them to do this extra work. In all such cases the honorarium , if paid shall not be exceeding 10% of the basic pay.	<u>PAYMENT OF HONORARIUM</u> 6.16 Members of staff may be permitted with the approval of the L.B.A to take up part-time work in the school farm/estate/poultry farm, cinema, canteen etc., outside their normal duty hours. Their duty hours in the school will, however, not be varied to enable them to do this extra work. In all such cases the honorarium/ED Pay, if paid shall not be exceeding 5% of the basic pay.		Rule number changed.

6.18	<u>ADVANCE PAYMENT OF LEAVE SALARY</u> Drawal of leave salary in advance may be authorized only if the leave sanctioned exceeds 30 days on full pay. This will apply to all members of regular employees and not to temporary employees. The leave salary will be restricted to one months basic pay only and it will be adjusted in full from the pay drawn during the following month. Vacation pay will be allowed to be drawn in advance.	<u>ADVANCE PAYMENT OF LEAVE SALARY</u> 6.17 Drawal of leave salary in advance may be authorised only if the leave sanctioned exceeds 30 days on full pay. This will apply to all members of regular employees and not to temporary employees. The leave salary will be restricted to one month's basic pay only and it will be adjusted in full from the pay drawn during the following month. Vacation pay will not be allowed to be drawn in advance.		Rule number changed. Rest no Change
6.19	<u>PAYMENT OF SALARY ON LAST DAY OF THE MONTH</u> Subject to such special orders as may be issued by Sainik Schools Society, the salary may be disbursed on the last working day of the month to which it relates. However, the pay and allowances for the month of March shall be paid on the first working day of April.	<u>PAYMENT OF SALARY ON LAST DAY OF THE MONTH</u> 6.18 Subject to such special orders as may be issued by Sainik Schools Society, the salary may be disbursed on the last working day of the month to which it relates. However, the pay and allowances for the month of March shall be paid on the first working day of April.		Rule number changed. Rest no Change
6.20	<u>REMITTANCE OF SALARY AT SCHOOL EXPENSES</u> Salaries of teachers deputed for training or for performance of any special duty at out stations may be remitted at the school's expense, provided the period of their absence from the school is likely to be 30 days or more.	<u>Deleted</u>		

6.21	<u>STOPPING AT THE EFFICIENCY BAR</u> The efficiency bar is introduced in a scale to enable the appointing authority to review the work and conduct of the employees and to assess whether the employee has continued to maintain his efficiency at an acceptable standard or not. Stopping an employee at the efficiency bar is not a punishment, but the employee shall be informed that his pay has been stopped at the efficiency bar stage. Before taking a decision, the appointing authority should carefully peruse the recorded performance of the person over a continuous period of 2 to 3 years to see if there has been a steady deterioration in the efficiency of the person. In normal course, the person concerned should have been informed of his sub-standard performance over a period of time. In other words, the stoppage at the efficiency bar is to be invoked only in cases where the appointing authority feels that the person has not put in his best for a continuous period of 2 to 3 years; but his sub standard performance is still not of such order that it could be construed as continued unsatisfactory performance of duties for the purpose of other disciplinary measures. The action also pre-supposed that the appointing authority is of the view that if the person is stopped at the efficiency bar he would be in a position to improve his proficiency and come upto a satisfactory standard.	<u>STOPPING AT THE EFFICIENCY BAR</u> 6.19 The efficiency bar is introduced in a scale to enable the appointing authority to review the work and conduct of the employees and to assess whether the employee has continued to maintain his efficiency at an acceptable standard or not. Stopping an employee at the efficiency bar is not a punishment, but the employee shall be informed that his pay has been stopped at the efficiency bar stage. Before taking a decision, the appointing authority should carefully peruse the recorded performance of the person over a continuous period of 2 to 3 years to see if there has been a steady deterioration in the efficiency of the person. In normal course, the person concerned should have been informed of his sub-standard performance over a period of time. In other words, the stoppage at the efficiency bar is to be invoked only in cases where the appointing authority feels that the person has not put in his best for a continuous period of 2 to 3 years; but his sub standard performance is still not of such order that it could be construed as continued unsatisfactory performance of duties for the purpose of other disciplinary measures. The action also pre-supposed that the appointing authority is of the view that if the person is stopped at the efficiency bar he would be in a position to improve his proficiency and come upto a satisfactory standard.		
6.22	An employee is to be permitted to cross the efficiency bar only after a formal order has been issued to this effect by the Principal and an entry made in the employee's service book.	6.20 An employee is to be permitted to cross the efficiency bar only after a formal order has been issued to this effect by the Principal and an entry made in the employee's service book.		

6.23	<u>FESTIVAL ADVANCE</u> Confirmed Sainik Schools Employees in receipt of basic pay not exceeding 2850/- p.m may be granted an interest free Festival Advance equal to one months basic pay to a maximum of Rs. 600/- recoverable in not more than ten equal monthly instalments. The first instalment will be recovered from the pay bill of the month following the one in which the advance is drawn. The amount of each instalment shall be rounded to the nearest rupee, recovering the fraction of a rupee with the last installment. To be made on a collateral of 2 other permanent Sainik School Employees. A second festival advance will not be sanctioned until the advance drawn already has been recovered in full. The advance shall be disbursed well before the festival for which it is sanctioned. Necessary safeguards will be enforced for proper refund of the advance.	<u>FESTIVAL ADVANCE</u> 6.21 Confirmed staff whose Grade Pay does not exceed Rs 4,800/- pm (Pay Matrix Level 8) may be granted an interest free festival advance up to a maximum ceiling of Rs 3,000/- recoverable in not more than ten equal monthly installments. The first installment will be recovered from the pay bill of the month following the one in which the advance is drawn. The amount of each installment is rounded off to the nearest rupee, recovering the fraction of a rupee with the last installment. A second festival advance will not be sanctioned until the advance drawn has been recovered in full. The advance shall be disbursed well before the festival for which it is sanctioned. Necessary safeguards will be enforced for proper refund of the advance.		Amount revised
6.24	<u>INTER-SENIORITY OF STAFF MEMBERS IN THE SAME GRADE</u> Inter-Seniority of employees will be determined on the basis of the following:- (a) <u>Date of Joining</u> An employee who joins service earlier than another in the same grade will be senior to the latter. If two or more employees are appointed on the same day in the same grade and with the same basic pay, the person higher in panel will be treated as senior. If they were not graded in order of merit, the person older in age will be treated as senior. (b) <u>Higher Start</u> If two or more employees are appointed on the same day and in the same grade but one of them is given a higher initial start in the basic pay, the employee so fixed at the higher pay will be deemed to be senior. (c) Notwithstanding provision of (a) and (b) above, the seniority of an employee shall reckon from the date of	<u>INTER SE SENIORITY OF STAFF MEMBERS IN THE SAME GRADE</u> 6.22 Inter-Seniority of employees will be determined on the following basis:- (a) <u>Date of Joining</u> An employee who joins service earlier than another in the same grade will be senior to the latter. If two or more employees are appointed on the same day in the same grade and with the same basic pay, the person higher in panel will be treated as senior. If they were not graded in order of merit, the person older in age will be treated as senior. (b) <u>Higher Start</u> If two or more employees are appointed on the same day and in the same grade but one of them is given a higher initial start in the basic pay, the employee so fixed at the higher pay will be deemed to be senior. (c) Notwithstanding provision of (a) and (b) above, the seniority of an employee shall reckon from the date of his/her regular appointment after completion of successful probation, subsequently followed by confirmation in the prescribed scale of pay.	<i>All staff (except GEs) must be subject to all India transfers. There is bound to be resistance to change, but in the organizational interests it must gravitate towards management of change. It will lend itself to functional uniformity amongst Sainik Schools, sharing hands on best practices, protection of</i>	Rule number changed. Amended as per latest policy. D(SSC) View: In order to encourage mixing of cultures, ideas and fresh minds and prevent stagnation, Inter School Transfer of employees should be encouraged on merit within same region of Sainik School. (all Sainik School belong to one

	his/her regular appointment after completion of successful probation, subsequently followed by confirmation in the prescribed scale of pay. (d) The seniority of an employee moving from one school to another shall be counted in the new school from the date of his joining that school though his pay and other benefits will be protected. This is so because each Sainik School has to be treated as a separate unit for purposes of recruitment, retrenchment and promotion and inter-transfer of employee has to be discouraged as a normal rule).	(d) The seniority of an employee moving from one school to another shall be counted in the new school from the date of his joining that school though his pay and other benefits will be protected. This is so because each Sainik School has to be treated as a separate unit for purposes of recruitment, retrenchment and promotion. and inter-school transfer of employees has to be discouraged as a normal rule	<i>academic interests of cadets, etc. Stagnancy at a school has its own nuances- Familiarity, complacency, no professional growth, status quoist attitude, lesser incentive to excel or prove oneself or even experiment...</i> <i>Transfer within the State/ UT or adjacent State/ UT could be considered. A viable tenure could be of 05-06 years and some Teaching faculty could form part of the Core Group (say 20 % of authorised strength).</i> <u>OR</u> <i>Certain percentage of teachers/ staff can be fixed as the Core Group (20% say) who may be given extension say upto 3 more years, rest all others be liable for transfer after 05-06 years.</i>	of the 5 regions and hence transfer within a region is proposed so that the employee is not disturbed to a greater extend due to transfer) IST of employees may happen on promotion. Hence DPC should consider IST with promotion from all schools so that the promotion process is more competitive and it also automatically lead to mixing up of staff removing stagnation, complacency etc.
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6.25	<u>INTER SCHOOL TRANSFERS</u> In exceptional circumstances, if the Principals of the two Sainik Schools involved, i.e. the one from which the employee seeks change and the other to which change is sought, are both agreeable, proposals of inter-school transfers may be considered by the Honorary Secretary and approved subject to the following conditions:- (a) An employee joining a school to which he had requested for transfer will be treated as a fresh entrant as hitherto fore and his seniority will continue to be counted from the date he joins the school. However, his service will be protected which means that all benefits which are due to him will be granted and his service in the previous school will also be counted for grant of such benefits. (b) No joining time or TA/DA will be admissible. (c) The individual will tender resignation from the post held by him in his parent school. (d) The pay drawn by the employee will be protected as a special case. (e) The acceptance letter of the Principal of the school to which change is sought should invariably accompany the proposal.	<u>INTER SCHOOL TRANSFERS</u> 6.23. In exceptional circumstances, if the Principals of the two Sainik Schools involved, i.e. the one from which the employee seeks change and the other to which change is sought, are both agreeable, proposals of inter-school transfers may be considered by the Honorary Secretary and approved subject to the following conditions:- (a) An employee joining a school to which he had requested for transfer will be treated as a fresh entrant as hitherto fore and his seniority will continue to be counted from the date he joins the school. However, his service will be protected which means that all benefits which are due to him will be granted and his service in the previous school will also be counted for grant of such benefits. (b) No joining time or TA/DA will be admissible. (c) The individual will tender resignation from the post held by him in his parent school. (d) The pay drawn by the employee will be protected as a special case. (e) The acceptance letter of the Principal of the school to which change is sought should invariably accompany the proposal. (f) Employees who have completed five years of service are only to be considered. (g) Interschool transfer can be availed only once in entire service. (h) The resultant vacancy created due to inter school transfer has to be filled up on regular basis only. (i) The academic, administrative staff and GE seeking interschool transfer will be allowed to go on transfer only when the new appointee joins against the anticipated vacancy.	Letter No. 11(3)/04/D(SSC)- 03 Mar 2006. 10(03)/2021/D(SSC) dt 9.12.2025 and 11.02.2026	Rule number changed. Amended as per latest policy. D(SSC) Input: Additional Line “Receiving School should reply to the sending school on either positive or negative note within a prescribed timeline” added as suggested by Principal SS Kodagu as he informed that currently, most schools don’t bother to even reply to IST Requests which prolong the process with reminders. Reply of either positive or negative will help both the school and the employee.
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6.26	<u>ANNUAL PERFORMANCE ASSESSMENT REPORTS</u> <u>General.</u> The aim of the Annual Confidential Reports is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.	<u>ANNUAL PERFORMANCE ASSESSMENT REPORTS(APAR)</u> 6.24 <u>General.</u> The aim of the APAR is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.		Rule number changed. Rest no change.
6.27	Annual Confidential Reports are to be prepared in single copy after the close of the academic year. There should be no erasures or overwriting in them. Amendments, if any, are to be initialed. No reports need be initiated on employees appointed against contingent vacancies.	6.25 APARs are to be prepared in single copy after the close of the academic year. There should be no erasures or overwriting in them. Amendments, if any, are to be initialed. No reports need be initiated on employees other than regular ones. The schedule for the initiation of APAR is as under:- (a) Submission by employee to initiating officer (IO) - 15 Jun (b) Initiation by the IO - 01 Jul (c) Submission of report to RO by IO - 30 Jul		Rule number changed. Syntax Change and schedule specified.

6.28	<u>CHANNELS OF REPORTING</u> Annual Confidential Reports will be initiated and endorsed in accordance with the following channels of reporting:- <table><tr><td>a)</td><td>Academic staff, including Librarian, Workshop Instructors, PTIs, Grounds men and Laboratory/ Workshop/ Library Attendants</td><td>To be initiated by the Headmaster and reviewed by the Principal</td></tr><tr><td>b)</td><td>All Administrative Staff excluding General Employees</td><td>To be initiated by the Registrar and reviewed by the Principal.</td></tr><tr><td>c)</td><td>Drivers and General Employees</td><td>The supervisor who is in control of the staff placed in his charge will initiate and put it up to the Registrar for his remarks as reviewing officer. The Principal will be the superior reviewing officer in all such cases.</td></tr></table>	a)	Academic staff, including Librarian, Workshop Instructors, PTIs, Grounds men and Laboratory/ Workshop/ Library Attendants	To be initiated by the Headmaster and reviewed by the Principal	b)	All Administrative Staff excluding General Employees	To be initiated by the Registrar and reviewed by the Principal.	c)	Drivers and General Employees	The supervisor who is in control of the staff placed in his charge will initiate and put it up to the Registrar for his remarks as reviewing officer. The Principal will be the superior reviewing officer in all such cases.	<u>CHANNELS OF REPORTING</u> 6.26 Annual Performance Assessment Reports (Pay level 6 and above) will be initiated and endorsed in accordance with the following channels of reporting:- <table><tr><td>Ser No</td><td>Employee</td><td>Initiating Officer</td></tr><tr><td>(a)</td><td>Academic, PTI and NCC staff</td><td>To be initiated by the Vice Principal and reviewed by the Principal.</td></tr><tr><td>(b)</td><td>Administrative Staff</td><td>To be initiated by Administrative Officer and reviewed by the Principal.</td></tr></table> Note : For other employee's entry may be made in the service book on case to case basis.	Ser No	Employee	Initiating Officer	(a)	Academic, PTI and NCC staff	To be initiated by the Vice Principal and reviewed by the Principal.	(b)	Administrative Staff	To be initiated by Administrative Officer and reviewed by the Principal.		Rule number changed. No APAR below pay level 6.
a)	Academic staff, including Librarian, Workshop Instructors, PTIs, Grounds men and Laboratory/ Workshop/ Library Attendants	To be initiated by the Headmaster and reviewed by the Principal																				
b)	All Administrative Staff excluding General Employees	To be initiated by the Registrar and reviewed by the Principal.																				
c)	Drivers and General Employees	The supervisor who is in control of the staff placed in his charge will initiate and put it up to the Registrar for his remarks as reviewing officer. The Principal will be the superior reviewing officer in all such cases.																				
Ser No	Employee	Initiating Officer																				
(a)	Academic, PTI and NCC staff	To be initiated by the Vice Principal and reviewed by the Principal.																				
(b)	Administrative Staff	To be initiated by Administrative Officer and reviewed by the Principal.																				
6.29	The Annual Performance Assessment Reports are to be rendered on forms given at Appendices 'I', 'J' & 'K' to this Manual.	6.27 The APARs are to be rendered on forms given at Appendices 'I', 'J' & 'K' to this Rule Book.	APAR not applicable for GEs	Rule number changed.																		

6.30	It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication of the efforts made by him by way of guidance / admonition to reform the employee.	6.28 It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/ shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. Principals of school to convey adverse writing within 30 days of finalisation of the Confidential Reports, as the individuals may wish to appeal against it within 15 days of receipt of Confidential Report and a record of it should be kept Reports file of the individual together with its acknowledgment/ receipt by the concerned employee. in in the Confidential	No 28(1)/2001/D(SSC)- 10 Apr 2001 on Communication of Adverse Remarks on ACRs. Rule 6.31, 6.32 of Rule Book	Rule number changed. Amended as per latest policy.
6.31	The initiating officer shall submit the APARs to the Principal, who will be the Reviewing/Superior Reviewing Officer. If while going through a report, the Principal finds that it contains adverse remarks, whether of remedial or irremediable nature, these should be communicated to the employees in writing by the Principal informing him that he may appeal against it if he so chooses within 60 days of receipt. This should be done, as far as possible, within one month of the completion of a APAR and a record of it should be kept in the APAR file of the individual, together with its acknowledgement / receipt by the concerned employee	6.29 The initiating officer shall submit the APARs to the Principal, who will be the Reviewing/Superior Reviewing Officer. If while going through a report, the Principal finds that it contains adverse remarks, whether of remedial or irremediable nature, these should be communicated to the employees in writing by the Principal informing him that he may appeal against it if he so chooses within 60 days of receipt. This should be done, as far as possible, within one month of the initiation of a APAR and a record of it should be kept in the Performance Reports file of the individual, together with its acknowledgement / receipt by the concerned employee.		Rule number changed. No Change.
6.32	On receipt of an extract of the adverse remarks recorded in his APAR, the employee may submit his representation against the adverse remarks within a period of 60 days of receipt. Such a representation, if received, should be forwarded to the Board of Governors with the Principal's comments, for further disposal. Appeals against adverse remarks will be disposed off by the Honorary Secretary, Sainik Schools Society.	6.30 On receipt of an extract of the adverse remarks recorded in his confidential report, the employee may submit his representation against the adverse remarks within a period of 60 days of receipt. Such a representation, if received, should be forwarded to the Board of Governors with the Principal's comments and LBA recommendations, for further disposal. Appeals against adverse remarks will be disposed off by the Honorary Secretary, Sainik Schools Society.		Rule number changed. No Change.

6.33	Forwarding of applications for various post (on direct recruitment basis) in other Government offices and private Organisations (Including PSO's / Autonomous Bodies and Organisations abroad):- (a) All the Principals of Sainik Schools should scrutinize the applications submitted by the individuals before sending the same to the society for onward transmission to the concerned organization. While sending the applications, they should observe the following:- (i) Application should be submitted in duplicate. (ii) Enclosures required to be attached with the application should invariably be sent along with the application. (ii) A copy of the advertisement in which the vacancy of the post is advertised by the concerned organisation should invariably be sent alongwith the application. (iv) The name of newspaper and date thereof in which the vacancy was noticed/published may be indicated. (b) If the application for employment in other organizations has been forwarded through proper channel and the employee resigns before accepting the job, such resignation will be treated as technical resignation only if he is taking up the job with the Govt. of India, a State Govt. the Navodaya Vidyalaya Samiti or the Kendriya Vidyalaya Sangathan. In all other cases of resignations, the employee will not be entitled to pension or other retirement benefits. (c) Masters in Sainik Schools can be allowed to proceed on a deputation as Principal of NVS, provided the following conditions are satisfied :- (i) Application is forwarded through proper channel. (ii) The period of deputation is not more than 2 years. (iii) The Master agrees in writing to be posted on return as a Master in any of the Sainik Schools in the Country.	6.31 Forwarding of applications for various post (on direct recruitment basis) in other Government offices and private Organisations (including PSQU's / Autonomous Bodies and Organisations abroad):- (a) Principals are authorized to forward applications directly under intimation to Society. While sending the applications, they should observe the following :- (i) Application should be submitted in duplicate. (ii) Enclosures required to be attached with the application should invariably be sent along with the application. (iii) A copy of the advertisement in which the vacancy of the post is advertised by the concerned organisation should invariably be sent alongwith the application. (iv) The name of newspaper and date thereof in which the vacancy was noticed/published to be indicated. (b) If the application for employment in other organizations has been forwarded through proper channel to the concerned authority and the employee resigns before accepting the job, such resignation will be treated as technical resignation only if he is taking up the job with the Government of India, a State Government, same or another Sainik School, the Navodaya Vidyalaya Samiti or the Kendriya Vidyalaya Sangathan. In all other cases of resignations, the employee will not be entitled to pro-rata pension, pro-rata gratuity and leave encashment.		Rule number changed. Amended as per latest policy. D (SSC) Input: "Same or another Sainik School" added in line with the latest policy which will boost the morale of employees and encourage them to improve themselves and not to be complacent
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	(iv) The master agrees in writing to be treated on return as an employee transferable at any time. (v) In case the Sainik Schools Society is unable to accommodate him on return in any of the Sainik Schools, he agrees to remain on extraordinary leave without pay till such time as the Sainik Schools Society is able to post him. Such leave will not counted towards seniority, pension etc. (d) The vacancy caused by the deputation of the Master will be filled up in the normal manner. (e) An employee resigning from the Sainik School or proceeding on deputation will be relieved only after he has vacated the residential accommodation provided to him by the Sainik School. (f) The facilities granted to the wards of the Sainik Schools teachers for admission in the Sainik Schools as day scholars will be withdrawn in the case of those who resign or will remain suspended during the period of deputation in respect of those on deputation.			
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