

Amendments in Rule Book**CHAPTER – XVII
MISCELLANEOUS**

Rule No	Old Rule	New Rule (Including Correction / Addition / Deletion)	Auth	Remarks
17.01	<u>SCHOOL VEHICLES</u> The vehicles complement of a Sainik School shall normally consist of:- (a) Bus (40 seater or bigger) - 01 (b) Mini Bus or Matador /Van/ Staff Car - 01 (c) Motor Cycle - 01 These vehicle should be diesel run preferably.	<u>17.01 SCHOOL VEHICLES</u> The vehicles complement of a Sainik School shall normally consist of:- (a) Bus (40 seater or bigger) - 01 (b) Mini Bus or Matador/ Truck /Van Staff Car - 01 (c) Motor Cycle - 01 (d) Ambulance - 01 As far as feasible Electric Vehicle should be procured.		Addition of Ambulance
17.02	The Registrar will be responsible for proper use, care and maintenance of school vehicles. In the performance of this duty, he will be assisted by the Quartermaster.	17.02 The Administrative Officer will be responsible for proper use, care and maintenance of school vehicles. In the performance of this duty, he will be assisted by the Quartermaster.		No Change
17.03	The Quartermaster will ensure regular maintenance of the following records:- (a) Log book, showing particulars of the journeys performed (both on duty and otherwise) and of petrol, oil and lubricants consumed. Entries made in the logbook shall be attested by the Registrar except where they are initialed by the Principal. The senior most person using a vehicle will sign the entry in respect of the journey performed by him, specifying the purpose clearly as per the written sanction of the competent authority for the move. (b) A record of repairs and replacements carried out to the vehicle from the date of its purchase. This record will be maintained separately for each vehicle. (c) Inventory of tools, fitments, equipment and spare parts, shall be checked by the Registrar quarterly. Losses caused by negligence will be made good from the persons responsible for them.	17.03 The Quartermaster will ensure regular maintenance of the following records:- (a) Log book, showing particulars of the journeys performed (both on duty and otherwise) and of Power consumed/ Petrol/ Diesel , oil and lubricants consumed. For EV, log book incorporating essential relevant details to be maintained. Entries made in the logbook shall be attested by the Administrative Officer except where they are initialed by the Principal. The senior most person using a vehicle will sign the entry in respect of the journey performed by him, specifying the purpose clearly as per the written sanction of the competent authority for the move. (b) A record of repairs and replacements carried out to the vehicle from the date of its purchase. This record will be maintained separately for each vehicle by the Quartermaster . (c) Inventory of tools, fitments, equipment and spare parts, shall be checked by the Administrative Officer quarterly. Losses caused by negligence will be made good from the persons responsible for them.		1.Added point for maintenance of Veh log book of all veh record to be done by Quarter Master. 2.Rest no Change.

Rule No	Old Rule	New Rule (Including Correction / Addition / Deletion)	Auth	Remarks																	
17.04	The vehicles should be serviced regularly after every run of 2500 Kms or four months, whichever is earlier. The Registrar shall submit a half-yearly report to the Principal on expenditure incurred on maintenance of each of the vehicles.	17.04 The vehicles should be serviced regularly as per the guidelines/instructions contained in "User's Manual" . The Administrative Officer shall submit a half-yearly report to the Principal on expenditure incurred on maintenance of each of the vehicles.		Added point for services/maint of vehicles as user manual.																	
17.05	The school vehicle is meant for transportation of stores and equipments and for movement of the Principal, the staff and the students in connection with the work of the school or with educational trips. All moves shall be subject to prior approval of the Principal. Use of petrol – run vehicle will be permitted normally for short journeys only. For journeys mentioned below, permission from the authority indicated against each is to be obtained:- <table><tr><td>(a)</td><td>From the school to the nearest rail head or eh nearest major Market</td><td>Principal</td></tr><tr><td>(b)</td><td>From the school to the HQs of the Chairman, LBA, if located in a station beyond a radius of 25 Kms</td><td>Chairman, LBA</td></tr><tr><td>(c)</td><td>From the school to the State Capital, except in case of Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar</td><td>Upto 3 trips in a year, Principal. Moves in excess of 3 trips in a year- Hony Secretary</td></tr><tr><td>(d)</td><td>From the School to the State Capital in respect to Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar</td><td>Principal. However, in the case of Sainik School Nagrota, if the trips are to be made to Srinagar, the condition laid down in (c) above will apply.</td></tr></table>	(a)	From the school to the nearest rail head or eh nearest major Market	Principal	(b)	From the school to the HQs of the Chairman, LBA, if located in a station beyond a radius of 25 Kms	Chairman, LBA	(c)	From the school to the State Capital, except in case of Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar	Upto 3 trips in a year, Principal. Moves in excess of 3 trips in a year- Hony Secretary	(d)	From the School to the State Capital in respect to Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar	Principal. However, in the case of Sainik School Nagrota, if the trips are to be made to Srinagar, the condition laid down in (c) above will apply.	17.05 All school vehicles(less staff car) are meant for transportation of stores and equipment and for movement of the Staff and cadets in connection with school work or educational tours and school picnics. All moves shall be subject to prior approval of the Principal. Use of EV/Diesel/petrol-run vehicles will be permitted normally for short journeys only. For journeys mentioned below, permission from the authority indicated against each is to be obtained:- Table 9 <table><tr><td>(a)</td><td>From the school to the nearest rail head, air port, Military Hospital or the nearest major market.</td><td>Principal</td></tr><tr><td>(b)</td><td>From the school to the State capital, LBA HQ,</td><td>Principal- Upto 5 trips in a year IO- More than 5 trips in a year.</td></tr></table>	(a)	From the school to the nearest rail head, air port, Military Hospital or the nearest major market.	Principal	(b)	From the school to the State capital, LBA HQ,	Principal- Upto 5 trips in a year IO- More than 5 trips in a year.	Increase in numbers of trips and sanctioning authority
(a)	From the school to the nearest rail head or eh nearest major Market	Principal																			
(b)	From the school to the HQs of the Chairman, LBA, if located in a station beyond a radius of 25 Kms	Chairman, LBA																			
(c)	From the school to the State Capital, except in case of Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar	Upto 3 trips in a year, Principal. Moves in excess of 3 trips in a year- Hony Secretary																			
(d)	From the School to the State Capital in respect to Sainik School Kazhakootam, Nagrota, Imphal and Bhubaneswar	Principal. However, in the case of Sainik School Nagrota, if the trips are to be made to Srinagar, the condition laid down in (c) above will apply.																			
(a)	From the school to the nearest rail head, air port, Military Hospital or the nearest major market.	Principal																			
(b)	From the school to the State capital, LBA HQ,	Principal- Upto 5 trips in a year IO- More than 5 trips in a year.																			

Rule No	Old Rule	New Rule (Including Correction / Addition / Deletion)	Auth	Remarks
17.06	Vehicles may be permitted to be used for non-duty journeys; however duty journey will take precedence over non-duty journeys.	17.06 Vehicles may be permitted to be used for non-duty journeys; however duty journey will take precedence over non-duty journeys on payment.		Addition of point for Non duty journey on payment basis.
17.07	The charges for use of school vehicle on amenity are fixed by the Board of Governors. The present rates are given in Appendix 'Q' to this Manual.	17.07 The charges for use of school vehicle on amenity are fixed by the Board of Governors. The present rates are given in Appendix 'Q' to this Manual.		No Change
17.08	Sainik Schools not running nursery/ Primary Schools of their own may allow school transport. To carry staff children to the nearest elementary school on amenity rates.	17.08 Sainik Schools not running nursery/ Primary Schools of their own may allow school transport. To carry staff children to the nearest elementary school on amenity rates.		No Change
17.09	All vehicles shall be comprehensively insured.	17.09 All vehicles shall be comprehensively insured.		No Changes
17.10	<u>PROCEDURE FOR RELEASE OF ARMY SURPLUS VEHICLES</u> Sainik Schools may obtain army surplus vehicles from any of the following depots:- (a) Central Vehicles Depot, Delhi Cantt. (b) Central Vehicles Depot, Panagarh. (c) Central Vehicles Depot, Avadi. (d) Central Ordnance Depot, Chheoki. (e) Ordinance Transit Depot, Pathankot.	Deleted		Recommendation for removal of rules 17.10
17.11	Application for allotment of vehicles are required to be submitted, after obtaining the approval of the LBA, to the Ministry of Defence D(0-11), DHQ PO, New Delhi, through the Honorary Secretary, Sainik Schools Society. The following certificates are to be submitted with the application form:- (a) Certificates from the Head of the Institution that the vehicle is required for bonafide use of the school and NOT for personal use of any of its officers/staff. (b) That no vehicle has been obtained by the institution within a period of 3 years prior to the date of the request.	Deleted		Recommend for removal of rules 17.11

	(c) That the released vehicle(s) will not be resold within a period of 3 years from the date of its/their release from the Depot. Note: - Only vehicles in class IV & V condition will be released. The vehicles so released will have to be collected from the Depot by a representative of the school. The price of the vehicle will be fixed only after the vehicle has been selected and earmarked.			
17.12	Vehicles other than Jeeps will be released at the latest average auction sale rate for the same type, make, and model category. In the case of Jeeps, only one vehicle will be released at 50% of the latest average auction sale rate for the same type, make, model and category. For additional Jeeps, if any, the school will pay the full average auction sale rate, plus departmental charges.	Deleted		Recommendation for removal of rules 17.12
17.13	SCHOOL INFIRMARY The School Medical Officer (S.M.O) will function as the officer in charge of the infirmary and will be responsible to the Principal through the Registrar for its smooth and efficient functioning. He will be assisted by a trained Compounder / Nursing Sister and Nursing Orderly/warder.	17.10 SCHOOL INFIRMARY The School Medical Officer (SMO) will function as the officer in charge of the infirmary and will be responsible to the Principal through the Administrative Officer for its smooth and efficient functioning. He will be assisted by a Nursing Assistant.		Change of Rule Number.
17.14	Medical consultation and medicines available normally in the infirmary will be provided free of cost to the boarders in the school. Additional expenditure incurred on special medicines/special medical examination or specialised treatment may be recovered from the parents concerned. The cost of special investigation arranged, like X-Ray, cardiogram etc. will also be borne by the parents.	17.11 Medical consultation and medicines available normally in the infirmary will be provided free of cost to the boarders in the school. Additional expenditure incurred on special medicines/ special medical examination or specialised treatment may be recovered from the parents concerned. The cost of special investigation arranged, like X-Ray, cardiogram, MRI etc. will also be borne by the parents.	SSS letter No.F 34(1)/8 3SSC Vol.II dated 15 Jan 1986 refers.	1. Change of Rule Number. 2. Addition of Tpt charges for School Ambulance.
17.15	In cases requiring prolonged treatment, the Principal may advise the parents to temporarily withdraw the boy from the school till his recovery.	17.12 In cases requiring prolonged treatment, the Principal may advise <i>the parents to take the cadet home for treatment and recovery.</i>		No Changes
17.16	Each school infirmary will have an isolation ward for boys suffering from infections/contagious diseases.	17.13 Each school infirmary will have an isolation ward for cadets suffering from infections/contagious diseases.		No Changes

17.17	<u>PARENTS' ASSOCIATION</u> Each Sainik School will form a Parents Association. The purpose of the association is to promote healthy exchange of views on the progress of students in the school. The association will meet once a year, preferably on a Parents' Day or on the Founder's day and elect one representative to be a member of the school's Local Board of Administration. The suggestions will ordinarily be referred to the Principal through this elected member. The purpose behind the formation of the Parents Association is not to promote lengthy correspondence between the Association and the Principal. The elected parent is expected to take into consideration the implications of each suggestion before bringing it to the notice of the Principal or for the LBA.	17.14 <u>PARENTS' ASSOCIATION</u> Each Sainik School will form a Parents Association. The purpose of the association is to promote healthy exchange of views on the progress of students in the school. The association will meet once a year, preferably on a Parents' Day or on the Founder's day and elect one representative to be a member of the school's LBA for a period of one year only . The suggestions will ordinarily be referred to the Principal through this elected member. The purpose behind the formation of the Parents' Association is not to promote lengthy correspondence between the Association and the Principal. The elected parent is expected to take into consideration the implications of each suggestion before bringing it to the notice of the Principal. No other Parents' association will be given recognition by the school.		1. Change of Rule Number. 2. Addition of point for no recognition for Parents Association.
17.18	The Parent Member of the LBA will be elected every year. No other parents association will be given recognition by the school.	Deleted		Point merged with Rule No 17.14
17.19	<u>DONATION</u> Collection of money by any Sainik School staff from any member of the public is prohibited. Where an offer of donation to the school is received, such offer should be placed before the L.B.A. for consideration, and if the Board decides to accept the offer, the donation should be kept as a separate fund and utilised for the specific purpose for which it has been offered and accepted.	17.15 <u>DONATION.</u> Collection of money by any Sainik School staff from any member of the public is prohibited. Where an offer of donation to the school is received, such offer should be placed before the LBA for consideration, and if the Board decides to accept the offer, the donation should be kept as a separate fund and utilised for the specific purpose for which it has been offered and accepted.		Change of Rule Number.
17.20	Where the person or the body offering the donation does not mention any specific purpose, the donation should be credited to the Reserve Fund of the school.	17.16 Where the person or the body offering the donation does not mention any specific purpose, the donation should be credited to the Reserve Fund of the school.		Change of Rule Number.
17.21	If the amount of donation cannot be immediately utilised for the purpose for which it is given, the funds may be suitably invested and the earnings thereon credited to the same account in which the donation is being kept till its utilisation.	17.17 If the amount of donation cannot be immediately utilised for the purpose for which it is given, the funds may be suitably invested and the earnings thereon credited to the same account in which the donation is being kept till its utilisation.		Change of Rule Number.
17.22	<u>IMPLEMENTATION OF HINDI AS OFFICIAL LANGUAGE</u> Name boards/sign boards displayed in the school will be written in English, Hindi and the regional languages.	17.18 <u>IMPLEMENTATION OF HINDI AS OFFICIAL LANGUAGE</u> Name boards/ sign boards displayed in the school will be written in English, Hindi and the regional languages.		Change of Rule Number.

Rule No	Old Rule	New Rule (Including Correction / Addition / Deletion)	Authority	Remarks																																																																																													
17.23	OLD RECORDS Old records of the school may be destroyed after the expiry of periods noted against each:- <table><tr><th>S No.</th><th>Name of document / Register</th><th>Period of preservation</th></tr><tr><td>1.</td><td>Register of Funds received and their utilization</td><td>Permanent</td></tr><tr><td>2.</td><td>Register of strength of students</td><td>10 Years</td></tr><tr><td>3</td><td>Register of Daily Attendance</td><td>5 Years</td></tr><tr><td>4</td><td>Receipt for miscellaneous income</td><td>5 Years of until LAO's audit is over</td></tr><tr><td>5</td><td>Comparative statement of quotations</td><td>10 Years</td></tr><tr><td>6</td><td>(a) Pay bills (containing acquaintances)</td><td>35 Years</td></tr><tr><td></td><td>(b) Pay bills (not containing acquaintances)</td><td>06 Years</td></tr><tr><td>7</td><td>Bill for drawing funds sanctioned for construction work</td><td>Until constr construction is completed and acc are settled.</td></tr><tr><td>8.</td><td>Travelling Allowances Bills</td><td>3 Years or until LAO's audit, whichever is later</td></tr><tr><td>9.</td><td>Acquaintance Roll</td><td>35 Years</td></tr><tr><td>10.</td><td>Register of correspondence received</td><td>3 Years</td></tr></table>	S No.	Name of document / Register	Period of preservation	1.	Register of Funds received and their utilization	Permanent	2.	Register of strength of students	10 Years	3	Register of Daily Attendance	5 Years	4	Receipt for miscellaneous income	5 Years of until LAO's audit is over	5	Comparative statement of quotations	10 Years	6	(a) Pay bills (containing acquaintances)	35 Years		(b) Pay bills (not containing acquaintances)	06 Years	7	Bill for drawing funds sanctioned for construction work	Until constr construction is completed and acc are settled.	8.	Travelling Allowances Bills	3 Years or until LAO's audit, whichever is later	9.	Acquaintance Roll	35 Years	10.	Register of correspondence received	3 Years	17.19 OLD RECORDS Old records of the school may be destroyed after the expiry of periods noted against each:- <table><tr><th>Sl No.</th><th>Name of document / Register</th><th>Period of preservation</th></tr><tr><td>1.</td><td>Register of Funds received and their utilization</td><td>Permanent</td></tr><tr><td>2.</td><td>Register of strength of students</td><td>10 years</td></tr><tr><td>3</td><td>Register of Daily Attendance</td><td>5 years</td></tr><tr><td>4</td><td>Receipt for miscellaneous income</td><td>5 years of until LAO's audit is over</td></tr><tr><td>5</td><td>Comparative statement of quotations</td><td>10 years</td></tr><tr><td>6</td><td>(a) Pay bills (containing acquaintances)</td><td>35 years</td></tr><tr><td></td><td>(b) Pay bills (not containing acquaintances)</td><td>06 years</td></tr><tr><td>7</td><td>Bill for drawing funds sanctioned for construction work</td><td>Until construction is completed and accounts are settled.</td></tr><tr><td>8.</td><td>Travelling allowances Bills</td><td>3 years or until LAO's audit, whichever is later</td></tr><tr><td>9.</td><td>Acquaintance Roll</td><td>35 years</td></tr><tr><td>10.</td><td>Register of correspondence received</td><td>3 years</td></tr><tr><td>11.</td><td>Telephone Register</td><td>3 years or until LAO's audit, whichever is later.</td></tr><tr><td>12</td><td>Cash book</td><td>20 years</td></tr><tr><td>13</td><td>Monthly consolidated statements of account</td><td>03 years</td></tr><tr><td>14</td><td>Stock Account</td><td>20 years</td></tr><tr><td>15</td><td>Property Register</td><td>Permanent</td></tr><tr><td>16</td><td>Library Accession Register</td><td>- do -</td></tr><tr><td>17</td><td>Library Issue Register</td><td>5 years or until all outstanding items are received and got acknowledged.</td></tr></table>	Sl No.	Name of document / Register	Period of preservation	1.	Register of Funds received and their utilization	Permanent	2.	Register of strength of students	10 years	3	Register of Daily Attendance	5 years	4	Receipt for miscellaneous income	5 years of until LAO's audit is over	5	Comparative statement of quotations	10 years	6	(a) Pay bills (containing acquaintances)	35 years		(b) Pay bills (not containing acquaintances)	06 years	7	Bill for drawing funds sanctioned for construction work	Until construction is completed and accounts are settled.	8.	Travelling allowances Bills	3 years or until LAO's audit, whichever is later	9.	Acquaintance Roll	35 years	10.	Register of correspondence received	3 years	11.	Telephone Register	3 years or until LAO's audit, whichever is later.	12	Cash book	20 years	13	Monthly consolidated statements of account	03 years	14	Stock Account	20 years	15	Property Register	Permanent	16	Library Accession Register	- do -	17	Library Issue Register	5 years or until all outstanding items are received and got acknowledged.	These documents be categorised under following heads : Training of cadets NCC Messing Accommodation Classes Rations / QM Procurements Infra Defence personnel Leave TA DA Visits or expended items	1 .Change of Rule Number. 2. Addition of more documents / Register. 3. Rest no change.
S No.	Name of document / Register	Period of preservation																																																																																															
1.	Register of Funds received and their utilization	Permanent																																																																																															
2.	Register of strength of students	10 Years																																																																																															
3	Register of Daily Attendance	5 Years																																																																																															
4	Receipt for miscellaneous income	5 Years of until LAO's audit is over																																																																																															
5	Comparative statement of quotations	10 Years																																																																																															
6	(a) Pay bills (containing acquaintances)	35 Years																																																																																															
	(b) Pay bills (not containing acquaintances)	06 Years																																																																																															
7	Bill for drawing funds sanctioned for construction work	Until constr construction is completed and acc are settled.																																																																																															
8.	Travelling Allowances Bills	3 Years or until LAO's audit, whichever is later																																																																																															
9.	Acquaintance Roll	35 Years																																																																																															
10.	Register of correspondence received	3 Years																																																																																															
Sl No.	Name of document / Register	Period of preservation																																																																																															
1.	Register of Funds received and their utilization	Permanent																																																																																															
2.	Register of strength of students	10 years																																																																																															
3	Register of Daily Attendance	5 years																																																																																															
4	Receipt for miscellaneous income	5 years of until LAO's audit is over																																																																																															
5	Comparative statement of quotations	10 years																																																																																															
6	(a) Pay bills (containing acquaintances)	35 years																																																																																															
	(b) Pay bills (not containing acquaintances)	06 years																																																																																															
7	Bill for drawing funds sanctioned for construction work	Until construction is completed and accounts are settled.																																																																																															
8.	Travelling allowances Bills	3 years or until LAO's audit, whichever is later																																																																																															
9.	Acquaintance Roll	35 years																																																																																															
10.	Register of correspondence received	3 years																																																																																															
11.	Telephone Register	3 years or until LAO's audit, whichever is later.																																																																																															
12	Cash book	20 years																																																																																															
13	Monthly consolidated statements of account	03 years																																																																																															
14	Stock Account	20 years																																																																																															
15	Property Register	Permanent																																																																																															
16	Library Accession Register	- do -																																																																																															
17	Library Issue Register	5 years or until all outstanding items are received and got acknowledged.																																																																																															

		18	Ledger Account	6 years	
		19.	Stock Register for stationery articles / text books	- do -	
		20	Postage stamps account	- do -	
		21	Leave Account	10 years after death or 5 years after retirement.	
		22	Register of provident fund	Permanent	
		23	Standard Form for making claims and vouchers for payment	10 years	
		24	Statement of Remittances of provident fund collection	06 years	
		25	Applications for final withdrawal from CPF/GPF Account	3 years after final payment of provident fund	
		26	Application for CPF/GPF/Advance	3 years after final recovery.	
		27	Register of Breakages of articles	6 years	
		28	Register of Assets acquired out of grants	20 years	
		29	Correspondence files, statements etc	03 years	
		30	Standing orders/instructions issued by the Sainik Schools Society	Permanent	
		31	Handing/Taking over certificates	3 years	
		32	Fuel and oil books/car diaries	3 years(after audit of accounts)	of
		33	Mess Accounts	- do -	
		34	AISSEE & Internal Examination papers and answer books	1 year	
		35	Students Railway Concession vouchers (counter-foils)	3 years	
		36	Stock Taking Board Proceedings	- do -	
		37	Recruitment of Staff related Question Papers/ Answer Sheets	4 years	
Table 10					

17.24	<u>POWER TO AMEND</u> These rules may be amended or altered by the Board of Governors, Sainik Schools Society, as and when it is considered necessary to do so.	<u>17.20 POWER TO AMEND</u> These rules may be amended or altered by the Board of Governors/ Nominee, Sainik Schools Society, as and when it is considered necessary to do so.		Change of Rule Number.
		<u>17.21 INTERPRETATION OF RULES</u> In case of any ambiguity/interpretation of the rules final authority for clarification will be the Sainik School Society.		New rule added