

No.EDN-H(8)17(2)46/2006-P.T.A.
Directorate of Higher Education
Himachal Pradesh

Dated : Shimla-171001,

2nd Aug 2006.

19. Aug 2006

All Principals Govt. Degree Colleges
in Himachal Pradesh.

All Deputy Directors of Education in
Himachal Pradesh.

Sub:- Clarification/administrative instructions on "Grant-in-Aid" to
P.T.A. Rules-2006.

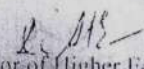
Memo:-

Your attention is invited to Notification No.EDN-A-(Kha)7-3/2006 dated 29-06-2006(copy enclosed) vide which the "Grant-in-Aid" to Parents Teachers Associations Rules, 2006" have been notified . While implementing these rules, you must keep following in mind:-

1. The Principal is the most important person for the implementation of these rules. As per Rule 10, the grant-in-aid to PTA is admissible at the discretion of the Principal. Similarly under rule 12 the grant-in-aid would be admissible only in respect of such teachers made available by the PTA whose work and conduct is found satisfactory by the Principal. The grant-in-aid is also released on the recommendation of the Principal. Therefore keeping in view his important role, the Principal should discharge his duties carefully. He/She should also read the rules carefully.
2. Rules and regulations framed for Parent Teacher Associations in H.P. Education Code 2001 are to be followed. The provisions relating to membership, elections to offices, tenure of PTAs and its members, subscription by members, etc., as outlined under Section 2.33 to 2.33.7 of the H.P. Education Code 2001. (Copy enclosed), should be strictly followed.
3. It may be remembered that as per H.P. Education Code minimum enrolment of 15 students in a class/subject should be followed while accepting a teacher provided by the PTA.

4. Since the Principal has such a pre-eminent role in the implementation of this scheme, he should distance himself from the selection of candidates by the PTA. He should advise the PTA to constitute a selection committee comprising of the following:-
 - i) President, P.T.A. (Parent)
 - ii) Secy., P.T.A. (Teacher)
 - iii) Subject specialist/expert. The selection committee should preferably not have more than three members. If subject specialist/expert is not available in the institution, then expert may be invited from a neighboring institution on the request of PTA.
5. The appointment letter should be issued by the P.T.A. The P.T.A. should then write to the Principal making available the teacher with full details.
6. Regarding Educational qualification, it may be noted that the rules nowhere debar appointment of teachers by P.T.A.s who don't have qualification as prescribed for regular recruitment. However grant-in-aid will not be admissible to such PTAs who make available teacher without prescribed qualification.
7. There is no age bar in the grant-in-aid Rules. Even retired teachers can be appointed by PTAs but their working is subject to satisfaction of the Principal.
8. It may be noted that there is no bar/ban on recruitment by PTAs and making the services of teachers available to an institution.
9. The Principal of the concerned institution, while submitting the claim for grant-in-aid would furnish the character/antecedents verification report of the teachers made available by the PTA, duly certified by the Sub Divisional Magistrate instead of any gazetted officer.

The Deputy Directors of Higher Education are directed to ensure that all Principals and PTAs receive copies of the grant-in-aid to PTA Rules, 2006 and that the scheme is implemented properly.


Director of Higher Education
Himachal Pradesh

Government of Himachal Pradesh
Department of Higher Education

EDN-A(Kha)7-3/2006

Dated: Shimla-02, 29-06-2006

NOTIFICATION

The Governor, Himachal Pradesh is pleased to notify the "Grant-in-Aid to Parents Teachers Associations Rules, 2006" as per Annexure-A

These Rules shall be applicable with immediate effect.

By Order

Pr. Secretary(Edu.) to the
Govt. of Himachal Pradesh

Dated: Shimla-02, 29-06-2006

Endst. No.: As above

Copy for information and necessary action to :-

1. All the Principal Secretaries/Secretaries to the Government of Himachal Pradesh.
2. The Director of Higher Education, HP Shimla-01.
3. The Director of Elementary Education, HP Shimla-01.
4. All the Deputy Directors (Secondary/Elementary).
5. All the Principals of Government Colleges.
6. The Accountant General, H.P. Shimla-3.
7. The Controller, Printing & Stationery, H.P. Shimla-5 with the request to publish these Rules in Rajpatra (extra-ordinary) and send 10 copies to this Department.
8. The Assistant Legal Draftsman (Rajpatra), Law Department, H.P. Secretariat, Shimla-2.
9. All Joint/Deputy/Under Secretaries of Higher/Elementary Education Departments.
10. All Section Officers of Higher/Elementary Education Sections.
11. The Guard File.

Nov
Joint Secretary(Edu.) to the
Govt. of Himachal Pradesh.

GOVERNMENT OF HIMACHAL PRADESH
HIGHER EDUCATION DEPARTMENT

GRANT-IN-AID TO PARENTS TEACHER ASSOCIATIONS RULES, 2006

1. *Short Title & Commencement.* - These rules may be called "Grant-in-aid to Parents Teacher Associations Rules, 2006". They shall come into force with immediate effect.

2. *Definitions.* - In these Rules unless there is anything repugnant to the subject in the context:-

(a) "Government" or "State Government" means the Government of Himachal Pradesh.

(b) "Directorate" means the office of the Director of Higher Education, Himachal Pradesh or of the Elementary Education, Himachal Pradesh.

(c) "Director" means the executive head of the Higher Education or Elementary Education Directorate.

(d) "PTA" means a duly constituted Parents Teachers' Association or a Students' Welfare Fund in a Government college/school/training institute.

(e) "educational institution" means a college/school/institution fully owned and under the control of the Government of Himachal Pradesh.

(f) "Principal" means the executive educational head of an educational or training institution.

(g) "Disbursing Officer" in these rules shall be deemed to have the same meaning as defined *vide* Rule 1 20 of the Himachal Pradesh Financial Rules Volume-I (1971).

3. *Extent of Application.* - The provisions of these Rules shall be applicable to determine the eligibility and the quantum of grant-in-aid and release thereof to PTAs who make available teachers to an educational institution for the purpose of imparting education to its students.

4. *Sole discretion of Government.* - Government, at its sole discretion, may give grant-in-aid to PTAs on such terms and conditions it considers appropriate.

5. *Application for Grant-in-Aid.* - In case a PTA, with the prior approval of the Principal, makes available teachers for the regular day to day teaching of students in an educational institution, it may submit an application for grant-in-aid in Form-I. Character/antecedents of such teachers verified by a Gazetted Government officer should be enclosed with the application. Further, the request for grant in respect of teachers provided should be accompanied by a certificate from the Principal of the educational institution to the effect that the work and conduct of the teachers was satisfactory. In case the educational institution does not have a regular Principal, the request for grant

should be accompanied by certificates from the teacher of the institution carrying out the functions of Principal.

6. *Limit to grant.*- The number of teachers in a subject in respect of whom grant may be given shall not exceed the number of posts in the subject which are vacant in an educational institution.

7. *Educational Qualifications.*- Grant-in-aid to a PTA shall not be admissible in respect of a teacher made available by it who does not fulfill the educational qualifications fixed by the Government in respect of posts under it for teaching the same subjects/classes.

8. *Quantum of Grant-in-Aid.*- The amount of grant to a PTA in respect of a teacher shall not exceed 50% of the amount of the initial basic salary plus dearness pay, which a similar teacher employed by the Government receives per month. In case the teacher is made available or works for a period less than one month, the grant shall be reduced pro-rata.

Provided that the amount of grant-in-aid in respect of a teacher shall not exceed the amount actually paid by the PTA to the teacher.

9. *Non-admissibility during vacations.*- No grant shall be admissible to PTAs for teachers made available during the period of vacations, unless specifically allowed by the Principal of the institution for reasons recorded in writing.

10. *Discretion of Principal.*- The Principal of an educational institution may, at his sole discretion, allow teachers made available by the PTA to enter the premises and teach the students of the educational institution. The teachers made available by the PTA, when allowed by the Principal of the educational institution to enter the premises and teach the students, shall be under the administrative control of the Principal of the educational institution.

11. *Restraint on Teachers.*- Grant-in-aid shall not be admissible to a PTA in respect of a teacher made available by it if such teacher does any thing which a teacher employed by the Government is restrained from doing.

12. *Satisfaction of Principal.*- Grant-in-aid would be admissible only in respect of such teachers made available by the PTA whose work and conduct is found satisfactory by the Principal of the educational institution.

13. *Sanctioning of Grant-in-Aid.*- The grant-in-aid shall be sanctioned by the Director or other officer authorized by him/her on the recommendations of the Principal of an educational institution. The grant-in-aid shall be released at intervals the Director may order the Disbursing Officer from time to time.

14. *Power to relax.*- Where the State Government is of the opinion that it is necessary and expedient to do so, it may relax any of the provisions of these Rules.

From:-

Parent Teacher Association
Government _____ College/School

To

Deputy Director (Higher Education)/Colleges
_____ District, HP.

Dated _____ the _____, 2006

Sub:- Request for grant-in-aid.

Sir/Madam,

We are to bring to your kind attention that we provided _____ teachers as per details below for imparting education to the students of _____ College/School:-

Sl. No.	Name of teacher	Month/Year during which teaching imparted	No. of days teaching imparted	Amount paid to the teacher

2. Copy/copies of character/antecedents of the teachers attested by a Gazetted Government officers is/are enclosed.

3. Certificate(s) from the Principal of above cited school regarding work and conduct of the teachers provided is also enclosed.

4. The Grant-in-aid to Parent Teachers Association Rules, 2006 have been read by us and all the conditions contained therein stand fulfilled. Further we hereby commit ourselves to abide by these Rules.

5. We may please be sanctioned grant-in-aid at your earliest convenience.

Yours faithfully

Parent Teachers Association (PTA) Under Sections 2.33 to 2,33,7 of the H.P. Education Code 2001.

2.33. It will be a non political body for better co-ordination and interaction between parents and teachers for improvement of academic standards and infra-structural facilities in the schools.

2.33.1 Objectives of Parent Teachers Association:

1. To revive the relationship between the parents and teachers,
2. To create the healthy education environment in schools,
3. To arrange time to time discussions with the elder persons of the society and to incorporate their suggestions for the improvement of the educational standard in the schools.
4. To suggest ways so that the students education is promoted.
5. To make a collective effort to improve the conduct of the students and also to restrict the entry of anti- social elements in school campus.
6. To inform the parents/guardians about the performance of their wards from time to time and to make arrangements for the parents to meet the concerned staff once in a quarter.
7. to make arrangement for teachers etc. when there is shortage of staff in the institution as a temporary measure.
8. To make the parents aware of various schemes of the Govt in the area of education and also to give information about various activities and programmes of the department at school, district and state level.
9. To make a collective effort for the overall development of the organisation and students, by arranging at least one meeting of P.T.A. executive quarterly and that of its general house once in a year, giving topmost priority of students welfare.

2.33.2 Forming the Parent Teacher Association:

There will be a general body of PTA of which all the parents or guardians of the students studying in the school and teachers of the school will be the members.

Only two persons with technical expertise and know how and of integrity will be co-opted members of PTA and these will be adopted by the general house and will also be the co-opted members of executive council. This will be done in case none of the parents/guardians with such expertise is available or not willing to take up the responsibility of such nature.

The general body will hold a meeting. The student will be asked to request the parents to attend this meeting for which date and time will be notified on the notice board of the school. In addition, intimation can be sent through letters/cards for which postage expenditure will be met out of PTA funds.

The general body meeting should be called on a Sunday or a Gazetted holiday. Public functions, marriages and other appointments should be kept in mind while deciding the date of the general body meeting. The teacher should also attend the general meeting.

The first meeting should take place under the chairmanship of the head of the institution. Once the executive council is elected, the general meeting will be headed by the President every time. The members of the PTA will enter their names with signatures and the names of their ward along with class in which studying, in the register.

Membership. Parents, guardians who are the blood relatives of the students, but not the student of the same school, teacher and head of the institution will be the member of the Association.

Membership Fees. The membership fee, to be charged annually, is to be fixed in the general house, keeping in mind the works to be done and the number of the students. If the membership fees has been collected before the general meeting, it should be got approved in the general meeting and the membership fee for the next session, should also be decided and fixed in the general meeting.

The teachers shall also pay the membership fees and become the members of the PTA. Membership fees should be taken from the students at the time of admission and a separate printed receipt of the PTA fees should be issued.

General house may authorise the executive council to exempt the poor students from paying fees and donation etc. towards PTA.

Termination of the Membership:

- (i) If the members fails to pay the membership fees, his membership will stand terminated.
- (ii) If any members acts against the objectives of the PTA and 1/3 members of the executive council vote against him, his membership will stand terminated, but he should be given 15 minutes time to reply to the allegations.
- (iii) If a person is elected by the executive council and, by any chance, his wards leaves the institution, his membership will not be terminated for that particular year.

✓ **2.33.3 General House.**

Rights to Vote in the General House:- Each members of the PTA is a part of the general house and has the right to cast one vote for each proposal put forward. If a members fails to pay the membership fee, he will not be allowed to vote. The chairman will have the right to cast a decisive vote in case of tie.

Quorum of the General House:- The quorum for the meeting of the general house should be the itself keeping in mind the number of persons attending the general house meeting.

✓ **General House Meeting:-** The general house meeting of the PTA will be held at least once in a year. If the quorum is not complete in within an hour of the scheduled time, it can be postponed and will be convened within a month. In case the quorum in the re-scheduled meeting is also incomplete within half an hour of the scheduled time, members present at that time will be considered to form the quorum, but in such a case only those subjects will be discussed which were on the agenda of the postponed meeting. This norm will be followed after the first general meeting and the members present at that time will form the quorum.

Rights of General House.- Generally speaking, the following will be the rights of the General House:-

- ✓ (i) To elect the executive council unanimously or by a majority vote.
- (ii) To have deliberations on the audit report.
- (iii) To discuss all those points which are placed before by the executive committee.
- (iv) To increase the rates of membership fee and donation etc.

- (v) To elect the auditors from amongst the general members for a period of one year.

2.33.4 executive council:

The executive council is elected in the general house meeting by the majority a vote. Its term will be one year. For summer closing schools it can be from April to March and winter closing schools it will be March to February. In special circumstances the term can be extended by a maximum of six months.

Structure of Executive Council.- The following will be the office bearers and the members of the Executive Council:-

- | | |
|-----------------------|---|
| (i) Chairman | Principal/Headmaster of the Institution |
| (ii) President | To be elected from amongst the Parents/Guardians members of PTA. |
| (iii) Vice President | Elected from members of the PTA. |
| (iv) Secretary | Teacher/Lecturer from the institution. |
| (v) Joint Secretary | Elected from the Parents/ Guardians |
| (vi) Chief Advisor | Elected from the Parents/ Guardians |
| (vii) Treasurer | Elected from the Parents/ Guardians |
| (viii) Members (5-7) | (3 from teachers and rest from the Parents/Guardians) One female must be selected from the teachers. |
| (ix) Co-opted members | To technical experts of repute no voting rights. |

Election of the Executive Council.- The members and the office bearers of the executive council are elected by the general house unanimously or by majority vote.

Function of Executive Council.- The Executive Council will be responsible for the working of the association and can take the help of those members who have been registered during the general session of the PTA.

Filling the Vacant post of the Executive Council.- If any post falls vacant in the executive council due to transfer, resignation or any other reason, the executive council will have the right to nominate any one from the registered members for the rest of the year. It will also have the right to accept or reject the resignation of its members. A member who is involved in a particular case, will not be allowed to vote for or against that particular case.

Rights of Executive Council.- In simple sense, following are the powers or rights of Executive Council:-

- (i) To sanction and implement the actions to be taken for the student's welfare.
- (ii) To prepare and present the details of the income and expenditure and the budget for the next year in the general house.
- (iii) To give special powers to the president, vice president, secretary and chairman.
- (iv) To spend the money of the association on the welfare of the school.
- (v) To collect fees, donation and aids etc.

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Rights and duties of the office bearers.- The following are the rights and duties of the office bearers:-

- (i) The chairman will be the witness to all the proceedings of PTA.
- (ii) The president will be the head in all general sessions and meetings of the executive council. He will have the right to cast the decisive vote in case of ties.
- (iii) The vice-president will have all the rights of the President in his absence. If, both are absent, the members can elect anyone amongst them to preside over meeting.
- (iv) The Chief advisor will be any of the senior and the experienced guardians to guide and suggest the proper functioning of the PTA.
- (v) Secretary will take care of all the works of PTA and will call the meeting of the Executive council by the permission of the President. He will record the proceedings in a register.
- (vi) Treasurers will work according to the orders of the executive council. The Principal and Treasurer jointly, will have the right to withdraw money from the account of PTA.

Meeting of the Executive Council.- The meeting of the executive council should be held at least once in three months or whenever need be. The quorum will be 2/3 of total members of executive council. If the quorum is incomplete, the meeting will be postponed, and can be held again within 10 days. The members present in the rescheduled meeting will form the quorum, but in a such a case only those subjects will be discussed which were on the agenda of the postponed meeting.

2.33.5 Sources of the Income of PTA.- Membership fees, donations, grants and aids from Govt. and other organisations will be the source of income of PTA.

2.33.6 Audit.- The inspections of the income and expenditure of the association will be done annually by the auditor(s), appointed in the General House.

2.35.7 Non-participation in the meeting of the PTA.- If an executive member of PTA remains absent from 3 consecutive meetings without any adequate reason, the executive council has the right to terminate his membership.