

# **Education Rules, 2059 (2002 A.D.)**

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### **Amendment:**

Education (First Amendment) Rules, 2060 2060.3.24 B.S.

(July 8, 2003 A.D.)

Education (Second Amendment) Rules, 2060 2060.12.16 B.S.

(March 29, 2004 A.D.)

His Majesty's Government has, in exercise of the powers conferred by Section 19 of the Education Act, 2028 (1972), framed the following Rules.

## **Chapter -1**

### **Preliminary**

1. **Short Title and Commencement:** (1) These Rules shall be called as "Education Rules, 2059 (2002 A.D.)".  
(2) These Rules shall come into force at once.
2. **Definition:** Unless the subject or the context otherwise requires in these Rules,-
  - (a) "Act" means the Education Act, 2028 (1972).
  - (b) "Ministry" means His Majesty's Government, Ministry of Education and Sports.

- (c) "Department" means the Education Department.
- (d) "Director General" means Director General of the Department.
- (e) "Directorate" means Regional Education Directorate.
- (f) "Director" means a Director of Regional Directorate.
- (g) "Supervisor" means employee appointed for supervision of schools.
- (h) "Management Committee" means the School Management Committee.
- (i) "Examination" means primary level terminal examination, lower secondary level terminal examination and secondary level terminal examination.
- (j) "Examination Board" means lower secondary terminal and secondary level education terminal examination Board.
- (k) "Academic session" means an annual period of teaching and learning in school.
- (l) "Non-formal Education" means the education to be imparted under Rule 48.
- (m) "Distance education" means the education given on any subject through correspondence, audio-visual or other communication media.

- (n) "Child Development Center" means child development center established as per Rule 67 for giving physical, mental or intellectual education to the children under four years of age.
- \* (o) "Educational Human Resources Development Council" means the Educational Human Resources Development Council under Rule 72.
- (p) "Headmaster" means the teacher appointed as per Rule 93.
- (q) "Family" means teacher's family members living together or dependent husband, wife, sons, unmarried daughters, or adopted son or daughter, mother, father or stepmother, and for the male teacher this term also means his grand father, grand mother and for the female teacher her mother-in law and father-in law.
- (r) "Teachers Records Office" means School Teachers Record office as referred to in Rule 126.
- (s) "Fee" means fee to be charged by School from the students as per Rule 146.
- (t) "Steering Committee" means Village Education Development Fund Steering Committee formed as per Section 12C. of the Act.

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\* Amended by the First Amendment.

## Chapter-2

### Provision Relating to Permission for establishment of School

3. **Application be Filed for Permission for Establishment of School:** (1) Those willing to establish a primary, lower secondary school or secondary school shall have to file an application along with recommendation of the Village Education Committee or municipality according to the format provided in Schedule -1 to the District Education Office for permission at least six months before the commencement of new academic session.  
  
(2) Those willing to open pre-primary school shall have to file an application according to the format as provided in Schedule -2 in the concerned Village Development Committee or Municipality for permission at least two months before the start of new academic session.
4. **Infrastructures to be met for Establishing a School:** Infrastructures referred to in Schedule -3 shall be met for establishment of a school.
5. **Permission to be Given to Open School:** (1) If an application is submitted according to sub-rule (1) of Rule 3 for permission to open a school, the District Education Officer shall upon examination of all necessary documents enclosed with the application so submitted and if it is found that all infrastructures are met as per Rule 4, grant permission according to the format as provided in Schedule -4 at least 30 days before the start of new academic session, and as to the

lower secondary and secondary school \*the application shall be submitted to the Director along with the opinion of District Education Committee at least two months before the commencement of the Academic year.

(2) Prior to granting permission as per sub-rule (1) or sending application to the Director, District Education Officer shall have to examine or cause to examine to satisfy whether the necessary infrastructures according to Section 4 have been completed or not for the proposed school.

(3) If an application pursuant to sub-rule (1) is received, for permission to establish a lower secondary school or secondary school the Director shall examine all documents enclosed with the application and if the infrastructures as per Rule 4, for the proposed school are found to have been completed, permission to establish school shall be given to the applicant according to format provided in Schedule -4 at least 30 days before the start of new academic session.

(4) If an application for permission to establish preprimary school is received in accordance with sub-rule (2) of Rule 3, the concerned Village Development Committee or the Municipality shall examine the proposed school building and other necessary documents enclosed with the application and if all the infrastructures are found to have been completed as per Rule 4 for establishment of such school, permission shall be given in the format as provided in Schedule -5 to the

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\* Amended by the First Amendment.

applicant at least 30 days before the start of new academic session.

6. **Terms and Conditions to be Fulfilled by the School:** Except as otherwise referred to in the Act and in these Rules, conditions to be followed by a school shall be as follows:-

- (a) The curriculum and course books approved by His Majesty's Government shall be implemented,
- (b) Additional course books or study materials shall not be used without approval of Curriculum Development Center,
- (c) No reading material or book having any content undermining nationality shall be taught or cause to be taught in the School.
- (d) Salary not less than the minimum scale as prescribed by His Majesty's Government shall be paid to teachers,
- (e) Timely information of income and expenditure, academic achievements and programs for next academic session of the school shall be given to the guardians having called their annual meeting,
- (f) Books of incomes and expenditures shall be kept according to Rule 170,

- (g) Record of evidences of investment made by the school shall be kept,
- (h) No activity undermining national unity, sovereignty and religious tolerance in the Kingdom of Nepal shall be allowed to take place in the school,
- (i) Provision of teachers having qualification as per existing law has to be made not reducing the number as prescribed for the school,
- (j) Extra curricular activities and other programs shall be conducted in the School,
- (k) Necessary provisions shall be made for creating atmosphere of healthy and moral character building in the school and hostel,
- (l) Quality of foods and nutrient diets prescribed shall be maintained as prescribed by the District Education Committee for students in Boarding Schools,
- (m) Boarding School shall, at the beginning provide Boarding facility to at least 10 percent of the total students of the school,
- (n) Functions to be carried out as per directives given by the District Education Office.
- (o) Infrastructures referred to in Rule 4 shall be maintained as usual,

(p) Academic statistics of school shall be prepared according to the format prescribed by the Ministry of Education or bodies there under and shall be sent to District Education Office.

7. **Approval to be Granted to Establish School:** (1) Primary, lower secondary and secondary schools which have obtained permission as per sub-rules (1) or (3) of Rule 5 shall apply in accordance with the format provided in Schedule -6 to District Education Officer for approval.

(2) If application according to sub-rule (1) is received, District Education Officer shall conduct an inquiry about the school through Supervisor or any other official deputed.

(3) After the inquiry report as per sub-rule (2) has been submitted, the District Education Officer shall examine the documents received with the application and if the school is found to have fulfilled the terms and conditions as per Rule 6, he shall, having obtained approval from the District Education Committee, grant approval as per the format provided in Schedule -7 in case of primary school and he shall have to send the application along with the opinion of District Education Committee to the Directorate in case of lower secondary schools.

(4) While examining documents submitted along with the application pursuant to sub-rule (3), if it seems that the permitted school has fulfilled the conditions according to Rule



6, the Director shall grant approval to such School as in the format referred to in Schedule-7.

(5) Pre-primary school obtaining permission according to sub-rule (4) of Rule 5 shall file an for approval application in the concerned Village Development Committee or Municipality as in the format provided in Schedule -8.

(6) While examining the application received according to sub-rule (5), if the school is found to have fulfilled the conditions referred to in Rule 6, the concerned Village Development Committee or Municipality shall grant approval to such school as in the format prescribed in Schedule -9.

(7) The concerned Village Development Committee or Municipality shall send information to District Education Office within 30 days of the permission or approval given to the pre-primary school according to these Rules.

8. **Provision Arrangement Relating to Approval of school**

**Already in Operation:** (1) Any school being run as an institutionalized schools at the time of commencement of the Act shall, within the prescribed time limit, have to file application along with company registration certificate if the school is to be run as company or the related statute if the school is to be registered as an Educational Trust to the Directorate according to the format as provided in Schedule-10.

(2) If application according to sub-rule (1) is received, the Director General, shall upon examining the necessary

documents enclosed with the application so received is found reasonable, grant approval to the applicant to run the school as company or an educational trust in the format as provided in Schedule-11.

9. **Provisions Relating to Approval for establishing School with the Affiliation of Any Foreign Educational Institution:**

(1) Those willing to establish school according to the proviso to sub-rule (8) of Section 3 of the Act shall have to submit application in the Ministry for approval in the format as prescribed by the Ministry.

(2) If any application according to sub-rule (1) has been registered, the Ministry shall examine the documents enclosed with the application and shall grant approval to the applicant to establish school with the affiliation of foreign educational institutions, if the description in the application is found to be satisfactory.

Provided that no approval shall be granted to establish more than one schools on the recommendation of one diplomatic mission except in case of agreement with His Majesty's Government.

10. **Deposit to be made:** To obtain permission or approval to establish School, the applicant shall deposit the following amount of money, <sup>×</sup>..... as security for running the School:-

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<sup>×</sup> Deleted by the First Amendment.

- (a) For secondary School - Rs. Two hundred Thousands,
- (b) For lower secondary School - Rs. One hundred fifty thousand, and
- (c) For primary School - Rs. Fifty thousand.

Provided that in order to establish a School in the places referred to as category "A" in Rule 80 of Civil Service Rules, 2050 (1993), only half of the amount referred to in above shall be deposited.

<sup>+</sup>10A. **Security Deposit to be Deposited in the Fix**

**Account:** (1) The amount deposited against security under Rule 10 shall be deposited in a fixed account in the name of school as specified by the District Education Office.

(2) The interest accrued from the amount deposited in the bank under sub-rule (1) shall be expended for the school works.

(3) The operation of the account referred to in sub-rule (1) shall be jointly operated by the person specified by the Management Committee and the employee specified by the District Education Officer.

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<sup>+</sup> Inserted by the First Amendment.

11. **Provisions Relating to Educational Trust:** (1) Those willing to establish School as Educational trust shall draft a statute of the trust and register at the concerned office of the director.

(2) Educational trusts may be registered in two types, one as private and the other as public trust.

Provided that no private trust (*guthi*) may be registered, for running the school referred to in subsection (6) of Section 3 of the Act.

<sup>#</sup>(2A) Notwithstanding anything contained in sub-rule (2), if any person or organization has donated building or land to any school to any school for operating it as a private trust, such school may be operated as a private trust.

(3) The following matters shall be stated in the statute relating to an educational trust:-

- (a) Name and address of the school,
- (b) Name and address of the founder of educational trust,
- (c) Name of the trustees of the educational trust, chief of the trustees, his/her appointment process and office,
- (d) Functions, duties and powers of trustees, and facilities to be provided to them,
- (e) Description of building, land, income, debt and other property of the Educational trust,

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<sup>#</sup> Inserted by the Education (Second Amendment) Regulation 2060 (2004).

(f) Other necessary matters.

(4) In public educational trust, the concerned school headmaster and a person appointed by the Ministry and in private educational trust the founder of the School or any person appointed by the founder shall be ex-officio trustees of the trust.

(5) In a public educational trust at least five persons and in private educational trust the number of persons as intended by the founder shall be the trustees.

(6) In a public educational trust, at least one government representative, one representative from local body and one representative from guardians shall be included as members.

(7) Government representative in the educational trust as referred to in sub Rule (6) shall be appointed as prescribed by the District Education Office.

(8) The educational trust founded as per these Rules shall carryout functions according to this Section and other prevailing laws.

12. **Operation of School:** Operation of a school shall be as provided for in the Act and these Rules.

13. **Provision Relating to Addition of Classes in School:** (1) If any School wants to add more classes, application shall be filed to District Education Officer at least three months before the start of the new academic session.

(2) If application is received as per sub-rule (1) District Education Officer shall make necessary inquiry whether or not the prerequisites for addition of class have been fulfilled as per this Rule and if the prerequisites are found to be fulfilled, he may, not going against the plan of the school, grant permission at least thirty days before the start of new academic session to add one upgraded class per year by the school itself in primary school, and for addition of upper class in lower secondary and secondary school the District Education Officer shall send the application so received <sup>\*</sup>at least two months before the commencement of the academic year along with his opinion to the Directorate.

(3) If application is received pursuant to sub-rule (2), the director may, by making necessary inquiry grant permission at least thirty days before the start of next academic session to add one upgraded class per year.

<sup>+</sup>(3a) Notwithstanding anything contained in sub-rules (2) or (3), if any school using its own resources apply with the recommendation of the Management Committee for upgrading the level of school and after inquiring on such application received appears reasonable, such school may be given permission to upgrade its level at a time."

(4) If an institutionalized school is found to have fulfilled prerequisites pursuant to Rule 4, permission to run one level of class along with classes already in operation

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\* Amended by the First Amendment.

<sup>+</sup> Inserted by the First Amendment.

before the commencement of these Rules shall be granted at a time.

<sup>+</sup> (5) Notwithstanding anything contained in sub-rules (3a) and (4), the permission for higher secondary level shall not be given at once.

### **Chapter -3**

#### **Functions, Duties and Powers of Director General, Director, District Education Officer and Supervisor**

14. **Functions, Duties and Powers of Director General:** In addition to other matters, functions, duties and powers of the director general shall be as follows:-

- (a) To give necessary direction to the Director and District Education Office to implement academic plans and programs,
- (b) To maintain co-ordination in works of Directors,
- (c) To organize committee, sub-committee or task force according to need for implementation of educational plans and programs,
- (d) To act, cause to act for teacher's administration, management and educational development,
- (e) To prepare school's educational programs and to implement or cause to implement,

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<sup>+</sup> Inserted by the First Amendment.

- (f) To implement or cause to implement, Rules and policies of the Ministry,
- (g) To monitor and evaluate, cause to monitor, evaluate the educational plans and programs conducted by the Department and send reports to the Ministry or the concerned body,
- (h) To make necessary arrangements for implementation of the programs of secondary education, basic or primary education and child development centers,
- (i) To supervise and evaluate performance of Directors and District Education Officers,
- (j) To prepare objective basis and yardstick and to implement or cause to implement them in order to make financial affairs of the school transparent and sure.
- (k) To carry out other works as prescribed by the Ministry.

15. **Functions, Duties and Powers of Director:** In addition to other matters, the functions, duties and powers, of Director shall be:-

- (a) To implement or cause to implement educational plans and programs,
- (b) To supervise and cause to supervise schools,



- (c) To co-ordinate in functioning of District Education Officer,
- (d) To supervise and evaluate performance of District Education Office.
- (e) To make or cause to make provisions for giving training to teachers for promotion of quality of education as may be necessary,
- (f) To check records of final examinations held in schools, question papers and answer books having ordered them to be sent to the Office, keep records whether the quality of education of the school is better or not and give necessary direction to District Education Officer in this regard,
- (g) To rectify wrong name, surname, date of birth of Secondary Education passed students as per the existing law,
- (h) To issue provisional and migration certificate to the students passing Secondary Education,
- (i) To send his own opinion to the Department and the Ministry having carried out necessary inquiry into the demand for teacher's post made by District Education Committee,

- (j) To prepare auditors list and send it to District Education Office for auditing in +Primary, lower secondary and secondary schools and to monitor, cause to monitor,
- (k) To make or cause to make provisions for trainings for non-formal education, supervision, monitoring,
- (l) To make or cause to make provisions for co-ordination, inspection and monitoring of teachers training programs for non-formal education as may be necessary,
- (m) To inspect and co-ordinate governmental and non-governmental educational projects,
- (n) To monitor once in every three months whether or not the works according to report of supervisor have been carried out and send its reports to the Department and the Ministry,
- (o) To send progress report of works of the Directorate and the Department once in every two months,
- (p) To carryout works as directed or delegated by Secondary Education Examination Board (Board of School Leaving Certificate Examination),

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<sup>+</sup> Inserted by the First Amendment.

- (q) To carryout or cause to carryout functions as directed or delegated by the Commission,
- (r) To carryout other works as prescribed by the Department and the Ministry.

16. **Functions, Duties and Powers of District Education Officer:** Functions, duties and powers of District Education Officer shall be as follows:-

- (a) To implement or cause to implement educational programs in district,
- (b) To implement city level education plans having endorsed by Municipal Council, district level plan by District Education Committee as well as District Council,
- (c) To prepare records relating to schools, technical schools and child development centers and to send to the Directorate, Department and Ministry every year,
- (d) To make provisions for meetings, seminars or training of headmasters and chairman on occasions to promote the quality of education,
- (e) To conduct final examination of lower secondary level education,
- (f) To check records, question papers, and answer copies of the final examinations of the schools having ordered them to be submitted to it

records by evaluating whether or not quality of education has increased in the school and keep its record and do other necessary works for improvement,

- (g) To check whether or not schools are being run or not in accordance with the Act and these Rules and having had inspection of such school, to take necessary steps to increase quality of education, make improvement, to promote the standard of school or if needed such school to be closed to act accordingly,
- (h) To rectify as per existing law the name, surname, age of the students who have filled in registration form for Secondary Education Certificate Examination.
- (i) To appoint teachers in Schools from among those recommended by the Commission for appointment and promotion,
- (j) To keep updated records of service of teachers working in community school and other records,
- (k) To evaluate works of school teachers and to send such evaluation record of community school teachers to the Commission,
- (l) To inspect or cause to inspect schools and child development centers,

- (m) To fix Resource Center by making collective decision of community and institutionalized schools as prescribed by the Ministry and to act or cause to act for supervision of schools, teachers' training and other educational activities through the Resource Center,
- (n) To conduct or cause to conduct Secondary Education Certificate Examination in time in a regulated and disciplined manner,
- (o) To adjust the posts of teachers distributed to the community schools at the beginning of academic session and send the description of the adjusted posts of teachers to the Ministry,
- <sup>+</sup>(o1) To approve resignation of a permanent teacher of Community School.
- (p) To send supervisor for inspecting schools and make an on the spot inspection to ascertain whether or not the supervisor inspected the school,
- (q) To monitor whether or not the amount sent to the school from Village Education Development Fund has been properly utilized and send report about it to Management Committee,

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<sup>+</sup> Inserted by the First Amendment.

- (r) To inspect or cause to inspect whether or not the approved curriculum and course books have been implemented,
- (s) To send suggestions to Curriculum Development Center for necessary improvement in the curriculum and course books if needed and for making the supply / distribution system of free course books effective by collecting opinion of Management Committee and teachers and to do or cause to do other necessary works relating to this matter,
- (t) To cause auditing of schools by the auditor referred to in the list received from Office of the Directorate,
- (u) To collect, analyze and publish annual educational statistics of the district,
- (v) To send progress report of educational plan to Office of the Directorate and Department once in every two months,
- (w) To cause to approve the salary report of the teachers of community school,
- (x) To monitor or cause to monitor the annual educational programs of schools regularly and to or act cause to act accordingly,

- (y) To study and analyze the inspection-report submitted by school supervisor and to send its description to the Director's Office in every two months,
- (z) Carryout or cause to carry out as directed or delegated by the commission,
- (aa) To do or cause to do other works as assigned/prescribed by Ministry, Department and Office of the Director.

17. **Functions, Duties and Powers of Supervisor:** Functions, duties and powers of supervisor shall be as follows:

- (a) To supervise and cause to supervise School at least once in a month and in pursuance of such supervision and monitoring, to hold discussions with Headmaster and Management Committee and to note down or cause to note down the discussed matters, about the supervision and monitoring in the school inspection register.
- (b) To have discussions with Headmaster, Parents, Teachers Association and teachers as to whether or not any school is being run regularly in accordance with the Act and these Rules, whether such school has physical means and resources and teaching staff are sufficient or not, whether the available means

have been properly utilized in maximum or not and whether the teaching-learning activities have been run on according to fixed standard, and if it is not found so, to instruct to make improvement,

- (c) To send school supervision report every month to Village Education Committee or Municipality and District Education Officer,
- (d) To keep contact, have necessary consultation and hold interactions with Management Committee, local people contributing to education development for the development of school,
- (e) To call meetings of teachers including headmaster from time to time for the purpose of evolving model teaching and do necessary works to solve problems in this way,
- (f) To evaluate working efficiency of teachers and keep its record,
- (g) To organize seminars of headmasters and Chairperson of School Management Committee for promotion of education standard of school,
- (h) To conduct or cause to conduct examinations according to direction of the Board of Examination,



- (i) To inspect or cause to inspect whether or not educational and economic records of schools are accurately maintained,
- (j) To send education related data and, statistics of one's own area having them analyzed to District Education Office,
- (k) To recommend teachers for training,
- (l) To check whether or not meetings of Management Committee have been held on a regular basis and if found not held, to give direction to headmaster for calling meeting,
- (m) To give necessary directions to headmaster and Management Committee about operation of school,
- (n) To submit report to Village Education committee and District Education Office in every month having monitoring performance of resource person,
- (o) To verify records of leaves of schoolteachers and working staff at the end of academic session and cause to keep its record in the school,
- (p) To make surprise check or inspection whether or not the records of attendance of teachers is exact, and to mark absence in the register and

to in the case of absent teachers give information thereof to the Management Committee of the concerned school, Village Education Committee and District Education Officer,

- (q) To carryout or cause to carry out other works, as prescribed by District Education Officer.

#### **Chapter - 4**

#### **Functions, Duties and Powers of the District Education Committee and Procedures Relating to Meeting**

#### **18. Functions, duties and powers of District Education**

**Committee:** In addition to as provided in the Act, other functions, duties and powers of District Education Committee shall be as follows:-

- (a) To formulate educational programs of school in accordance with approved educational plan and cause to implement them,
- (b) To cause to implement educational program through Management Committee to maintain healthy educational environment and promote quality of education in the district,
- (c) To make necessary arrangement relating to implementation of non-formal education program according to the approved policy and direction of His Majesty's Government,

- (d) To provide financial assistance to school and to make recommendation to the concerned body for such assistance,
- (e) To formulate necessary programs for welfare of teachers and students,
- (f) To make necessary provisions for security of property of the school and for prosperity of school,
- (g) To organize district level seminars, conventions or exhibition relating to education,
- (h) To co-operate in the educational programs conducted for the development of school,
- (i) To carryout or cause to carryout functions as may be necessary as per audit report given by the auditor about the auditing of books of accounts,
- (j) To make efforts towards making the school financially self-reliant,
- (k) To give approval to close school,
- (l) To give direction to Village Education Committee and Management Committee to conduct school by preparing academic calendar,

(m) To find financial source for conducting districts level games, scout and cultural programs and their development and to spend the received amount.

19. **Procedures Relating to Meeting of District Education**

**Committee:** (1) Normally, meeting of District Education Committee shall be held once a month.

(2) Meeting of District Education Committee shall be called at the direction of the chairman of the Committee by the member-secretary of the Committee.

(3) Notwithstanding anything contained in sub-rule (1), if one third of the members of District Education Committee request in writing, the member secretary shall call meeting at anytime.

(4) The agenda to be discussed in the District Education Committee meeting shall be provided to committee members by the member-secretary normally three days prior to the meeting-day.

(5) If more than 50% of the existing members of District Education Committee are present, it shall be deemed to have constituted the quorum for the meeting of the District Education Committee.

(6) The chairman of the committee shall preside over the meeting of District Education Committee and in his absence any member selected by the members amongst themselves shall preside over the meeting.

(7) Opinion of majority members shall prevail in the meeting and in case of tie of votes, the person presiding over the meeting shall give casting vote.

(8) Other proceedings relating to meetings of District Education Committee shall be as per the procedures prescribed by the committee itself.

(9) The members of the committee shall be entitled to the meeting allowance from the District Education fund as prescribed by the Ministry for taking part in the meeting of District Education Committee.

20. **District Education Committee may be dissolved:** His Majesty's Government may dissolve District Education Committee in the following circumstances:-

- (a) If any act is committed against interests of school,
- (b) If any power provided by the Act or these Rules is misused, or
- (c) If anything is committed in contravention of the Act or these Rules.

Provided that, the District Education Committee shall not be deprived of opportunities to provide clarification before dissolving the committee.

## Chapter - 5

### **Functions, Duties and Powers of Village Education Committee and Procedures Relating to Meeting.**

21. **Functions, Duties and Powers of Village Education Committee:** Functions, duties and powers of Village Education Committee shall be as follows:

- (a) To encourage children to acquire education at least up to the primary level,
- (b) To prepare and update record of children both admitted in school and not admitted and other persons on the basis of age, caste and sex,
- (c) To keep updated the record of the educational plan of school and to send suggestions to the concerned body having monitored such plan,
- (d) To help Management Committee in identifying local means and resources and in their mobilization, and to distribute available resources to the schools,
- (e) To prepare record of the families living below the poverty line and make necessary provisions to involve the children of such families in education,
- (f) To co-ordinate in the functioning Management Committee, and to give necessary suggestions and render assistance to Head Master, teacher

and Management Committee having supervised and monitored the schools for qualitative development of education,

- (g) To conduct public-awareness oriented programs, trainings, seminars and workshops for promotion of educational quality in schools,
- (h) To request Management Committee for release of fund having studied physical condition of schools,
- (i) To create healthy atmosphere in school,
- (j) To prepare Village Education programs and to implement them having approved by the Village Council,
- (k) To maintain record of educated manpower within the concerned village area,
- (l) To make provisions of reward to the teachers on the basis of their working efficiency,
- (m) To collect necessary means and resources for the school and mobilize them,
- (n) To make recommendation for establishing a school having considered the necessity of the school also on the basis of school mapping,
- (o) To cause to develop and conduct inter-school sports related activities and extra educational

activities and make provisions rewards for such activities.

22. **Procedures Relating to Meetings of Village Education**

**Committee:** (1) Meeting of Village Education Committee shall be held at least once every three months.

(2) Meeting of Village Education Committee shall be called by member secretary under the direction of the chairman of the committee.

(3) Notwithstanding anything contained in sub-rule (1), if one third of Village Education Committee members request in writing for calling meeting, the member-secretary shall have to call meeting of Village Education Committee at any time.

(4) The agenda of discussion in the meeting of Village Education Committee shall be provided to the committee members normally three days before the meeting.

(5) If more than fifty percent of the existing members are present, this number shall be deemed to have constituted quorum for holding meeting of Village Education Committee.

(6) Chairperson of Village Education Committee shall preside over the meeting of the committee, and in his absence, the members of the Village Education Committee present in the meeting shall select any one member among them to preside over the Committee's meeting.



(7) Opinion of majority of Village Education Committee shall prevail in the meeting and in case of a tie of votes, the person presiding over the meeting may exercise casting vote.

(8) Other procedures relating to the meeting of Village Education Committee shall be according to the procedure prescribed by the committee itself.

## **Chapter -6**

### **Procedure relating to selection of member of Management Committee, function duties and powers and procedures related to meeting**

23. **Provision Relating to Selection of Chairperson and member of the Management Committee:** (1) For the purpose of selecting chairman and members of the management committee of a community school pursuant to clause (a) and (b) of sub-section (1) of Section 12 of the Act, the Headmaster shall call a meeting of parents within thirty days from the date of commencement of the academic year having given at least a seven days notice.

(2) The Headmaster shall make public the name list of the guardians three days before holding the meeting of parents pursuant to sub-rule (1).

(3) For the purpose of assisting to guardians in the selection of chairman and members according to sub-rule (1), the head master shall form a three member selection assisting committee under his own convenership involving supervisor

and one teacher of other school and the guardians shall select chairman and members having followed the procedure prescribed by the committee.

<sup>+</sup>23A. **Authority to Accept Resignation:** The resignation of the member of Management Committee shall be accepted by the Chairperson of the Committee and the resignation of the Chairperson of the Management Committee shall be accepted by the Management Committee.

24. **Not to be designated as Guardian:** School shall not designate any other person as guardian except the father, mother <sup>\*</sup>elder brother, younger brother, elder sister, younger sister, grand father, grand mother of student or those who are responsible to nourishing, taking care, supporting the student and making arrangement for his/her schooling.

25. **Functions, Duties and Powers of Management Committee of Community School:** (1) Except otherwise provided in the Act, functions, duties and powers of Management Committee of a community is schools shall be as follows:-

- (a) To conduct, look after, supervise and manage the school,
- (b) To collect necessary financial resource for the school,
- (c) To select teachers for training,

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<sup>+</sup> Inserted by the First Amendment.

<sup>\*</sup> Amended by the First Amendment.

- (d) To cause the teacher who is assigned for training to enter into an agreement prescribing terms and conditions with regard to be involved in service of school for at least three years upon retiring from the service.
- (e) To protect and promote the service of teachers,
- (f) To appoint teachers and other staff to be paid from the school's resource and to pay appointed teachers and other staff salary and allowance not less than the scale prescribed by His Majesty's Government for the corresponding teachers and other staff of the equal level,
- (g) To write to the District Education Office for permanent fulfillment if post of any teacher under approved post of His Majesty's Government falls vacant within fifteen days from the date of such vacancy,
- (h) To check attendance of teachers and other staff of school, to take necessary action on absent teachers and other staff, or according to necessity to send report along with the committee's opinion to District Education Office for action.

- (i) To manage necessary logistics, materials and educational materials for the promotion of educational standard of school,
- (j) To involve schools in different programs to be conducted by His Majesty's Government,
- (k) To formulate code of conduct to be abided by students and execute it,
- (l) To keep updated record of teachers,
- (m) To give every information about income, expenditure and educational achievement of the school made in the last academic year and new educational programs for the coming academic session to the donors and guardians by calling their meeting each year,
- (n) To send information to District Education Office about departmental action taken on any teacher,
- (o) To make demand with concerned body for payment of the amount of scholarship provided to student,
- (p) To deduct the salary of teacher who is absent as recorded in the attendance register by supervisor at the time of surprise check of the school,

- (q) To establish secretariat of the Management Committee in the school building and keep school's documents and records safe,
- (r) To act according to the direction given by District Education Office.

(2) Management Committee may delegate some of its powers to the member secretary of the Management Committee as may be necessary.

26. **Functions, Duties and Powers of Management Committee of Institutionalized schools** : (1) Except as provided in Act, other functions, duties and powers of the Management Committee of an institutionalized schools shall be follows:-

- (a) To conduct, look after, supervise and manage the school in co-ordination with trustees of educational trust of the school or with the founder of the company,
- (b) To protect and promote the service of the teachers and other staff of the school,
- (c) To cause to appear students in examinations,
- (d) To cause to involve students in different programs conducted by His Majesty's Government,
- (e) To give every information about income, expenditure and educational achievement of the school made in the last academic year and

new educational programs for the following year to the donors and guardians by calling their meeting each year,

- (f) To provide necessary facilities to the appointed teachers and other working staff of the school,
- (g) To manage welfare fund of teachers and other staff of the school,
- (h) To spend the amount collected pursuant to clause (g) in the Fund only for the purpose as referred to in the same clause,
- (i) To take departmental action against those teachers and staff who do not work according to their responsibility and duties,
- (j) To cause to audit of the school by the auditor appointed by District Education Office,
- (k) To frame code of conduct to be observed by students and implement it,
- (l) To act according to the direction issued by District Education Office.

(2) The Management Committee may, if it deems necessary, form Teacher-Guardian Association.

(3) The Management Committee may delegate some of its powers to the member secretary of Management Committee.

27. **Procedure Relating to Meeting of Management Committee:**

(1) Meeting of Management Committee shall be held at least once in every two months.

(2) Meeting of the Management Committee shall be called by the member secretary of the committee on order of the chairperson.

(3) Notwithstanding anything contained in sub-rule (1), if one third of the Management Committee members request in writing, the member secretary of the Management Committee shall call meeting at anytime.

(4) The agenda to be discussed the meeting shall be provided to the members generally three days earlier of the meeting by the member secretary of the Management Committee.

(5) If more than fifty percent of the existing member of the Management Committee are present, this number shall be deemed to be the quorum for the meeting of the Management Committee.

(6) Chairperson of the Management Committee shall preside over the meeting of the committee and in his absence, any member selected from the amongst members present shall preside over the meeting.

(7) Majority opinion in the meeting of the Management Committee shall be valid and in the case of equal division of votes, the person presiding over the meeting may exercise casting vote.

(8) Other procedures relating to meeting of Management Committee shall be as prescribed by the committee itself.

28. **Circumstances causing to dissolve the Management Committee:** Management Committee may be dissolved in the following circumstances:-

- (a) If school's property is embezzled,
- (b) If school's academic environment is disturbed,
- (c) If committed any act against the policy of His Majesty's Government,
- (d) If the school could not be managed satisfactorily or
- (e) If any direction issued by the concerned body or authority is not followed.

\*29. **Ineligibility to be the Chairperson and Member of the Management Committee:** The following Persons shall not be eligible to become the Chairperson and the member of the Management Committee:-

- (a) Non-Nepalese Citizen,

Provided that any person among the parents of the school established with the agreement of His Majesty's Government may become the Chairperson of Management Committee,

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\* Amended by the First Amendment.



- (b) Not attained the age of 25 years,
- (c) Illiterate Person for the Chairperson of the Primary School's Management Committee, person not completed at least eight class for the Chairperson of the Lower Secondary School Management Committee and person not completed at least S.L.C. or equivalent examination for the Chairperson of the Higher Secondary School's Management Committee.

Provided that if there is no one with the above mentioned to educational qualification for the Chairperson of Lower Secondary School and Higher Secondary School, any person having less educational qualification may become member.

- (d) Who is a teacher in the respective school or working staff for the post of chairperson,
- (e) Convicted of an offence involving moral turpitude from a court.

30. **Provision Relating to Parent Teacher Association:** (1) There shall be a Teacher-Guardian Association consisting of all teachers of a community school and guardians as its members.

(2) The Management Committee shall form an Executive Committee of the Teacher-Parents Association

consisting \*eleven members in maximum including a chairperson of the committee, the Headmaster and at least one teacher and parents having called a meeting of parents.

(3) The term of office of the members of the executive committee formed in accordance with sub-rule (2) shall be two years.

(4) Meeting of the executive committee formed pursuant sub-rule (2) shall be held at least once in every three months and other procedures relating to meeting of the committee shall be as prescribed by the executive committee itself.

(5) Functions, duties and powers of the executive committee referred to in sub-rule (2) shall be as follows:-

- (a) To carry out necessary functions for maintaining quality of education in the school,
- (b) To monitor whether or not the school has fixed fees according to these Rules and give necessary suggestion to the school in this regard,
- (c) To have an updated information regularly on academic activities of the school and to have interaction on the same.

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\* Amended by the First Amendment.

(6) The Management Committee of an institutionalized school shall, while forming executive committee of Parent Teacher Association in accordance with these Rules, form the committee consisting of not less than seven members.

## Chapter -7

### Provisions Relating to Curriculum and Text Books

31. **Curriculum and textbook to be implemented:** School shall implement the curriculum and textbooks approved by His Majesty's Government.
32. **\*National Curriculum Development and Evaluation Council:** (1) For formulation of policy on \*Curriculum Development and Evaluation, there shall be a \*Curriculum Development and Evaluation Council comprising of the following persons as members:-
- (a) Education and Sports Minister or Minister of State - chairman
  - (b) Member of National Planning Commission, looking after Education Sector -member
  - (c) Secretary of the Ministry -member
  - (d) Joint secretary of the Ministry (Education Administration Division) -member

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\* Amended by the First Amendment.

- (e) Director General of the Department -member
- (f) Controller, Office of the Controller -member  
of Examinations
- (g) Director, Curriculum Development -member  
Center, Tribhuvan University
- (h) Curriculum Chief, Higher Secondary -member  
Education Board
- (i) Curriculum Specialist, Central -member  
Department of Education, TU
- (j) Chief, Curriculum Development -member  
Center, Mahendra Sanskrit University
- (k) One person from amongst the -member  
curriculum specialists nominated by  
the Ministry
- (l) Two persons from amongst the -member  
renowned academicians in school  
education nominated by the Ministry
- (m) Representative, Teachers Union, -member  
central committee
- (n) Director General,  
Curriculum Development -member-  
Center Secretary

(2) Three specialists in concerned subjects may be invited as observers to take part in the meeting of \*National Curriculum Development and Evaluation Council.

(3) Tenure of the members nominated as per sub-rule (1) shall be four years.

(4) Functions of secretariat of \*National Curriculum Development and Evaluation Council shall be carried out by the Curriculum Development Center.

(5) Procedure of meeting of \*National Curriculum Development and Evaluation Council shall be as fixed by the council itself.

33. **Functions, Duties and Powers of \*National Curriculum Development and Evaluation Council:** Functions, duties and powers of National Curriculum Development Council shall be follows:-

- (a) To formulate policies relating to designing curriculum and text books to be implemented in the school,
- (b) To form subject committees or sub-committees according to necessity for designing curriculum,
- (c) To submit curriculum and text books to His Majesty's Government to get approved,

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\* Amended by the First Amendment.

- (d) To approve policy and procedure of curriculum improvement,
- (e) To formulate policy on course book writing, approval and use,
- (f) To formulate working policy on remuneration for course book writing and distribution,
- (g) To form committees in each Development Region under chairmanship of Director for the purpose of collecting suggestion relating to curriculum and to prescribe functions, duties and powers of the committee,
- (h) To <sup>\*</sup>approve lists of additional reading materials and reading books,
- <sup>+</sup>(h1) To make recommendation for necessary review to His Majesty's Government after evaluating the approved curriculum and books.
- (i) To carry out other necessary functions for development of curriculum and promotion of its quality.

34. **To Prepare Course Book:** The Curriculum Development Center shall prepare a copy of textbooks to be taught in school.

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\* Amended by the First Amendment.

<sup>+</sup> Inserted by the First Amendment.

35. **Approval to be Obtained for Teaching Additional Reading and Teaching Materials and Textbooks:** (1) If any school wants to use additional teaching materials or books, application shall be filed in the concerned District Education Office for approval.

(2) Having inquired into the application received as per sub-rule (1), it seems reasonable to grant approval to the applicant school for teaching additional reading material or teaching books and if the additional reading materials and books so demanded are found to have been included in the book list the approved by Curriculum Development Center, the District Education Officer shall grant approval to use such additional reading materials or reading books.

(3) Approval for the optional subject to be taught by the school shall have to be taken from District Education Office.

36. **Supervision and Monitoring:** (1) It shall be the duty of Director and District Education Officer to monitor and supervise whether any school has implemented the curriculum and text books and other supplementary education materials as approved by His Majesty's Government.

(2) The Director and District Education Officer shall, having inquired whether or not the approved curriculum and course books have become available in the concerned district one month before the start of academic session give information to the Ministry and related body or office.

37. **Punishment May be Imposed for not Implementing Approved Curriculum and Course Books and for Causing to Purchase Course Books:** (1) If any school does not implement approved curriculum and text books, District Education Officer shall instruct the concerned headmaster to implement approved curriculum and text books.

(2) No school shall compel students to buy course books from the school.

(3) If the headmaster does not implement approved curriculum or text books in the school according to the order given pursuant to sub-rule (1), and compels students to buy text books from the school, the District Education Officer shall punish such headmaster as per the Act.

38. **Recognition and Equivalency Determination Committee:**

(1) For the recognition and equivalency fixation or the certificate or degree obtained having studied and passed secondary level education equivalent examination from foreign educational or academic institution, there shall be a Recognition and Equivalency Determination Committee comprising the members as follows:-

- |   |             |
|---|-------------|
| (a) Joint Secretary, (Educational Administration Division) the Ministry | -           |
|   | Chairperson |
| (b) Controller of Examination, Office of the Controller of Examination  | - Member    |
| (c) Representative, Tribhuvan University                                | -Member     |
| (d) Representative, Higher Secondary                                    |             |



Education Board	-Member
(e) Director General, Curriculum Development Center	-Member Secretary

(2) Other functions, duties and powers of the Committee referred to in sub-rule (1) shall be as prescribed by the Ministry and the procedure relating to its meeting shall be as specified by the committee itself.

(3) The Curriculum Development Center shall carry out the functions of secretariat of the committee referred to in sub-rule (1).

## Chapter - 8

### **Provisions Relating to Operation and Control of Examination**

39. **Operation and control of Primary Education Certificate Examination:** The concerned school shall itself operate and control Primary Education Certificate Examinations.

40. **Operation and Control of Lower Secondary Education Certificate Examination:** (1) District Education Officer in each district shall form a five-member Board of Examination including representative of teachers under his own chairmanship in order to operate and control the district wide examination to be taken at the end of the Lower Secondary Level Education.

(2) Tenure of the nominated members of the Board formed as per sub-rule (1) shall be three years.

(3) District Education Officer shall appoint any office staff of his own office to work as the secretary of the Board of Examination.

(4) The Board of Examination may invite specialists of concerned subject to take part in the meeting of the Board of Examination.

(5) Procedures related to the meeting of the Board of Examination shall be as determined by the Board itself.

41. **Functions, Duties and Powers of Lower Secondary Education Certificate Examination Board:** (1) Functions, duties, and powers of the Lower Secondary Education Certificate Examination Board shall be as follows:-

- (a) To formulate policy relating to operation of examination,
- (b) To give permission to the school which has maintained the minimum standard of education prescribed by the Ministry to operate examination of the school by itself or to operate in cluster wise form,
- (c) To fix examination center,
- (d) To operate examination by dividing school in clusters,
- (e) To publish examination results and award certificates to passing students,

- (f) To fix examination fees and remuneration to the employees involved in the works relating to examination,
- (g) To cause to take re-examination, according to necessity by canceling already held examination if there found any irregularity at any examination center or to close such examination center,
- (h) To take prompt necessary decision if any obstruction takes place in operating examination or publishing results at the scheduled time due to reasons of any natural calamity or any other causes,
- (i) To do other works as prescribed / assigned by the Ministry, Department and Office of the Director.

(2) Board of Examination may delegate some of its powers conferred to it as per sub-rule (1) to sub-committee or working group by forming such group or committee or any other official as may be necessary.

42. **Secondary Education Certificate Examination Board:** (1) In order to operate and control Secondary Education Certificate Examination, there shall be a Secondary Education Certificate Examination Board comprising the members as follows :

- (a) Secretary of the Ministry -chairman

- (b) Joint secretary, the Ministry (education Administration Division) -member
- (c) Director General, the Department -member
- (d) one Director nominated among the directors by the Ministry -member
- (e) Controller of Examination, Higher Secondary Education Board -member
- (f) Director General, Curriculum Development Center -member
- (g) Controller of Examination, Tribhuvan University -member
- (h) one person nominated among academicians by the Ministry -member
- (i) Controller of Examination, Office of the Examination, Ministry -member-secretary

(2) Tenure of the members nominated as per sub-rule (1) shall be of three years.

(3) The Board of Examination may invite specialist in the concerned subject as observer to take part in the meeting of the Board of Examination.

(4) Office of the Controllers of Examination shall work as secretariat of the Board of Examination.

(5) Procedure relating to meeting of the Board of Examination shall be as prescribed by the Board itself.

43. **Functions, Duties and Powers of the Board of Secondary Education Certificate Examination:** (1) Functions, duties and powers of the Board of Secondary Education Certificate Examination shall be as follows:-

- (a) To formulate policy relating to operation of examinations,
- (b) To determine criteria for fixing examination center,
- (c) To cause to operate examination,
- (d) To fix fees for registration for examination, application form and for examination,
- (e) To fix remuneration and allowances for the employees involved in works relating to examinations,
- (f) To publish examination results and make arrangement to award certificate to the passing students,
- (g) To take necessary actions against teachers and other staff violating the rules and Rules related to the examinations,
- (h) To cause to operate reexamination, if necessary, by canceling the already taken examination if any irregularity is found to

have been committed at any examination center, or suspend such examination if any irregularity is found at any examination center, or suspend such examination center,

- (i) To take necessary promptly decision in case of any obstruction in operating examination or publishing results in scheduled time due to reason of any natural calamity or other,
- (j) To prescribe functions, duties and powers of head examiners and question setters,
- (k) To cause to dispose of the answer copies adopting regular process after one year of publication of the results.

(2) The Board of Examination referred to in sub-rule (1) may delegate some of its powers, to sub-committee or working group having formed such sub-committee or working group or to any official as may be necessary.

44. **Functions, Duties and Powers of the Member-Secretary of the Board of Examination:** Functions, duties and powers of the member-secretary of Board of Examination shall be as follows:-

- (a) To appoint question paper setters, head examiners, deputy head examiners and other necessary staff,

- (b) To cause to conduct examination and examine answer copies in fair and regular manner, and give necessary direction to the concerned persons,
- (c) To delegate his own powers to any member of the Board of Examination as may be necessary,
- (d) To act according to direction of Board of Examination or the chairman of the Board in connection with the conduct of examinations.

45. **Conduct of Secondary Education Certificate Examination:**

Functions relating to operation of Secondary Education Certificate Examination shall be carried out by the office of the Controller of Examination under the direction of the Board of Examination.

46. **Secondary Education Certificate Examination Co-ordination Committee:** (1) In order to operate Secondary

Education Certificate Examination in fair and regular manner, there shall be a Secondary Education Certificate Examination Co-ordination Committee in each district comprising of the members as follow:-

- (a) Chief District Officer - Chairperson.
- (b) Chief of District Police Office - Member.
- (c) District Education Officer - Member-Secretary.

(2) Functions, duties and powers of the committee formed pursuant to sub-rule (1) shall be as follows:-

- (a) To fix examination center,
- (b) To appoint superintendent and other necessary employees,
- (c) To operate examination in the concerned district in a fair and regular manner,
- (d) To carry out or cause to carry out other functions as prescribed by the Ministry and Board of Examinations.

47. **Additional Time to be Provided:** If it seems that any student who is deaf, blind, mentally retarded or physically handicapped is unable to complete examination within the specified time having regard to nature of his/her incapacity, an additional time of one hour in maximum may be provided to such students.

## **Chapter -9**

### **Provision Relating to Non-formal Education**

48. **Non-formal Education May be Given:** (1) Persons who may not acquire education getting admission in school may be given non-formal education in the manner as follows:-

- (a) Basic adult literacy education,
- (b) Post literacy education,
- (c) Continuing education,



(d) Alternative Primary Education,

(2) Curriculum and text books of non-formal education pursuant to sub-rule (1) shall be as approved by \*National Curriculum Development and Evaluation Council.

49. **Basic Adult Literacy Education:** (1) Normally, basic adult literacy education shall be given to illiterate people from fifteen to forty five years of age.

(2) Normally, the time duration for conducting Basic Adult Literacy Education classes shall be of six months.

50. **Post Literacy Education:** (1) Post literacy education shall be given to those who have completed basic adult literacy education.

(2) Normally, the time duration for conducting classes of post literacy education shall be from three to six months.

51. **Continuing Education:** (1) The person who has completed post literacy education shall be given Continuing Education.

(2) The time duration for conducting extended education classes shall be as prescribed by the Ministry.

52. **Alternative Primary Education:** (1) Normally, alternative primary education may be given to the children from six to fourteen years of age.

(2) Normally, the time duration for the conduct of alternative primary education classes shall be of nine months.

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\* Amended by the First Amendment.

(3) Provisions may be made for the children completing alternative primary education to be involved in other programs related to non-formal education.

(4) School may admit the children who have completed alternative primary education in suitable class by observing their educational standard.

53. **Non-formal Education Council:** (1) In order to formulate policy relating to non-formal education and to co-ordinate, look after and manage it there shall be a National Non-formal Education Council comprising of the members as follows:-

- (a) Minister of Education and Sports or Minister of State-chairman
- (b) Member of National Planning Commission, (education sector) -Member.
- (c) Chairperson, Population and Social Committee, House of Representatives-Member.
- (d) Secretary, Ministry of Education -Member.
- (e) Secretary, Ministry of Health -Member.
- (f) Secretary, Ministry of Local Development-Member.
- (g) Secretary, Ministry of Finance -Member.
- (h) Secretary, Ministry for Agriculture and Cooperatives -Member.

- (i) Secretary, Ministry for Women, Children and Social Welfare-Member.
- (j) One person nominated by the Ministry from amongst the Deans of Central Department of Education of Universities-Member.
- (k) Joint Secretary, the Ministry (Educational Administration Division) -Member.
- (l) Director General, Education Department-Member.
- (m) Member Secretary, Social Welfare Council-Member.
- (n) Chairperson, Federation of District Development Committee -Member.
- (o) Chairperson, Federation of Municipalities-Member.
- (p) Chairperson, Federation of Village Development Committees -Member.
- (q) One person nominated by the Ministry from amongst the chairman of national and international non-governmental organizations -Member.
- (r) Representative, Teachers Union, central committee -Member.
- (s) Director, Non-formal Education Center-Member-Secretary.

(2) Tenure of the members nominated as per sub-rule (1) shall be of three years.

(3) Other functions, duties and powers of Non-formal Education Council shall be as prescribed by the Ministry.

(4) The Secretariat of Non-formal Education Council shall be located at the Non-formal Education Center.

(5) Procedures relating to meetings of Non-formal Education Council shall be as determined by the council itself.

54. **District Non-formal Education Committee:** (1) In order to look after, manage, co-ordinate and supervise Non-formal Education in the district level, there shall be a District Non-formal Education Committee comprising of the members as follows:-

- (a) President of District Development Committee -Chairperson.
- (b) Chief District Officer -Member.
- (c) Secretary, District Development Committee - Member.
- (d) Chief, District Public Health office -Member.
- (e) Chief, Women's Development Section -Member.
- (f) One person nominated by District non-formal education committee from amongst the Chairmen of Village Development Committees or chief of municipalities -Member.

- (g) One person nominated by District Education Committee from amongst the non-governmental organizations conducting non-formal education programs in the district.
- (h) Program officer, non-formal education program, District Education Office-Member.
- (i) One person nominated by District Education Officer from amongst it Headmasters -Member.
- (j) Chairperson, Teacher's Union, District Executive Committee -Member.
- (k) District Education Officer -Member-Secretary.

(2) Tenure of the members nominated according to sub-rule (1) shall be of three years.

(3) District Non-formal Education Committee may form village level and ward level Non-formal Education Committees as may be necessary.

(4) Other functions, duties and powers of the District Non-formal Education Committee shall be as prescribed by the Non-formal Education Council.

(5) Procedures relating to meeting of the District Non-formal Education Committee shall be as prescribed by the committee itself.

55. **Non-formal Education May be Conducted:** (1) If any organization desires to conduct non-formal education, application along with recommendation of the concerned Village Development Committee or Municipality shall be filed to the District Non-formal Education Committee for approval.

(2) If any application is filed per sub-rule (1), the District non-formal Education committee shall make necessary inquiry and if it seems to be appropriate to allow to conduct non-formal education to the applicant, approval shall be given along with necessary terms and conditions

(3) If any organization does not conduct non-formal education according to the terms and conditions prescribed pursuant to sub-rule (2), District non-formal Education Committee may revoke the approval given to such organization at any time.

## **Chapter-10**

### **Provisions Relating to Distance Education**

56. **Distance Education may be provided:** Distance Education may be provided on the following subjects:-

- (a) Teaching education and teachers training,
- (b) Other programs relating to open education.

57. **Distance Education Committee:** (1) In order to formulate policy relating to distance education and for co-ordination, supervision and management, there shall be a Distance Education Committee comprising of the members as follows:-

- (a) Secretary, the Ministry of Education - Chairperson.
- (b) Secretary, the Ministry (Education Administration Division) -Member.
- (c) Joint Secretary, Ministry, (Planning Division) -Member.
- (d) Joint Secretary, the Ministry of Information and Communication -Member.
- (e) Director General, the Department -Member.
- (f) Director General, Curriculum Development Center, Ministry -Member.
- (g) One person nominated by the Ministry from among the distance education institutions - Member.
- (h) Representative, Teacher's Union, central Committee -Member.
- (i) Director, Distance Education Center - Member-Secretary.

(2) Tenure of the members nominated pursuant to sub-rule (1) shall be of three years.

(3) Secretariat of Distance Education Committee shall be located at Distance Education Center.

(4) Procedures relating to meeting of Distance Education Committee shall be as specified by the committee itself.

58. **Functions, Duties and Powers of Distance Education**

**Committee:** Functions, duties and powers of the Distance Education Committee shall be as follows:-

- (a) To formulate policy relating to distance education,
- (b) To design programs relating to distance education and to implement,
- (c) To manage necessary resources and means for distance education,
- (d) To provide affiliation to distance education institution,
- (e) To make provision for equivalence of distance education,
- (f) To approve reading materials of distance education on the basis of approved curriculum,
- (g) To supervise and evaluate distance education providing institutions,
- (h) To make provisions for study and research towards providing higher education through distance educate.
- (i) To fix remuneration for evaluation of curriculum and textbook writing.

59. **Distance Education may be conducted:** (1) If any social organization desires to conduct Distance Education,



application shall be filed in Distance Education Center for approval.

(2) If application is submitted pursuant to sub-rule (1), Distance Education Committee shall make necessary inquiry over the application and if it seems appropriate to allow to conduct distance education, approval may be granted having prescribed necessary terms and conditions.

(3) If any organization does not conduct distance education abiding by the terms and conditions pursuant to sub-rule (2), Distance Education Committee may revoke approval given to such organization at any time.

## **Chapter -11**

### **Provision Relating to Special Education**

60. **Special Education may be provided:** Special education may be provided to blind, deaf, mentally retarded or physically handicapped children.
61. **Special Education Council:** (1) In order to formulate policy relating to special education and to manage it, there shall be a Special Education Council comprising of the members as follows:-
- (a) Minister of Education and Sport of Minister of State -Chairperson.
  - (b) Chairperson, Population and Social Committee, House of Representatives - Member.

- (c) Secretary of the Ministry -Member.
- (d) Member, National Planning Commission, (Education Sector) -Member.
- (e) Joint Secretary (Education Administration Division) the Ministry -Member.
- (f) Representative, Ministry of Finance -Member.
- (g) Representative, Ministry for Women, Children and Social Welfare-Member.
- (h) Chief of Ear, Nose, and Throat Department, Bir Hospital -Member.
- (i) Chairperson, National Disabled Federation - Member.
- (j) One person nominated by Ministry from amongst the specialists on special education-Member.
- (k) One person nominated by Special Education Council from amongst the teachers in special education -Member.
- (l) One person nominated by Special Education Council from among those disabled who have made special contribution to the promotion of disables -Member.
- (m) Director General -Member-Secretary.

(2) Tenure of the members nominated, as per sub-rule (1) shall be three of years.

(3) Secretariat of Special Education Council shall be located in the Department.

(4) Procedures relating to meeting of Special Education Council shall be prescribed by the council itself.

62. **Functions, Duties and Powers of Special Education Council:** Functions, duties and powers of Special Education Council shall be as follows:-

- (a) To grant approval to conduct special education,
- (b) To implement special education curriculum having taken approval from the Curriculum Development Center,
- (c) To make provision of financial resources for assisting Special Education Programs,
- (d) To determine procedures for examinations to be taken on special education,
- (e) To make or cause to make provisions for co-ordination, management, supervision, control and inspection of special education institutions and schools,
- (f) To prescribe certain criteria relating to financial grant to be given to the community school to conduct Special Education.

63. **Special Education May be Conducted:** (1) If any organization desires to conduct special education, an

application shall be filed in Special Education Council for approval.

(2) If any application is filed pursuant to sub-rule (1), the Special Education Council shall make necessary inquiry on the application and if it seems reasonable to give approval to the applicant to conduct special education it may grant approval having prescribed conditions as may be necessary.

(3) If any organization does not conduct special education as per terms and conditions prescribed pursuant to sub-rule (2), the Special Education Council may revoke the approval granted to such organization at any time.

(4) The organization shall complete necessary infrastructures as prescribed by the Special Education Council.

64. **Appointment and Terms and Conditions of Service of Teachers and Other Staff Working in Special Education**

**Providing Institution:** Provisions of appointment, and terms and conditions of service and facilities to teachers and other staff working in special education institution shall be as prescribed in statute or Rules of the same institution.

65. **School May be Opened for Providing Special Education:** (1)

Any organization may, if it wants, open schools for providing special education.

(2) If any institution conducting special education with financial grant from His Majesty's Government at the time of commencement of these Rules opens a community school

pursuant to sub-rule (1), the Ministry may approve necessary teachers' quota for such school.

(3) If there is a teacher working as a permanent teacher in such an institution at the time of the commencement of these Rules, the Commission shall recommend to appoint the same teacher in the vacant post as the vacant post already approved pursuant to sub-rule (2), subject to the age bar as per rules and that there shall be no age bar to be appointed in such vacant post.

(4) The Ministry shall appoint the person recommended by the Commission pursuant to sub-rule (3) to the post of teacher.

(5) Service period of the teacher appointed in accordance with sub-rule (4) shall be counted from the date of permanent appointment to the institution providing special education as per sub-rule (2).

66. **Facilities to be given to the Special Education Providing Institution:** Facilities as specified by His Majesty's Government shall be granted to institutions providing special education.

## **Chapter -12**

### **Provision Relating to Establishment of Child Development Center**

67. **Provision relating to establishment of child development center:** (1) If any organization wants to establish Child Development Center, application shall be filed in the

concerned Village Development Committee or the concerned Municipality.

(2) If an application is filed as per sub-rule (1), the Village Development Committee or Municipality shall make necessary inquiry and if it is found reasonable to grant approval to the applicant to establish a Child Development Center, approval shall be granted with necessary terms and conditions to be abided by the applicant.

(3) If any institution is found to have not conducted child development center in consistent with the terms and conditions pursuant to sub-rule (2), the concerned Village Development Committee or Municipality may revoke the approval granted to such center at any time.

68. **Infrastructure Needed for Establishment of Child Development Center:** The following infrastructure shall be fulfilled for establishment of a child development center:-

- (a) Having a wide, open, peaceful and safe building.
- (b) Having at least half *Ropani* or one *Kattha* of land except the building.
- (c) Having provision of Children Park.
- (d) Having provision of clean and healthy drinking water and toilet.
- (e) Having at least two caretakers.

69. **Approved Curriculum to be used:** Curriculum approved by Curriculum Development Center shall be used in a Child Development Center.
70. **Grant to be Given:** His Majesty's Government may, on the basis of the recommendation by District Education Officer, grant aid to a Child Development Center.

### **Chapter -13**

#### **Provisions Relating to Trainings and Instructions**

71. **Provisions for Trainings and Instructions may be made:** In order to promote skill of the teachers and other staff under the Ministry, the Ministry may make provisions as follows:-
- (a) To provide trainings,
  - (b) To give instruction,
  - \* (c) Conducting programs relating to Education Development.
- \*72. **Educational Development Council:** (1) There shall be one Educational Human Resources Development Council comprising of the following members for enhancing working efficiency of teachers, employees under the Ministry and persons improved in communities relating to education and for formulating policies and managing affairs relating to educational development: -

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\* Amended by the First Amendment.

- (a) Minister or Minister of State,  
for Education and Sports -Chairperson
- (b) Secretary at the Ministry -Member
- (c) Vice-Chairperson, Higher Secondary  
Educational Council -Member
- (d) Dean, Faculty of Education,  
Tribhuvan University -Member
- (e) Executive Director, Nepal  
Administrative Staff College -Member
- (f) Joint Secretary at the Ministry as  
designated by the Ministry -Member
- (g) Joint Secretary of National Planning  
Commission related with the work  
of educational human resources -Member
- (h) Director General, Department of  
Education -Member
- (i) Director, Curriculum Development  
Center -Member
- (j) Director, Distance Education Center -Member
- (k) Two persons nominated by the  
Ministry from amongst the experts  
providing training to teacher and  
employees within the Ministry -Member
- (l) One Person nominated by the  
Ministry from amongst in-charges of  
the Training center relating to  
Education -Member



- (m) Two Persons nominated by the Ministry from amongst In-charges of Training centers relating to Education in private sector -Member
- (n) Representative, Teachers Union -Member

(2) The terms of the nominated member under sub-rule (1) shall be of 3 years.

(3) Educational Human Resources Development Center shall carry out works of the Secretariat of the Educational Human Resources Development Council.

(4) The procedures relating to meetings of the Educational Human Resource Development Council shall be as prescribed by the Council itself.

**\*73. Functions, Duties and Powers of the Educational Human Resources Development Council:** Functions, duties and powers of the Educational Human Resources Development Council shall be as follows:-

- (a) To specify Educational Human Resources Development Policy relating to improving working skills of teachers, other employees of the Ministry and persons involved in community relating to education,
- (b) To formulate curriculum related to educational human resource development,

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\* Amended by the First Amendment.

- (c) To give recognition to and to determine equivalency of trainings imparted by different organizations relating to educational human resource development,
- (d) To formulate and implement plans relating to educational human resources,
- (e) To coordinate with national and foreign organizations in providing educational trainings relating to human resource development and instruction to carry out necessary work,
- (f) To give approval to organizations conducting pre-service teacher training programs,
- (g) To form sub-committees for carrying functions relating to educational human resource development.

**\*74. Educational Human Resource Development Center: (1)**

There shall be one Educational Human Resource Development Center in order to carry out educational research works and for enhancing working efficiency of teacher, employees of the Ministry and persons involved in community relating to education.

(2) The Educational Human Resource Development Center shall work as the Secretariat of Educational Human Resource Development Council.

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\* Amended by the First Amendment.

(3) There shall be an Executive Director to work as the in-charge the Educational Human Resource Development Center."

<sup>+74A.</sup> **Functions, Duties and Powers of the Executive Director of Educational Human Resources Development Center:** Functions, duties and powers of the Executive Director of Educational Human Resource Development Center shall be as follows:-

- (a) To instruct to prepare the subjects to be discussed in Educational Human Resource Development Council and present it at Council's meeting,
- (b) To implement, the decisions of Educational Human Resources Development Council,
- (c) To supervise, monitor, coordinate or evaluate works carried out by Educational Human Resources Development Center,
- (d) To conduct research work related to educational training,
- (e) To keep updated the training information system related to educational human development,

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<sup>+</sup> Inserted by the First Amendment.

(f) To conduct other works as an in-charge of the Educational Human Resources Development Center,

(g) To conduct other works as specified by the Ministry.

75. **Not to Leave Trainings or to work in the place deputed Programs:** Teacher or any employee involved in training or instruction program shall not leave the training or instruction in between without completing. After the training or instruction is completed the teacher or employee shall work at the place where she/he has been working. If any teacher or employee leaves training in between without completing it or if he/she does not go to the prescribed place or office after completing training, all the expenses incurred on his/her training or instruction shall be recovered from him/her and departmental action may also be taken.

#### **Chapter -14**

##### **Extra Activities**

76. **Program of Extra Activities to be conducted:** (1) School shall conduct extra activities programs in order to develop creative skills of students.

(2) Both the teachers and students shall take part in extra activities programs.

(3) While conducting extra activities programs, the school shall do as follows:-

- (a) To organize different programs in school in order to create sense of nationalism and increase interest towards national culture and arts amongst students through entertaining activities such as dramas, dance and folk music practice and competitions,
- (b) To regularly conduct and practice different kinds of sports for physical development of students,
- (c) To encourage students to be involved in programs of promoting the feeling of social service and awareness towards environment protection and in the activities such as cleaning and sanitation of educational institution and public places, of protection and building of school, garden, plantation plot, tree plantation, literacy campaign etc.
- (d) To encourage and make students give speech on the importance of national, international, historical, social, religious festivals and morality,
- (e) To encourage students to open social service unit, Red cross unit etc.

(4) In connection with conducting extra activities programs as referred to in sub-rule (1), the school shall cause the students to take part in competitions as follows:-

- (a) Painting and handicraft competition,
- (b) Music competition,
- (c) Dancing competition,
- (d) Drama competition,
- (e) Elocution competition
- (f) Quiz contest,
- (g) Sports competition,
- (h) Spelling contest,
- (i) Literacy activities, poem, essay etc. competition,
- (j) Gardening skills competitions,
- (k) Other competitions,

<sup>+</sup>(4A) The school shall involve students in extra-curricular activities on Friday after the study is completed.

<sup>+</sup>(4B)The District Education Officer shall regularly conduct district level Birendra Shield Competition having involved students.

(5) The school may form committee for conducting extracurricular activities as may be necessary,

(6) Rewards may be given to the school and student performing best in competitions held pursuant to sub-rule (4) for their encouragement.

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<sup>+</sup> Inserted by the First Amendment.

## Chapter -15

### **Number of Student, Admission and Provisions for Upgrade**

77. **Number of Students:** (1) Normally, in every class of a community school in the Valley, Terai, hilly and Himalayan region, the numbers of students shall be fifty, forty-five and forty/fifty respectively.
- (2) Normally, the number of students shall be fifty in each class in an institutionalized school.
- (3) In case there are more students than referred to in sub-rule (1), the school may open another section of that class with permission of the Management Committee of the school.
- (4) The necessary infrastructure to open sections of any class shall be arranged by the Management Committee and the school.
78. **Provisions Relating Admission:** (1) Students shall produce his/her original certificate for the admission in school as follows:-
- (a) \*Class five passed certificate for admission in class 6,
  - (b) Lower Secondary Education passed Certificate for admission in class 9,
  - (c) Mark-sheet and transfer certificate provided by the school for admission in other classes.

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\* Amended by the First Amendment.

(2) A school shall not admit any student in the middle of the academic session and the student who has brought transfer certificate but not passed the annual examination shall not be admitted in the class higher than he/she has been studying.

(3) The student admitted in one level need not readmit in the next class in the same school.

(4) Normally, the student shall come along with his/her guardian while visiting the school first time for admission.

(5) While admitting students, the school shall ask the name of the guardian and address, description of immovable property of the family and estimate of income for providing free education.

(6) Children who have not completed the age of 5 years shall not be admitted to 1 class and those who have not completed 14 years of age shall not be permitted to appear in the Secondary Education Certificate Examination.

79. **Provision for the Examination of Self studying Students:**

(1) District Education Office may make necessary provisions for admission of self studying students as candidates for the annual examination to be conducted by a school.

(2) The person willing appear the examination pursuant to sub-rule (1) shall fill in the form of the school as directed by the District Education Office having deposited the fee as prescribed by the office.



(3) Any person willing to appear in the annual examination pursuant to sub-rule (1) shall submit certificate of passing two class lower than the class for which he/she wants to appear in examination.

80. **Provision Relating to Transfer Certificate:** (1) In case any student has to take transfer certificate, he/she shall submit an application to the headmaster along with a recommendation of guardian stating the real cause for leaving the school.

(2) Notwithstanding anything contained in sub-rule (1), no transfer certificate shall be issued to the student studying in class 10.

Provided that, the transfer certificate may be issued within two months of the commencement of the academic session with recommendation of the school to which the student is to be transferred to and with approval of the District Education Office in the following circumstances:-

- (a) If the guardian of the student is an employee and he has been transferred during that time,
- (b) If the girl student is to migrate to other place due to matrimonial relationship, or
- (c) If the guardian migrates.

(3) If an application is filed pursuant to sub-rule (1), the headmaster of the school shall issue transfer certificate within seven days free of charge in case of primary level

student and having levied fee as specified in case of student of other levels.

(4) The concerned student may file a complaint at the District Education Office if the headmaster does not issue the transfer certificate in time pursuant to sub-rule (3), and in case of such complaint the District Education Officer may, if found appropriate upon having conducted necessary inquiry on such complaint, order the headmaster to issue the certificate at earliest convenience.

(5) In case the original certificate is lost or destroyed, the concerned student or his/her concerned guardian may file an application stating the reasons in the concerned school to get issued duplicate copy of the transfer certificate and if it seems appropriate, the Headmaster may issue the demanded duplicate certificate to the applicant.

(6) If any school issues transfer certificate to any student without teaching in the stated class, the headmaster shall be liable to punishment as per the existing Act and the certificate so issued shall be invalidated.

(7) The student shall deposit the tuition fee along with other dues up to the month in which he/she is seeking the transfer certificate in the same school. If the student demands transfer certificate in the month before the month falling a long vacation (winter/summer vacation), he/she shall deposit the tuition fees, including other dues, of the said vacation in the same school.

(8) While issuing transfer certificate to the student under these Rules, the school shall issue the certificate having duly executed a receipt by the student or his/her guardian.

81. **Admission of Failed Students:** If any student fails the secondary level examination and he/she comes to join the failed class, the school shall admit him/her in the class of secondary level which the student chooses.
82. **Provisions Relating to Promotion of Students Without Taking Annual Examination:** When any student due to serious illness or due to circumstances beyond his/her control can not attend the annual examination and his/her guardian submit application along genuine proof and if the headmaster finds it reasonable and record of the concerned student shows him/her done well in other examinations the headmaster may upgrade such student having taken examinations of the required major subject.

Provided that,

(1) No student shall be upgraded after one month of the beginning of the new academic session.

(2) No student shall be upgraded to classes 6 and 9.

83. **Other Provisions Relating to Upgrade to Class:** The headmaster may upgrade very intelligent student to one class higher than the regular one on the recommendation of the teachers teaching in the same class.

Provided that, no student may be upgraded to classes 6 and 9.

84. **Academic Session, Time of Admission and Working Days:**

(1) Academic session of a school shall begin from the 1<sup>st</sup> Baishakh and run till the last of Chaitra.

(2) Normally, a school shall admit students within one month of the commencement of the academic session.

(3) In case any student comes for admission after expiry of the period referred to in sub-rule (2) and in case the school finds the candidate suitable in the test and the student seems to be capable for passing annual examination, the school may admit such a student within next one month.

(4) No student shall be admitted prior to commencement of an academic session.

(5) The minimum working days of a school in one academic session shall be 250 days.

(6) The teacher of a Community School shall take at least 24 periods class in a week.

85. **Closer of School:** (1) A school shall remain closed on the public holidays as declared by His Majesty's Government.

(2) The school shall remain closed from the *Ghatasthapana of Badadashian till Purnima* (a period of fifteen days falling into the month of October/November for celebrating national festival of Bada Dasain).

(3) The Management Committee of school may allow 5 days additional holidays in one academic session as local holiday, except the holidays referred to in sub-rule (2).

(4) If a school remains closed except as referred to in sub-rules (1) and (2), departmental action shall be taken against the Headmaster.

## **Chapter -16**

### **Formation of School Education Service, Level and Classification**

86. **Formation of School Education Service:** School Education Service shall be formed amongst the teachers appointed to school.
87. **Classification of School:** Schools are divided into three different levels as follows:-
- (a) From class one to five, primary level,
  - (b) From class Six to Eight, Lower secondary level, and
  - (c) From class nine to ten Secondary levels.
88. **Classification of Teachers:** In order to develop teachers' career, teachers of each level of schools have been divided in three classes as first, second and third classes.
89. **Number of Teachers' Posts and Class Division of Teachers:** On the basis of the following Teachers' posts provided for district level by His Majesty's Government for Community schools, teachers classes shall be determined as per the following ratio:-

No. of Total post	3 <sup>rd</sup> class	2 <sup>nd</sup> class	1 <sup>st</sup> class
5	4	1	-
10	8	2	-
15	12	3	-
20	16	4	-
25	20	5	-
30	24	6	-
35	28	7	-
40	32	8	-
45	36	9	-
50	40	9	1

90. **Post not to be Deemed Vacant:** If any teacher gets promotion to the post of higher class, the post in which he/she was working shall be *ipso facto* changed in to the class he/she has been promoted. Though promoted in such a way, the post of his/her earlier class shall not be deemed to be vacant.
91. **Post of Female Teacher:** (1) In a primary level school, there shall be at least one post of primary level female teacher.
- (2) If all posts in a school have been filled with male teachers at the time of commencement of these Rules, the post of female teacher shall be deemed to have been created pursuant to sub-rule (1) while any of such posts is vacant or new post of teacher is created.
92. **Posts of Teachers' in a School:** Posts of teachers in a community school shall be as referred to in Schedule -12 on the basis of posts approved by the Ministry.

## Chapter -17

### **Appointment of Headmaster and Teachers and their Functions, Duties and Powers**

93. **Provisions Relating to Appointment of Headmaster:** (1)

There shall be one Headmaster in every school to work as the administrative chief of the school.

(2) Management Committee shall recommend the names of at least two permanent teachers from amongst the teachers working in community school <sup>+</sup>at the same level of school in which he is willing to be the Headmaster and securing at least 70 marks as per Schedule -13 to District Education Officer for appointment to the post of headmaster.

(3) District Education Officer shall appoint the teacher securing the highest marks amongst those recommended as per sub-rule (2) to the post of headmaster.

(4) Notwithstanding anything contained in sub-rule (3), if not teacher securing 70 marks could be found in the concerned school, District Education Officer shall appoint any other teacher working in other community schools within the district having secured 70 marks to the post of headmaster.

(5) If the school supervisor submits report clarifying that the headmaster is not working satisfactorily or found to have had bad character, and Management Committee also recommend so, District Education Officer may dismiss such headmaster from this post at any time.

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<sup>+</sup> Inserted by the First Amendment.

Provided that such headmaster shall not be denied to an opportunity to defend himself/herself before dismissal.

(5) The headmaster shall be entitled to a monthly allowance as follows:-

- (a) Headmaster of secondary school - Rs. 500/- (Five hundred).
- (b) Headmaster of lower secondary school -Rs. 300/- (Three hundred).
- (c) Headmaster of primary school Rs. 200/- (Two hundred).

94. **Functions Duties and Powers of Headmaster:** Functions duties and powers of headmaster shall be as follows:-

- (a) To maintain academic environment, academic quality and discipline,
- (b) To create an environment of mutual co-operation having coordinated with teachers, other employees, among teachers and other working staff, students and guardians,
- (c) To carryout necessary functions for maintaining discipline, good moral character, politeness etc. in the school,
- (d) To prepare programs for running class in the school in consultation with teachers, and supervise whether or not the classes have been run as per the program,



- (e) To make or cause to make provision for sanitary and other extra curricular activities in the school,
- (f) To operate administrative functions of the school,
- (g) To admit students in school and cause to conduct examination,
- (h) To give transference and other certificates to the students,
- (i) To keep records of significant works and activities of the school,
- (j) To recover losses incurred to school property from salary if any teacher causes such loss knowingly or negligently,
- (k) To take departmental actions including dismissal from the service on the recommendation of the Management Committee, against any teacher or employee appointed on the school on its own resources who do not perform their official duties,
- (l) To maintain records of the punishment given to teachers and other employees and to show such records to District Education Officer and Supervisor when they want to see,

- (m) To submit reports relating conduct, behavior and work performance of teachers and other employees to District Education Office and Management Committee,
- (n) To make recommendation to Management Committee and District Education Office for reward and punishment to teachers,
- (o) To hold teachers meeting at least once a month, have discussion on the school related subjects and to maintain record of such meeting and discussions,
- (p) To submit salary reports of the teachers and other employees appointed on own resources of the school to the Management Committee for endorsement,
- (q) To restrain any mischievous activity in the premises of school and hostel,
- (r) To prepare annual programs of the school and to implement it having got it approved by the Management Committee,
- (s) To prepare monthly, half yearly and annual programs relating to teaching and learning activities in the school and to implement such programs,

- (t) To send teachers to District Education Office for training having got it approved by Management Committee,
- (u) To expel any student violating discipline from the school,
- (v) To implement the curriculum and textbooks prescribed by His Majesty's Government in the school,
- (w) To spend budget according to direction and powers entrusted to him/her and to maintain or cause to maintain accounts of income and expenditure,
- (x) To conduct or cause to conduct periodical examinations to be held in school in regular, fair and well-regulated manner,
- (y) If more than fifteen percent of students fail in any subject taught by any teacher for a consecutive period of three years or if any teacher commits any act with negligence or against discipline, to suspend the grade of such teacher for a period of two years,
- (z) To take or cause to take classes in the school daily as prescribed by the Ministry,
- (aa) To send salary report of the teachers working in the school under the posts approved by His

Majesty's Government to District Education Office for approval,

(bb) To prescribe functions and duties of the teachers and other employees working under him/her,

(cc) To abide or cause to abide by the directives given by Management Committee and the District Education Office,

(dd) To send details and statistics relating to academic progress of the school having it certified by the Inspector in the format and within the time prescribed by the Ministry;

(ee) To fill in the work performance evaluation forms of teachers appointed on the school's own resources and to submit them to the Management Committee.

95. **Appointment of Teacher of Community School:** (1) District Education Office shall appoint the candidate recommended for appointment by the Commission in the post of a teacher within thirty days from the date of receipt of such recommendation. The teacher so appointed shall attend in the school concerned within fifteen day from the date of receipt of the appointment letter.

(2) The concerned candidate shall, prior to be appointed pursuant to sub-rule (1), submit his/her certificate of academic qualification, Nepalese citizenship certificate and

health certificate in the format as provided in Schedule-14 to the District Education Officer.

(3) In the appointment letter to be given pursuant to sub-rule (1), salary to be paid and other facilities, if any, shall be referred to clearly.

(4) Upon giving appointment letter as per sub-rule (1), District Education Officer shall administer oath of office of such teacher according to the format provided in Schedule -15, and keep his/her photo and other description in his office, send one copy each to Teachers Record Office and the concerned school.

(5) The teacher appointed as per sub-rule (1) shall fill in three copies of personal and job description form in the format as provided in Schedule -16 and send to District Education Office within three months from the date of receipt of appointment letter. The District Education office shall send forms so received to Teachers Record Office to have them verified.

(6) The Teachers Record Office shall, having verified the forms received pursuant to sub-rule (5) retain one copy of such forms in Record Office, send one copy to District Education Office and one copy to the concerned school for keeping them there.

96. **Probation Period:** (1) The teacher appointed as per Rule 95 shall undergo one year's probation period.

(2) If performance of a teacher subjected to such probation period in accordance with sub-rule (1) is not found satisfactory, the appointing authority may dismiss such teacher from the service.

97. **Provision Relating to Temporary Appointment:** (1) Unless and until any candidate has come with recommendation for permanent appointment to any vacant post of government approved post, School Management Committee may, on the recommendation of the committee referred to in sub-rule (2), appoint temporary teacher for a period of six months in maximum.

<sup>+</sup>Provided that the Management Committee shall appoint the teacher only after certification from the District Education Office that such post vacant and such teacher shall be appointed only if subjects of higher secondary and lower secondary match.

(2) In order to appoint teacher pursuant to sub-rule (1), the Management Committee shall form a three-member committee under the chairmanship of the chairman of the Management Committee comprising the headmaster and one local intellectual, and the committee shall, through an open competition of the persons having qualification to be appointed to teacher as per the existing Act, recommend the person passed in such competitive examination for appointment to the post of teacher.

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<sup>+</sup> Inserted by the First Amendment.

(3) The candidates taking part in the competitive examination according to sub-rule (2) shall submit certificate of academic qualification, Nepalese citizenship certificate and health certificate in the format as provided in Schedule-14.

<sup>+</sup>(4) The school shall provide information of the appointment of the teacher under sub-rule (1) to the District Education Officer.

<sup>+</sup>(5) Notwithstanding anything contained in sub-rule (1), in case the permanent teacher is not replaced within six months of appointing the temporary teacher, the management committee shall extend the time limit of the temporary teacher for a period of six months each time. If the school extends the time limit, such information shall be forwarded to the District Education Office.

<sup>+</sup>(6) If the teacher is not appointed having completed the procedures as required under sub-rule (2), the District Education Officer shall declare such appointment invalid."

98. **No Appointment or Transfer of Teacher if there is no Vacant Post:** (1) No person or teacher shall be appointed or transferred to the school where there is no vacant post.

(2) In the school where there is no teacher of the subject referred to in Schedule -12, any teacher of any other subject shall not be appointed or transferred to,

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<sup>+</sup> Inserted by the First Amendment.

(3) If any person appointed or transferred any person or teacher in defiance of sub-rule (1) or (2), the amount expended as salary, allowance on such teacher shall be recovered from the authority that appointed or transferred him/her.

99. **Provision Relating to Transfer:** (1) The teacher willing to get transferred shall submit to the District Education Officer application in the format as per Schedule-17.

(3) Normally, female and physically handicapped teachers shall not be transferred to any unsuitable place.

(4) Teacher not serving at least for five years in case of remote areas declared by His Majesty's Government and not serving at least seven years in one district in case of other areas shall not be transferred from one district to another.

## **Chapter -18**

### **Salary, Allowances and Other Facilities**

100. **Salary and Allowances:** (1) Teachers shall be entitled to salary and allowances as specified by His Majesty's Government from date of assumption of his/her office.

(2) Except in case of suspension under these Rules, permanent a teacher shall be entitled to one grade upon completion of one academic session as prescribed by His Majesty's Government.

101. **Earned Pay to be received:** (1) A teacher shall, completion of every month, be entitled to salary and allowances, if any.



(2) Teacher shall be entitled to salary and allowances of the period he/she worked even if he/she is no longer in service for whatsoever reason.

102. **Provision relating to pay scale of the promoted teachers:**

Any teacher promoted to the higher class shall get initial pay scale of the promoted class.

Provided that, if the pay scale one is receiving at present is equal to or more than the pay scale of the promoted class, his/her pay scale shall be prescribed as follows:-

- (a) If the present pay scale is equal to the initial pay scale of the promoted class, one grade shall be added to his/her pay.
- (b) If the initial pay scale of the promoted class is less than what he/she was receiving, the pay scale shall be increased to make it at par with what he was receiving and then one more grade shall be added.

103. **Provident Fund:** (1) The school shall deduct ten percent of amount from the monthly pay of the permanent teachers and deposit it to the Provident Fund.

(2) His Majesty's Government shall add cent-percent to the amount deducted pursuant to sub-rule (1).

104. **Dashain Allowance to be Paid:** (1) Teachers shall be entitled to an amount equal to their one month's salary per year as Dashain Allowances.

(2) The retired teachers receiving pension shall also be entitled to one month's pension as Dashain expenses.

105. **School to Bear the Expense of Salary and Perks:**

Notwithstanding any thing contained elsewhere in this chapter, the institutionalized schools and the community school having appointed teachers on their own resources shall bear the salary and perks of teachers so appointed in accordance with this Chapter.

## **Chapter -19**

### **Provision Relating to Leave and Deputation**

106. **Leave for the Teachers:** (1) The teachers shall be entitled to receive the following types of leaves.

- (a) Casual leave six days in a year.
- (b) Festival leaves up to six days.
- (c) Sickness leave up to twelve days.
- (d) Maternity leaves up to sixty days before or after childbirth.
- (e) Obsequies leave up to fifteen days in case of death of one's father or mother.
- (f) Extraordinary leaves not exceeding one year at a time and three years during the whole period of service.
- (g) Study leave up to three years at once or in compartment.

(2) Casual leave and festival leave may be taken for even half day. These kinds of leave shall not be accumulated.

(3) The teachers may have the sickness leave accumulated or carried forward to the next year. Teachers shall have their sickness leave certified by the supervisor. If a teacher retires from the service for any reason, he/she shall receive the money for his/her accumulated leave in one installment on the basis of his/her monthly pay.

(4) If a teacher is seriously ill and his/her accumulated leave is not sufficient for treatment, he/she may take additional sickness leave of up to 12 days in advance by producing the medical certificate from registered doctor. The sickness leave taken in advance by the teacher shall be condoned in the case of death.

(5) If any teacher dies before receiving the cash amount for the accumulated sickness leave, such amount shall be paid to the person referred to by the teacher in his/her deed of will or to his closest claimant.

(6) The maternity leave shall be granted only for twice.

(7) Only the teacher who needs to perform obsequies rites shall be granted such a leave. Female teacher, whose husband needs to perform obsequies rites, shall also get the leave for performing obsequies rites of the deceased relative.

(8) Except in case of falling sick, a teacher not completing a permanent service period of five years shall not be entitled to extraordinary leave.

(9) Study leave may be granted to permanent teachers completing five years of service for higher studies.

(10) Teachers on casual leave, festival leaves, sickness leave, obsequies leave, maternity leave and study leave shall be entitled full salary.

(11) No teachers on extraordinary leave shall be entitled to salary.

107. **Authority to Approve Leave:** (1) The School Management Committee shall approve the leave of the headmaster; the headmaster shall approve the leave of other teachers.

Provided that, the headmaster himself may remain on casual leave or festival leave not exceeding three days at a time. If the headmaster has to take more days as casual or festival leave, he/she shall inform the chairman of the Management Committee.

(2) Notwithstanding anything contained in sub-rule (1), only the District Education Officer may approve the extraordinary leave and study leave of the headmaster on the recommendation of the School Management Committee.

108. **Leave Without Approval not to be Counted in Service Period:** Days on which a teacher remains absent at duty without getting a leave approved shall not be counted in the service period.
109. **Leave for Temporary Teachers:** If a temporary teacher leaves his/her job without utilizing the summer vacation or the

winter vacation, he/she shall receive the amount for the leave having calculated ten months as an annual duration of work for the time he/she worked.

110. **Leaves only a facility:** Leave is be only a facility and is not a matter of right.

111. **Deputation and Daily Allowances:** (1) The teacher deputed to attend any meeting, conference or a seminar shall be on deputation for the period as referred to in the order by a Directorate or the District Education Office.

(2) A teacher and Headmaster may go on deputation for works of the school for a period of one week in maximum with the approval of the Headmaster and the chairperson of the Management Committee respectively.

(3) The school giving travel order to the teacher to go to other school in which he has been transferred shall also give the daily allowances and traveling allowance as specified by the Ministry.

Provided that teachers getting transferred on their own shall not be entitled to travel and daily allowances under this sub-rule.

(4) The Department may on the recommendation of the union, approve the deputation of two of the teachers who are the members of the central committee of the teachers union for up to three years, but only for a period of one year at once. The teachers deputed in this way shall not be entitled to remuneration and allowances.

112. **Provisions of this Chapter not to be applicable:**

Notwithstanding anything contained elsewhere in these Rules, the provisions of this chapter shall not be applicable to the teachers of the institutionalized schools and to teachers appointed by the community school to be paid from school's own resource.

**Chapter -20**

**Pension, Gratuity, Medical Expenditures and other Provisions**

113. **Pension:** Teachers getting permanent appointment in posts approved by His Majesty's Government and having completed a service period of at least twenty years shall be entitled to a monthly pension at the following rate:-

$$\frac{\text{Total service period} \times \text{last month's salary}}{50} = \text{Total}$$

50

(2) Notwithstanding anything contained in sub-rule (1), the minimum amount of pension shall not be less than half <sup>#</sup>and more than initial pay scale of the teacher of the same post in service in maximum of the initial pay scale of a teacher engaged in the same post.

114. **Period of service:** With regard to counting of service period for the purpose of pension, it shall be counted as follows:-

(a) With regard to teachers teaching since prior to the introduction of the National Education

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<sup>#</sup> Inserted by the Education (Second Amendment) Regulation 2060 (2004).

Plan, 2028 (1972), if such teacher has been continuously working receiving appointment as permanent teacher in any approved by His Majesty's Government school, his/her service period shall be counted the from the date of permanent appointment he/she had got before the introduction of the New National Education System Plan, 2028 (1972).

- (b) In case of teachers having been permanently appointed and having reentered into the School Education Service after having discontinued the service period in between, the period in which one was engaged in such post of government teacher shall also be counted into the service period.
- (c) In case of teachers having entered into the teaching service after the introduction of National Education Plan, 2028 (1972), the continuous total service period since permanent appointment shall be counted.
- (d) Notwithstanding anything contained in clauses (a), (b) and (c), no period of extraordinary leave, unpaid leave and leave or deputation without approval shall be counted in the service period.

(e) While calculating the period of permanent service, the period of break of the service, if any, shall be deducted.

<sup>≠</sup>(f) If the person once retired on pension is appointed to a post of teacher, the earlier period of service shall be counted if he so wants.

<sup>#</sup>114A. **Procedures Relating to counting of Service Period:** (1)

The teacher in service who wants to have his period of service counted pursuant to Rule 114 shall, within one year from the date of commencement of these Rules and the teachers to be appointed after the commencement of these Rules shall, within one year from getting the appointment time, get their service period counted from the Teachers Records Office. After the said time limit, no such service period shall be counted.

(2) If any teacher retired from service on gratuity has been reappointed to teachers service and he wants to have his service period counted pursuant to sub-rule (1), his service period shall be counted only if he refunds the amount of gratuity he has received earlier.

(3) The teacher having his service period counted pursuant to sub-rule (1) shall, if he has taken study leave, extraordinary leave, allowances for medical expenses and amount of insurance,

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<sup>≠</sup> Amended by the Education (Second Amendment) Regulation 2060 (2004).  
<sup>#</sup> Inserted by the Education (Second Amendment) Regulation 2060 (2004).



submit particulars thereof to the Teachers Records Office.

114B. **Service Period Determination Recommendation**

**Committee:** (1) If there arises any confusion with regard to counting service period of a teacher in the circumstance referred to in clause (a) of Rule 114 there shall be a Service Period Determination Recommendation Committee in order to recommend to the Teachers Records Office having determined such service period:-

(a) District Education Office -Convener

(b) Representative of the District Education Office  
- Member

(c) Headmaster of the concerned school - Member

(2) Meetings and other proceedings of the committee referred to in sub-rule (1) shall be as determined by the committee itself.

115. **Family Pension:** (1) If a teacher dies while in service or before completion of seven years of getting pension, the person willed, if any, by the deceased teacher from amongst members of his family shall be entitled to the pension and if the person so willed also dies or if no one is so willed, the nearest claimant of his/her family shall be entitled to the pension.

Provided that such pension shall not be given for more than seven years and if a teacher dies before seven years of the

retirement with pension, no pension shall be made available to his family after completion of seven years.

(2) If the widowed wife or widower husband of a teacher is entitled to family pension pursuant to sub-rule (1) because her husband or his wife is dead before completion of seven years after getting pension, he/she shall be entitled to half of the amount of pension through out his/her life after completion of the said period and if he/she is not entitled to such pension or after the date of death of such teacher upon expiry of seven years of getting pension.

Provided that no teacher getting pension under this Rule shall be entitled to double pension.

116. **Life long Family Pension:** If a teacher dies due to accident or due to injuries sustained because of the accident, the widowed wife or widower husband of the deceased teacher shall be entitled to fifty percent of the minimum amount of pension which such a teacher is entitled to throughout the life.

117. **Proceedings Relating to Pension:** (1) After appointment, the teacher shall submit three copies of the form as in the format provided in Schedule -18 to the school in which he/she is working.

(2) If the teacher not submitting the form in accordance with sub-rule (1) is getting mandatory retirement because of his/her age, he/she must submit the form as referred to in sub-rule (1) to the school he/she is engaged in.

(3) If any teacher dies before filling in the form pursuant to sub-rule (1) or (2), the person willed from amongst the family members and if such person also dies or no person is willed, the family member of the deceased eligible to receive the pension shall, within three months from the death of the teacher, submit the form having filled in as per sub-rule (1) to concerned school.

(4) The person filling in the form in accordance with this Rule shall clearly state the district in which he wants to receive the authority letter of pension or of family pension.

(5) Upon receipt of forms pursuant to sub-rule (1), (2) or (3), the chairman of the School Management Committee shall send the form filled in by the headmaster and the headmaster shall certify the forms filled in by the teachers retain one copy of the form at the school and send other two copies of forms to the concerned District Education Office.

(6) Upon receipt of the forms pursuant to sub-rule (5), the District Education Office shall conduct necessary inquiry and certify the forms received and retain one copy of the form itself and send another to the Teachers Records Office.

(7) Upon receipt of the forms pursuant to sub-rule (6), the Teachers Records Office checks and verifies it with records maintained thereat and issue authority letter of pension in the format referred to in schedule- 19 in the name of the retired teacher if it is the form referred to in sub-rule (1) or (2) and the authority letter of family pension in the

name of the claimant of the deceased teacher in the format referred to in schedule- 20 if it is the form referred to in sub-rule (3).

118. **Increment in Pension of Retired Teachers:** The amount of pension of retired teachers shall be increased at the rate of two third of the amount increased in the initial pay scale of the teacher engaged in service and belonging to the concerned class of the teacher retired.

119. **Gratuity:** (1) If any permanent teacher having completed a service period of five years or more but not being eligible to get pension or having left the School Education Service by getting approved resignation or having been dismissed from the School Education Service having been rendered disqualified for educational service in the future, shall be entitled to gratuity as follows:-

(a) For teachers serving for a period of five to ten years, half of the salary of the last month for each year of service,

(b) For teachers serving for a period above ten years to fifteen years, the salary of the last one month for each year of service,

(c) For teachers serving for a period above fifteen years and not complementing twenty years, the salary of the last one and half month for each year of service.

(2) If a teacher dies before receiving gratuity and if he/she has willed a person amongst members of his family, the person so willed and, if the person willed also dies or if no person is willed, the nearest claimant of his family shall be entitled to the said gratuity.

120. **Circumstances in which Pension or Gratuity not be given:**

(1) A teacher shall not be entitled to pension or gratuity in the following circumstances:-

- (a) If appointed to a temporary post.
- (b) If dismissed from service having been rendered disqualified for educational service in future.
- (c) If it is proved that one has given false information about the academic qualification, age, name, surname, father and grandfather's name permanent address or citizenship for the purpose of getting or being continued into service.

(2) Notwithstanding anything-contained in sub-rule (1), the amount received before proving guilty shall not be refunded.

121. **Pension or Gratuity to be withheld:** If any teacher does not hand over charges as per these Rules, the pension or gratuity he/she is entitled to shall be withheld.

#121A. Pension and Salary Not to Receive at the same Time: If any person retired on pension as per these Rules is reappointed permanently to post of teacher of a community school, he shall not be entitled to pension during the period in which he is engaged in the service.

122. **Medical Expenses:** (1) Permanent teachers shall be given medical expenses on the basis of their salary amount as follows:-

- (a) Salary amount equal to twelve months for Secondary schoolteachers,
- (b) Salary amount equal to ten months for Lower Secondary schoolteachers,
- (c) Salary amount equal to twenty one months for Primary schoolteachers.

(2) Notwithstanding anything contained in sub-rule (1), Primary and Lower Secondary School teachers having the initial pay scale equal to that of Secondary School Teacher shall be given medical expense equal to the existing pay scale of the Secondary teacher, and the Primary School teacher having the initial pay scale equal to that of the Lower Secondary school teacher shall be given medical expenses equal to that of the Lower Secondary teacher.

(3) If any teacher or any of his/her family members falls sick, medical expense not exceeding the amount referred to in sub-rule (1) shall be provided as follows:-

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# Inserted by the Education (Second Amendment) Regulation 2060 (2004).

- (a) Amount spent for medical check-up by an approved doctor and expenses for buying medicine as per prescription of the doctor.
- (b) Expenditure incurred as per bills for admitting in health care institution and for treatment.
- (c) Expenditure incurred as per bills for all kinds of surgical operations, except plastic surgery.

(4) While giving medical expenses to teachers having less than 20 years of service, medical expenses shall be provided in the ratio of the number of years served by them calculating total service period as 20 years.

(5) Teachers leaving the service in any circumstance except having been dismissed from the service being rendered disqualified for educational service in the future shall be entitled to lump sum amount of medical expenses which he/she is entitled to under these Rules if such amount is remaining to be paid either after getting some amount or not getting any amount.

(6) Except in cases of treatment carried out being admitted in any medical institution or having gone abroad under this Rule, while giving amount of medical expenses to teachers once or from time to time in one fiscal year, the period of twenty years shall be regarded as entire duration of the service and only the amount of one year in proportion thereof shall be given as medical expenses.

(7) The District Education Officer shall maintain the record of the medical expenses provided to the teachers as per this Rule and copies of such record shall be sent to the concerned school and Teachers Records Office and to the Directorate.

(8) Teachers requesting or receiving medical expenses having produced false content shall be taken departmental actions.

123. **Pension and Gratuity of the Missing Teachers:** (1) In case a teacher has been missing or disappearing for a period of five years and it is not known whether he/she is living or dead, the amount of gratuity or pension shall be given to his/her family.

(2) Notwithstanding anything contained in sub-rule (1), if the person who is entitled to pension disappears before receiving it, the full amount of pension shall be provided to him/her for seven years. If he disappears before seven years of receiving the pension, such pension shall be given to his/her near family member up to seven years and thereafter half of the amount of pension shall be given to the husband or wife of the concerned person throughout life.

(3) If the missing teacher reappears, the gratuity he/she is entitled to, if not already paid, or the amount of pension shall, from the date on which he/she claims, be given to him/her.



Provided that no amount of gratuity, pension or family pension already paid shall be claimed by the person reappeared.

124. **Educational Allowances and Progeny Allowances:** (1) In case any teacher dies as a consequence of any cause referred to in Rule 116 or as a consequence of prolonged illness because of the same, an annual educational allowance shall be provided to two children in maximum of such teacher until he/she attains the age of 18 years.

(a) Nine hundred rupees to each child of the Secondary level teacher,

(b) Seven hundred rupees to each child of the teacher of Lower Secondary and Primary school teachers.

(2) In addition to educational allowances referred to in sub-rule (1), progeny allowances shall be provided to two children in maximum of the teacher dead because of any reason referred to in Rule 116 as per the following rate until they attain the age of eighteen years.

<u>Teacher</u>	<u>Percentage of initial salary</u>
(a) Secondary level 1 <sup>st</sup> class	8
(b) Secondary level 2 <sup>nd</sup> and 3 <sup>rd</sup> classes	10
(c) Others	12

125. **Allowances Recommendation Committee:** (1) There shall be one Allowances Recommendation Committee comprising of the following members in order to make recommendation of allowances to be entitled to the family or children of a teacher who is dead in course of any act of the school.

- (a) Chief District Officer - Chairperson.
- (b) In-charge of District Police Office -Member.
- (c) Headmaster of the concerned school -Member.
- (d) In-charge of District Health Office- Member.
- <sup>#</sup>(d1) One Representative of District Teachers Union - Member
- (e) District Education Officer -Member-Secretary.

(2) The committee referred to in sub-rule (1) shall determine whether the death of the teacher was in course of works of the school and make recommendation on the allowances to the family or children of such a teacher.

126. **School Teachers Record Office:** (1) There shall be a School Teachers Records Office under the Ministry to make necessary provisions for pension, family pension, educational allowances, gratuity, insurance, medical expenses and so on.

(2) Functions, duties and powers of Teachers Records Office shall be as follows:-

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<sup>#</sup> Inserted by the Education (Second Amendment) Regulation 2060 (2004).

- (a) To update records of services of teachers,
- (b) To make necessary arrangements concerning pension and gratuity of teachers,
- (c) To require necessary information from concerned Director and District Education Officer to prepare personal details for providing pension, gratuity, medical expenses, and insurance amount to teachers,
- (d) To inform the teacher concerned about his/her date of retirement six month in advance,
- (e) To approve or cause to approve annual salary report of teachers,
- (f) To operate pension fund,
- (g) To release amount of pension, gratuity, insurance, medical expenses and other amounts,
- (h) To do other works relating to pension and gratuity,
- (i) To perform works relating to counting period of service of the teachers,
- (j) To abide by directives given by Ministry.

(3) Other functions, duties and powers of Teachers Records Office shall be as prescribed by the Ministry.

127. **Provision Relating to for Insurance:** His Majesty's Government may cause to adopt insurance of permanent

teachers. If any teacher is not insured and dies while being in service, the amount of insurance shall be provided in lump sum to the willed person and if no person is willed, to the nearest claimant of his family:-

- (a) Thirty thousand rupees for Secondary School teacher,
- (b) Twenty thousand Rupees for Lower Secondary and Primary School teachers.

<sup>+</sup>127A. **Advisory Committee to be Constituted:** (1) There shall be an Advisory Committee comprising of the following members for necessary help to Teacher's Records Office in relation to solving problems of teachers pension, family pension, educational allowances, progeny support, gratitude, insurance or medical treatment:-

- (a) Joint Secretary of the Ministry as specified by -Chairperson the Ministry
- (b) Office In-charge, Kaushi -  
Tosakhana, Member
- (c) Representative, (Budget and Program section) Ministry of -  
Finance Member
- (d) Under Secretary (School Administration Section) -  
Ministry Member

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<sup>+</sup> Inserted by the First Amendment.

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|---|-------------------|
| (e) Under Secretary (Law Advisory Section)              | -<br>Member       |
| (f) Representative, Civil Servant Record Keeping Office | -<br>Member       |
| (g) Office in-charge, Teacher Record Keeping Office     | -Membe<br>Secreta |

(2) Teachers Records Office shall work as the Secretariat of the Advisory Committee.

(3) The procedure relating to meetings of the Advisory Committee shall be as prescribed by the committee itself.

(4) The member of the Advisory Committee shall be entitled to meeting allowance for attending the meeting as approved by the Ministry of Finance.

128. **Special Provisions Relating to Gratuity and Pension:** (1) Notwithstanding anything contained elsewhere in this Chapter, the teacher of fresh appointment <sup>\*</sup>after the date prescribed by His Majesty's Government having published a notice in the Nepal Gazette. shall not be entitled to gratuity or pension under this Chapter. His Majesty's Government may set up a fund by publishing a notice in the Nepal Gazette to provide gratuity or pension to such teachers.

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\* Amended by the Education (Second Amendment) Regulation 2060 (2004).

(2) The teacher shall have to deduct the amount as prescribed through the notice to deposit it to the Fund set-up as per Sub-rule (1) from his/her monthly salary.

(3) If the teacher appointed as per sub-rule (1) leaves the service before completing reasonable period, he/she shall be entitled to withdraw the amount deposited in his/her name as per sub-rule (2).

Provided that, if any teacher has been dismissed from the service and His Majesty's Government has deposited any amount in his/her name, such teacher shall not be entitled such amount.

129. **Provision of this Chapter not to be Applicable:**

Notwithstanding anything contained elsewhere in this Chapter, the provision of this Chapter shall not be applicable to the teachers of institutionalized schools and also those teachers appointed by Community school bearing the expenses on its own resources. Such teachers shall receive the facilities as per this Chapter from the school as prescribed by the Management Committee.

## **Chapter-21**

### **Provisions Relating to Retirement**

130. **Voluntary Retirement:** The appointing official may at any time give permission to retire to any teacher desiring to retirement.

131. **Mandatory Retirement:** (1) Any teacher attaining the age of sixty shall be given retirement from the service of the school.

**Explanation:** For the purpose of this Rule, the age of a teacher shall be counted as follows:

- (a) The age as to be calculated from the date of birth or year referred to in his/her educational certificates submitted at the time of appointment.
- (b) If there is no such record, the date of birth or year referred to by him/her at the time of appointment.

(2) Notwithstanding anything contained in Sub-rule (1), a teacher may be dismissed from service in the following circumstances:-

- (a) If any teacher is unable to obtain permanent teaching license within the time prescribed according to sub-section (5) of Section 11E. of the Act.
- (b) If any teacher whose teaching subject is not taught in the school and is given opportunity for training in teaching other subjects does not take training or there is no situation to transfer him/her to any school where his subject is being taught.

(3) Any teacher of a community school who does not appear in school within fifteen days of the date of completion of extraordinary leave or study leave shall be given retirement from the service.

(4) Post of a teacher of a community school fallen vacant due to retirement of teacher pursuant to sub-rule (2) clause (b) shall *ipso facto* be cancelled.

132. **Special Provision Relating to Retirement:** If the Medical Board constituted by His Majesty's Government recommends that any teacher of a community school is unable to continue his/her service due to physical ill-health, the Ministry may grant retirement with pension to such teacher even if his/her service period is not completed for pension by adding up to 5 years more period to make up necessary service period for pension only if the addition of 5 years may cover required period for pension.

## **Chapter-22**

### **Code of Conduct for Teachers and Students**

133. **Codes of conduct to be followed by Teacher:** (1) Teachers shall abide by the following codes of conduct:
- (a) To carry out prescribed tasks at the place where he/she is assigned
  - (b) To be present in school regularly in the prescribed time and sign on attendance register mentioning time of coming in and



going out, and shall not be absent in school without getting prior permission for leave,

- (c) Not to influence or attempt to influence any body politically with the intention of fulfilling vested interest in connection his/her service.
- (d) Not to publish any article in his/her real or nick name or give any information, statement or speech to communication media like press or radio or television or any other media jeopardizing the harmonious relation between His Majesty's Government and the people and the relation of Nepal with any foreign country,
- (e) To regard teaching and study as his/her main with the objective of making students good citizen,
- (f) To encourage obedience, discipline, good faith, co-operation, morality, sympathy, patience and good conduct,
- (g) Not to spread feelings of hatred against any language, religion or amongst teachers or students,
- (h) Teacher working in a community school shall not work out side the school where he/she has been appointed without taking permission

from Management Committee and District Education Officer,

- (i) To work for bringing emotional unity in the country having raised national spirit through the medium of school or educational institution,
- (j) Not to hold demonstration Gherao, strike, lock-up, so as to undermining the sovereignty and integrity of the Kingdom of Nepal or disturbing public peace and security, foreign relation, public decency or resulting in contempt of court, or causing obstruction to any government authority or officer in performing his/her duties as provided by law,

(2) The Headmaster and the Management Committee shall, in case of teachers and Headmaster respectively, maintain records whether or not the codes of conduct referred to in sub-clause (1), are followed and shall send the details to the concerned District Education Office if the codes of conduct are not followed.

134. **Codes of Conduct to be followed by Students:** Students shall abide by the code of conduct as follows:

- (a) To be obedient to and to respect teachers,
- (b) To follow discipline both inside school and everywhere outside,

- (c) To be always effortful for promotion of nationalism, language and culture,
- (d) To actively take part in programs organized by the school,
- (e) To behave in polite manner with all,
- (f) To abide by other codes of conduct prescribed by the Management Committee,

### **Chapter-23**

#### **Provisions Relating to Punishment**

135. **Punishment**: If there are reasonable and adequate grounds, the following departmental actions may be taken against a teacher:-

- (a) Admonition,
- (b) Withholding salary increment for a maximum period of five years,
- (c) Withholding promotion for a maximum period of two years,
- (d) Removing from service not rendering disqualified for educational service in future,
- (e) Dismissing from service rendering disqualified for educational service in future.

136. **Admonition**: If any teacher does not follow timetable for coming to school, taking class and going out, such teacher may be admonished.

137. **To Withhold Salary Increment for Five Year or Promotion for Two Years:** Increment in salary of a teacher may be withheld for five years or promotion of a teacher may be withheld for a period of two years in maximum in the following circumstances:-

- (a) If commits indiscipline acts,
- (b) If does not follow school time table,
- (c) If violates codes of conduct,
- <sup>+</sup>(d) If does not participate in trainings as per deputation,
- <sup>+</sup>(e) If the Headmaster does not send the selected teacher to participate in trainings.

138. **Removal or Dismissal from Service:** (1) A teacher shall be removed from the service in circumstances referred to in clauses (a), (b), (c) or (d) of Sub-rule (5) of Rule 16.

(2) A teacher may be dismissed from the service having been rendered disqualified for educational service in future in the following circumstances:-

- (a) If sentenced by a court in a criminal charge involving moral turpitude,
- (b) If commits corruption.

139. **Amount of Loss to School to be Recovered:** If any teacher commits any act knowingly or recklessly which causes any

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<sup>+</sup> Inserted by the First Amendment.

loss to the school, the amount of loss shall be recovered from such teacher as a government due.

140. **Procedures Relating to Punishment:** (1) The authority of punishment shall, prior to passing an order of punishment, give an opportunity to the concerned teacher to defend himself/herself. While giving an opportunity to defend, the charge against him/her and punishment shall be clearly stated. In such a case, the concerned teacher shall also submit his/her defense within the prescribed time.

(2) If the teacher does not submit his/her defense in accordance with sub-rule (1) or if the defense submitted is not found to be satisfactory, the authority of punishment shall require explanation again having proposed the punishment.

141. **Suspension:** (1) If it is necessary to investigate on any matter before giving order of punishment to any teacher, the authority of punishment may suspend such teacher and normally such suspension shall not exceed three months.

(2) The teacher arrested on any criminal offence involving moral turpitude and detained in custody shall be deemed to have been *ipso facto* suspended during such period of detention. The teacher suspended in such a way shall not be entitled to salary and other allowances for the time of suspension.

(3) If any teacher is reinstated to his or her post or is no longer in service, suspension of such teacher shall be deemed to have ended.

(4) If any teacher has been suspended pursuant to Sub-rule (1) he or she shall be entitled to half of his or her salary during the period of such suspension.

Provided that if no charge against a teacher is proved and the teacher is acquitted, he/she shall be entitled to half of the salary having deducted another half of the salary if he/she has got, and full salary if he/she has not got half salary earlier.

142. **Punishment to be Imposed**: If the explanation submitted by the teacher pursuant to Section 140 is not found to be satisfactory, the authority of punishment shall impose punishment on such a teacher having given reasons thereof.

143. **Authority of Punishment**: (1) The authority of punishment shall be as follows:-

- (a) Headmaster to give order of admonition or withholding two-salary increment to teachers and Management Committee to give order to withhold more salary increment,
- (b) District Education Officer to give admonition or withholding salary increase of Headmaster,
- (c) District Education Officer to give order to withhold promotion,
- (d) The concerned Director to remove or dismiss from the service.

(2) Headmaster or Management Committee shall inform the District Education Officer about the punishment imposed as per clause (a) of Sub-rule (1).

144. **Procedures and Provisions of this Chapter not to be Applicable** : (1) No procedure or provision of this chapter shall be applicable with regard to imposing punishment on the following teachers:-

(a) No procedure of this chapter need to be followed while taking actions against teachers temporarily appointed to the posts approved by His Majesty's Government in community schools,

(b) No provision of this chapter shall be applicable with regard to teachers appointed to an institutionalized school or teachers appointed by a community school bearing expenses on its own.

(2) With regard to imposing punishment to teachers referred to in clause (b) of sub-rule (1), the concerned Management Committee may provide for necessary procedures.

## **Chapter-24**

### **Classification of Schools**

145. **Classification of Schools**: (1) Schools shall be classified in four categories as follows on the bases referred to in Schedule-21:-

- (a) "A" class school
- (b) "B" class school
- (c) "C" class school
- (d) "D" class school

(2) In order to classify schools as per sub-rule (1), District Education Officer shall form a committee under his convenorship comprising one supervisor and one member from District Education Committee.

(3) If any school belonging to lower class as per the classification made according to these Rules wants to be registered in higher class having fulfilled necessary requirements, such school shall submit an application to the District Education Officer.

(4) If an application is submitted pursuant to sub-rule (3), the committee referred to in sub-rule (2) shall conduct on-the-spot inspection of the school and if the school is found to be reasonable to be registered in the higher class, the committee shall include the school in the higher class as demanded.

(5) If any school which has been included in a higher class at the time of classification made as per these Rules, but it is not found to have fulfilled necessary requirements for inclusion in that class, the committee referred to in sub-rule (2) shall include such school in the lower class on the basis of the requirements fulfilled by the school.



Provided that the concerned school shall not be deprived of an opportunity to defend itself before being included in lower class.

(6) Any school not satisfied with the decision made in connection with the classification in accordance with this Rule may, within 35 days of the decision, file a complaint at the concerned Directorate and the decision made by the Directorate shall be final in this regard.

## **Chapter-25**

### **Provision Relating to Fees**

146. **Fees and Deposit to be taken by School** : (1) Schools may levy the following fees and deposit from students as follows:

- (a) Monthly tuition fee,
- (b) Sports fee,
- (c) Library fee,
- (d) Poor student relief fund fee,
- (e) Admission fee,
- (f) Examination fee,
- (g) Transfer certificate fee,
- (h) Computer Education fee,
- (i) Laboratory fee,
- (j) Special trainings (Judo, Karate, Swimming, Horse riding, Singing, Dancing etc.) fee,

- (k) Transport (Bus/Vehicle) fee,
- (l) Boarding fee,
- (m) Dining fee,
- (n) Repair/maintenance fee,
- (o) Study visit fee,

(2) Amount of fees that may be levied by a school pursuant to sub-rule (1) shall be as determined pursuant to Rule 147.

(3) The school may levy fees, other than the one referred to in clause (d) of sub-rule (1), only from students who use such facilities and for during the time in which students use such facilities.

(4) No school shall levy any fee for more than 12 months in an academic session.

(5) Institutionalized schools may collect deposit amount not exceeding 25 percent of the total annual fee from the students having taken approval of District Education Officer. If the student leaves the school, such deposit amount shall be refunded to the student immediately.

147. **Provisions Relating to fee:** (1) Fees to be levied to students by a school shall be separate for schools conducted as community school, institutionalized school, or educational trust.

(2) School shall submit the proposed rate of fees levied to students for the forthcoming academic session in the format

provided in Schedule-22 to the Ministry for approval at least two months before the start of the next session.

(3) If the proposed fee rate is submitted pursuant to sub-rule (2); the Ministry shall enquire whether or not the proposed fee rate is prepared on the basis of Schedule - 22, and if it is found otherwise, Ministry shall approve maximum rate of fee having made necessary amendments.

(4) Subject to the fees approved by the Ministry in accordance with sub-rule (3), the school shall, in consultation with executive committee of the Parents Teachers Association, fix fee rate according to the decision of Management Committee.

(5) Notwithstanding anything contained in sub-rule (4), the school shall not, in one academic session, levy the fees exceeding the rates as follows:-

- (a) The fees to be levied pursuant to clauses (b), (c), (d), (e), (f) and (g) of sub-rule (1) of Rule 146 to be more than the total of tuition fee to be paid by a student for two months,
- (b) The fees to be levied pursuant to clauses (h), (i), (j) and (n) of sub-rule (1) of Rule 146 to be more than the tuition fee to be paid by a student for two months,
- (c) The fees to be levied pursuant to clauses (b), (c), (d), (e), (f) and (g) of sub-section (1) of Section 146 not be levied more than the

amount of tuition fee of one month to be paid by a student.

(6) Upon determination of fees as per this Rule, school shall send information thereof to District Education Office.

148. **To Spend for Related purpose**: School shall spend the money for the purpose for which the fee is levied from students.
149. **Fee to be Paid in Time**: Student shall pay fees to school in due time as prescribed by the school.
150. **Fee details to be Displayed in Notice Board**: Schools shall, for information of parents and students, display the rate of fees, time limit to pay fees and processes thereof in the notice board of the school.

## Chapter-26

### **Provisions Relating to Scholarship and Free Education**

151. **Provisions for Scholarship to be Made**: (1) The school shall make available talency scholarship having exempted cent percent and fifty percent of fee respectively to the talent students holding first and second position in each class.

(2) Institutionalized schools shall make available scholarship at least five percent of the total number of students to students belonging to poor, disabled, female, suppressed and ethnic classes.

(3) Prior to providing scholarship pursuant to sub-rule (1), the school shall publish notice at the school for submitting application for such scholarship.

152. **Free Education to be Provided**: (1) Community school shall make provisions for providing free education to the students living below the poverty line, ethnic and dalits community students and female students.

(2) For the purpose of providing free education in accordance with Sub-rule (1), the school shall publish notice at the school for submitting application for such free education.

**Explanation**: For the purpose of these Rules "students living below the poverty line" means dalit students, ethnic communities, women and others who have been recommended by the Village Education Committee or the concerned Ward Office of Municipality stating that such students are as follows:-

- (a) Since no member of the family of the student has a job, business, profession or means of livelihood and no minimum income required for living they, she/he is unable to pay school fees.
- (b) Having arable land less than five, ten and fifteen percent of the maximum ceiling of land which one family is entitled to own as in the capacity of a landowner in Tarai and Valley, Hilly areas and Himalayan areas

respectively under the Land Reform Act, 2021 (1964).

- (c) Having income falling into or below poverty line as defined by National Planning Commission.

## **Chapter-27**

### **Provisions Relating to School Emblem, Naming and Other Provisions**

153. **School's Emblem**: Emblem of a school shall be a hexagon. If any school wants to use separate emblem, such emblem may be encrypted in the middle of the hexagon.
154. **Naming of School**: (1) School may be named after names of renowned persons having outstanding contribution to the society and the nation itself or historical persons, Gods and Goddess, place of pilgrimage or natural heritage reflecting Nepalese identity.
- (2) Person willing to name any school to be newly established after his/her name, the school may be named after the name of such person if such person makes contribution of the following amount or building or land to the school:-
- (a) For secondary school, one million rupees or building or land equivalent to this amount,

(b) For lower secondary school, seven hundred thousand rupees or building or land equivalent to this amount,

(c) For a primary school, five hundred thousand rupees or building or land equivalent to that among.

(3) Any person willing to name any school already named having associated his/her name shall contribute the school the amount or building or land pursuant to sub-rule (2).

(4) If more than one member of the same or separate family donate cash amount or building or land to a school pursuant to sub-rule (2), the school may be named after the names of such persons not exceeding two names as divided such contributors and names of other contributors may be encrypted in the school in a conspicuous manner.

(5) Notwithstanding anything contained in sub-rule (2) or (3), the school already named after any person, monument or any historical places or things shall not be changed or renamed even if any person donated cash amount or building or land as referred to in this Rule.

Provided that if any person makes donation for building or additional class room or library building or hostel, such room or building or hostel may be named after the name of such donor.

(6) The Ministry shall name a school as per this Rule on the recommendation of the School Management Committee,

the Village Development Committee or the Municipality and the District Education Committee.

155. **National Anthem to be sung**: National Anthem shall be sung at the beginning of any function organized in the school.
156. **Flag to be hoisted**: National flag shall be hoisted at the opening of each celebration to be organized in the school.
157. **Students Uniform**: School may prescribe a uniform to students from such cloth which is less expensive, simple and reflecting, nationalism and suitable to the climate. No school shall compel students to buy uniform from the school itself.

## **Chapter-28**

### **Provisions for Protection of School's Property**

158. **Protection of School Property**: (1) The main responsibility of protection of a school's property shall lie on the Management Committee and Headmaster.

(2) In order to manage and protect the property belonging to a community school, there shall be a School Property Protection Committee in the concerned district consisting of the following members:-

- (a) Chief District Officer - Chairperson
- (b) In-charge, Band Revenue Officer - Member
- (c) One person nominated by District Education Officer from amongst donors to the School - Member



(d) One person nominated by District Development

Committee from among the members of

District Development Committee - Member

(e) District Education Officer -Member-secretary

(2) The term of office of the members nominated as per sub-rule (2) shall be two years.

(3) Procedures relating to meeting of the Committee pursuant to sub-rule (2) shall be as prescribed by the committee itself.

159. **Functions, Duties and Powers of the School Property Protection Committee**: Function, duties and powers of the School Property Protection Committee shall be as follows:-

(a) To make provision for registration of the unregistered land acquired in the name of the school but not yet registered,

(b) To give direction to Management Committee to make utilization of the school property for the maximum benefit of the school,

(c) To make provisions to collect the income from the land registered in the name of the school,

(d) To make provisions to recover the loss of school's property from those causing such loss,

- (e) To restrict from selling of land or other property registered in the name of school except for the purpose of development of school,
- (f) To co-operate District Education Officer and Headmaster for protecting lands of school.

160. **Land in Name of School not to be sold or mortgaged:** No land registered in the name of school shall be sold or mortgaged.

(2) Notwithstanding anything contained in sub-rule (1), the land registered in the name of a school may be sold or mortgaged in the following circumstances:-

- (a) A community school may sell up to 25 percent of the school's land by way of auction for the purpose of development of physical infrastructure with approval of the Ministry on the recommendation of the Management Committee and the committee referred to in Rule 158;
- (b) An institutionalized school may, having taken approval of the company's directors or trustees of educational trust and on the recommendation of the School Management Committee mortgage the school's land in any bank or financial company or sell up to 50 percent of the land by way of auction for the

purpose of repaying any loan taken from any bank or financial company in the name of the school, or for the purpose of development of physical infrastructure of the school.

(3) If more land than referred to in sub-rule (2) needs to be sold for the development of physical infra structure of the school, company or educational trust may sell having taken approval of the Ministry on the recommendation of the Management Committee and directors of the company or the trustees of the concerned educational trust.

161. **No Exchange of Land of School**: (1) Land registered in the name of school shall not be exchanged.

\*(2) Notwithstanding anything contained in sub-rule (1), if any Community School needs to exchange the land of the school compound or play ground with other adjoining land, recommendation of the Property Protection Committee, the Management Committee and District Education Office shall be obtained and if it is of an institutionalized schools, it needs the recommendation of Trustees or Company Directors, Management Committee and District Education Office and may exchange the land with the approval of the Ministry."

162. **Property to be Kept in the Name of School**: (1) The school being conducted as community school and as an educational trust shall register the immovable property of the school in the name of school itself.

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\* Amended by the First Amendment.

(2) Institutionalized schools being conducted as a company shall register the school's immovable property in the name of the company.

163. **Rebate May be Granted**: If it is proved that any loss is incurred to property of a community school because of natural disaster or situation beyond control such as draught or degradation, a rebate up to five thousands rupees may be granted by the Management Committee on the recommendation of Headmaster, up to ten-thousands by District Education Officer on the recommendation of Management Committee, up to twenty thousands rupees by Director, up to twenty-five thousands rupees by secretary of the Ministry. If more than this amount is to be rebated, the Ministry may grant it having taken approval of the Ministry of Finance.

## **Chapter-29**

### **Grants to be given to Schools and Other Provisions**

164. **Grants to be given to Schools**: (1) The Ministry shall send lump sum aid amount to be given to a community school on behalf of His Majesty's Government to the District Education Fund.

(2) The District Education Committee shall, having studied the budget received from school as well, allocate grants for schools on the following bases:-

- (a) Number of students in school,
- (b) Number of Teachers in school,

- (c) Results of Examination of school,
- (d) Financial condition of school.

(3) The amount allocated as per Sub-rule (1) shall be distributed by District Education Officer.

165. **To be spent for Related Works**: School shall spend the amount received only for the purpose for which it is released.

166. **Amount to be managed from local Resource**: (1) School shall make provisions of financial amount for school building, furniture and other materials from local resources.

(2) If the amount referred to in sub-rule (1) is not sufficient for construction of school building, His Majesty's Government may grant necessary amount to the community school for encouraging local people's cooperation.

167. **Grant May be Decreased**: (1) If examination results of the last two years including that of the current year are found as follows, the District Education Officer may decrease the amount of grant allocated for a school at the rate as follows:-

\* (a) In case the passing percentage at any level is below ten percent, thirty percent of the annual grant of the concerned level,

\* (b) In case the passing percentage at any level is below twenty percent, twenty percent of the annual grant of the concerned level.

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\* Amended by the First Amendment.

(2) Notwithstanding anything contained in Sub-rule (1), in case of schools of remote areas, only half of this amount shall be decreased.

### **Chapter-30**

#### **School Budget, Income and Expenditure Accounts and Other Provisions**

168. **Budget to be Prepared**: Headmaster shall prepare budget estimates, get it approved by the Management Committee and send one copy thereof to District Education Office within the prescribed time each year.
169. **Operation of School**: (1) School shall spend the fund of school according to the decision of the Management Committee.
- (2) School fund shall be operated with joint signatures of Headmaster and chairman of the Management Committee or any member designated by him.
- (3) Notwithstanding anything contained in sub-rule (2), funds of secondary school and lower secondary school shall be operated with joint signatures of Headmaster and accountant or any teacher working as accountant or employee.

(4) Responsibility for keeping accounts of the school fund shall lie on the Headmaster and the person working as accountant.

(5) The amount of school fund may be deposited to any nearby bank having opened an account for operating the school conveniently.

(6) All expenses of the school shall be borne from the amount collected in the school fund.

170. **Accounts of Income and Expenditure of School** : (1) All types of school shall maintain accounts of income and expenditure according to the format as provided in Schedule-23.

(2) Duty of maintaining accounts of income and expenditure including bills, receipts and other necessary documents shall be of the authority authorized to make expense from the fund of the school.

(3) It shall be the responsibility of the Headmaster to maintain or cause to maintain documents having them authenticated pursuant to sub-rule (2).

(4) While maintaining account of income and expenditure according to sub section (1), details description of purchase and sale of goods and cash property, liability of school etc. shall be clearly stated so that the real condition of the functioning of the school may be known.

(5) It shall be the responsibility of the Headmaster to maintain or cause to maintain school's assets such as cash, goods and other property safe from being haphazardly expended, lost or wasted and to keep account or records of such things.

(6) The headmaster shall send the report of income and expenditure of the school to District Education Office within the prescribed time either monthly or three monthly.

171. **To cause auditing:** (1) Headmaster shall cause auditing of accounts of income and expenditure of the school each year by the auditor prescribed by District Education Office.

(2) The headmaster shall provide books and accounts of income and expenditure of the school to the auditor as and when asked in connection with auditing and shall give clear answers to the queries raised by the auditor to the stakeholders.

(3) Employee deputed by the Directorate or District Education office may examine books and accounts of income and expenditure of the school at any time. While examining in such a way, it shall be the duty of Headmaster to show the details required by the employee so deputed.

172. **Report to be Submitted:** Upon completion of a school's auditing, the auditor shall prepare a report thereof having stated the following matters and send one copy each of it to the Management of Committee, District Education Committee and the Directorate:



- (a) Whether or not the questions raised or remarks made were promptly responded to;
- (b) Whether or not the accounts of income and expenditure submitted was maintained as per rules,
- (c) Whether or not accounts of income and expenditure are maintained as per law,
- (d) Whether or not the balance sheet is exactly prepared as per the accounts of income and expenditure of the school,
- (e) Whether or not transaction of the school is satisfactory,
- (f) Other matters that the auditor deems necessary to include in the report.

173. **Handover of cash and kind**: (1) While the teacher having responsibility to maintain records of cash kind and other goods, of school leaves the school because of transfer or other reasons, he/she shall handover to the school the cash or kind as well as other goods which are under his responsibility normally within fifteen days.

(2) If the teacher does not handover pursuant to sub-rule (1), the cash or kind shall be recovered or reimbursed having withheld the salary he/she is entitled to.

174. **Exemption in Registration Fees**: His Majesty's Government may grant partial exemption in registration fees while

registering deeds in the name of the school which is being operated as a company on the basis prescribed by the Ministry.

175. **Exemption and Facilities to be Provided to School:** His Majesty's Government may exempt custom duties in part or full to the community school and the institutionalized schools operated as educational trust while they import educational materials from foreign countries.

### **Chapter-31**

#### **Operation of District Education Fund and Other Provisions**

176. **Grants to be Demanded** : District Education Office shall send demand of grants amount to be given to schools in the forthcoming financial year to the Ministry and Department by the last day of the month of Magha (Mid-February) having prepared separate particulars for primary, lower secondary and secondary levels as prescribed by the Ministry.

177. **Operation of District Education Fund and Other Provisions:** (1) District Education Committee shall send the grant amount received from His Majesty's Government to the school fund quarterly.

(2) District Education Committee shall spend the amount only for the work for which it has been released by His Majesty's Government.

(3) Except for amount received from His Majesty's Government as grant, other amount collected in the District

Education Fund may be spent as per the decision of District Education Committee.

(4) District Education Fund shall be operated by joint signatures of District Education Officer and Account Officer or accountant of the District Education Office.

(5) It shall be the duty of the District Education Officer and employee engaged in the functions of accounts to maintain updated accounts and cause auditing of the amount collected at the District Education Fund.

178. **Accounts of Income and Expenditure of District Education Fund**: (1) Account of District Education Fund shall be maintained in the format prescribed by law.

(2) District Education Office shall send the statement of monthly expenses to the Department and Office of the Controller of Funds and Accounts.

179. **Departmental Action to be Taken**: The officials appointing more teachers than posts of teachers approved by the Ministry, releasing salary to such teachers, demanding more amount than required and the official releasing such amount shall be taken action as per law, and the amount so released shall be recovered from the concerned official.

## **Chapter-32**

### **Provisions Relating to Village Education Development Fund**

180. **Amount to be Deposited to Village Education Development Fund**: (1) An institutionalized school shall, within one month

from the completion of each year, deposit one and half percent of its gross annual income accrued in the last academic year to Village Education Development Fund.

**Explanation:** For the purpose of this Rule, "Gross annual income" means the income accrued by the school having collected fees from the students in a year other than fees for transportation and foods.

(2) For the purpose of depositing the amount referred to in sub-rule (1), bank account shall be opened in any bank located in District headquarters.

(3) District Education Officer shall transfer the fund collected in the bank in accordance with sub-rule (2) to Village Education Fund.

(4) The school shall, upon having deposited the amount as per Sub-rule (1), immediately send the evidence thereof to the concerned District Education Office.

181. **Functions, Duties and Powers of Management Committee:**

Function, duties and powers of Management Committee shall be as follows:

- (a) To provide financial assistance to schools which are unable to develop physical infrastructure from local resources,
- (b) To carryout necessary works to promote educational quality in school,

- (c) To refer to in writing to relevant body for taking action against the school misusing the amount provided from the Village Education Development Fund.
- (d) To monitor or cause to monitor whether or not the school paid the amount to be deposited to the Village Education Development Fund, and to refer to in writing to relevant body to take action against the school not paying the amount,
- (e) To collect necessary resources for the development of village education; and
- (f) To submit report of the works carried out by the Committee to His Majesty's Government each year.

182. **Auditing**: The Village Education Development Fund shall be audited by the Department of the Auditor General.

183. **Procedures Relating to Meeting of Management Committee**:

(1) Meeting of Management Committee shall be held at least three times in a year.

(2) The member secretary of the Management Committee shall call meeting of the Management Committee with permission of the chairman of the committee.

(3) If more than fifty percent of the members of the Management Committee are present, it shall be deemed to have constituted the quorum for meeting.

(4) Meeting of the Management Committee shall be presided over by the chairman of the Committee, and in his absence any member selected by members from amongst themselves shall preside over the meeting.

(5) Majority opinion in the meeting of the Management Committee shall be valid, and in the case of tie of votes, the person presiding over the meeting may exercise casting vote.

(6) Member secretary of the Committee shall keep the decisions of the Management Committee having them authenticated.

(7) Other procedures relating to meetings of the Management Committee shall be as prescribed by the Committee itself.

(8) The Management Committee members may be provided with meeting allowance as prescribed by Ministry for taking part in meetings.

184. **Secretariats of the Management Committee**: Secretariat of the Management Committee shall be located in the School.

### **Chapter-33**

#### **Miscellaneous**

185. **Authority Prescribed** : For the purpose of the following sections of the Act, the authorities have been prescribed as follows:

- (a) For the purpose of Sections 15 and 16D. of the Act, the concerned Director in connection with secondary and lower secondary school and District Education officer in connection of other schools.
- (b) For the purpose of clause (e) of sub-section (2) of Section 17 of the Act, the concerned Director with respect to secondary and lower secondary Schools; and with respect to other schools and for the purpose of **\*Clause (b) and (c) of the same sub-section and sub-section (6) and (7) of Section 16D.**, the concerned District Education Officer.
- (c) For the purpose of Section 17A., District Education Officer.

<sup>+</sup>185A. **Provisions of Prizes May be Made:** In case any community school causes to pass at least eighty five percent of students having caused to appear at least fifty students in the Secondary School Passing Examination, provision of prizes may be made for such school and the best teacher of that school.

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\* Amended by the First Amendment.

<sup>+</sup> Inserted by the First Amendment.

186. **Operation of Mobile Schools**: In case the Management Committee requests that any school cannot be operated in difficult Himalayan area because of weather or similar other reasons, His Majesty' Government may, on the recommendation of the concerned District Education Officer, grant approval to operate mobile school for certain time at any convenient place without causing any additional financial burden.
187. **Provisions Relating to Teachers Union**: (1) Teachers shall obtain recommendation from the Ministry before registering statute of the Teachers Union as per prevailing laws.
- (2) Provisions relating to election of teachers union shall be as stated in the statute of the Teachers Union.
188. **Annual Details to be submitted** : School shall submit the following details to the District Education Office within one month of the completion of each academic year:
- (a) Class wise details of students,
  - (b) Class wise details of students passed,
  - (c) Class wise details of scholarship provided,
  - (d) Details of total income and expenditure made by the school.
189. **Formation of Certificate Investigation Committee**: (1) The Ministry may, if it deems necessary to investigate academic certificates and other testimonials of teachers, form a



Certificates Investigation Committee at district level comprising the members as follows:-

- (a) Chief District Officer -Chairperson
- (b) District Attorney -Member
- (c) District Education Officer-Member-secretary

\*(2) If any discrepancy is found in certificate of academic qualification including other certificates, the Certificates Investigation Committee shall forward such certificates along with its opinion to the concerned body for taking actions as per prevailing law and furnish information thereof to the Ministry.

(3) The certificate Investigation Committee may engage any employee of any office in the district in its works having obtained approval of the concerned office.

(4) District Education Office shall work as the secretariat of the Certificate Investigation Committee.

(5) Procedures of meetings of the Certificate Investigation Committee meeting shall be as specified by the committee itself.

(6) Members of the Certificate Investigation Committee shall be entitled to meeting allowance for taking part in meetings.

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\* Amended by the First Amendment.

190. **Building of Community School not to be used:** No institutionalized schools shall operate school having used the building of a community school.

<sup>+</sup>190A. **Responsibility of Management of School to be given:** (1) Any local agency or School Management Committee willing to take the management of operation of any Community School may prepare a work plan and apply for the approval of the Department.

(2) Any organization registered under the prevailing law willing to take the responsibility of the management of any financially and physically weak community school having involved local community representation may also prepare a work plan and apply for the approval of the Department.

(3) The Department shall investigate on the work plan, if any, attached with the application, received under sub-rules (1) and (2) and if after investigation found reasonable to give the responsibility to manage the school to the applicant, it shall be given the responsibility to manage the school having specified the necessary terms and conditions.

(4) The Department may revoke the approval of the school management provided at any time in case any local body, Management Committee or organization does not operate the school according to the terms and conditions specified by the Department.

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<sup>+</sup> Inserted by the First Amendment.

191. **Rights may be delegated**: The Ministry may delegate some of its powers conferred by regulation to any body or authority according to the necessity.

192. **Guidelines may be Formulated**: The Ministry may formulate guidelines subject to the Act and this Regulation on the following matters and implement it:

- (a) Relating to operation of non-formal education,
- (b) Relating to operation of distance education,
- (c) Relating to operation of special education,
- (d) Relating to operation of Secondary Education Certificate Examination,
- (e) Relating to other subjects concerned with secondary education,
- (f) Relating to publishing reference books and reading materials,
- (g) Relating to protection and use of school property,

193. **Procedures of Financial Rules to be Fulfilled**: Notwithstanding anything contained elsewhere in these Rules, the school shall, while doing anything related to the financial liabilities on His Majesty's Government, fulfill the process of existing financial laws and rules of His Majesty's Government.

194. **Amendment in Schedule**: The Ministry may amend or alter the schedules by publishing notice in Nepal Gazette as may be necessary.

195. **Repeal and Saving:** (1) Education Rules, 2049 has been repealed.

(2) The acts done as per the Education Rules, 2049 shall be deemed to have been done under these Rules.

## **Schedule-1**

(Related to sub-rule (1) of Rule 3)

### **Application for Permission to establish school**

To

The District Education Officer,

District Education Office .....

Subject: Permission for Establishing of school.

Sir,

I hereby submit this application for permission to establish a school of ..... Level from the academic session ..... having stated the following details.

A. Of the proposed school :

1. Name

2. Address ..... V.D.C./Municipality ..... Ward No. .... Village/Street

Phone no. .... Fax No. ....

3. Type of School :

1. Community

2. Institutionalized

a. Company

b. Educational Trust:

4. Level for which permission is sought and Class to be operated:-

5. Level and Class sought to be operated in the future:

B. Physical Infrastructures for the Proposed School

1. Of the building: -

a) Number: b) Muddy/concerted/semi-concerned

c) Ownership Type Self/Rented/Public

2. Description of the rooms:

No of rooms	Length	Breadth	Height	Condition of doors and windows	Condition of Light and Electricity	Utility	Remarks

3. 1) Desks 2) Benches 3) Tables 4) Drawers 5) Chairs 6) Others

4. Condition of playground and land: (in Ropani/Bigha)

5. No. of toilets 1) Used by boys 2) Used by girls

6. Condition of drinking water

7. Condition of library and No. of books:

8. Laboratory: Materials:

9. Description of vehicles:

10. Description of teaching materials:

C. Number of students (proposed)

Classes										
Numbers										

D. Number of Teachers (proposed)

E. Financial Description (proposed)

1. Fixed assets
2. Current assets
3. Annual income
4. Sources of income

All the aforementioned details are true and correct, if found false, I shall be liable as per laws.

Of the Applicant:-

Signature:

Name:

Address:

Date:

**Documents to be enclosed:**

1. Photocopy of the regulation of the educational trust or the Memorandum and Articles of Association of the company.
2. In case of rented land and building, contract paper of rent with the owner/s for at least five years.
3. Educational map of the proposed school area.
4. Recommendations of the Village Education Committee or Municipality concerned.

## **Schedule-2**

(Related to sub-rule (2) of Rule 3)

### **Application for Permission of establishing of Pre-primary School**

To

..... Municipality/ ..... Village Development Committee

Sub: Permission for establishing a school

I submit this application with a desire to establish a pre-primary school from the academic year ..... having stated the following details:-

A. Of the proposed School:

1. Name:
2. Address: V.D.C./Municipality ..... Ward no. .... Village/Street  
Phone No. .... Fax No. ....
3. Type:

B. Physical infrastructure for the proposed school:

1. Of the building:

1. Number:
  2. Muddy/Semi-concreted/Concreted,
  3. Ownership Type-self/rented/public
2. No. of Rooms
1. Class Rooms:
  2. Office Rooms:
  3. Library:



4. Other rooms:

3. No. of Furniture: 1. Desks 2. Benches: 3. Tables:  
4. Drawers: 5. Chairs: 6. Others:

4. Condition of Playground and Land (In Ropani or Bigha)

5. Condition of Toilets:

6. Condition of Drinking Water:

C. Proposed No. of Students:

D. Propose No. of Teachers:

E. Financial Details (Proposed)

1. Fixed Assets

2. Current Assets

3. Annual Income

4. Sources of Income

All the aforementioned details are correct, true and found false, I shall anything above proven false, be liable as per laws.

Applicant -

Signature:

Name:

Address:

Date:

### **Schedule-3**

(Related to Rule 4)

#### **Infrastructures for establishing a school**

- A. Normal height of classrooms must be 9 feet and safe from rain and heat.
- B. Class wise per student area shall be less than 0.75 square meters in case of pre-primary and primary schools and not less than 1 square meter in case of lower secondary and secondary schools.
- C. Classrooms shall be hygienically clean with good flow of air and light.
- D. Provision of furniture according to the number of students in each classroom.
- E. Provisions of library, laboratory, teaching materials and safe drinking water according to the requirement.
- F. Provisions of separate toilets for boys and girls except for pre-primary schools.
- G. Teaching materials like Blackboard, Map, Globe, and Mathematical instruments as per requirement.
- H. Provisions of library with the availability of curriculum, textbooks and other reference books.
- I. A spacious school compound in which all the students may stand.
- J. Provisions of playground and sports materials.

- K. Normally, minimum number of students in an institutionalized school to be 30 and in case of community schools; the number shall be as follows:-
- |                     |      |
|---------------------|------|
| Valley/Terai region | - 50 |
| Hilly region        | - 45 |
| Himalayan region    | - 40 |
- L. Minimum number of teachers required for:
- |                           |     |
|---------------------------|-----|
| Secondary Level           | - 5 |
| Lower Secondary Level     | - 4 |
| Primary Level (class 1-3) | - 3 |
| Primary Level (class 1-5) | - 5 |
| Pre-primary Level         | - 2 |
- M. Permanent source of income of the school
- N. Provisions of first aid to be made in the school.
- O. Boarding house for the boarding schools.
- P. School premises to be surrounded by compound wall.
- Q. Contract of rent at least for five years to be entered into case of rented school building.

**Schedule-4**

(Related to Sub-rule 1 & 3 of Rule 5)

**Permission for operation of School**

To

.....

.....

As per your application dated ..... for establishing a school, you are given approval to establish and operate primary/lower secondary/secondary level school up to class ..... from academic year ..... as your school fulfils the infrastructures as per the Rule 4 of Education Rules, 2059.

Office Seal

Of the Officer Issuing the Permission:

Signature:

Name:

Designation:

Date:

**Schedule-5**

(Related to Sub-rule 4 of Rule 5)

**Permission given for establishing Pre-Primary School**

To

.....

.....

As per your application dated ..... for establishing pre-primary school, this permission is granted to establish and operate the school from academic year ..... as your school fulfils the infrastructure as per the Rule 4 of Education Rules, 2059.

Office Seal

Of the Officer Issuing the  
Permission:

Signature:

Name:

Designation:

V.D.C./Municipality:

Date:

**Schedule-6**

(Related to Sub-rule (1) of Rule 7)

**Application for the approval of school**

To

.....

.....

Subject: About approval of school

I hereby apply for approval of this school, established according to the permission given by the decision of District Education Office, ...../ Directorate ..... dated ..... by including the following details:

A. School

1. Name:

2. Address: ..... V.D.C./Municipality ..... Ward No. ....  
Village/Street

Phone no. .... Fax no. ....

3. Permitted Level and Date of Permission:

Pre-primary                      Date : .....

Primary                              Date : .....

Lower Secondary                  Date : .....

Secondary                          Date : .....

B. Physical Condition of School:

1. Building

1. Number

2. Muddy/concreted/Semi-concreted

3. Own/Rented/Public

2. Description of rooms:

3. No. of furniture:

1. Desks

2. Benches

3. Tables

4. Cupboards

5. Chairs

6. Others

4. Condition of Playground and Land (In *Ropani/Bigha*)

5. No. of Toilets: Male/Female

6. Condition of Drinking water

7. Condition of Library

8. Condition of Laboratory

9. Description of vehicles

10. Description of teaching materials

C. No. of students (Class wise)

D. No. of teachers:

E. Financial Condition:

1. Immovable Property
2. Movable Property
3. Annual Income
4. Sources of Income

All the aforementioned details are true and correct, if found false, I shall be liable as per laws.

School Seal

Of the Applicant -

Signature:

Name:

Address:

Date:



**Schedule-7**

(Related to Sub-rule 3 and 4 of Rule 7)

**Relating to approval of School**

To

..... School

.....

While taking actions upon the application submitted by that school on ..... with regard to approval of the school, the approval has been granted as per the terms and conditions referred to in Rule 6 of the Education Regulation, 2059 are found to have been followed.

Office Seal

Of the Officer Issuing the  
Approval:

Signature:

Name:

Designation:

Date:

## Schedule-8

(Related to Sub-rule(5) of Rule 7)

### Application for approval of Pre-primary School

To

..... Municipality/ ..... Village Development Committee

.....

I hereby apply for approval of the pre-primary school established as per the permission of this V.D.C./Municipality dated ..... having stated the following details:

A. School

1. Name:

2. Address: ..... V.D.C./Municipality ..... Ward No. ....  
Village/Street

Phone no. .... Fax no. ....

3. Type:

B. Condition of Physical infrastructure:

1. Building

1. Number

2. Muddy/concreted/semi-concreted

3. Owner's Self/Rented/Public

2. No. of rooms:

1. Class Rooms:

2. Office Rooms:

3. Library:

4. Other rooms:
3. No. of furniture:
  1. Desks: 2. Benches: 3. Tables:
  4. Cupboards:
  5. Chairs: 6. Others:
4. Condition of Playground and Land (In *Ropani/Bigha*)
5. Condition of Toilets:
6. Condition of Drinking water
- C. No. of Students
- D. No. of Teachers:
- E. Financial Description:
  1. Immovable Property
  2. Movable Property
  3. Annual Income
  4. Sources of Income

All aforementioned details are true and correct, if anything found to be false, I shall be liable as per laws.

School Seal

Of the Applicant -

Signature:

Name:

Address:

Date:

**Schedule-9**

(Related to Sub-rule(6) of Rule 7)

**Relating to approval of Pre-primary School**

To

.....

.....

While taking actions upon the application submitted by that school on ..... with regard to approval of the school, the approval has been granted as the terms and conditions referred to in Rule 6 of the Education Regulation, 2059 are found to have been fulfilled.

Office Seal

Of the Officer Issuing the Permission:

Signature:

Name:

Designation:

V.D.C./Municipality:

Date:

## **Schedule-10**

(Related to Sub-rule (1) of Rule 8)

### **Application for the approval of school**

To

The Director General

Department of Education

Sanothimi.

Subject: About approval of school.

Sir/Madam,

As this school has been running as an institutionalized schools since ..... B.S., now I wish to operate the school as Company/Educational Trust and I hereby apply for approval of the same having enclosed the following details.

A. School

1. Name:

2. Address: ..... V.D.C./Municipality ..... Ward No. ....  
Village/Street

Phone no. .... Fax no. ....

3. Level and Date of Permission or Approval Acquired:

Pre-primary                      Date : .....

Primary                              Date : .....

Lower Secondary              Date : .....

Secondary

Date : .....

4. Number of Teachers
5. Number of Students

B. Financial Description:

1. Immovable Property
2. Movable Property
3. Annual Income
4. Sources of Income

All aforementioned details are true and correct, if found to be false, I shall be liable as per laws.

Documents to be submitted

1. Documents of permission or approval relating to operation of school.
2. The description of the school's assets
3. Memorandum of Association and Articles of association of the company
4. Statute of the educational trust.

School Seal

Of the Applicant -

Signature:

Name:

Address:

Date:

**Schedule-11**

(Related to Sub-rule(2) of Rule 8)

**Relating to approval of School**

To

..... School

.....

While taking actions upon your application dated ..... for running your school as Company/Educational Trust, approval has been given to operate the school as Company/Educational Trust.

Office Seal

Of the Officer Issuing the  
Approval:

Signature:

Name:

Designation:

Date:

## **Schedule-12**

(Related to Rule 92)

### **Posts of Teachers in School**

There shall be at least the following number of posts of teachers in a school.

- A. Pre-primary School : at least one teacher in preprimary school.
- B. Primary School: at least three teachers in preprimary school.
- C. Lower Secondary School :
  - 1. Four teachers of lower secondary level in a Lower Secondary Schools running from class 6 to class 8.
  - 2. At least 7 teachers as stated below in the school running from class 1 to 8.
    - (1) One teacher having passed proficiency certificate level or equivalent with English as major subject.
    - (2) One teacher having passed proficiency certificate level or equivalent with Major Science or Math as major subjects.
    - (3) One teacher having passed proficiency certificate level or equivalent with Nepali or Sanskrit as major subject.
    - (4) One teacher having passed proficiency certificate level or for teaching Social Studies.
    - (5) Three teachers having passed S.L.C. or equivalent.
- D. Secondary School :
  - 1. Five Secondary level teachers in school running from class 9 to 10.
  - 2. At least nine teachers as follows in schools running from class 6 to 10.
    - (1) One teacher having passed Bachelor's level with English as major subject.



- (2) One teacher having passed Bachelor's level with Mathematics and science as major subjects.
  - (3) One teacher having passed Bachelor's level with Major Nepali.
  - (4) One teacher having passed Bachelor's level for teaching Social studies.
  - (5) One teacher having passed Bachelor's level in the related subject to teach other optional subject.
  - (6) One teacher having passed proficiency certificate level or equivalent with mathematics and science as major subjects.
  - (7) One teacher having passed proficiency certificate level with Major English.
  - (8) Two teachers having passed proficiency certificate or equivalent in other subjects.
3. There shall be at least 3 teachers of primary level as per the sub-clause (2) of clause (C) in the schools running from class 1 to class 10.

Note:

1. Unless and until appointment of at least one teacher in each serial No. from 1 to 4 of sub-clause (2) of clause (C), no teacher more than one in the same subject shall be appointed.
2. Unless and until appointment of at least one teacher in each serial No. 1 to 7 of sub-clause (2) of clause (D) no teacher more than one in the same subject shall be appointed.
3. Training required for appointment of teachers shall be according to the existing Rules.

### **Schedule-13**

(Related to sub-rule (2) of Rule 93)

#### **Bases of Selection of Headmaster**

<u>Serial</u> <u>No.</u>	<u>Bases of Selection</u>	<u>Marks</u>
1.	For Academic Qualification	30
2.	For Teaching Experience	30
3.	For Training	20
4.	For Leadership capability	10
5.	For capacity to maintain relationship with community	<u>10</u>
	Total:	100

#### Note:-

1. Twenty marks shall be provided for minimum academic qualification and 10 marks for having higher academic qualification. In this way, marks shall be provided 100% for first division, 75% for second division and 50% for third division.
2. For teaching experience, a maximum of 30 marks shall be given at the rate of 2 marks per year.
3. For training, 20, 16 and 12 marks shall be given for the first, second and the third division respectively. Second division marks shall be provided

for the training having no division mentioned. The teacher shall get the marks only in one training for the level concerned.

4. The School Management Committee shall give the marks for capacity of leadership and capacity to maintain relationship with community.
5. While recommending teacher for Headmaster, the School Management Committee shall mention the marks obtained by him as per the serial No. 4. In the meeting Management of the Committee to be held to recommend the name of a teacher for the headmaster, no Headmaster or the teacher acting as Headmaster shall be included.

## **Schedule-14**

(Related to sub-rule (2) of Rule 95 and sub-rule (3) of Rule 97)

### **Health Certificate**

No communicable disease or any type of physical defect or internal disease could I find while conducting medical check up of Mr. .... , candidate for a teacher of Primary/Lower secondary/ Secondary level. In spite of having ..... disease, I certify that he is capable to work in the above mentioned to post.

His age is ..... years according to him and his certificate.

His complexion, special mark and thumb impression are as given below.

1. Complexion
2. Special mark
3. Signature :
4. Thumb impression of Right hand

Office Seal

Of the Doctor

Signature

Name

Designation

Nepal Medical Council

Registration No.

Office

Date

## Schedule-15

(Relating to sub-rule (4) of Rule 95)

### Form of Oath of Office for an Employee

I do swear in the name of God/solemnly affirm that as in the capacity of a teacher of School Education Service, I shall carry out the responsibilities entrusted to me with honesty and to the best of my ability, knowledge and conscience, and with loyalty to the nation and educational profession and without fear, biases, prejudice, greed and favour and subject to the Act, these Rules and prevailing Nepal law and I shall not disclose or indicate directly or indirectly any confidential information to anyone other than the concerned person in whatsoever situation while I am in service or not.

Signature of the teacher taking the oath of Office:

Signature of the official administering the oath of office:

Name:

Name:

School:

School:

Post :

Post :

Office :

Office :

Date

Date

:



a. Name, surname

b. Address

c. Relation

10. Of the Father

a. Name, surname

b. Address

c. Occupation

d. Citizenship

11. Of the Grandfather

a. Name, surname

b. Address

12. If married, name of spouse:

Occupation of spouse:

No. of sons :

No. of daughters:

13. Description of previous service under His Majesty's Government (if any)

Office	Designation	class	Service	Duration	Cause/s of Leaving	Financial facility received after the retirement Pension/Gratuity

14. Description of service (complete and up to date description from the beginning of the service to be clearly mentioned)

Name of School	Designation	Level	Date of Appointment	Temporary/ Permanent	Salary	Allowance	Remarks

15. Academic Qualifications :

Degree of examination completed	Name of the academic institution	Duration of study from ..... to ..... B.S.	Division	Major subjects studied	Remarks

16. Description of Training :

Name of Training	Duration of Training		Subject/s of Training	Division	Trainer Institute		Remarks
	From	To			Name	Place	

17. Published Books or Research :

Name of the Book	Date of Publication	Language of the Book Published	Subject Matter	Remarks



18. Description of Medals, Appreciation Letters or Cash Prize:

Description of Medals, Appreciation Letter or Cash Prize Received	Date of Receiving of Medals, Appreciation Letter or Cash Prize	Amount of Cash Prize Received	From Where	Signature of the Officer (certifying it)	Remarks

19. Departmental Punishment:

Type of Punishment	Date of Order of Punishment	Appeal		Signature of Certifying it Officer	Remarks
		Verdict	Date		

20. Statement of Leave:

Name of Teacher:	Level:	School:
Type of Leave	Duration	Total Duration
1. Study Leave	From Year ..... Month ..... Date .... To Year ..... Month ..... Date ....	Years ..... Months ..... Days .....
2. Extraordinary Leave	From Year ..... Month ..... Date .... To Year ..... Month ..... Date ....	Years..... Months ..... Days.....

21. The aforementioned descriptions are true and correct, if found false, I shall be liable as per laws.

Signature of the Teacher Concerned:

Date:

Thumb Impression

Right	Left

22. The Headmaster certifying that the above descriptions are as per the school record book.

Name of Headmaster :

Signature:

School Address :

Date:

School Seal:

23. District Education Officer verifying the description according to the office record book.

Name of the District Education Officer:

District Education Office:

Signature:

Office Seal:

Date:

24. The record according to the above description has been maintained in Teachers' Record Office and his/her symbol no is .....

Name of the Head of the Teachers' Records office:-

Office Seal

Signature

Date

25. Transfer/promotion held after maintaining the record after filling the above ..... form to be mentioned in the following table. (Promotion held for higher pay scale also to be mentioned)

Name of School	Transfer	Designation	Salary	Allowance	Total	Remarks transfer promotion date and symbol to be referred to	Signature of the officer making entry in the book Date

26. To be mentioned after the retirement; Date of retirement:
- Duration of service Years ..... Months ..... Days .....
- Salary (excluding allowance) for the last 1 month : Rs ..... In words .....
- Total gratuity to be received Rs. .... Amount to be paid by His Majesty's Government
- Total pension amount to be received Rs. .... In words .....
- Name of the head of the Teachers' Record Office:
- Signature :
- Date :

**Points to be taken into account while filling in the form:**

1. Form shall be filled in neatly without or rewriting or erasing.
2. Full signature of the officer certifying the rewritten portion.
3. Each page of form to be certified by the officer with his signature.
4. Form filled in with incomplete description shall not be accepted.

**Schedule-17**

(Related to sub-rule (1) of Rule 99)

**Application for Transfer**

To

The District Education Officer

District Education Office,

.....

Subject: About Transfer

I hereby submit this application for getting transferred to the following school having stated the following details:

Full name of teacher :

Permanent address :

Level and Grade :

Name and address of the school at present:

Name and address of the school desired to be transferred to :

Qualification and training :

Date of permanent appointment :

Duration of service in the district at present :

Cause for demanding transfer :

Of the Applicant :-

Signature :

Name :

School :

Date :

**Consent of the school for Transfer**

This consent for transfer is given to Mr. .... , a teacher of this school, according to the decision made by the school management committee meeting held on .....

School Seal

Chairperson of the school  
management committee

Signature :

Name :

School :

Date :

Consent of the school going to be transferred to

This consent for transfer is given to Mr. .... , a teacher of  
..... school to be transferred to this school according to the decision  
made by the school management committee meeting held on .....

School Seal

Chairperson of the school  
management committee

Signature :

Name :

School :

Date :

Applicant Mr. .... has been transferred from ..... School of  
..... District to ..... school of ..... District.

District Education Office Seal

District Education Officer :

Signature :

Name :

Date :



8. In case no person is willed, name of the closest family member.
  1. Name :
  2. Permanent address (District, Municipality/V.D.C. with Ward No.)
  3. Relation :
9. Father's Name :
10. Grandfather's Name :

Thumb Impression

Right	Left

Applicant

Signature :

Name :

Date :

The aforementioned description are true and correct, if found false, I shall be liable as per laws.

Documents to be included:

1. Death certificate of the teacher.
2. The proof of being Claimant of the deceased teacher.



**Schedule-19**

(Related to sub-rule (7) of Rule 117)

**Letter of Pension Authorization**

(In the name of the teacher concerned)



1. Name of person acquiring the pension authorization
2. Permanent address (District, Municipality/V.D.C. with Ward No.)
3. Name of the school at the time of retirement, level and class of the teacher :
4. Date of retirement Year                      Month                      Day
5. Duration of permanent service Year                      Month                      Day
6. Tenure of Service :
7. Of the person willed after death :
  1. Name :
  2. Permanent address :
  3. Special physical marks. :
  4. Relationship :
8. Salary of the last one month : (in figure and words)
9. Signature of the person acquiring pension Authorization :

Thumb impression

Right	Left

Office seal

The officer issuing letter of authorization:

Signature:

Name :

Designation :

Office :

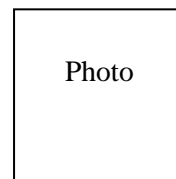
Date :

**Schedule-20**

(Related to sub-rule (7) of Rule 117)

**Family Pension Authorization**

(In the name of the person of deed of will)



1. Name of the deceased teacher:
2. Permanent address of the deceased teacher (District, Municipality/V.D.C. with Ward No.)
3. Name of the school at the time of retirement, level and class of the teacher :
4. Date of retirement                      Year                      Month                      Day
5. Duration of permanent service    Year                      Month                      Day
6. Tenure of service :
7. Of the person willed after the death :
  1. Name :
  2. Permanent address :
  3. Special Physical marks :
  4. Relationship :
8. Salary of the last one month : (in figure and words)
9. Signature of the person getting pension Authorization :

Thumb impression

Right	Left

Office seal

Of the officer issuing letter of authorization:

Signature:

Name:

Designation:

Office:

Date:

## Schedule-21

(Related to sub-rule (1) of Rule 145)

### Bases of Categorization of Schools

S.N.	Bases of categorization of school	Score
1.	Physical facilities	30
2.	Teachers management	20
3.	Students number	10
4.	Academic achievement	20
5.	Total expenditure	10
6.	School operation period	10
	<b>Total:</b>	<b>100</b>

#### 1. Physical Facilities:

Basis of measurement													
Area	Type of the school	Appropriate class room according to number of Students	Adequate light flow in the class rooms	Adequate flow of air in the class rooms	Provision of doors and windows in the class rooms	Condition of compound of the building	Toilet	Drinking water	Library	Height of the rooms	Land in the name of the school	Laboratory	Total
		Score (1)	Score (2)	Score (3)	Score (4)	Score (5)	Score (6)	Score (7)	Score (8)	Score (9)	Score (10)	Score (11)	Score (12)
Urban	Community	10	1	1	2	2	2	2	3	2	2	3	30
	Institutionalized	10	1	1	1	2	2	2	2	2	5	2	30
Rural	Community	10	1	1	1	2	2	2	2	2	5	1	30
	Institution	10	1	1	1	2	2	2	2	2	5	2	30

Notes :

1. Full marks for having an area of at least 0.75 sq. meter per student per class in case of pre-primary and primary level and of 1.00 sq. meter per student per class; in case of Lower secondary and Secondary level for concrete building, 75 percent of marks; for ordinary building, in case per student area is less by 25 percent from the said square meter, fifty percent of marks.
2. Full marks if there is appropriate light for writing and reading to all students and the matters written in blackboard are visible clearly, and fifty percent of marks if there is no provision of light coming from outside and matters written in blackboard are not clearly visible.
3. Full marks for the classrooms with proper ventilation system.
4. Full marks for having doors and windows of classrooms that may be opened and closed as required.
5. Full marks for concreted compound with gate to open and close and fifty percent of marks for compound with fencing of wire and wood.
6. Full marks for having facility of one toilet per two hundred of students and separate toilet for teachers and fifty percent marks for having separate toilets for male and female.
7. Full marks for adequate facility of filtered drinking water to the students, 50 percent marks for facility only of adequate drinking water, 25 percent marks for limited drinking water facility.

8. Full marks for having separate room for study with more than 500 course books and reference books, 50 percent marks for having more than 500 books but no separate study room or having more than 250 and less than 500 books with separate library room, 25 percent marks for having more than 250 and less than 500 books and no separate study room.
9. Full marks for the rooms above 9ft. of height and floor not below the level of land, and fifty percent of marks for having the height of room below nine feet and level of the floor of the room below the level of the land.
10. Full marks for having 20 Ropanies more land in the name of school, 60 percent marks if having 10 to 20 Ropanies, 50 percent marks if having 10-14 Ropanies, 40 percent marks if having 5-9 Ropanies, 30 percent marks if having 1-4 Ropanies. In Terai region, the unit of land measured in Ropani will be converted in Bigha with the same configuration.
11. Full marks for having a laboratory that may be used by students.

## 2. Teachers Management :

Area	Type of school	Bases of Measurement						
		Teacher with minimum academic qualification	No. of trained teacher	Experienced Headmaster	Teacher with Upper level academic qualification	Total no. of teacher	No. of female teacher	Total
Urban	Score	Score 1	Score 2	Score 3	Score 4	Score 5	Score 6	Score 7
	Community	5	2	5	3	2	3	20
	Institutionalized	5	3	5	3	2	2	20

Village	Community	7	2	4	2	2	3	20
	Corporate	5	4	4	3	3	1	20

Note :

1. Full marks if all the teachers possess minimum academic qualification required according to the subjects concerned.
2. Marks percentage shall be equal to the percentage of the trained teachers.
3. Full marks if the Headmaster has a working experience of 10 years and for 10 percent marks less than that, for each year.
4. One marks for each of the teachers having higher level academic qualification.
5. Full marks if vacancy of teachers is fulfilled as per approved posts.
6. Full marks if 50 percent of total teaching staff are female, 50 percent marks if 25 percent of the total teaching staff are female and 25 percent marks if at least one female teacher or less than 25 percent teaching staff are female.

### 3. Number of Students

Area	Type of School	Bases of Measurement			
		Total No. of Students	Students Teacher Ratio	Percentage of girl students	Total
Urban		Score 1	Score 2	Score 3	Score 4
	Community	6	2	2	10
	Institueionalized	6	2	2	10
Rural	Community	5	2	3	10

	Corporate	6	2	2	10
--	-----------	---	---	---	----

Note :

1. Full marks if the number of students is 500 or more, 80 percent marks if the number of students is in between 400-499, 40% marks if the number of students is in between 200-299, 20% marks if the number of student is in between 100-199.
2. Full marks if the student teacher ratio in valley and Terai, Hill, and Himalayan region for community schools is 1:50, 1:45 and 1:40 respectively, and full marks if the student teacher ratio is 1:30 in institutionalized schools, 50 percent marks if the ratio is 1:60 in public school and 1:40 in institutionalized schools.
3. Full marks if more than 45% students are girls. 50 percent marks if 25 percent students are girls.

#### 4. Academic Achievement

Area	Types of School	Bases of measurement				Total
		Percentage of students completing primary level	Percentage of class repetition	Percentage of dropouts	Percentage of students passing with more than 60% score in each level	
Urban		Marks 1	Marks 2	Marks 3	Marks 4	Marks 5
	Community	7	3	5	5	20
	Institutionalized	7	3	5	5	20
Rural	Community	7	3	5	5	20
	Institutionalized	7	3	5	5	20

Note :

1. Full marks if cent percent students out of total students admitted in class one have completed primary level. The marks equal to the percentage of the students completing primary level if the percentage is less than that.
2. Full marks if there are no students repeating the class, 67% and 33% percent marks if the repetition percentage is 1-5 and 6-10 respectively.
3. Full marks if there is no dropout, 80% marks if the dropout percentage is in between 1-5, 60% marks if the dropout is in between 6-10%, 40% marks if the dropout is in between 11-15%, 20% marks if the dropout is in between 16-20%.
4. Marks equal to the percentage of the students passing with 60% marks and above out of the total number of students in each school.

## 5. Total Expenditure

Area	Type of School	Bases of measurement				Total
		Percentage of Total salary out of total expenditure of school	Percentage of expenditure in educational materials out of total expenditure of school	Percentage of expenditure in maintenance out of total expenditure of school	Percentage of expenditure in scholarship out of total expenditure of school	
Urban		Marks 1	Marks 2	Marks 3	Marks 4	Marks 5
	Community	3	1	3	3	10
	Institutionalized	3	1	3	3	10
Rural	Community	3	1	3	3	10
	Institutionalized	3	1	3	3	10



Note :

1. Full marks if expenditure in salary is up to 70% of total expenditure of school, 67% marks if the expenditure in salary is 71-80%; 33 % marks if expenditure in salary is 81-90%.
2. Full marks if expenditure in educational materials is more than 10% of total expenditure of school and 50% marks if expenditure is 5 to 10% of the total expenditure of the school.
3. Full marks if expenditure in repair and maintenance is more than 10% of total expenditure and 50% marks if expenditure is 5 to 10% of the total expenditure.
4. Full marks if cent percent scholarship is provided.

No marks shall be provided to the school having marks percentage lower than the stated percentage for marking in the above context. Schools shall be classified as follows on the basis of the marks provided in that way.

- a. The schools obtaining marks of 80 and above - "A" Grade.
- b. The schools obtaining marks of 60-79 - "B" Grade.
- c. The schools obtaining marks of 40-59 - "C" Grade.
- d. The school obtaining marks of up to 39- "D" Grade.

## **Schedule-22**

(Related to sub-rule (2) of Rule 147)

### **Bases of Determining Fees**

S.N.	Heads
1.	Expenditure on salary of teachers and other staffs
2.	Expenditure on other heads
	a. For school management and operation
	b. For Educational materials
	c. For contingencies
3.	Income to the school from Government subsidies and other sources
4.	Overhead expenditure

Note :

1. Expenditures accrued according to serial numbers 1 and 2 of the above table to be added for fees determination and amount stated in serial No. 3 to be deducted from that total amount. Then, total expenditure to be calculated by adding up the overhead expenditures as stated in serial No. 4 to the amount obtained. Then, per student annual fees has to be calculated having divided the total expenditure by the total No. of students.
2. While calculating expenses in salaries and allowances for teachers and staff for the purpose of fees determination, if the student teacher ratio in any school is more than that is referred to in the Rules Even then, the number of teachers shall be stated according

to the ratio mentioned. For example, if the number of students in a institutionalized schools are 90, number of teacher as per Rules will be only three, therefore, the fees shall be determined on the basis of the expenditure on remuneration for those 3 teachers only. Similarly, the fees shall be determined on the basis of the expenditure in remuneration for only 2 teachers in a community school of Himalayan region where the number of student is above 40 and below 80.

3. If an institutionalized school has paid more salary to the teachers and other staff than the rate fixed by the His Majesty's Government, only 25 percent more is counted while calculating the expenditure on the teacher and staff remuneration.

For example, the His Majesty's Government has prescribed Rs. 4200 as salary for a primary level teacher and if a school pays Rs. 6,000 to the same teacher, only Rs. 5250 (25% extra calculated out of Rs. 4200) shall be included as expenditure for teacher and staff remuneration while determining the fees. Similarly, if any institutionalized schools appoints teacher/s on the basis of period wise payment, the number of such teachers shall be fixed on the basis of the expenditure on remuneration. For example, if any school has appointed ten teachers to pay Rs. 100 per period, and if they teach a total of 20 periods, Rs. 20,000 will be the total payment. If that total payment is equal to the salary of two teachers of secondary level, number of teachers shall be fixed to be two only. However, the number of teachers shall not be made less than the student teacher ratio that is fixed by His Majesty's Government.

4. Community schools may calculate the expenditure of the salary for 10% and institutionalized schools for 15% of the number of teachers to other staff including peons for the purpose of fees determination.

For example, a community school having ten teachers may include the salary of only one non-teaching staff and the schools having number of teachers from 11-20 may include the salary of 2 non-teaching staff in the expenditure.

5. Expenditure on other titles shall not be more than 20 percent and 30 percent of the total salary payable to the teaching and non-teaching staff in community and institutionalized schools respectively.

For example, if there are 10 primary teachers in a community school, total monthly salary is Rs. 42,000 and the total annual salary including *Dashain* allowance for all teachers becomes 5,46,000 (42000x13) and if a non-teaching staff has a monthly salary of Rs. 2000, total annual expenditure on the salary of teaching and non-teaching staff reaches Rs. 572,000. A maximum of 20 percent of the said total amount that is Rs. 114,400.00 may be included as the expenditure and other titles for the purpose of fees determination. If the expenditure of any school on other titles is more than that, only the amount stated above has to be calculated for the purpose of fees determination.

6. Overhead expenditure of a community school shall be 5 percent. The overhead expenditure of institutionalized schools shall be as

follows. "A" Grade school 20%, "B" Grade school 15%, "C" Grade school 10%, "D" Grade schools 5%.

7. The class wise fees shall be proportional. If the salary of the teachers and other staff of a community school is Rs. 5,00,000/- and other expenditure is Rs. 1,00,00,000/- the total expenses shall be Rs. 6,00,000/- and if other income of the school is 450,000 there remains Rs. 1,50,000/- having deducted the expenses from the income. That is to say, Rs. 30,000/- at the rate of 5% of Rs. 6,00,000.00 is the overhead expenses of said school and if number of students in the school is 200, Rs. 900/- shall be the annual tuition fee amount per student having divided Rs. 1,80,000/- (Rs. 150,000+3000.00) by 20 (the total number of students).

If the number of students from class 1-10 is equal and the fees increase proportionally, the average class wise tuition fees shall be as follows:-

<u>Class</u>	<u>No. of students</u>	<u>Rate of fees</u>	<u>Total fees</u>
6	40	class 6x(Let it be class wise) 240x(40x6)	240 x (40 x 6 )
7	40	class 7x(Let it be class wise) 280x(40x7)	280 x (40 x 7 )
8	40	class 8x(Let it be class wise) 320x(40x8)	320 x (40 x 8)
9	40	class 9x(Let it be class wise) 360x(40x9)	360 x (40 x 9)
10	40	class 10x(Let it be class wise) 400x (40x10)	400 x (40 x 10)
Total is 1600 x			Total:-1600 x

Having calculated in this way, the total fees shall be equal to Rs. 1600x as referred to in paragraph 7. Therefore, Rs. 1600x = 180,000

or, the value of x =  $\frac{180000}{1600} = 112.50$

Therefore,

$$\text{The fees of class 6} = 6x = 6 \times 112.50 = 675$$

$$\text{The fees of class 7} = 7x = 7 \times 112.50 = 787.50$$

$$\text{The fees of class 8} = 8x = 8 \times 112.50 = 900$$

$$\text{The fees of class 9} = 9x = 9 \times 112.50 = 1012.50$$

$$\text{The fees of class 10} = 10x = 10 \times 112.50 = 1125.00$$

In this way, annual tuition fees of class 6 shall be Rs. 675 and monthly fees shall be Rs. 56.25. For the purpose of convenience in calculation, Rs. 55 to 60 per month shall be charged. Like wise, an institutionalized school shall determine in the same way according to the number of student of every class and the rate of fees and total fees. And on the basis of the overhead expenditure finding the value of x having used the formula as above, the class wise fees may be determined.

8. If the tuition fee of any school is less than the fees determined by this formula, the school shall not increase the fees in between the academic session. If the school desires to increase the fees by more than 10% in another academic session, pre approval of the ministry shall be obtained as per these Rules.
9. If the tuition fees of any school is more than the fees determined by this formula, the school shall adjust the fee as per these Rules and if necessary, the remaining amount shall be returned to the students.

### **Schedule-23**

(Related to sub-rule (1) of Rule 170)

A school shall maintain the account of income and expenditure as follows :

	<u>Name of Ledger</u>	<u>Prescribed Form No.</u>
1.	School Budget Sheet	Form No. 1
2.	Income Account Book	Form No. 2
3.	Expenditure Account Book	Form No. 3
4.	Cash Book	Form No. 4
5.	Bank Book	Form No. 5
6.	Advance Account Book	Form No. 6
7.	Stock Book	Form No. 7
8.	Monthly Income and Expenditure Account	Form No. 8
9.	Fees Registration Book	Form No. 9
10.	Balance Sheet	Form No. 10

Budget sheet of School

Name of School :

Address :

Budget of Academic Session ...

Expenditure					Income					
Title No.	Title name	Expenditure of previous academic session	Estimate expenditure of this academic session	Approved amount	Title No	Title name	Incomes of previous academic session	Estimated income of this academic session	Approved amount	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature of Headmaster

Signature of Chairperson of  
School Management  
Committee

Note :

1. Write teachers serial No.
2. Write the names of titles of expenditure such as salary of teachers, stationary, and furniture.
3. Mention net expenditure on the titles of No. 2 for the previous year.
4. Mention amount of estimated expenditure for the running academic session.



5. Mention amount approved by the management committee of the running academic session.
6. Mention titles of income to be referred to serially.
7. Mention other titles like government subsidy, student fees to be referred to.
8. Mention net income of the previous academic session according to the titles.
9. Mention the estimated amount of income for this academic session.
10. Mention approved amount (amount of government subsidy shall be according to the approved pay scale.)
11. Mention others things, if any.

Income Account Book

School Name :

Address :

Year ..... Month .....

Date (1)	Description (2)	Receipt No. (3)	Title (4)				Total Rs. (5)	Bank deposit (6)	Remarks (7)
			Government subsidy	Tuition fees					
Total of this month									

Note :-

1. Date of income to be referred to.
2. Source of income by whom and from where to be referred to.
3. Receipt number to be referred to.
4. Statement of income in the column concerned and the column to be added as per requirement.
5. Statement of total amount received.
6. Statement of amount deposited in bank out of total amount.
7. Mention other things, if any.

Expenditure Account Book

Name of School :

Address :

Year :            Month :

Date (1)	Description no. (2)	Voucher no. (3)	Salary and allowances			Other titles (7)	Total (8)	Remarks (9)
			Approved no. of post (4)	Staff (5)	Teachers without post (6)			
Total of this month								

Note:-

1. The date of transaction to be referred to.
2. Description of expenditure
3. Voucher No. to be referred to
4. Amount of expenditure on salary and allowance of the teachers provided by the District Education Office under the subsidies for the approved number of posts to be referred to.
5. The amount of salary and allowance to the non-teaching staff working in the school to be referred to.
6. The amount of salary and allowance to the teachers without posting and with no subsidy to be referred to.
7. Mention amounts having created the columns such as stationary, furniture, printing, service, daily travel allowance as may be required.
8. Total amount of columns 4,5,6 and 7 to be referred to.
9. Mention other things, if any.

Cash/Bank/Advance Book

Name of School :

Address :                      Year :                      Month :

Date	Particulars	Voucher No.	Debit	Cr.	Debit/Cr.	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

Note :-

A. While using Cash Book

1. Date to be referred to.
2. Summary of income and expenditure to be given.
3. Voucher No. to be referred to.
4. Cash, if received, to be referred to.
5. Cash deposited in bank or expensed to be referred to.
6. Write Dr. if amount is balance in Debit and cr. If amount balance in credit.
7. Balance amount to be referred to.
8. Others things, if any, to be referred to.

B. While using Bank Book

1. Date to be referred to.
2. With the summary of income and expenditure, cheque No. Or bank deposit slips No. to be referred to.

3. Voucher No. to be referred to.
4. Amount deposited in the bank to be referred to.
5. Amount drawn from the bank to be referred to.
6. Debit or Cr. balance in the bank to be referred to.
7. Balance amount to be referred to.
8. Others things, if any, to be referred to.

C. While using Advance account Book

1. Date to be referred to.
2. Transactions of receive and repay of advance to be referred to.
3. Voucher to be referred to.
4. The amount of advance paid to be referred to.
5. The amount of advance repaid to be referred to.
6. The balances amount whether Debit or Cr. balances to be referred to.
7. Balance amount of advance to be referred to.
8. Others things, if any, to be referred to.

Stock Book

Name of School :

Address :

Year :      Month :

Date (1)	Description (2)	Price (3)		Income (4)	Expenditure (5)	Balance (6)	Remarks (7)
		Per unit	Total				

Note :-

1. Date to be referred to.
2. Summary of name of the goods, whether received or expensed to be referred to.
3. Per unit rate of the goods to be referred to.
4. Quantity of the goods received to be referred to.
5. Quantity of the goods expensed to be referred to.
6. Quantity of the balance goods to be referred to.
7. Others things, if any, to be referred to.

Units of measurement like item, number, dozen, gross to be referred to.

Monthly Income and Expenditure Account

Name of School :

Address :

Year :      Month :

Expenditure						Income					
Title no.	Name of Title	Approved annual amount	Expenditure budget up to the previous month	Expenditure of the month	Total	Title no.	Name of Title	Approved annual amount	Income budget up to the previous month	Income of the month	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Total											

Balance amount :

Cash :

Bank :

Note :-

1. Expenditure titles of form No. 1 to be referred to.
2. Name of the expenditure titles of form No. 1 to be referred to.

3. Approved Annual amount of expenditure of form No. 1 to be referred to.
4. Expenditure of the related titles up to the previous month to be referred to.
5. Expenditure of the related titles of the month to be referred to.
6. Total amount of columns No. 4 and 5 to be referred to.
7. Income titles of form No. 1 to be referred to.
8. Name of the Income titles of form No. 1 to be referred to.
9. Approved annual amount of income of form No. 1 to be referred to.
10. Income of the related titles up to the previous month to be referred to.
11. Total amount of columns 9 and 10 to be referred to.

The difference of total amount of income and expenditure out of balance amount to be referred to.



Fees Registration Book

Name of School :

Address :

Class :

Year :

Month :

Roll No.	Name of the student	Baishak	Jesth	Ashadh	Shrawn	Bhadra	Ashwin	Kartik	Marga	Poush	Magh	Falgun	Chaitra

Balance Sheet

Name of School :

Up to the last day of ..... the year .....

Liabilities	Amount	Assets	Amount
1	2	3	4

Headmaster

Accountant

Auditor

Note:-

1. Description of liabilities to be referred to.
2. Amount of liabilities to be referred to.
3. Description of current/fixed assets to be given.
4. Amount of Assets to be referred to.