

**SAINIK SCHOOL PURULIA**  
**DETAILS OF CPIO AND FAA**

**CPIO :**

**Adm Officer/ Vice Principal**  
**Sainik School Purulia**  
**Po- Sainik School**  
**District – Purulia (WB)**  
**PIN- 723 104**

**FIRST APPELLATE AUTHORITY**

**Principal**  
**Sainik School Purulia**  
**Po- Sainik School**  
**District – Purulia (WB)**  
**PIN- 723 104**

## **ORGANISATION AND ADMINISTRATION**

### **1. BOARD OF GOVERNORS, SAINIK SCHOOL SOCIETY**

The overall administration, supervision and control of the Sainik Schools Society will vest with a body called the Board of Governors, Sainik Schools. This Board will be constituted as indicated hereunder:-

- |     |   |   |                   |
|-----|---|---|-------------------|
| (a) | Raksha Mantri   | - | Chairman          |
| (b) | RRM/URM (Minister in charge of Sainik Schools in Ministry of Defence)                   | - | Vice Chairman     |
| (c) | Chief Ministers or Education Ministers of the States where the schools are established. | - | Ex-Officio Member |
| (d) | Secretary to the Government of India, Ministry of Defence                               | - | - do -            |
| (e) | Secretary to the Government of India, Ministry of Education                             | - | - do -            |
| (f) | Financial Adviser, Ministry of Finance (Defence) Govt of India                          | - | - do -            |
| (g) | Chairman, University Grants Commission  | - | - do -            |
| (h) | Vice Chiefs of Staff or the PSOs dealing with Education in the three Defence Services.  | - | - do -            |
| (j) | Director General, NCC   | - | - do -            |
| (k) | Joint Secretary, Ministry of Defence  | - | - do -            |
| (l) | Chairman, Joint Training Committee, Armed Forces, Headquarters                          | - | - do -            |
| (m) | Education Secretary of each State Government  | - | - do -            |
| (n) | Four eminent educationists nominated by the Chairman.                                   | - | Nominated Members |
| (o) | Four eminent persons nominated by the Chairman.   | - | - do -            |

### **2. FUNCTIONS OF THE BOARD OF GOVERNORS.      The following shall be the functions of the Board of Governors:-**

(a) The Board of Governors will have all powers which may be necessary or expedient for carrying out the objects of the Society as set out in the Memorandum of Association and for the management and Administration of the schools.

(b) Without prejudice to the generality of the power conferred on the Board of Governors by sub para (i) above, the Board of Governors shall have the following powers:-

- (i) To prescribe general educational and administrative policy pertaining to the schools.
- (ii) To frame, adopt and vary, from time to time, rules for conducting the business of the Board of Governors and the administration of schools.
- (iii) To approve opening / closing of any school.
- (iv) To lay down and revise, whenever necessary, the fees/scholarship structure and sharing of expenditure between Central Govt/State Government and parents.
- (v) To raise funds from other sources.

(c) The following shall be the functions of the Chairman, Board of Governors:-

- (i) To appoint Honorary Secretary, Inspecting Officers and Principals of Sainik Schools.
- (ii) To terminate the services of staff when an enquiry into the matter is not feasible or in public interest and for weeding out inefficient staff.
- (iii) To exercise appellate powers connected with appointment, confirmation, removal, retrenchment, dismissal of teaching staff or staff of equivalent status.
- (iv) To relax the requirement of any particular rule depending upon the circumstances of the case.

3. **EXECUTIVE COMMITTEE** . There will be an Executive Committee under the Chairmanship of Defence Secretary for close control and supervision over the affairs of Sainik Schools. The composition of the Committee will be as under:-

- |     |  |                   |
|-----|--|-------------------|
| (a) | Defence Secretary  | - Chairman        |
| (b) | Financial Adviser, Defence Services  | - Member          |
| (c) | Additional Secretary, Defence  | - Member          |
| (d) | Joint Secretary (G)  | - Member          |
| (e) | Joint Secretary in the Ministry of Education & Culture concerned with school education | - Member          |
| (f) | Three representatives from the State Governments where Sainik Schools are functioning  | - Member          |
| (g) | Honorary Secretary SS Society  | -Member Secretary |

The State representatives will be nominated by the Chairman, Board of Governors. For the purpose of nominating State representatives, the States are divided into three groups as follows:-

- |     |                |   |
|-----|----------------|---|
| (a) | Eastern Group  | Bihar, Orissa, West Bengal, Assam and North Eastern States                                      |
| (b) | Northern Group | Uttar Pradesh, Madhya Pradesh, Rajasthan, Haryana, Punjab, Himachal Pradesh and Jammu & Kashmir |
| (c) | Southern Group | Gujarat, Maharashtra, Andhra Pradesh, Karnataka, Tamil Nadu and Kerala.                         |

One State from each group will be represented in the Executive Committee for a period of one year.

The Executive Committee will meet as often as considered necessary. The Committee will consider all matters relating to the functioning of Sainik Schools. The decision of the Executive Committee will be placed before the Chairman, Board of Governors for informal approval prior to formal ratification by BOG.

#### 4. **HONORARY SECRETARY**

The Honorary Secretary, Sainik Schools Society is appointed by the Chairman of the Society. He is an officer not below the rank of Deputy Secretary, posted in the Ministry of Defence. The Honorary Secretary is assisted by other officers of the Ministry of Defence specially nominated for this purpose and such officers not below the rank of Under Secretary will attend to such duties as are assigned to their charge under the overall administrative control of the Honorary Secretary. In the absence of the Honorary Secretary, such officers will dispose of urgent business of the Sainik Schools Society on behalf of the Honorary Secretary. The Honorary Secretary's office is located in the Ministry of Defence and he functions as the head of the Sainik Schools cell, the staff of which is found from within the sanctioned establishment of the Ministry of Defence.

The Honorary Secretary is directly responsible to the Board of Governors for all matters connected with the administration of Sainik Schools. He is required to inspect each school annually himself or through officers specifically nominated for this and to bring to the notice of the Board of Governors of the Society, and of the Local Board of Administration of the concerned school, matters of importance pertaining to the functioning of the school and the welfare of its staff and students. The Honorary Secretary initiates action at appropriate time for timely replacement of Service Officers posted in different Sainik Schools. He takes appropriate action for implementation of orders of the Board of Governors/or of the Chairman. He formulates rules and regulations for the Society, and amends them as and when necessary, getting the amendments approved by the Board of Governors. He is also responsible for smooth conduct of the All India Entrance Examination held every year for selection of candidates for admission to different Sainik Schools. He will review all decisions of the Local Board of Administration and Audit Reports of the schools with a view to ensuring that proposal made or action taken are in order as well as in the best interest of the school and the Society.

#### 5. **LOCAL BOARD OF ADMINISTRATION (LBA)**

The Local Board of Administration, constituted separately for each school, is composed as under:-

- |     |   |                    |
|-----|---|--------------------|
| (a) | GOC-in-C/FOC-in-C/AOC-in-C of the Army/Navy/Air Force Command in which the school is located or a Senior Defence Service Officer nominated by him, not below the rank of Maj Gen or Equivalent. | - Chairman         |
| (b) | Member of Parliament of the Constituency in which the school is located   | - Member           |
| (c) | One Officer each of the Education Deptt and one Officer from Engineering Deptt if so nominated by the Govt of the State concerned   | - Member           |
| (d) | The Collector/Deputy Commissioner of the concerned district   | - Member           |
| (e) | Two eminent educationists from the State, including at least one Principal of a good Public School  | - Member           |
| (f) | A parent other than a Staff member duly elected   | - Member           |
| (g) | The Principal of the Sainik School  | - Member Secretary |

#### **Explanatory notes:-**

- (1) Where the Member of Parliament elected from the Constituency happens to be a

Cabinet Minister or holds an appointment which prevents him from attending the meeting of the L.B.A, it will be ensured that the minutes of the meetings are sent to him for his information and comments, if any.

(2) The election of the parent member would be held preferably on Parents' day or on the Founder's Day when most parents are likely to attend. The tenure of membership of the parent member will be one year. He will be paid T.A. and D.A. for attending the meetings of the L.B.A. at the same rates as are applicable to their non-official members. If he is a Government Servant, he will be entitled to normal TA admissible to him on duty.

(3) To be eligible for election as a member of the L.B.A. the parent should fulfill the following conditions:-

(a) His son should have been in the school as a boarder for a minimum of two years prior to his election and should have at least one more year of study in the school after his election.

(b) He should not have been a defaulter in payment of school dues.

(4) A member of staff of the school shall not be eligible for election as Parent Member.

(5) The eminent educationists on the LBA will be nominated by the Chairman of the LBA after ascertaining the views of the State Govt/Union Territory Administration.

#### 6. **FUNCTIONS OF LOCAL BOARD OF ADMINISTRATION**

The functions of the Local Board of Administration are as under:-

(a) Approve annual budget prepared by the Principal.

(b) Exercise financial powers as laid down by Board of Governors from time to time.

(c) Approve appointment of staff of Sainik Schools within the scale stipulated according to the procedure prescribed by Sainik Schools Society.

(d) Recommend to the Board of Governors changes and amendments to rules and regulations governing school policy.

(e) Approve action proposed by the Principal to terminate the services of Class II Staff.

(f) Recommend to the Board of Governors utilisation of reserve funds in case of exigency.

(g) Exercise general administrative control over the school.

(h) Implement any other task entrusted to it by the Board of Governors.

## **CONDUCT RULES**

1. The staff appointed in Sainik Schools shall for the purposes of these Rules be deemed to be public servants and therefore shall conduct themselves in such a way as to:-

- (a) set the highest standards of courtesy, personal conduct and discipline;
- (b) be properly turned out at all times, according to the dress regulations as prescribed by the Principal;
- (c) be punctual on all occasions and for all parades/periods/meals;
- (d) mix well socially, be courteous and respectful to ladies, and establish good human relations based on tolerance, sensitivity and goodwill;
- (e) maintain good order and discipline and show obedience to rules, orders and instructions passed by the Principal or on his behalf or with his concurrence by their immediate superiors;
- (f) take notice of and check or report instantly any act of dishonesty, fraud, negligence, infringement of orders, or impropriety of conduct, committed by another member of staff or by a student/a group of students;
- (g) be dignified, polite and temperate in speech, correspondence and behaviour.
- (h) exhibit pride in their calling;
- (i) be just and impartial in their dealings with the staff and the students;
- (j) pay compliments to their seniors and meticulously and suitably return compliments paid to them by their juniors/subordinates;
- (k) be co-operative and cordial with their colleagues and pupils;
- (l) exercise utmost caution in handling material of secret/confidential nature, and ensure that information of this nature is not passed on to those not authorised to receive it;
- (m) be temperate and sober in their habits, and abide by the laws relating to intoxicating drugs and drinks;
- (n) acquaint themselves with regulations and orders governing them and abide by the rules and regulations laid down by the Sainik Schools Society and show due respect to authorities;
- (o) consider school property and funds as if they were placed in their trust, and exercise the same prudence and care as they would do so to their own property and funds;
- (p) make every effort to prevent crime, and report attempts made by other to screen its existence
- (q) declare the composition and size of their families at the time of their appointment,
- (q) report to the Principal immediately, the details of any case in which their character or conduct has been impugned by a court of inquiry or a law court,
- (r) take permission from the Principal before leaving the station even on holidays,
- (s) not employ any general employee or use any school animal, vehicle, stores or funds for private purposes except where such employment/use is specifically authorised by the prescribed authority.
- (t) report to the Principal the full details and circumstances of the case, if arrested or released on bail after being arrested on ground involving moral turpitude or an criminal case.

2. The members of teaching staff shall in addition:-
  - (a) remain physically fit to play games with the students.
  - (b) exhibit lively and intelligent interest in games and sports;
  - (c) be willing to take boys out on excursions and hikes;
  - (d) take keen interest in co-curricular activities to get to know the boys more intimately and to help them unfold their personalities;
  - (e) conscientiously strive to improve the quality of their teaching by constantly updating their own knowledge and by learning and trying the new techniques evolved for efficiently teaching their subject;
  - (f) be methodical and enthusiastic about all that they do;
  - (g) be sympathetic and patient with slow learners and weak students;
  - (h) remain clear of narrow and sectarian approach in the handling of boys, while recognising their individual needs and characteristics;
  - (j) by precept and personal example, instill in the minds of the pupils a love for their motherland, regard and respect for the law of the land, and the ideals like love for the weak and the downtrodden and universal brotherhood.
  - (K) pay special attention to boys from weaker sections of society with a view to bringing them at par, in all respects with others, especially in the initial intake period.
  
3. The members of a Sainik School staff shall not:-
  - (a) become members of any political party, function as active supporters of any such party or contest elections to any of the local/legislative bodies;
  - (b) use their appointments to promote their personal views on religion, caste and political affiliations;
  - (c) indulge in any trade or business activity or own manage an insurance agency or accept any job of remunerative character from a source other than the school;
  - (d) permit their dependent blood relations to pursue any business interest that may directly and indirectly interfere with their performance or of other employees of the school or compromise their position;
  - (e) be under the influence of any alcoholic drink or drug during the course of their duty or allow their performance of duty to be affected by such drinks or drugs;
  - (f) apply for any assignment or job outside the Sainik Schools Society or take any public examination except with the prior approval of the Principal.
  - (g) represent their grievances except through proper channel or canvass any non-official or political influence or support in furtherance of matters pertaining to their service in the school;
  - (h) accept or permit members of their families to accept on their behalf any gift from any pupil; parent, or a person with whom they have come in contact by virtue of their position in the school;
  - (j) give any evidence derived from unpublished official records relating to any of the affairs of the school, except with the permission of the Principal who may give or withhold such permission as he thinks fit.
  - (k) communicate with the authorities controlling the radio or any other mass media through letters or articles or deliver lecture on controversial issues or having a political
  - (l) sub-let their residential quarters in any form or permit persons of doubtful antecedents to stay with them;
  - (m) permit persons other than members of their own families (which would include wife, children, brothers, sisters and parents wholly dependent on the bonafide employee) to stay with them permanently in their quarters;

- (n) lend money to or borrow it from any other school employee or any other person on interest except any bank or established financial institute like co-operative societies etc;
- (o) gamble, or speculate or indulge in a game of chance unless such an activity is organised in the school club itself on no profit basis and that too exclusively for staff members and is in the knowledge of the Principal. Frequent purchase and sale of stocks and shares will tantamount to speculation;
- (p) keep pets and milk cattle within the school campus except with the explicit approval of the school authorities, which may be refused or if granted can be withdrawn at any time without assigning any reasons;
- (q) give alms or encourage beggary in any form within the school campus;
- (r) execute private work in a school workshop, art room, vehicle garage, etc.
- (s) give tuitions during or outside school hours;
- (t) undertake proof reading against payment or promote sale of books etc, except that they may accept examiner ship of Boards/Examining bodies with the prior written approval of the Principal.
- (u) get into heavy debt or declare himself insolvent;
- (v) indulge in any activity which is illegal under the law of the land.



## **DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL, VICE PRINCIPAL AND ADMINISTRATIVE OFFICER**

### **1. DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL**

The Principal will be the Chief Executive and the Academic Head of the School and shall be responsible to the Board of Governors and to the Local Board of Administration for the smooth running and administration. He will provide academic and administrative leadership of the highest order and always keep in view that the reputation and prestige of a Sainik School depend on his actions, which are watched by all the school employees as well as the students. He will, therefore, set the highest standards of integrity, honesty and efficiency through personal example and excellence in conduct on and off duty. He will identify himself whole-heartedly with the institution under his care, and the school in turn will be identified with the character of the Principal placed as its head.

He will be assisted in the performance of his duties by the Vice Principal and the Administrative Officer. He shall have the authority and responsibility for all matters connected with teaching, management and discipline of the school.

The Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency. His duties will be:-

- (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students.
- (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.
- (c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa.
- (d) To ensure that the staff are promptly guided and trained in the use of latest techniques, and that they are suitably sponsored for right type of courses aimed at their in-service training on actual need basis, if necessary.
- (e) To hold staff conferences periodically for reviewing the progress of students in general and weak students in particular and for discussing and reviewing the methods in use. He will take at least one period every week with each class and talk to the students on matters of academic and general interest.
- (f) To moderate results in consultation with the staff, to ensure that no student continues to go down in studies or in general behaviour, and that those who are showing unsatisfactory progress despite the best care and advice are weeded out at the earliest possible stage.
- (g) To maintain proper public relations with the local civil administration in the District and State Govt officials and to ensure cordiality and harmony in regard to the parents and the members of staff.
- (h) To brief the outgoing students and to keep track of the progress made by them after leaving the school, for a proper feedback.
- (j) To maintain popularity of the Old Boys Association and to ensure that the annual meetings promote healthy contacts and proper relations between the old students and the new.
- (k) To build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
- (l) To make all appointments purely on merit, keeping the needs and the larger interests of the institution in view.
- (m) To maintain effective financial control and to sanction all expenditure strictly in accordance with the rules and the budgetary allocations.
- (n) To ensure proper use and regular maintenance of all buildings & equipment held by the School.
- (o) To ensure proper accounting of all funds, stores and equipment and to devise and introduce effective checks at different stages so as to avoid any misappropriation, embezzlement, loss or misuse of school money.

- (p) To take measures necessary for safe custody / security of all cash and equipment, including weapons and ammunition.
- (q) To ensure proper and optimum utilisation of all accommodation and other assets of the school.
- (r) To take measures necessary for proper health and hygiene of the school community.
- (s) To invite and accept tenders and to draw contracts.
- (t) To draw up and issue school standing orders covering all aspects of school administration and to constantly review and update these orders.
- (u) To carry out a check personally of the following at least once in a quarter and append his signatures in the relevant records in token of having carried out such a check:-
  - (i) Cash held against the cash balance shown in the cashbooks maintained in respect of different accounts.
  - (ii) Safe custody of cash, drafts, cheques, postal orders, the keys to the safe, etc.
  - (iii) Progress of action taken on observations made by the stock taking boards or the audit authorities.
  - (v) To approve leave, initiate disciplinary action against erring employees, sanction TA/DA claims and to approve loans.
  - (w) To initiate ACRs of the Vice Principal and of the Administrative Officer and to review the ACRs of the Masters and the Administrative Staff. ACR of Masters and Admin Staff will be kept in the personal custody of the Principal.
- (x) To ensure that all action taken by him is in accordance with the Rules & Regulations of the Society, and to seek approval or guidance from the Honorary Secretary, Sainik Schools Society, on matters not specifically covered by the Rules & Regulations or in case of any doubt.
- (y) To report to the LBA and the Honorary Secretary all major events, including cases of indiscipline, theft, loss of school property, death or mishap of any kind to any student or staff of the school.
- (z) To be the Member Secretary of the Local Board of Administration.

The above duties being merely illustrative, the Principal will also be responsible for all that is expected of him as the head of a residential educational institution.

In order to expedite action in court cases/filing of vakalathnamas, it has been decided to authorise all the Principals/Headmasters/Administrative Officers of the Sainik Schools to act as an 'OFFICER IN CHARGE' in the court cases and for signing the vakalathnamas, etc., on behalf of any member of the BOG whose office is located in Delhi. The engagement of the Counsel could be done in consultation with the Local District Collector / Dy. Commissioner who is also a member of the LBA. The action taken in such case will be informed immediately to the Sainik Schools Society for ex-post facto approval.

All court cases would have to be perused vigorously. In case, the assistance of the "Sainik Schools Society" is required for some opinion on legal issues / matters keeping in view the complexity of specific "Suits/Application" etc., the same would have to be taken accordingly, expeditiously.

The above instructions at para (b) & (c) will not be applicable in the matter of those “Contempt Cases” where an officer is made a “Party” in his individual capacity.

## **2. DUTIES AND RESPONSIBILITIES OF THE VICE PRINCIPAL**

He will be the head of the academic team and directly responsible to the Principal for training, education and discipline of the students and will assist him as his principal lieutenant in achieving the objectives of the school. He will advise him on all matters connected with training and discipline. He will be assisted in the performance of his duties by all teachers, Housemasters, PT Instructors, Librarian and Subordinate academic staff. As Officer Commanding of the NCC Company of the school, he will be answerable to the Principal. In this task, he will be assisted by PI Staff from the services and the Civilian staff posted by the State Government.

His detailed duties will include:-

- (a) Planning, co-ordination and implementation of academic programmes.
- (b) Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any.
- (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least three hours a day.
- (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character.
- (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys.
- (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc.
- (g) Ensuring proper coverage of the syllabus by sub- dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject.
- (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule.
- (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.
- (k) Provisioning, distribution, accounting, upkeep, storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.
- (l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools.
- (m) Timely publication of results, prompt despatch of progress reports and follow up correspondence with parents on the progress made by the students.
- (n) Proper maintenance of documents including dossiers of students.
- (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline.
- (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys.

- (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilisation of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs.
- (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams.
- (s) Organisation of co-curricular activities to spot talent as also to develop such talent among those who are shy and diffident.
- (t) Selecting training and equipping boys for various courses, NCC camps, competitions and functions.
- (u) Recommending to the Principal, in consultation with the Administrative Officer and the teachers, names of boys for various appointments in the school.
- (v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline.
- (w) Regular and timely publication of School Newsletter and Annual Magazine.
- (x) Guiding and training his sub-ordinates and arranging in-service training for teachers.
- (y) Maintaining the school diary and the school album.
  - (aa) Keeping alive the link with the past, through the Old Boys Association.
  - (ab) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action.
  - (ac) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the N.D.A. and, therefore, need to be withdrawn from the school.
  - (ad) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that Housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide.
  - (ae) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction.
  - (af) Organisation and implementation of the NCC instructional programme and safe custody of NCC stores, arms and ammunition in his capacity as Officer Commanding of the NCC Company.
  - (ag) Organisation of the school functions mentioned below, in close liaison with the Administrative Officer.
    - (i) Ceremonial Parades
    - (ii) Annual Athletics
    - (iii) Annual Day Celebrations
    - (iv) Annual Exhibition
    - (v) Variety shows
    - (vi) Academic prize distribution
    - (vii) Any other functions and celebrations considered useful and, therefore, necessary
    - (viii) Organising and carrying out general supervision of school societies and Socially Useful Productive Work.
  - (ah) Organising educational visits, tours, treks and hikes.
  - (aj) Functioning as Officer-in-Charge of the Primary school. He will be responsible to the Principal for its efficient functioning.
  - (ak) Performing other duties assigned to him by the Principal or expected from him.
  - (al) Since Training and Administration of the school are inter-dependent, he will maintain a close liaison with the Administrative Officer to ensure effective

implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

### **3. DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE OFFICER**

The Administrative Officer is responsible to the Principal for all administrative and 'Q' duties. He will advise the Principal on all aspects of school administration and assist him in achieving the aims and objectives of the school. He will be assisted in the performance of his duties by the following staff of the school:-

- (a) School Medical Officer
- (b) Office Superintendent
- (c) Accountant
- (d) Quartermaster
- (e) Mess Manager
- (f) Hostel Supdts/Matrons and
- (g) House Masters

His detailed duties will include:-

- (a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance.
- (b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees.
- (c) Timely initiation of ACRs.
- (d) Guiding and Training his subordinates and supervising their work.
- (e) Proper maintenance of personal documents.
- (f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc
- (g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions.
- (h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff
- (i) Timely printing of School Prospectus and other publicity material.
- (k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination and interview, etc.
- (l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships.
- (m) Correspondence with State Govt, and parents for recovery of outstanding dues.
- (n) Correct maintenance of leave record of both academic and administrative staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him.
- (o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings.
- (p) Arrangements for boarding/lodging and conducting of all visitors to the school.
- (q) Timely submission of messing bills and their realisation.
- (r) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Headmaster, and follow up action on the recommendations of these boards.
- (s) Detailing local purchase committees and stores opening boards.
- (t) Organising purchase of items of clothing, ration, medicines, equipment, etc.
- (u) Efficient functioning of the Main Office, the Accounts Office and the 'Q' office.
- (v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers.
- (w) Supervision of work of Hostel Supdt/ Matron

- (x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal.
- (y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts.
- (z) Reception of new entrants and of other students on their return from vacations.
  - (aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents.
  - (ab) Correct issue of concession forms for rail road journeys.
  - (ac) Proper provisioning, procurement, and accounting of stores.
  - (ad) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc.
  - (ae) Smooth functioning of the school infirmary for prompt and effective medical care of the boys.
  - (af) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases.
  - (ag) Control of Cattle nuisance in the Campus.
  - (ah) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorised entry into the campus  
Prompt reporting of thefts defalcation of school funds and stores and cases of absconding boys to police/parents and the Principal.
  - (aj) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office.
  - (ak) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day.
  - (al) Processing of bills, for POL, road tax, and updating of inventories.
  - (am) Recovery of losses, or of damages to fitments/furniture, etc.
  - (an) Issue of furniture to scale and recovery of rent.
  - (ao) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008.
  - (ap) Framing of Fire Orders and holding of fire Fighting Practices.
  - (aq) Provision of recreational and other amenities to staff and to students.
  - (ar) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action.
  - (as) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts.
  - (at) Jointly operating bank accounts with the Principal as the co-signatory.
  - (au) Signing the Cash Book every day, after all transactions of the day have been entered therein.
  - (av) Further, he will be responsible for:-
    - (i) Taking charge of all moneys received for the school and ensuring safe custody of such money.
    - (ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs 3000/-
    - (iii) Taking expeditious action to clear outstanding audit objections.
    - (iv) Preparing and reconciling the Bank Statements regularly every month.
    - (v) Safe custody of classified documents.
    - (vi) Inspections of the boys kit, the campus the dormitories, etc.

- (vii) Attending to matters connected with the school estate.
- (viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans.
- (ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any.
- (x) Maintenance of all school statistics.
- (xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.

The training and administration of the school are inter-dependent. The Administrative Officer will, therefore maintain a close liaison with the Vice Principal to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

#### **4. DUTIES OF HOUSE MASTER**

Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of seniority-cum-merit. A Housemaster will be responsible to the Principal through the Registrar / Headmaster for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the boys of his House. He will be assisted by House Tutors and Matrons/Hostel Superintendents. The Housemaster shall, in addition to the duties cited above, be responsible for:-

- (a) Watching the academic progress and overall growth of his wards and initiating suitable remedial action well in time.
- (b) Smart turn-out of the boys.
- (c) Providing Recreational facilities to the boys of his house.
- (d) Publication of the House news-letters and /or wall magazines.
- (e) Training the boys for Inter House Competitions.
- (f) Supervising letter writing by the boys to their parents/guardians.
- (g) Correspondence with the Parents/guardians of his wards.
- (h) Proper maintenance of Pocket Money Account and other records.
- (j) Visiting Infirmary to enquire about the health of his wards admitted therein.
- (k) Supervising the work of his House Matron/Hostel Supdt.
- (l) Maintaining cumulative record cards of the students.

#### **5. DUTIES OF MATRONS/HOSTEL SUPERINTENDENTS/WARD BOYS**

The Matrons/Hostel Superintendents will assist the housemasters in guiding and supervising the dormitory life of the boys and in efficiently administering the Houses. They will ensure that:-

- (a) All the boys are up at Reveille.
- (b) They carry out their daily ablutions with emphasis on hygiene and dental care and are properly turned out for all the activities.
- (c) Those who report sick are attended to and given proper medical treatment and care.
- (d) They have regular baths and haircuts.
- (e) They look after their cupboards and keep their clothes and other articles in a neat and orderly manner.
- (f) All cases of indiscipline and unhealthy behaviour of the boys are dealt with appropriately.
- (g) Rounds are carried out at even after lights out so as to ensure security and to keep the boys from mischief.

- (h) The sweepers clean the dormitories properly and the warders, if there are any, take proper care of dormitory layout, house surroundings and security.
- (j) Account of clothes and linen issued to the boys is kept properly and the dhobi and tailoring services are efficient and satisfactory in all respects.
- (k) The buildings/stores held on charge of the House are properly accounted for. They will be responsible for proper maintenance of building and furniture inventories. They are also to maintain a cumulative record of all the requisitions for repairs etc, in the books placed in the Quartermaster Section, and ensure that all repairs are attended to in time.
- (l) All linen and clothing entrusted to their charge is correctly accounted for and kept in safe custody.
- (m) They effectively assist the Housemaster in ensuring proper harmonious growth and in maintaining high morale and discipline in their Houses.
- (n) The Hostel Supdts will also help/assist the PTIs in Physical Training exercises of the Boarders, as directed by the Principal.

## **6. DUTIES OF THE QUARTERMASTER**

The Quartermaster will work directly under the Registrar and will:-

- (a) Assist the Principal/Registrar in taking over the land, buildings and roads within the campus from the State Public Works Department and hold them on his charge.
- (b) Maintain inventories in respect of these buildings, alongwith sketches of electrical, water and sanitary fitments.
- (c) Hand/take over the buildings meant for official use (Houses, Hospital, Mess, Gymnasium, Swimming Pool, etc.) and for residential purposes and maintain an up to date occupation state.
- (d) Carry out periodical physical checks of the boundary line of the campus and of all buildings, and conduct special checks as and when instructed by the Principal or the Registrar. He will notice and promptly report encroachments, deficiencies, damages, unauthorised alterations/ constructions and cases of sub-letting, if any.
- (e) Arrange timely and proper reading of electric and water meters every month. After checking and verifying the bills, he will pass them on to the Accounts Section for payment/recoveries.
- (f) Arrange and supervise repair and maintenance of school buildings, with prior approval of the Registrar/Principal.
- (g) Hold charge of the school guest house and ensure its maintenance, cleanliness and allotment to guests as per standing orders of the school. He will maintain a register and will be responsible for collection of halting charges including payments for electricity and water consumed, at rates laid down by the school from time to time.
- (h) Ensure proper street lighting, general sanitation, and cleanliness of the campus.
- (j) Perform any other duty that may be assigned to him by the Registrar or Principal.

He will be the School Security Officer and in that capacity perform the duties laid down by the school and listed in the Security Orders. The security orders will form a part of the School Standing Orders.

He will also be the fire fighting officer of the school, and ensure correct maintenance and serviceability at all times of the Fire Fighting equipment placed at different "Fire Points". His duties in detail will be given in the "Fire Fighting Orders", which will be framed by each school according to local conditions and will be incorporated in the school standing orders.



He will be overall in charge of the general employees in the school and will be responsible for their discipline and welfare. Functioning in this capacity, he will be responsible for taking their roll call daily for maintaining a daily parade state. He will recommend leave and report absentees to the Registrar. He will distribute general employees to various departments, under the instructions of the Registrar and as per the directions of the Principal, and will organise central working parties as and when required.

He will hold over-all charge of all Mechanical and Animal Transport available in the school. As transport officer, he will be responsible for discipline of the Drivers, proper maintenance of vehicles, regular maintenance of their log books and connected accounts and records under the overall supervision and control of the Registrar.

He will be responsible for collection of all stores booked to the school by rail/road and for the despatch of stores to be sent out by the school.

He will assist the Registrar in provisioning of items required for the mess and for other departments/sections of the school. He will also advise bulk procurement and advance stocking of some of the stores if it is beneficial to the school to do so and if the storage space available in the school is adequate.

He will be responsible for correct accounting, proper storage and safe custody of dry ration, fresh ration, tinned stuff, fuel, etc. He will also hold on his charge all the miscellaneous stores, clothing, equipment, furniture, etc., and will be personally responsible for their timely provisioning, proper storage, safe custody and correct accounting. Maintenance of ledgers/stock registers and connected files separately for each category of stores will be his personal responsibility.

He will be assisted by the following, who will work directly under his control:-

- (a) Estate Manager, if appointed
- (b) UDC (Stores)
- (c) Electrician-cum-Pump Operator.
- (d) Malies
- (e) Watch and Ward Staff.

## **7. DUTIES OF THE OFFICE SUPERINTENDENT**

The Office Superintendent is officer-in-charge of the Main Office of the School and will be responsible mainly for its proper organisation and smooth and efficient functioning.

He will work directly under the Headmaster and the Registrar. To ensure smooth and efficient functioning of the Main Office for quick disposal of cases, files and correspondence, he will maintain close liaison with the Training Section, the Accountant and the Quartermaster.

He will be broadly responsible for the following:-

- (a) Proper organisation of the office, correct delegation and distribution of work to all clerks and smooth and efficient functioning of the Main Office.
- (b) Discipline of all Main Office Staff, including the Class IV Employees performing the duties of messengers.
- (c) Supervising the work of the office staff under him.
- (d) Timely issue of school Routine Orders and instructions.
- (e) Proper handling and safe custody of all confidential files and documents.

- (f) Proper and regular maintenance of personal files of the school staff and of the boys.
- (g) Correct and timely rendition of all reports and returns.
- (h) Proper filing, indexing and updating of rules and orders issued by the Board of Governors or by the Honorary Secretary.
- (j) Ensuring that subsequent orders and instructions, or amplifications issued by the Principal from time to time, are kept in a separate file, and amendments to school standing orders are issued as and when necessary.
- (k) Maintaining inventories in respect of all the stores, furniture and equipment held in the Main Office.
- (l) Security of information held in the main office as also security of the Main Office and of the offices of the Principal, the Registrar and the Headmaster.
- (m) Prompt and timely action on correspondence pertaining to administrative arrangements made for dispersal of boys proceeding on vacation and for their reception in the school on return from vacation.
- (n) Observance of proper procedure for purchasing, accounting and expending of postage stamps.
- (o) Arranging bulk purchase of office stationery and ensuring that the stationery purchased is correctly received and accounted for in the stationery ledger. He will also maintain a proper record of the issue of stationery to various branches.

The duties enumerated above are merely illustrative and not exhaustive. He will also perform other duties that may be assigned to him by the school authorities. He will be assisted by the clerical/ministerial staff allocated to the Main Office.

## **8. DUTIES OF MESS MANAGER**

- (a) He will be in overall charge of the mess and will ensure its smooth and efficient functioning. He will take over the mess complex (together with fittings, fixtures, furniture and other equipment) on proper voucher/inventories and ensure its proper maintenance. For timely action on repairs, replacements and maintenance, he will liaise with the Quartermaster.
- (b) He will put up his requirements to the Registrar, normally allowing at least 15 days for their provisioning through the Quartermaster's section.
- (c) He will maintain a record of items received in the mess and of items issued out and consumed daily. He will also work out the messing expenditure daily and put it up to the Registrar the next day, showing full details like the quantity demanded, the quantity received, the quantity utilised and the balance held, if any. Messing account books will be submitted to the Principal for his perusal at least twice every month.
- (d) He will demand, inspect and receive all supplies as per detailed specifications given in the approved contract, reporting discrepancies noticed if any, in writing.
- (e) He will act as a Secretary of the Mess Committee and assist the Registrar in preparing the weekly bill of fare.
- (f) He will train and guide the staff under his control and supervise cooking/serving of meals.

- (g) He will exercise utmost economy and check the food left over to reduce wastage to the minimum.
- (h) He will take all possible measures to avoid any case of food poisoning.
- (j) He will be responsible for cleanliness and for perfect hygienic conditions in the mess, including kitchen, bakery, dining room, pantries and the area surrounding the mess.
- (k) He will arrange special diet for sick boys, as per the prescriptions of the school Medical Officer.
- (l) He will maintain a record of attendance of mess staff and ensure that they are neatly dressed, practise clean and hygienic methods and are medically fit to carry out their duties.
- (m) He will be the recommending authority for leave to employees placed under his command.
- (n) He will distribute work judiciously and equitably to the general employees placed under his command.
- (o) He will perform any other duty that may be assigned to him by the Principal or by the Registrar.

## **9. DUTIES OF ACCOUNTANT**

The Accountant is required to assist the Principal in managing the Finances of the School. The duties of the Accountant will be directly related to the work area of his employment.

### **BUDGETING**

The Principal will prepare a budget in advance for every year. He will ensure that income from various sources is not under or over estimated and that interest on school's reserves is shown as a distinct item on the income side of the budget. He will obtain and get the anticipated annual requirements of all sections of the school, and show details of budgeted, capital and recurring expenditure in two separate sections of the budget. While making budgetary provisions, he will be guided by the actuals vis-à-vis the budgeted amounts under each head in the current and in the last year. To avoid frequent re-appropriations of the budget, he will also take into account the impact of likely price escalations and of increments and DAS/ADAs granted or likely to be granted.

The expenditure under any head may exceed by 10% of the amount allotted. The total expenditure, however, must never exceed the total budgetary allocation for the year. Re-appropriation sought by the Principal despite this stipulation will be viewed as instances indicative of lack of foresight and planning, unless there are valid reasons necessitating such re-appropriations.

The budget prepared by the Principal will be discussed in a meeting of the Local Board of Administration. With the recommendations of the Board, it will be forwarded to the Board of Governors for their approval.

### **PROCUREMENT PLANNING**

The Principal will so plan bulk procurement of stores required as to get a major part of the school's requirements from the manufacturers or their sole selling agents/authorised dealers so that the middle man's profit could be reduced if not altogether eliminated. If an item is being manufactured by two or more equally good companies, he may enter into a rate contract by obtaining limited tenders and deciding in favour of the company offering better quality or higher trade discount on their printed whole sale/retail rate lists.

He may contact the DGS & D for bulk supplies at rates contracted by them, provided the department is prepared to grant the Principal the status of Direct Demanding Officer. For agricultural products and other items required to be bought and stocked in bulk, the Principal shall preferably resort to procurement through government agencies supplying the items on subsidized/fixed rates. Where no such sources can be tapped, he may make bulk purchases from the wholesale market at the most suitable time of the year through a Local Purchase Committee. Such advanced stocking must, however, be so planned as to ensure optimum use of school transport and to obviate purchases at inflated rates during the scarcity/festival seasons. As a broad guideline, no Principal should have to spend more than 25% of the allocation under any head for piece meal procurements.

As far as possible, the expenditure will be spread evenly over the whole year to avoid purchases during the last three months of the year, when the market becomes buoyant because of rush of Govt purchases, or in anticipation of fresh taxation being levied in the ensuing financial year.

### **POLICIES GOVERNING PURCHASES/SALES**

All policies laid down in the subsequent paragraphs in this chapter to cover purchases and sales will be followed scrupulously. Whenever a purchase is made in violation of any of the Rules/procedures laid down hereafter, it will be specifically brought to the notice of the L.B.A. The reasons for ignoring the laid down rules will be explained to the satisfaction of the L.B.A. and their approval recorded in the minutes of the meeting.

### **STORAGE AND CUSTODY**

Proper storage and safe custody of all cash, stores, and equipment will be the responsibility of the Principal. If the storage space available in the school is not enough he will avoid advanced stocking or bulk purchases of stores, and enter into rate contracts instead, for piece meal supplies on as required basis.

### **ACCOUNTING OF CASH AND OF STORES**

The importance of using utmost care for proper accounting of cash and stores cannot be over emphasised. The Principal, will, therefore, ensure that account books are maintained regularly and that all supporting documents are in order. He will also ensure that all stores are properly accounted for in separate ledgers maintained for expendable and non-expendable items. Vouchers to support each receipt/issue/expense/load transaction will be readily available for verification at any time. Ways and means will be devised to promptly discover losses. The losses so discovered will be regularized through proper vouchers. The individuals responsible for losing stores by neglect will be suitably penalized to make good the loss to the school, if any.

### **PERIODIC CHECKS AND AUDIT**

Periodic checks by the Principal and by the Registrar/Headmaster are necessary for timely detection of any loss by misappropriation or by fraud. The Principal will, therefore, ensure that such surprise checks are carried out at least once in every month and that certificates to this effect are endorsed in the cash books and store ledgers suitably. He will also carry out such surprise checks of stores to ensure their proper accounting. Expendable stores will be written off periodically and regularly on the basis of proper expense vouchers, duly countersigned by the Registrar or by the Headmaster as the case may be.

To ensure that accounting mistakes and procedural irregularities, if any, are detected within a quarter and corrected promptly rather than being repeated throughout the year, the Principal will arrange for concurrent audit by the L.A.O. and ensure that full cooperation is extended to the Audit authorities. A copy of Audit objections and action taken thereon will be sent to the Honorary Secretary for information.

## **RULES AND PROCEDURAL FORMALITIES**

The contents of the above paragraphs being mere broad guide lines, detailed rules covering different aspects of school accounts, and procedural formalities involved in proper implementation of these rules, are given in different paragraphs below, subject-wise.

## **GRANT IN AID AND SPECIFIC CHARGES**

As a matter of rule, recurring grants provided by the State Govt for maintenance of buildings or for other purposes like equitation, payment of municipal taxes, construction of additional buildings, replacements, advertisement charges for the entrance examination, etc. shall be utilised for the purpose for which they are sanctioned. Although credited to the school fund account on receipt, such amounts will be accounted for separately in the budget. The unspent balances, if any, will be held in the sundry account until refunded to the Govt. Where permission has been obtained in writing for alternative utilisation of such unspent balances, the amounts will be treated as fresh grants-in-aid specifically sanctioned for such other purposes.

Likewise, fines imposed to recover the cost of willful damage to school property and specific charges realized for similar other purposes, will be utilised specifically for these purposes. Unspent balances will be held in the sundry account until utilised. Alternatively, they will be diverted into the welfare account and utilised for providing additional amenities or credited to the catering allocation for providing wholesome and enriched diet. This provision will be applicable to general fines also.

Income from grants-in-aid and specific levies will be shown separately in Part II of the Annual Budget.

The surplus of income of all kinds over expenditure will be yearly saving which will be deposited as a School Reserve Fund. The intention of Reserve Fund is to build up reserve to ensure that after a period of time, the school becomes fully self supporting and then the normal expenditure of the school would be met from the interest of the Reserve Fund. In case exigencies compel withdrawal of money from the Reserve Fund, the proposals will have to be got approved first by the L.B.A. and then the proposal sent to the Honorary Secretary, Sainik Schools Society, for further consideration. The Principals are not empowered to draw any amount from the Reserve Fund.

Whenever an amount is sanctioned by the Honorary Secretary, Sainik Schools Society, out of the reserve Fund, the amount so drawn should be shown as a distinct item of income in the Income and Expenditure Account of the school for the year in which the amount is drawn.

A completion report showing the utilisation of the amount drawn from the Reserve Fund with full details regarding the quotations called for, quotations accepted, actual expenditure incurred on individual items etc should be furnished to the Honorary Secretary within one month of utilisation of the amount.

The interest earned on the Reserve Fund will form part of the Reserve Fund. However, the interest on Reserve Fund may be spent with the approval of the L.B.A. upto an amount and for the purpose as authorised by the Board of Governors in accordance with delegation of powers to the Local Board of Administration from time to time.

## **INVESTMENT OF FUNDS AND CUSTODY OF F.D.R.**

The Reserve Fund, together with the amount likely to become available as income over the expenditure for the year, shall be invested in long term deposits with any of the nationalized banks and not more than 50% of the investment may be made with the Public Sector Undertakings in accordance with the policy laid down by the Board of Governors from time to time.

**SAINIK SCHOOL PURULIA**  
**ACADEMIC STAFF**

<b>SI No</b>	<b>Name</b>	<b>Designation</b>
1	Jayanta Ray	Sr Master (CSc)
2	Satinath Misra	PGT (Chem)
3	Prasenjit Ghorai	PGT (Maths)
4	Sourav Mahato	PGT (Maths)
5	Pankaj Kr Rout	PGT (Bio)
6	TL Shiny	TGT (Soc Sc)
7	Amit Kr Vidyarthi	Librarian
8	Sudipta Ray	TGT (Sc)
9	Meelan Chamling	TGT (Soc Sc)
10	Amrendu Kr Dutta	TGT (Maths)
11	Sounak Goswami	TGT (Beng)
12	Pankaj Kumar	TGT (Eng)
13	MM Rahman	TGT (Eng)
14	GN V Satyanaryana	TGT (C Sc)
15	Sumit Kr Ghosh	TGT (Sci)
16	Anjani Kr Pandey	TGT (Maths)
17	Rakesh Sharma	TGT (Sc)
18	Swati Singh	TGT (Soc Sc)
19	Pankaj Kumar	TGT (Hindi)
20	Rakesh Gorain	TGT (Eng)
21	Sebanti Banerjee	TGT (Sc)
22	Priya Ranjana Singh	TGT (Hindi)
23	Prodyut Kr Ghosh	C & W Instr
24	Rahul Thakur	Lab Asst
25	Sudip Kumar Mahato	Lab Asst
26	Sambhu Prasad	Lab Asst

**SAINIK SCHOOL PURULIA**  
**ADMISTRATIVE STAFF**

SI No	Name	Designation
1	Anil Kumar Singh	Office Supdt
2	Prasenjit Biswas	Accountant
3	Souven Chakraborty	Quartermaster
4	Sima Nayek	Matron
5	Ajit Prabhakaran	Hostel Supdt
6	Vijendra Singh Rathore	Mess Manager
7	Mani Kr Tamang	Nursing Asst
8	Manmohan Das	UDC
9	Pradip Thakur	UDC & PA to Principal
10	Lal Mohan Mahato	Driver
11	Satyabrata Samal	LDC
12	Shankar Pandit	LDC
13	Suraj Kr Vishwakarma	LDC
14	Akhilesh Kr Mahto	LDC
15	Nirmal Chatterjee	Driver

**SAINIK SCHOOL PURULIA**  
**GENERAL EMPLOYEE STAFF**

<b>SI No</b>	<b>Name</b>	<b>Designation</b>
1	Arjun Gorain	GE
2	Balaram Panda	GE
3	Narayan Prasad	GE
4	Yasin Ansari	GE
5	Noor Md Ansari	GE
6	Habu Murti	GE
7	Fatik Gope Mandal	GE
8	Nepal Paramanik	GE
9	Debjit Paramanik	GE
10	Jagat Ray	GE
11	Suchand Bauri	GE
12	Mathan Mudi	GE
13	Rajkishore Bauri	GE
14	Ratan Mahato	GE
15	Sudhir Mahali	GE
16	Bikash Das	GE
17	Dipak Bahadur	GE
18	Subhash Karmakar	GE
19	Sidam Mahato	GE
20	Swapn Kumar Bauri	GE
21	Nripen Mahato	GE
22	Istehar Ali Khan	GE
23	Sannyasi Mal	GE
24	Manoj Gayen	GE
25	Tapan Kumar Gorain	GE
26	Abhijit Gorain	GE



**SAINIK SCHOOL PURULIA**  
**DETAILS OF PAY SCALE OF EMPLOYEES**

STAFF	PARTICULAR	PAY SCALE	NO. OF STAFF
1			
2	PGT	53100-167800	2
3	PGT	47600-151100	3
4	TGT	53100-167800	2
5	TGT	47600-151100	1
6	TGT	44900-142400	14
7	C & W Instr	29200-92300	1
8	LAB ASSISTANT	25500-81100	3
9	OS, ACCOUNTANT	35400-112400	2
10	QM, HOSTEL SUPDT/ MATRON & MESS MANAGER	29200-92300	4
11	NURSING ASST & UDC	25500-81100	3
12	LDC & DRIVER	19900-63200	6
13	GE	18000-56900	26