

CHAPTER XI

**CONDUCT OF ENQUIRIES REGARDING ARREARS
OF SALARY**

1. A teacher of an aided school to whom any salary or arrears of salary as contemplated in sub- section (2) of section 8 of the Act is payable by the Manager at the commencement of the Section, shall, in the event of dispute regarding the claim or the amount due, prepare and submit to the District Educational Officer in charge of the school through the Headmaster of the school, a statement, in writing in triplicate giving full details of the amount due to him from the Manager, enclosing also copies of records, if any, available with him supporting the claim.
2. The Headmaster shall forward the statement and enclosures to the District Educational Officer direct in the case of Secondary and Training School and through the Assistant Educational Officer concerned in other cases, and shall give his own remarks on the claim with due reference to the school records. The Assistant Educational Officer shall forward the claim to the District Educational Officer with his own remarks with due reference to the records in his office regarding the claim.
3. A copy each of the statement and the enclosures, if any, shall be given by the District Educational Officer to the Manager and the Manager shall be entitled to put in a rejoinder thereto within such time as may be fixed by the District Educational Officer.
4. The District Educational Officer shall not be bound to receive or consider any statement or rejoinder tendered after the expiration of the time fixed by the District Educational Officer under Rule 3.
5. The dispute will normally be decided by the District Educational Officer on the statement of the teacher, the rejoinder submitted by the Manager, the remarks of the Headmaster and the Assistant Educational Officer, and the connected record available. The District Educational Officer may hear the parties and their witnesses, if any, before a decision is taken. In case a hearing is deemed necessary, the District Educational Officer shall inform the teacher and the Manager about the date, time and place therefor.
6. The District Educational officer may proceed to decide the case notwithstanding any failure to put in a rejoinder by the Manager within due time and the absence of any or both the parties who, after due notice; refuse or neglect to attend.

7. An appeal shall lie to the Director* from the order of the District Educational Officer.
8. The memorandum of appeal shall be forwarded along with connected records, statements, and arguments relating to the case and shall be complete in itself.
9. The appeal shall be preferred within one month from the date of the order appealed against unless reasonable cause to the satisfaction of the Director is shown for the delay.
10. The decision of the Director on the appeal shall be final.

* Powers under Rule 7 are delegated to the Deputy Directors by notification in Kerala gazette dated 24-6-80.