

FORMS**FORM 1**

[See Rule V-2 (3) and (4)]

**APPLICATION FOR PERMISSION TO OPEN A SCHOOL OR A NEW
STANDARD WITH A VIEW TO ITS SUBSEQUENT RECOGNITION**

1. (a) Name and address of applicant
 b) Whether individual or Corporate. If Corporate, the name of the Corporate Management should be furnished.
¹[(C) If Corporate, the number of schools under the Corporate Management and their location]
2. Position of School
3. Position with respect to neighbouring schools Taluk Village
 as per enclosed sketch plan of the locality with names of all the schools within a radius of 3 Lower Distance High Distance
 miles of the proposed site and their distance & from the Schools from the
 from it. The distance from the nearest Upper proposed site proposed
 cemetery or cremation ground: Primary site site
 Schools
4. (a) Name of the proposed school
 (b) Class and grade of school with highest standard of instruction intended at opening
 (c) Whether new or in continuation of the existing school
5. Date on which it is proposed to open the school
6. (a) Nature of tenure of the property by owner
 (b) Whether the applicant proposes to acquire the site for the school and if so when?
 (c) Extent of site of the existing school which is proposed to be raised.
7. Reason for opening the school
8. Whether the school will be open to all the classes of the community
9. Details of the guarantees, the applicant can give of his ability to conduct the school successfully from a financial point of view:
 - (a) Site;
 - (b) Landed property for School;
 - (c) Nature of accommodation;
 - (d) Ready money;
 - (e) Other guarantees
10. Whether the applicant is already the Educational Agency of any recognised institution under the Department, and if so the name of that institution.

11. Whether the applicant is prepared to furnish the cash security required by the department.
12. Whether the applicant intends to run school as an aided or recognised school
- ²[13 Whether the applicant or if corporate any members has been convicted of an offence involving moral turpitude, by a court of law, if so give details]
- ³[14 Whether the applicant is prepared to absorb qualified teachers who are retrenched and declared protected as per various orders issued by Government from time to time.

DECLARATION

I solemnly declare that the facts stated above are correct.

Station

Date

Applicant.

Note :- Roman figure indicates the number of the chapter in the Rules

1. Added by G. O. (P) 70/79/G. Edn. dated 2-5-79 published in Gazette dated:22-5-79.
2. Added by notification No. G.O (P) 576/62 dated 29-8-62 and published in K. G. dated 18-9-1962.
3. Substituted by G. O. (P) 79/2010/G.Edn. dated: 25-05-2010 published in gazette dated: 26-5-2010.

FORM 2
[See Rule V-16 (1)]
APPLICATION FOR RECOGNITION

1. Name of School
2. Taluk Village
3. Class of School Grade of School.....
4. Date of establishment
5. No. and date of order sanctioning / opening of School.....
6. Name and address of Educational Agency
7. Name and address of Manager

8. Standards already recognized		9. Standards for which recognition is now sought	
Standard	Strength on date of application	Standards	Strength on date of application

10. Total area of

- | | | | | | |
|-----|-----------------|--------|---------|--------|----|
| (a) | Class- rooms | Length | Breadth | Height | |
| (b) | Other buildings | do | do | do | do |
| (c) | Playground | Length | Breadth | | |

11. (a) Number of Class -rooms and superficial and cubic area of each room, with the maximum number of pupils likely to be taught in each room.
- (b) Whether the School introduced shift system.
12. Fees in each standard.

1	Name of Teacher	2	Designation	3	Salary assigned or to be assigned	4	Date of Birth	5	No. of license or permit if any held by the teacher	6	Standards and the subjects taught	7	In the School	8	In other recognized Schools, the names of such schools being specified	9	Highest educational qualification with year of passing and full particulars	10	Highest Technical Examination passed with year and subject.	11	Highest grade of trained teachers certificate with year	12	Highest grade of Technical teachers certificate with year and subject
---	-----------------	---	-------------	---	-----------------------------------	---	---------------	---	---	---	-----------------------------------	---	---------------	---	--	---	---	----	---	----	---	----	---

- | | | |
|--|----------|---------|
| 14. Sanitation, latrine and water supply | | |
| 15. Furniture, apparatus and appliances,
(Information separately for each Standard
or class should be given) | Ordinary | Special |
| 16. If a library is provided whether a catalogue
and a register of books issued are kept. | | |
| 17. The registers maintained and whether in the
prescribed forms. | | |

Declaration

On behalf of the management of the School, I hereby declare that the school fulfills all the conditions specified in the Kerala Education Act and the Rules under it and I promise to comply with all the conditions relating to the recognition of schools affording public instruction and other matters which are laid down in the Kerala Education Act and the Rules under it.

Station

Date

Educational Agency or Manager

FORM 3
[See Rule VI-1(1)]
APPLICATION FOR ADMISSION

Name of School

1. Name of pupil (initials to be given at the end):
2. Name of parent or guardian and his relation to the pupil:
3. Occupation and address of parent or guardian:
4. Name and address and occupation of local guardian in case the pupil does not live with his/her responsible guardian:

5. Schools previously attended

Name of Schools	Standard	Date of Admission	Date of leaving

6. (a) Date of birth (in figures and words):

¹[(b) Whether certified extract from register of Births/ declaration from the parent or guardian/ certificate from the Registered Medical Practitioner has been produced (vide Rule VI-1(1))]

7. Age on date of applications (in words number of years and completed months should be given);
8. ²[x x x x] Religion*
9. Nationality and State to which the pupil belongs;
10. Does the candidate belong to the Scheduled castes or Scheduled Tribes or other Back-ward Communities or is he a convert from Scheduled Castes or Scheduled Tribes?
11. Standard to which admission is sought

(in words)

12. Mother tongue of the pupil;
- ³[12A. The language in which the pupil desires to be instructed];
13. No. and date of transfer certificate produced on admission;
14. Date of last vaccination;
- ⁴[15. Whether immunised from Tetanus, Diphtheria, Measles Polio and B. C. G. (give details)];

I have read the rules of discipline of this School and undertake that my ward will abide by them.

I solemnly declare that the above particulars about are true and correct.

Station

Date

**Signature of Parent or
responsible guardian**

To be filled in by the Headmaster

Date of admission Admission No

Standard to which admitted Signature of Headmaster

⁴[Note: Whatever be the entry against item 15, admission shall be given to the applicant].

1. Substituted by notification published in Gazette dated 17-5-61.
2. The words 'community and' deleted by notification No. G.O (P) 99/62 dated: 07-02-62 published in Gazette dt. 13-2-62.
3. Added by G. O. (P) 153/77/G. Edn. dated 13-7-77 in Gazette dt. 13-9-77.
4. Inserted by G. O. (P) 173/87/G. Edn. dated 17-8-87 published in Gazette dt. 1-9-87.
- * It is not compulsory to show religion. In such cases item 8 may be filled up as "Religion not stated". G. O. (Ms) 77/74/G. Edn. Dated 29-4-74.

FORM 4
(See Rule VI-2 (1))
ADMISSION REGISTER

No.	1	2	3	4	5	6	7	8	9	10	10A	10B	11	12	13	14	15	16	16A	16B	17
		Name	Name of parent or guardian and the relationship of the pupil to the guardian	Occupation of Parent or guardian and his residence	Schools previously attended and the periods spent in each standard (dates to be specified)	Date of Admission	Date of Birth	[x x x x x] Religion	Does the pupil belong to the scheduled castes or Scheduled Tribes or other Backward Communities or is he a convert from Scheduled Castes of Scheduled Tribes?	Standard on admission	Mother Tongue of Pupil	The language in which the pupil desires to be instructed	Standard on leaving	Date of leaving	No. and date of transfer certificate produced on admission	No. and date of transfer certificate granted on leaving	Reasons for leaving	Date of vaccination	Whether immunised from Tetanus Diphtheria, Measles, Polio and B.C.G. (give details)	Whatever be the entry under item 16 A admission shall be given to the applicant	Remarks

1. The words "Community and" deleted by Notification in Gaz. Date 13-02-62.
10 A & 10 B inserted by G.O. (P) 153/77/G.Edn. dated: 13-7-77 published in Gazette dated: 13-09-77.
16A & 16B inserted by G.O. (P) 173/87/G.Edn dated: 17-08-87 published in Gazette dated: 1-9-87.

FORM- 5
[See rule VI-17(1)]
TRANSFER CERTIFICATE

Name of School പാഠശാലയുടെ പേര്

Whether the School is a Government, Aided or Recognised School
 പാഠശാല ഗവൺമെന്റ് വകയോ എയ്ഡഡോ അംഗീകാരം സിദ്ധിച്ചിട്ടുള്ളതോ എന്ന്

Name of Pupil വിദ്യാർത്ഥിയുടെ പേര്

¹[Name of Parent/ guardian and relationship of the pupil to the guardian
 പിതാവിന്റെ / രക്ഷകർത്താവിന്റെ പേരും വിദ്യാർത്ഥിയുമായുള്ള ബന്ധവും

Identification marks, if any of the pupil
 വിദ്യാർത്ഥിയെ തിരിച്ചറിയാനുള്ള അടയാളങ്ങൾ ഏതെങ്കിലുമുണ്ടെങ്കിൽ അവ

Nationality ദേശം

²[xxxxxx] Religion (മതം)

Whether the candidate belongs to Scheduled Castes or Scheduled Tribes or other Backward Communities or whether he is a convert from the Scheduled castes or Scheduled Tribes. വിദ്യാർത്ഥി പട്ടികജാതിയിലോ പട്ടിക വർഗ്ഗത്തിലോ മറ്റു പിന്നോക്ക സമുദായത്തിലോ പെട്ടവനോ, പട്ടിക ജാതിയിൽ നിന്നോ പട്ടിക വർഗ്ഗത്തിൽ നിന്നോ മത പരിവർത്തനം ചെയ്തവനോ എന്ന്.

Date of birth according to Admission Register (in words)
 അഡ്മിഷൻ രജിസ്റ്റർ അനുസരിച്ചുള്ള ജനനതീയതി (അക്ഷരത്തിൽ)

Standard in which the pupil was last enrolled (in words)
 പാഠശാല വിട്ടുപോയ അവസരത്തിൽ പഠിച്ചിരുന്ന ക്ലാസ്സ് (അക്ഷരത്തിൽ)

Date of admission or promotion to that standard
 ആ ക്ലാസ്സിലേയ്ക്ക് പ്രവേശനം കൊടുത്ത തീയതി

Whether qualified for promotion to a higher standard
 പഠിച്ചിരുന്ന ക്ലാസ്സിൽ നിന്നും കയറ്റത്തിന് അർഹതയുണ്ടോ എന്ന്

Whether the pupil has paid all the fees due to the school
 അടയ്ക്കേണ്ട ഫീസു മുഴുവൻ അടച്ചിട്ടുണ്ടോ എന്ന്

Whether the pupils was in receipt of fee concession
 വിദ്യാർത്ഥിക്ക് ഫീസു സൗജന്യം ലഭിച്ചിട്ടുണ്ടോ എന്ന്

Date of pupil's last attendance at school
 വിദ്യാർത്ഥി പാഠശാലയിൽ ഹാജരായ അവസാന തീയതി

Date on which the name was removed from rolls
രജിസ്റ്ററിൽ നിന്നും പേരു നീക്കപ്പെട്ട തീയതി

Date of application for certificate
സർട്ടിഫിക്കറ്റിനു അപേക്ഷിച്ച തീയതി

Date of issue of the certificate
സർട്ടിഫിക്കറ്റു കൊടുത്ത തീയതി

Reason for leaving
സർട്ടിഫിക്കറ്റു മൂലം വിടുവാനുള്ള കാരണം

School to which the pupil intends proceeding
സർട്ടിഫിക്കറ്റു മൂലം ചേരുവാനുദ്ദേശിക്കുന്ന സ്കൂൾ

Date of last successful vaccination
ഒടുവിൽ വിജയകരമായി മസൂരി കുത്തിവച്ച തീയതി

Number of School days up to the date
ആകപ്പാടെ അന്നു വരെയുള്ള സാധ്യമായ ദിവസങ്ങൾ

Number of School days the pupil attended
വിദ്യാർത്ഥി ഹാജരായ ദിവസങ്ങൾ

Principal Headmaster/Headmistress
പ്രിൻസിപ്പാൾ/ഹെഡ്മാസ്റ്റർ/ഹെഡ്മിസ്ട്രസ്

- N. B. 1. Fee concession/Scholarship history of the pupil may be entered below when necessary.
2. In the case of pupils of Higher Standards, details of the courses of the studies should be furnished below.

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1. Inserted as per G. O. (P) 260/75/G.Edn. dt. 24-10-75 published in Gazette dt.11-11-75.
 2. The words community and" deleted by notification No. G.O (P) 99/62 dated: 07-02-62 published in Gazette dt.13-2-62, and substituted for the words സമുദായവും മതവും.

**¹[FORM 5A
See Rule VI-17(3)]
LEAVING CERTIFICATE ISSUED TO OVER AGED PUPILS
REMOVED FROM THE ROLLS OF SCHOOLS**

This is to certify that was a pupil of the school. He/She was admitted/promoted to standard (in words) on He/She left the school on; while he/she was reading in (in words). His/her date of birth according to the school admission register is (in words).

Station:

Headmaster

Date:

..... School

[Note:- All certificates to be sealed with the school seal before issue]

1. Inserted by notification published in gazette dated 6-2-62

FORM 6
[See Rule VII- 6 (1)]
REGISTER OF ATTENDANCE FOR THE MONTH OF 19 STANDARD

ഉപയോഗ്യത	പേര്	ആകെ ഹാജർ ദിവസം പ്രതി ശരാശരി ഹാജർ															
ഉപയോഗ്യത	പേര്	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

മാസാരംഭത്തിൽ തന്മാസത്തിൽ രജിസ്റ്റർ സംഖ്യ..... തന്മാസത്തിൽ ചേർത്ത വരുടെ സംഖ്യ തന്മാസത്തിൽ രജിസ്റ്ററിൽ ഉള്ളവരുടെ ശരാശരി സംഖ്യ.....
 തന്മാസത്തിൽ പിരിഞ്ഞ ഫീസ് കൂട്ടിശ്ശിക ഫയീൻ ആകെ

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	ധാര്യ ഫ്രീഡം	ഫീസ്	ഫയീൻ		പ്രത്യേക യാട്രാക്ട്	ഉപയോഗ്യത
																	കൂട്ടി ശിക	തന്മാസം		
																	കൂട്ടി ശിക	തന്മാസം		

തന്മാസത്തിൽ സ്കൂൾ വിട്ട കൂട്ടികളുടെ സംഖ്യ തന്മാസത്തിൽ രജിസ്റ്ററിൽ ഉള്ളവരുടെ സംഖ്യ
 ഫീസ്വകയിൽ പിരിയേണ്ട തുക..... തന്മാസത്തിൽ രജിസ്റ്ററിൽ ഉള്ളവരുടെ ശരാശരി സംഖ്യ
 പിരിയേണ്ട ഫയീൻ ആകെ

FORM 7
[See Rule VIII-12(2)]

PROGRESS REGISTER

Name of pupil

Name of Guardian

Relationship of the Guardian to the pupil

Occupation and address of guardian

Religion of pupil

Sex

Date of Birth (in figures and in words)

Permanent bodily marks

Date of admission

Admission Register Number

Schools attended for the High School course commencing from Standard

VIII

Name of School	Standard	Date of admission	Date of leaving	Remarks

Year of presentation of the pupil for S.S.L.C. Examination

Name		Standard				Admission No.			
Subjects	School year	School year	School year	School year	School year	School year	School year	School year	School year
	Percentage of Marks	Class average %	Percentage of Marks	Class average %	Percentage of Marks	Class average %	Percentage of Marks	Class average %	Percentage of Marks
1. Group (A) Language Subjects First Language (to be entered) Second Language Third Language									
II. Group (B) Core subjects Social Studies General Science General Mathematics									
III. Group (C) Art and Craft									
IV. Elective subjects (From Standard IX onwards) Subject to be entered									
1									
2									
3									
Remarks by class teacher on handwriting, character, conduct, etc Number of school days during the year Number of days present during the year Percentage of attendance for the whole year.									
Headmaster									

Name of School in full

Name of pupil

Standard and division

Year

Subject	Quarterly Examination		Half yearly Examination	
	Maximum Marks	Marks Scored	Maximum Marks	Marks Scored
Number of working days Number of days present ¹ [Whether medical inspection was conducted, if so the result serious illness and the suggestions of the Doctor if any)	I Term		II Term	
	Remarks of class teacher and Headmaster		Remarks of class teacher and Headmaster	

Signature of Headmaster

Remarks if any by the guardian about the pupil

Signature of Headmaster

N.B. This form to be filled up and sent to the guardian as soon as the Quarterly and Half Yearly examination results are announced and got back within a week from the date of issue.

1. Inserted by Notification published in gazette dated: 27-11-1962.

**¹[FORM 8A
[See Rule VIII-12(3)]
PROGRESS REPORT OF PUPILS IN STANDARDS V TO X**

- | | |
|------------------|---------------------------------|
| 1. Name | 4. School |
| 2. Address | 5. Date of enrolment |
| 3. Date of Birth | 6. Date of leaving |
| | 7. Parent's name and occupation |

Attendance				Home circumstances
Year	Possible	Actual	Long absence with reasons	Pupil's position in the family
20				Economic and Social Status Special circumstances (Such as broken home, loss of parents, Step mother, etc.)
20				
20				
20				
20				
20				

PHYSICAL DATA: GENERAL CONDITION
DISABILITIES (PHYSICAL OR ANY OTHER)

Year	Height	Weight	² [Whether medical inspection was conducted if so the result- serious illness and the suggestions of the doctor, if any]	
Year	Games and sports	Hobbies	School activities special interest	Special abilities
20				
20				
20				
20				
20				
20				

1. Inserted as per notification published in Gazette dated 15-5-62
2. Substituted by notification published in Gazette dated 27-11-62

FORM 8A (Contd.)**SCHOOL ACHIEVEMENT**

Subjects 20 20 20 20 20 20

I Language

II Language

III Language

Social Studies

Science

Mathematics

Subject taken

under diversified course

(1)

(2)

(3)

.....

Place in class

.....

Special Merit obtained

.....

PERSONAL CHARACTERISTICS

Nature 20 20 20 20 20 20

Industry

Self Confidence

Initiative

Responsibility

Co-operativeness

Sociability

Courtesy and consideration for others

Leadership

Integrity

Cheerfulness

Emotional Control and stability

Habits of work (Punctuality)

Perseverance, Neatness etc.)

Headmaster,

Station

Date

Class Teacher

Remarks, if any by the guardian

Signature of Guardian

FORM 9

(See Rule IX-9 (1))

REGISTER OF PUNISHMENTS INFLICTED ON PUPILS

1. Serial Number
2. Admission Number
3. Name of pupil
4. Age
5. Standard
6. A brief account of the offences for which punishment is awarded
7. Date of offence
8. Date of award of punishment
9. Nature of the punishment (full details to be given)
 - (a) ¹[Censure]
 - (b) Fine -Amount to be specified
 - (c) Suspension - Period to be specified
 - (d) Removal
10. Remarks
11. Signature of the Headmaster
12. Date of realisation of fine
13. Initials of the Headmaster

1. Substituted for the words "Canening Number of cuts to be specified".
notification published' in Gazette dated 30-6-1959

FORM 10
 [(See Rule X - 1)]
STATEMENT OF MOVABLE AND IMMOVABLE PROPERTIES
SUBMITTED AS REQUIRED BY SECTION 5(1) OF THE KERALA
EDUCATION ACT

Name and position of the School *(Name of Taluk, Village and Sy. Nos to be given)

	As on 1-4- 20..... (1)	As on 1 st April of previous year (2)	Reason in brief for variation if any (3)
1. Extent of site including playgrounds and nature of ownership			
2. Total area of (a) Class rooms (b) Other buildings including hostels, if any			
3. Number of class rooms and size of each			
4. Whether the building are tiled, cementfloored, etc.			
5. Furniture			
Tables			
Chairs			
Almirahs			
Benches			
Desks			
Blackboards			
Boxes			
Stools, etc,			

* School includes the land, buildings, playgrounds, and hostels of the school and the movable properties such as furniture, books apparatus, maps and equipments pertaining to the school.

FORM 10 (Contd.)

	As on 1-4- 19..... (1)	As on 1 st April of previous year (2)	Reason in brief for variation if any (3)
6. Science and other apparatus			
7. Appliances Maps Charts Pictures Models, etc.			
8. Number of books in the School Library			
9. Particulars of electric fittings, water supply and sanitation			
10. Equipments for games and athletics			
11. Audio – Visual equipments such as- Film strip projectors Radios, Magic lanterns, Epidiascopes, etc.			
12. Craft equipments			
13. Investments in Government Securities, etc.			
¹ [14. Whether there are other buildings used by any church/ Mosque/Temple/ Mutt or Convent or Seminary etc. in the land mentioned in item (1)			
15. Whether the said land is to be used for the purpose of any Church/ Mosque/ Temple/ Mutt or Convent or Seminary, etc also]			
16. Other items, if any.			

Station:

Date.....

Signature of Manager

-
1. Item 14, renumbered as 16 and inserted 14 and 15 by G. O. (P) 187/77/G. Edn. dated 7-9-77 published in Gazette dated 11-10-77.

FORM 11
(See Rule XII-12)

Fee Receipt No.

Name of School

Name of pupil

Admission No.

Standard

Division

Instalment

Rs

np.

Tuition fees

Games fees

Library fees

Laboratory and

Technical Subjects fees

Stationery fees

Hobbies and Craft fees

Excursion and Scouting fees

Audio visual Education fees

¹[Festival activities]

Fines

Date of payment.

Signature

Teacher, Standard, Division

1. This item was inserted by G. D. (P) 25/91 G. Edn, dated 21-2-91 published as SRO No. 239/91 in K. G. Ex. No. 222 dated 21-2-91.

***FORM 11 A**
(See Rule 34 Chapter XIV (A))

Name of Educational Agency:

Seniority List of Teachers belonging to Primary /Upper Primary /Secondary School as on

Serial Number (1)	Name of Teacher (2)	Date of birth (3)	(4)			Date of 1 st appointment under the management (5)	Designation (6)	Name of School working (7)	Date of commencement of continuous service under the present grade (8)	Pay and scale of pay (9)	Rules opted (10)	Signature of teacher (11)	Remarks (12)
			General (Additional if any)	Professional (Additional if any)	Special								

Place:

Date:

Signature of the Manager

Order of the Educational Officer

* Inserted by G.O. (P) 176/84 G.Edn. dated: 27-08-1984 published in Gazette dated: 09-10-1984.

FORM 12

(See Rule XVII -15)

(To be filled by the proposer)

1. ¹Election to the Local Educational Authority

Educational District

2. ²Managers/Graduate

Teachers/non-Graduate

Teachers/ Local Bodies Constituency

1. Full name and official address of the proposer.

2. Full name and official address of candidate.

Date:

Signature of proposer

(To be filled by the candidate)

I, the above mentioned candidate assent to the nomination

Date:

Signature of Candidate

(To be filled by Returning Officer)

Serial No. of nomination.

This nomination was delivered at my office at
 on by the candidate/ proposer.

Date:

Returning Officer

-
1. Appropriate particulars of the election to be specified here.
 2. The particulars which do not apply to be scored out.

FORM 13

DIRECTIONS TO ELECTOR

FORM 13

COUNTER FOIL OF POSTAL
BALLOT PAPER

(See Rule XVII-19)
*Election

to the Local Educational Authority
..... Educational District
from the constituency Serial
number of ballot paper

Name of elector
..... Name of
School / Manager/ Local Body to
which/ whom the ballot paper is
supplied
.....
.....

* Appropriate particulars of the election to
be inserted here.

POSTAL BALLOT PAPER

(See Rule XVII- 19)
¹Election

to the Local Educational Authority
..... Educational
District from the
constituency Serial number of ballot
paper Serial No.
of

Candidate Name of candidate Mark
(1) (2) (3)

.....
1.
.....
2.
.....
3.
.....
4.
.....
etc.

1. Appropriate particulars of the election to
be inserted here.

- (1) Before recording your vote read carefully the following directions and also the instruction in Form 17 sent with this ballot paper.
- (2) You must not vote for more than one candidate. If you do, your ballot paper will be rejected.
- (3) Record your vote by placing clearly a mark in column (3) of the ballot paper opposite the name of the candidate to whom you wish to give the vote.
- (4) The mark should be so placed as to indicate clearly and beyond doubt to which candidate you are giving your vote. If the mark is so placed as to make it doubtful to which candidate you have given the vote, the vote will be invalid.
- (5) Your vote is secret. You must not put your signature on the ballot paper per make any other mark on it which reveal your identity. If you do, your ballot paper will be rejected.

FORM 14

[See Rule XVII-20 (2) (a)]

DECLARATION BY ELECTOR

¹Election to the Local Educational Authority from the
..... Constituency:

..... Educational District.

I hereby declare that I am the elector to whom the postal ballot paper bearing serial number has been issued at the above election.

Date:

Signature of Elector
Address.....

ATTESTATION OF SIGNATURE

The above has been signed in my presence by (elector) who is personally known to me/has been identified to my satisfaction by identifier) who is personally known to me.

Signature of identifier, if any.....

Address

Signature of Attesting Officer
Designation
Address
Date:

FORM 15

[See Rule XVII-20 (2) (b)]

COVER**A**

Not to be opened before counting

¹[Election to the Educational Authority
 Educational District
 from the Constituency Serial
 number of ballot paper

FORM 16

[See Rule XVII -20 (c)]

COVER**B**

Not to be opened before counting.

Election immediate ²[Local Educational
 Authority

..... Educational District

..... Constituency

To

The Returning Officer, ³.....

-
1. Appropriate particulars of the election to be inserted here
 2. Insert here appropriate particulars of the election and constituency
 eg:- Local Educational Authority, Trivandrum
 Educational District Managers constituency
 3. Full postal address of the Returning Officer to be inserted here.

FORM 17

[See Rule XVII -20 (2) (d)]

INSTRUCTIONS FOR THE GUIDANCE OF ELECTORS

Election to the Local Educational authority
 Educational District from the constituency

The persons, whose names are printed on the ballot papers sent here with, are candidates at the above election. If you desire to vote, you should record your vote in accordance with the directions given on the ballot paper and then follow the instructions detailed below:

(a) After you have recorded your vote on the ballot paper place the ballot paper in the smaller cover marked 'A' sent herewith. Close the cover and secure it by seal or otherwise.

(b) You have then to sign the declaration in Form 14 also sent herewith in the presence of a person competent to attest your signature viz., a member of the Legislative Assembly, a member of a Panchayat, Municipal Councilor Corporation or the Headmaster or a teacher of a Government or aided school. Take the declaration to any such officer and sign it in his presence after he has been satisfied about your identity. The officer will attest your signature and return the declaration to you. You must not show your ballot paper to the attesting officer nor tell him how you have voted.

(c) After your declaration has been signed and your signature has been attested in accordance with item (b) place the declaration in Form 14 as also the smaller cover marked 'A' containing the ballot paper in the larger cover marked 'B' After closing the larger cover sent it to the Returning Officer by registered post or by messenger. Graduate and non-Graduate teachers and members of Panchayats and Municipal Councils or Corporation may entrust the smaller cover marked 'A' and the declaration to the Heads of the schools or the President of the Panchayat or the Commissioner of the Municipal Council/Corporation for transmission to the Returning Officer.

(d) You must ensure the cover reaches the Returning Officer before 5 p.m. on the (date)

(e) Note that-

(i) If you fail to get your declaration attested or certified in the manner indicated above your ballot paper will be rejected; and

(ii) If the cover reaches the Returning Officer after 5 p.m. on the (date), your vote will not be counted.

FORM 18

(See Rule XX-(1) (2))

NOTICE

To

.....

.....

Whereas, the Government have received reports that you have neglected to perform the duties imposed by the Kerala Education Act; 1958 and the rules issued there under namely; and, whereas, the Government consider that in the public interest it is necessary to take over the management of School for a period of years.

Now, therefore, you are hereby required to show cause within 10 days in writing to the undersigned why action should not be taken for taking over management of the school for the above period.

Station,
Date.

Designation of Officer

FORM 19

¹[(See Rule XX -1(5)x x x x x]

FORM 20

¹[(See Rule XX -2(1)x x x x x]

FORM 21

(See Rule XX-3)

STATEMENT OF RENT

1. Taluk
2. Village
3. Survey Number
4. Extent of land
5. Details of trees on the land
6. Annual rent for the land and trees
7. Particulars of buildings
8. Annual rent for the buildings
9. Particulars of furniture
10. Annual rent of furniture
11. Particulars of books, maps, laboratory apparatus, etc.
12. Annual rent for books, maps, laboratory apparatus, etc.
13. Total annual rent
14. Deductions on account of aid or grant given by the Government
15. Net annual rent

Station

Date

Name and designation of Officer
preparing the statement

1. Forms 19 and 20 omitted by G.O (P) 245/87/G.Edn. dated: 17-12-87 published in Gazette dated: 17-12-87 with effect from 1-6-87.

FORM 22

(See Rule XX-5)

AWARD STATEMENT

No.

Dated

Made by.....

Whereas, the management of the school
 Village Taluk has been taken over by the
 Government with effect from for a period of
 years, the undersigned after full enquiry into the
 case and having due regard to the provisions of section 14 of the Act and the
 Rules, makes the following award of rent under his hand:

1. Particulars of land and trees.
2. Annual rent for the land and trees.
3. Particulars of buildings and furniture.
4. Annual rent for the buildings and furniture.
5. Particulars of books, maps, laboratory apparatus etc.
6. Annual rent for books, Maps, laboratory apparatus, etc.
7. Total rent under items 2, 4 and 6. Rs
8. Deduction made from annual rent on account of the rental value of
 Government aid or grant given to the school
9. Net annual rent payable Rs
10. Total rent payable for the period of requisition. Rs.
11. Instalment of payment; Year, month, date, amount
12. The person/persons to whom the rent is to be paid

Station:

Date:

Collector

FORM 23 (1)

(See Rule XX -6)

NOTIFICATION

Whereas the Government are satisfied that it is necessary in the public interest to acquire the School in..... Village Taluk, the management of which was taken over by the Government as per their notification dated published in the Gazette of

Now, therefore, in exercise of the powers conferred by section 14(8) of the Kerala Education Act, 1958, it is hereby notified that the said school shall vest in the Government absolutely with effect from

Government Secretariat,
Trivandrum
Date

(By order of the Governor)
Secretary

FORM 23 (2)

(See Rule XX -6)

NOTIFICATION

Whereas the Government are satisfied that for
 it is necessary in the public interest to bring education relating to
 within the area
 under their direct control;

Now, therefore, in exercise of the powers conferred by Section 15 of
 Kerala Education Act, 1958 read with Rules XX-6 and 7 of the Kerala
 Education Rules, 1959, the under mentioned School shall vest in the
 Government absolutely with effect from except the
 immovable properties specified in the Schedule which have been exempted
 under Section 16 of the said Act.

The is hereby authorised to take possession of the
 Schools from the above date.

The proposal to take over the Schools was approved by the resolution
 of the legislative assembly passed on
 Schedule

Government Secretariat,
 Trivandrum.
 Date:

(By order of the Governor)
 Secretary

FORM 24

(See Rule XX-9)

VALUATION STATEMENT

1. Name of School
2. Taluk
3. Village
4. Survey Number
5. Extent
6. Details of buildings and trees
7. Compensation for the land, trees and buildings Rs
8. Particulars of furniture, books, maps, laboratory apparatus etc.
9. Compensation for he furniture, books, maps laboratory apparatus, etc
10. Total amount of compensation Rs.
- ¹[11. Deductions on account of aid or grant given by the Government and public contribution received, for the acquisition, construction or improvement of property.
- 11A. Deductions on account of utilization of special fees for the acquisition, construction or improvement of-property]
12. Net compensation payable Rs.....
13. The person/persons to whom compensation is to be paid.

Station:
Date:

Signature of the Officer preparing
the valuation statement

FORM 25

(See Rule XX-10)

NOTICE

To

.....
.....

You are hereby informed that in the valuation statement prepared in connection with the acquisition of the School Village Taluk, the amount fixed as value for the school is shown below. You are hereby required to prefer the claims and objections to the amount of compensation fixed, before this office at 10 a.m. on

1. Compensation for land, trees and buildings
2. Compensation for furniture, books, maps laboratory apparatus, etc
3. Total amount Rs
- ¹4. Deductions on account of value of property acquired, constructed or improved with aid or grant from the Government.
- 4 A Deductions on account of utilisation of special fees for the acquisition, construction or improvement of property]
5. Net compensation payable.

Station:

Date:

Name and designation of Officer

1. Substituted by notification No. G.O. (P) 66/68/Edn. dated: 14-02-68 published in Gazette dated 5-3-68 for "11, Deductions on account of value of property acquired, constructed, or improved with aid or grant from Government"

FORM 26
(See Rule XX -11)
AWARD

No.

Dated

Made by.....

Whereas the SchoolVillage
.....Taluk, and the movable and
immovable properties of the school have been acquired by the Government
the undersigned after full enquiry into the case and having due regard to the
Provisions of section 15 of the Act and the Rules, make the following award
under his hand:-

1. The extent of land acquired is hectare/ cents
and is comprised in Sy. Nosin
.....village
2. The particulars of buildings acquired are
.....
3. The compensation awarded for the lands, trees and
buildings is Rs
4. The particulars of the furniture, books, maps, laboratory
apparatus etc. acquired are the following.
5. Compensation for the furniture, books, maps, laboratory
apparatus, etc. is Rs
6. Total compensation for the lands, trees, buildings, furniture maps,
books, laboratory apparatus, etc. is Rs
.....
- ¹[7. Deductions on account of aid or grant given by the
Government and public contribution received, for the
acquisition, construction or improvement of properties,
movable or immovable is Rs
- 7A. Deductions on account of utilization of special fees for
the acquisition, construction or improvement of
properties, movable, is Rs
8. Net compensation payable is Rs
9. The person/persons to whom compensation is to be
paid and the amount/amounts payable to each of them
is/ are.

Station:

Date:

-
1. Substituted by notification No. G.O (P) 66/68/G.Edn. dated: 14-02-68 published in Gazette dated 5-3-68 for item 7 which was "7. Deduction on account of value of properties movable or immovable acquired, constructed or improved with aid or grant, from the Government is Rs

¹[FORM 27
(See Rule XIV (A)-7)
APPOINTMENT ORDER

Station:

Date:

Shri(name and address of teacher)
 is appointed as a
 permanent/probationary/acting ²[x x x] teacher under this management on a
 pay of Rs per mensem in the scale of Rs
 and is posted as
 (Designation) in the
 (Name of school) from to in
 the vacancy of who has
 This appointment
 is subject to the provisions of the Kerala Education Act and the Rules there
 under and such other rules or orders issued from time to time by the
 Government or other competent authority.

³[Certified that there is no qualified teacher existing in service under
 this Educational Agency who is eligible for promotion to the vacancy for
 which the above appointment is made].

Signature of manager

Signature of Teacher

The appointment is approved

⁴[Certified that the above appointment has been made after satisfying
 that no qualified person retrenched ⁵[from any of the aided high schools in
 the Education District or aided primary Schools in the
 Education sub Districts] "after putting in 2 years of service and drawing 2
 vacation salaries is available for absorption to the post in the school"].

Signature and Designation of
 Educational Officer].

-
1. Inserted by Notification No. G.O (P) 254/64/Edn. dated: 06-05-64 published in Gazette dated 12-05-64.
 2. The word "temporary" omitted by Notification dt. 4-7-72 published in Gazette dt. 18-7-72.
 3. Inserted by G. O. (P) 14/84/G Edn dated 18-1-84 published in Gazette dated 14-2-84.
 4. Added by G. O. (P) 70/79/G. Edn. dt. 2-5-79 published in Gazette dated 21-5-79.
 5. Substituted by G. O. (P) 111/79/G. Edn. dated 13-7-79 published in Gazette dt. 16-7-79.

¹FORM 28

(See Rule XXVII 1-6)

APPLICATION FOR MAINTENANCE GRANT

Year

1. Name of aided school and location (Name of the District, Taluk, Village and Post Office to be given)
2. Name and address of the Manager
3. Name of the standards and number of divisions with strength of each*

	Number of Divisions	Strength in each
Standard	I	
"	II	
"	III	
"	IV	
"	V	
"	VI	
"	VII	
"	VIII	
"	IX	
"	X	

Total Strength

4. Amount of maintenance grant due with reference to the rates prescribed by Government (with details of calculation)
5. Amount of advance, if any, received
- ²[5A Amount realised by way of sale proceeds of unserviceable articles of furniture]
6. Excess, if any in the maintenance grant sanctioned for the previous year carried over to the current year.
7. Amount of maintenance grant due less amounts under 5 [5A] and 6.

Station:

Date:

Manager

1. Forms 28 to 30 added by Notification G.O (P) 900/62/ Edn. dated: 13-12-62 published in Gazette dated 18-12-62.

* If any of the standards are run on shift system the morning and afternoon session together shall be taken as one division and the number of pupils to be taken into account for purpose of calculating maintenance grant shall be one- half of the number of students in the morning and evening sessions together fraction if any being counted as one.

2. Inserted by Notification No. G.O (P) 258/70/S.Edn. dated: 12-06-70 published by in Gazette dated 30-6-70.

FORM 29
(See Rule XXVIII-6)
**STATEMENT OF EXPENDITURE UNDER
MAINTENANCE GRANT**

Year

Item	In the previous financial year	Estimate for the current financial year
(1)	(2) Rs. Ps.	(3) Rs. Ps.
¹ [(i) (a) Petty construction (each item of work and its expenditure should be noted separately)		
(b) Annual maintenance of school buildings, repairs or rent as per note (1) to Rule 4]		
(ii) Purchase of educational appliances such as globes, maps, charts, apparatus for teaching of Geography and allied subjects and instruments for mathematical drawing:		
(iii) Repairs to furniture and its replacement		
(iv) Office expenses and miscellaneous including stationery and postage and telegraph charges.		
(v) Contingencies for purchase of chalk, dusters, cleaning materials, buckets, ropes, registers and forms etc.		
(vi) Purchase of books and periodicals relating to Education other than books for school library.		
(vii) Raw materials for craft education		
(viii) Kindergarten and sewing appliances		
(ix) Water charges including expenditure on gardening.		
(x) Electric charges.		
(xi) Sweeping and scavenging charges in Lower primary Schools and in Upper Primary Schools with or without Lower Primary Section.		
(xii) Travelling allowance to the staff of the school for journey to the treasury		

Total -----

Note:- Items the expenditure for which is met or is to be met from special fees should not be included in the statement.

II	Rs.	Ps.
(i) Maintenance grant sanctioned in the previous financial year.		
(ii) Excess if any in the maintenance grant sanctioned for the previous financial year over the expenditure incurred that year,		
[i. e, II (i) minus the total under Col. 1 (2)]		

DECLARATION

I here by certify that the expenditure shown in the statement is correct and that the expenditure is supported by proper vouchers. I also certify that the amount has been utilised for the purpose for which it was granted.

Manager

-
1. Substituted by Notification No. 111/69/Edn. dated: 14-03-69 published in Gazette dated 25-3-69

FORM 30

(See Rule XXVIII-8)

BILL FOR MAINTENANCE GRANT

Head of Debit

Voucher No.
of the list of
payment for
.....

No. and Date of sanction	Period for which grant is payable	Name of Institution and Manager	Amount		Remarks
			Rs.	Ps.	

Received Rs. (in words)

Station:

Date:

Signature of the Manager

Passed for Rs. (in words)

¹[Certified that the maintenance grant drawn for the year
..... has been properly and fully utilised for the propose for
which it was granted.].

Station:

Date:

Signature and Designation of
Controlling Officer

Pay Rs. (in words)

Examined

Treasury Officer,
Treasury

Head Accountant

¹[FORM 31
(See Rule XXIX-5)
**Application for Admission to the Provident Fund
for Teachers in Aided schools**

1. Name of Subscriber
2. Father's name
3. Date of Birth
4. General Educational qualifications
5. Professional educational qualifications
6. Name of Aided School in which he/she
is employed at present
7. Designation of appointment held
8. Date of entertainment in the institution
9. Pay now drawn
10. If subscriber to any existing Teachers
Provident Fund, the name of the fund and
Account No.

I hereby declare that the above entries are correct to the best of my knowledge and that I accept the rules framed by Government for the Provident Fund instituted by Government for teachers in Aided schools and I agree to abide by them in case I am admitted to the benefits of the Fund,

Signature of Subscriber

NOMINATION

In case of my admission to the Fund and in the event of my death occurring while my account in the Fund is open, I desire that the amount due to me from the fund, viz., the amount standing to my credit, in the Treasury Savings Bank and the Government contribution due to me shall be paid.

(a) If any widow (s) ¹[husband] or /and child (ren) survive(s) me to such one or more of them as are specified in Schedule I below and in the manner shown against his or their names; and

(b) If neither a widow ¹[husband] nor a child survives me to the person or persons specified in Schedule II below and in the manner shown against his or their names.

The amount due to a nominee who is a minor at the time of my death should be paid to the person whose name appears in column 5 of the Schedule I/II.

Note:- Where a widow is excluded under clause (3) of rule, 15, the subscriber may, if there is neither a surviving child nor any other surviving widow distribute the amount under Schedule II.

Schedule I

Manner of distribution in case there is a surviving widow (s) ²[husband]
or/and child (ren)]

Name and address of the nominee or nominees	Relationship with the subscriber	Whether Major or minor if minor state age of minor	Amount or share of deposit	Name and address of the person to whom is to be made on behalf of the minor	Sex and parentage of persons payment mentioned in col. 5
1	2	3	4	5	6

Schedule II

Manner of distribution in case there is a surviving widow (s)
²[husband] or child

Name and address of the nominee or nominees	Relationship with the subscriber if any	Whether Major or minor if minor state age of minor	Amount or share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of persons payment mentioned in col. 5
1	2	3	4	5	6

Station:

Signature of subscriber

Date: Two witnesses

Certificate to be given by the Headmaster (Assistant Educational Officer in the case of Primary Schools) I hereby certify that the pay of the subscriber shown in column (9) of the above application is correct.

Station:

Headmaster/ Assistant Educational

Officer

Date:

-
1. Inserted by Notification No. G.O(P) 816/63/Edn. dated: 11-12-63 published in Gazette dated 24-12-63.
 2. Inserted by notification No. G.O(P) 816/63/Edn. dated: 11-12-63 published in Gazette dated 24-12-1963.

FORM 32
(See Rule XXIX- 5)

Name

Date of birth

Date of the admission to the Fund

Details of service, rates of pay and periods during which subscriptions are made.

Name of institution in which employed	Designation of the post held	Rate of Pay	Period for which subscription was paid		Particulars of periods during which subscription was not paid with reason therefore	Attestation by the District Educational Officer
			From	To		
1	2	3	4	5	6	7

Note:- (1) District Educational Officer shall maintain separate register on behalf of schools in each Taluk for each District. -

(2) Columns (1) to (4) to be filled up at the outset, columns (5) to (7) to be filled up whenever there is change in designation, rate of pay or in the school of employment and a fresh set of entries commence filling up columns (1) to (4).

(3) Periods during which subscription were not paid due to the subscriber being on leave, out of employment, etc.; should be noted in column (6) briefly with reasons therefor.

FORM 33
(See Rule XXIX-9 (1) (b))

Name of the Institution Month of

Account as in the pass book	Name of Subscriber	Monthly pay of the subscriber	The Teachers subscription	Amount of advance refunded	Total
		Rs. Total	Rs.	Rs.	Rs.

Serial Number	Name of subscriber	Name of institution in which employed	Name of Treasury in which the accounts stands open	Account No. in Pass Book	Months up to which subscription has been paid	Total amount at credit as in the book	Balance of any advance drawn still to be refunded	Date on which the subscriber left the School	Name of the institution to which the subscriber has gone	Name of Treasury to which the account is to be transferred	Date of application for transfer of account	Date of District Educational Office's Orders sanctioning transfer of account	Date of return of the Pass Book to the subscriber.	To be filled in only in Register maintained in School Date of issue of certificate showing the period to which the subscriber subscribed to the Fund while in the School
---------------	--------------------	---------------------------------------	--	--------------------------	---	---------------------------------------	---	--	--	--	---	--	--	---

FORM 35

(See Rule XXIX- 9 (7))

Register of closure of accounts of subscribers in the Provident Fund Sanctioned by the District
Educational Officer

Serial Number	Name of subscriber	Name of institution in which employed	Account No. in the Pass Book of the Subscriber	Months from which subscription to the Fund commenced	Months upto which subscription has been paid	Amount at credit as in pass Book	Balance if any advance drawn still to be refunded	Date of application for closure of account	Reason for closure account	Dist. Edl. Officer's order as to Eligibility of subscriber for the government contribution	Total amount withdrawn from Savings Bank	Amount paid to subscriber	Accountant General's order on the application for Govt. contribution	Amount authorized by the Accountant General for payment	Date on which amount was drawn from the Treasury	To be filled in only in Register maintained in School Date of Disbursement to the Subscriber with his signature
---------------	--------------------	--	---	--	---	-------------------------------------	--	---	----------------------------	--	---	---------------------------	--	---	---	---

[illegible]

Months in which the several instalments were refunded

1 (11)	2 (12)	3 (13)	4 (14)	5 (15)	6 (16)	7 (17)	8 (18)	9 (19)	10 (20)	11 (21)	12 (22)	13 (23)	14 (24)	15 (25)	16 (26)	17 (27)	18 (28)	19 (29)	20 (30)	21 (31)	22 (32)	23 (33)	24 (34)
-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

FORM 37

(See Rule XXIX-13 (2)(b))

FORM OF ASSIGNMENT

I, A, 6, of hereby assign upto the Governor of Kerala the within policy of Assurance as security for payment of all sums which under rules 13 of the Teacher's Provident Fund Rules, I may hereafter become liable to pay to that Fund.

I hereby certify that no prior assignment of the within Policy exists.

Dated this day of 19

Signature of subscriber

(One witness to signature)

FORM 38

(See Rule XXIX-13(3) (a))

APPLICATION FOR WITHDRAWAL FROM THE TEACHERS PRVIDENT FUND
TOWARDS PAYMENT OF INSURANCE PREMIA

1. Name of the subscriber
2. Designation and name of the School
in which he is working
3. Policy number and amount of
Premia payable
4. Amount at credit in the savings
bank pass book on the date of application
5. Amount of subscriber's subscription
6. Amount to be withdrawn (in whole Rupees)

Place: Signature of the Headmaster

Date: (Asst. Edl. Officer in the case of Primary Schools)

Signature of the Subscriber

FORM 39

(See Rule XXIX-13 (3)(d))

Register to be maintained by the District Educational Officer

Serial No.	Policy No.	Amount of premium	When due	Remarks	Premium withdrawan		Premium receipts received	
					Amount	Month	Period paid covered	Dated initial of the District Educational Officer in taken of inspection and stamping on the receipt with 'No abatement of income tax' stamp
1	2	3	4	5	6	7	8	9

FORM 40

(See Rule XXIX-13(5))

REASSIGNMENT BY THE GOVERNOR OF KERALA

The Governor of Kerala doth hereby reassign the within policy to the said A. B.
Dated this day of 19

Executed by the District
Educational Officer on
behalf of the Governor
of Kerala in the presence of

Signature of the District
Educational Officer

(One witness who should add
his designation and address)

FORM 41

(See Rule XXIX-15(1))

BILL FOR CONTRIBUTION TO TEACHER'S PROVIDENT FUND

Received the sum of Rs (.....) being the amount
due from Government as contribution to Aided School Teachers' Provident Fund for
disbursement to

Certified that acknowledgement from the payees will be forwarded to the
Accountant Generalas soon as the amount is
disbursed to the parties concerned.

Signature of countersigning Officer
(District Educational Officer)

Signature of Headmaster
(Assistant Educational Officer in the
Case of Primary School)

FORM 42

(See Rule XXV-18(2)(b))

CERTIFICATE OF HEALTH

I do hereby certify that I examined (full name) an applicant seeking admission to training institution in the Kerala State and cannot discover that he/she has any physical deformity, blindness of one or both eyes 'or deafness or stammering or stuttering or other defect of speech. I further certify that I cannot discover that he/she has any disease, constitutional affection or bodily infirmity except I do not consider this would affect his/her performing efficiently the duties of a teacher, and taking active part in physical or other manual activities.

His/her age is years, according to his/her own statement and by appearance year. I certify that he/she has marks of small-pox/vaccination.

Personal marks of identification.

- 1.
- 2.
- 3.

Signature