



GOVERNMENT OF KERALA

Abstract

General Education Department - Fixation of Staff on the basis of UID- guidelines - Issued.

GENERAL EDUCATION (J) DEPARTMENT

G.O. (P) No. 313 /2013/G.Edn.

Thiruvananthapuram, dated 29 / 11 /2013

- Read: 1.G.O.(P) No.199/11/G.Edn. Dated 01-10-2011
2.G.O.(P) No.205/11/G.Edn. Dated 7.10.2011.
3.G.O.(P) No.256/11/G.Edn. Dated 28-12-2011
4.Circular No.31904/J2/12/G.Edn Dated 6/6/2012
5.G.O.(Rt) No.3778/12/G.Edn. Dated 06-08-2012
6.Letter.No.H(2)/29303/13/DPI Dated 31-7-2013 from the Director of Public Instruction.
7.Letter.No.ITS/2013/08/1394(48) Dated 24.8.2013 from the Executive Director, IT@ School.
8 G.O.(MS)No.154/2013/G.Edn Dated 3.5.2013.
9.G.O.(MS)No.172/13/G.Edn Dated 20.5.2013.

ORDER

Government vide order read as 1st paper above, introduced a scientific method of appointment and deployment of teachers in aided schools in the form of a package. As per the said order, the staff strength that existed in the academic year 2010-11 was approved as sanctioned strength for the year 2011-12. Subsequently the above strength was retained for the year 2012-2013 also. From 2012-13 onwards, one day verification of pupil strength as per Rule 12 Chapter XXIII KER has been dispensed with and the staff strength stands to be fixed based on the Unique Identification Number (UID) of the students. No filling up of posts of additional division was allowed after 31.3.2011. The additional division posts which were not filled up though allowed in the staff fixation orders of 2010-2011 were allowed to fill up only on daily wages and their approval will be considered only during the academic year 2013-2014. Managers were also authorized to fill up

vacancies arose due to resignation, promotion, death and retirement against the staff strength approved for 2010-2011.

As per the RTE Act, the Pupil-Teacher Ratio (PTR) should be revised school wise as 30:1 for LP schools (classes I to V) and 35:1 for U.P School (classes VI to VIII). At present, in Kerala, the existing PTR is as per the division in the school. Since the RTE Act does not envisage a PTR based on the number of divisions in a school, as per G.O read as 8th paper above the PTR is revised as 30:1 for L.P School and 35:1 for U.P School taking into consideration the total strength of students in a school and not on the basis of divisions. However the existing system of sanctioning class divisions as per KER will continue but an additional post will be sanctioned only based on the school wise PTR.

After considering the status of the enrollment of students under UID/EID as reported by the DPI in his letter read as 6th paper above, Govt. have decided to introduce UID based staff fixation in schools from the year 2013-2014. For the purpose following guidelines are issued:-

- I. For the purpose of staff fixation, only the strength as on 6th working day as envisaged in Rule 12 of Chapter XXIII KER will be followed.
- II. The UID/EID details of the pupil on the 6th working day will be submitted to the educational officer concerned as verified by the Manager and certified by the Headmaster/Headmistress by the last working day of June every year.
- III. The educational officer concerned will ensure the authenticity of the above details.
- IV. Only the actual UID/EID strength ascertained by the Educational officer concerned will be the effective strength for calculating the division admissible and the fixation of staff strength.
- V. The DPI should maintain a centralized data base of UID details of students and it should be updated periodically so as to incorporate changes, such as leaving of students who pass out from schools, addition of students through new admissions, students who change schools through transfer certificates etc. In

the first week of July in every academic year, the DPI should verify and ensure that the details in the data base conforms with the UID details certified by the Manager and the Head Master for the purpose of tracking of students only.

VI. Manager will submit proposal for fixation of staff strength but based on the UID/EID strength furnished to him by the Head Master concerned.

VII. The educational officer will issue staff fixation order by July 15th of every year as envisaged in KERs.

VIII. The procedure for further appointments to additional division vacancies will be only as laid down in clause 7 and 8 in G.O. read as 1st paper above.

IX. Fixation of staff strength for the year 2013-2014 and deployment of excess teachers

1. On the basis of UID/EID based effective strength of pupil furnished by the Head Master for 2013-2014, staff strength will be fixed by the educational officers in 1:45 ratio before 11.12.2013.
2. As per para 6 B of the G.O. read as 1st paper above, it was ordered that the additional divisions/posts should be notionally re-arranged by reducing PTR as 1:30 for classes I to IV and 1:35 for classes V to X. It was also made clear that no additional posts will be sanctioned on the basis of this process since the posts are worked out only on notional basis. If any approved regular teacher on the basis of the staff fixation for the year 2010-2011 continuing in service is found excess due to the process stipulated supra, will be retained in vacancies if available by notionally applying the reduced PTR as 1:30 for classes I to IV and 1:35 for classes V to X. While applying 1:30, second division shall be notionally sanctioned if the student strength exceeds 35, third division when strength exceeds 65 and so on. While applying 1:35, second division can be notionally sanctioned if the student strength exceeds 40, third division when the strength exceeds 75 and so on. If vacancies are available even after rearranging the excess teachers, the protected teachers and retrenched teachers included in the teachers package shall be

accommodated as per seniority .Notional fixation based on revised ratio is applicable only to aided schools for the limited purpose of rearrangement of excess teachers as stated above and teachers included in the Teachers Package. This notional fixation is not applicable to teachers appointed in leave vacancies. No additional posts shall be created or new appointment shall be done due to this process. No new appointments will be allowed in the vacancies due to retirement of these teachers who are notionally arranged. Corporate management schools will be treated as a single unit for the above purpose.

X. Filling up of Head Teacher vacancy

As per G.O read as 3rd and 5th papers above, Government have accorded sanction to fill up resultant vacancies in Government schools due to exemption from class charges of Head Teachers in Government schools having more than 150 students in LP schools and more than 100 students in U.P schools on daily wage basis and in the case of aided schools, to fill up such vacancies from Teachers Bank as per G.O read as 1st paper above. Considering the prevailing educational structure in Kerala,

(i) the Head Teacher shall be exempted from class charge in Government and aided schools having

1. More than 150 students - I to IV
2. More than 100 students - V to VII
3. More than 250 students - I to VII
4. More than 250 students - I to VIII (in schools having classes from I to X)

(ii) The resultant vacancies in Government schools shall be hereafter filled up with the excess teachers retrenched if any from Government schools or otherwise on daily wages. If in any aided schools, teachers are found excess even after rearranging as per clause IX above and is eligible for the Head teacher, the resultant vacancy shall be filled up with the teachers found excess in that school.

No new appointments other than as stated above shall be allowed in such vacancies.

XI. Teachers Bank.

In case there are still surplus teachers after the exercise mentioned above, a Teachers Bank shall be created. As per para 6 B (ii) & (v) of G.O read as 1st paper above, the posts which were not filled up though allowed in the staff fixation orders of 2010-2011 were allowed to fill up only on daily wages and their approval will be considered only during the academic year 2013-2014. After completing the process of staff fixation as stipulated above, additional divisions shall be sanctioned after due verification of UID in respect of those schools by the DPI. All further appointments to be made by the aided and Government schools on the ground of additional divisions shall be based on school wise PTR as stipulated in G.O read as 8th and 9th papers above and in aided schools, they shall be filled up by using the bank for the first vacancy and from the second vacancy onwards the school management will be free to make appointments, approval for which will be given by the DPI if otherwise eligible and qualified as per KER norms. For the purpose a detailed statement showing how the vacancy has occurred as per the school wise PTR (Pupil-Teacher Ratio) and how the first vacancy has been filled from the Teachers Bank, should also be enclosed in the appointment order by the Manager. The Educational Officer should ensure the genuineness of the statements, before giving approval for the appointment. When the details of teachers in the teachers bank is published Revenue district wise in the website of DPI, the details regarding teachers belonging to Government schools and aided schools should be separately indicated. A permanent separate Teachers Bank shall be created including all the specialist teachers on Revenue district basis. Appointments to additional division vacancies in aided schools shall be done only as per the procedures laid down in clause 7&8 in G.O(P) NO.199/11/GE_{dn}. Dated 1.10.2011.

XII Language teachers who were given full time benefit and have less than 15 periods to teach shall be clubbed to nearby school by the educational officer concerned.

XIII. Fresh appointment to an additional division vacancy of an aided school shall be made only after completing the staff fixation procedures including the notional arrangement of excess teachers and accommodation of first arising additional division vacancy from the teachers bank as envisaged above.

XIV. As per the educational package approved vide G.O(P)199/11/GEdn dated 1.10.2011 in para 6 B(x) read with para 6 C(ii), it is clarified that no appointments shall be made in leave vacancy and teachers bank will provide the service of teachers to schools for filling up of leave vacancies. If appointments are made against any leave vacancies after 1.10.2011, the same can be approved on daily wage basis till the teachers bank is formally constituted and leave substitutes are made available from the bank. Hereafter, all leave vacancies shall be filled up from Teachers Bank only.

XV For any discrepancy regarding UID details in the schools, the Manager and the Head Master shall be held jointly responsible. Legal action as per the general laws shall be taken against the Manager and the Head Master. In addition to this disciplinary action shall also be taken against the Head Master.

Any modification/Alteration to the fixation of staff strength in the schools based on the above guidelines shall be made only with the permission of Director of Public Instruction.

Necessary amendments to KER will be issued separately

By order of the Governor

A.SHAJAHAN

Special secretary to Government

To

The Director of Public Instruction, Thiruvananthapuram
All Deputy Director of Education
All District Education Officer and Assistant Education Officers

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Accountant General (A& E), Kerala, Thiruvananthapuram
The Finance Department (vide U.O no. 74875/EdnA1/13/Fin
dated 1.10.2013 and 89143/EdnA1/13/Fin dated 1.11.2013.

GA(SC) Department (vide item no.....)

The Director, Information and Public Relations Department,
Thiruvananthapuram (for wide publicity)

The Director, IT @ School, Thiruvananthapuram (for publishing in the website)

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