

# **MASTER CIRCULAR**

## **Master Circular No. 18**

### **Provision of Schools in Railway Colonies for the Children of Railway Employees**

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At present, the orders relating to educational facilities to children of Railway employees are scattered in a number of office Circulars/Orders issued from time to time. The question of consolidation of these existing orders/circulars into one Master Circular has been under consideration of the Ministry of Railways (Railway Board). They have now decided to issue a consolidated order on the subject as below for the information and guidance of all concerned.

#### **2. Railway Schools:**

2.1 Educational facilities provided on the Railways owe their origin to the necessity for fulfilling the educational needs of the children of European and Anglo-Indian employees who, in the last century, formed a considerable proportion of the Railway employees posted at places where no European schools were available. With this end in view, Railway schools were established at large Railway establishments. Certain Railway established boarding schools at hill stations for imparting education under European conditions. Other Railways assisted their employees by undertaking to pay a portion of the tuition fees. The

educational facilities thus provided for Europeans were later extended to Anglo-Indians and when the number of educated Indians began to increase in Railway Services, the Railways began to provide such facilities for the children of Indian employees at places where adequate arrangements did not exist.

**2.2** Under article 346 (3) - item 25 of list 3 Concurrent List (Seventh Schedule), provision of educational facilities is primarily the responsibility of State Govt./Ministry of Human Resource Development (Department of Education). However, Railways have provided educational facilities to the limited extent within the constraint of available resources purely as a measure of staff welfare to meet the needs of wards/children of Railway employees only at such places where there is a concentration of Railway employees and the educational facilities provided there at by other agencies - both Government (State/Central) and private are found inadequate or are totally absent resulting in hardship or inconvenience to them.

**2.3** Educational facilities provided by the Railways are generally confined to Primary/ Middle and High/Higher Secondary Standards. The Railways do not normally enter into the field of college and Technical education owing to their extant policy keeping in view the far reaching administrative and financial implications.

**2.4** Schools functioning in Railway Colonies:

- a. 639 Railway Educational Institutions comprising of 1 degree College, 7 Inter Colleges, 34 Higher Secondary, 51 High, 29 Middle, 118 Primary (full-fledged) and 399 ATP Schools are functioning on our system.
- b. As a policy, Railway Ministry have been coordinating with the Department of Education and had been successful in getting 60 Kendriya Vidyalayas - 6 in Project Sector and 54 in Civil Sector - established in Railway colonies/Areas.
- c. 382 privately managed schools and number of State run schools are also functioning in various Railway Colonies to cater to the needs of children of Railway employees.

**3.1** It may be reiterated that provision of educational facilities is primarily the responsibility of the State Govt./Ministry of Human Resource Development. Railway employees should, therefore, avail of the existing educational facilities provided by the State Govt etc. to the general public. While in the past, it could be admitted that difficulties in this respect were being experienced by Railway employees but with the passage of time and considerable and extensive educational facilities being provided by different agencies, Government as well as private at various places, the demands for expansion/ upgradation of schools to the various levels/ standards, should considerably reduce and finally cease to exist. To achieve this goal, the Board have also decided, as a matter of policy to establish Kendriya Vidyalayas preferably in "Civil Sector" in Railway colonies which will, while meeting the needs of the employees, reduce our financial burden on the administration of the schools.

[No. [E\(W\)83 SC 2-27 dated 13.9.1988.](#) (RBE 203/1988)]

**3.2 Keeping in view the existing facilities at various places where there is a concentration of Rly. employees, constraint of funds, restrictions imposed on creation/ upgradation of posts without matching surrender of live posts and imperative need to effect stringent economy in administrative expenditure etc., the Board desire that a critical review of Austerity Type Primary Schools should be undertaken by respective Railway Administrations immediately and the feasibility of closure, amalgamation or conversion of such schools should be examined and a phased programme should be chalked out. Similar study/review should also be conducted in respect of other schools viz., Primary, Middle, High/Higher Secondary Schools on opening/ expansion of non-Railway Schools and Kendriya Vidyalayas and serious efforts should be made to progressively close down the existing Railway schools matching the expansion of Kendriya Vidyalayas and other non-Railway schools.**

**3.3 With this end in view, the following points should be kept in mind by the Railway Administrations while forwarding their proposals regarding upgradation/ expansion of Railway Schools, introduction of new sections/ classes/ subjects etc. in the prescribed proforma to the Railway Board:-**

- i. No post-facto sanction of the Board to regularise the action taken by the Railway Administration without their prior approval will be accorded and may also result in reversing the action taken by the Railway Administration and fixing responsibility on the officers concerned for non-compliance of Board's orders;**
- ii. No proposal for opening of new Railway school should be sent to the Board;**
- iii. Efforts should continue to be made to obtain grant-in-aid from respective State Governments where Railway schools are situated;**
- iv. Proposals for expansion/upgradation etc. of Railway schools should be submitted to the Board for consideration only sparingly and where inescapable and fully justified taking into account the existing schooling facilities, etc. subject to the Railway Administration being able to muster suitable matching surrender of live posts equal to the cost of posts of teaching and non-teaching staff involved in the proposal; and**
- v. On opening of Kendriya Vidyalayas in Railway colonies, the concerned Railway Administration should take immediate steps to close down the ATP Schools, if any, already functioning at the stations. Steps for closing down the higher classes/schools may be taken progressively with the expansion of the Kendriya Vidyalayas.**

**3.4 Proposals regarding opening of new sections/classes, introduction of new subjects. upgradation of schools etc. should be sent to the Board (with detailed estimate of recurring and non-recurring expenditure involved) duly vetted by the FA&CAO in prescribed proforma positively by December each year to enable the Board to consider the same on merit and accord their approval, if found feasible before the commencement of the academic session.**

[No. [E\(W\)83 SC 2-27 dated 13.9.1988.](#) (RBE 203/1988)]

#### **4. General:**

**4.1 Railway Schools functioning in various Railway Colonies must be got recognised by the Education Board/Department of the respective State Governments or Central Board of Secondary Education, New Delhi.**

**4.2 Railway Administrations should fall in line in respect of Medium of Instruction in Railway Schools with the State Governments to the extent obligatory as per their orders. For this purpose, if appointment of language teachers becomes necessary, the same may be done after obtaining the sanction of the competent authority if the State Govts. have also done same in the schools run by them.**

[No. [E 49 ED 1/3/3 dated 11.2.1956.](#)]

**4.3 The children of outsiders should be admitted only if spare capacity is available after admitting all children and wards of Railway employees.**

[No. [E\(W\)59 ED 1-49 dated 2.1.1960.](#)]

**4.4 Wherever free education is provided by the State Governments, in lower classes in schools run by them, the Railway Schools in these areas should also provide free education in lower classes run by them. They should approach the State Govt. for grant-in-aid to cover losses in fees through suitable grant-in-aid according to the scales which may have been laid down for covering losses in fees in aided schools.**

[No. [E\(W\)60 ED 1-7 dated 4.2.1960](#)]

**4.5 In all Railway Schools, the day's work should begin with the community singing of the National Anthem.**

[No. [E\(W\)63 ED 1-33 dated 10.9.1963.](#)]

**4.6 Scout and Guide activities should also be given due encouragement in Railway Schools, particularly in Primary and Middle Schools, etc to inculcate the spirit of selfless service, self discipline etc. amongst the children, which will go a long way in character building. Assistance and guidance, if any needed in this respect, may be sought from your Railway Scout and Guide Organisations functioning at various levels.**

[No. [E\(W\)84 SC 2-10 dated 19.9.1988](#)]

#### **4.7**

- i. Coaching for courses for children of Rly employees for recruitment to the non technical popular categories/technical categories like Office Clerks, Commercial Clerks, Asstt. Station Masters, Guards, etc, through examinations conducted by Railway Recruitment Boards may be imparted in**

**Railway Schools where requisite infrastructure facilities are available during non working school hours etc. either in the morning evening or on holidays for a specific duration;**

- ii. Admission to coaching classes shall be restricted to children of Railway employees studying in Matriculation or Higher Classes in Railway/non Railway schools;**
- iii. To begin with, coaching may be imparted in the subjects prescribed for the non technical popular categories examinations conducted by Railway Recruitment Boards;**
- iv. A reasonable minimum amount may be levied as tuition fee on students attending the coaching classes with a view to restricting the admissions to needy and aspiring students only;**
- v. Railway employees who have the experience and expertise in teaching and posses wide knowledge and conversant with the prescribed subjects and type of questions being asked in the examinations conducted by Railway Recruitment Boards be engaged and paid suitable amount of honorarium from the amounts collected vide (iv) above and from the Staff Benefit Fund, as may be determined by the Railway Administrations in consultation with their FA&CAO;**
- vi. Details relating to coaching schemes may be worked out by the Chief Personnel Officer in consultation with FA&CAO and implemented at a few selected centres e.g. Zonal/ Divisional Railway HQs. on an experimental basis. However above course of action may be introduced in one High/Hr. Sec. School/Inter College in each Division immediately.**

**[No. [E\(W\)83 SC 2-24 dated 28.4.1987.](#)]**

**4.8 Training in Arts and Crafts may be Introduced in Railway Higher Secondary, High And Middle Schools as a hobby, wherever possible. In case this involves incurrence of additional expenditure, proposals should be sent to the Ministry of Railways with the concurrence of the FA&CAO.**

**[No. [E\(W\)61 SC 2-50 dated 5.9.1961.](#)]**

## **5.1**

- a. Railway Schools do not constitute 'industry' hence the same should be outside the scope of the existing Trade Unions of Railways. However, there should be no objection to the Teachers forming associations of their own.**

**[No. [E\(LWA\)65 AT/ID/1-6 dated 4.1.1966.](#)]**

- b. Railway School Teachers in their individual capacity may be permitted to place their grievances before the Senior DPOs/SPOs who are normally the functionaries responsible to oversee the smooth functioning of the schools in their capacities as President/Vice President of the School. The teachers in their individual capacities may be permitted to discuss their grievances with**

the officers in the Personnel Department responsible for the functioning of the Schools with prior appointment. The grievances of these teachers, whenever taken up in this manner, should be thoroughly examined by the Administration and action taken to redress the grievances within the framework of the Rules.

[No. [E\(LR\)82 UTP/2 dated 6.2.1984.](#)]

## 5.2

- i. No separate posts of Asstt. Headmasters / Asstt. Head Mistresses/Vice Principals should be created and that where considered necessary, the senior most post graduate teachers in a school Rs.1640-2900/ Selection Grade working in a Higher Secondary School/senior most graduate teacher in a scale Rs. 1400-2600 working in a High School, should be put to work as Asstt. Headmaster / Asstt. Headmistress/Vice Principal by reducing his/her teaching load.

[No. [E\(W\)62 SC 2-44 dated 4.3.1963.](#)  
and [E\(P&A\)I/87/PS-5/PE-5 dated 11.01.1988](#)]

- ii. However, in Higher Secondary Schools/Inter Colleges, with an enrolment of 1000 or more students, the senior most Post Graduate teachers in scales of Rs. 2000-3500 (Senior Grade)/2200-4000 (Selection Grade), as the case may be designated and utilised as Vice Principals by reducing their teaching workload. If necessary, selected suitable Post Graduate Teachers may be shifted to locations where needed, if they are not readily available their.

Post Graduate Teachers re-designated as Vice Principals shall be paid the Special Allowance of Rs. 150/- p.m. in lieu of the teaching allowance of Rs. 100/- being drawn by them.

[No. [E\(W\)83 SC 2-18 dated 28.11.1988](#) (RBE 263/1988)]

5.3 Each case of transfer of a Railway school to the State Government should be examined on merits and where this can be done, the Railway Administrations may agree to license the school buildings on nominal license fee and give the furniture free of cost so as to make it attractive for the State Govt. to take over the school. In any case, approval of the Railway Board may be obtained before any Railway school is handed over to the State Government.

[No. [E\(W\)61 ED 1-6 dated 17.3.1962](#)]

5.4 The main objective of conducting inspections in Railway schools is to streamline their day to day administration by effecting necessary improvements in educational standards. Vigorous follow up action should be taken on Inspection Reports submitted by Inspecting Officers and whenever deficiencies have been pointed out these should be speedily rectified. The Chief Personnel Officers should take personal interest and ensure that necessary improvements, where called for, are effected with a view to improve the standard of Railway Schools. It should also be ensured that Railway Schools are regularly inspected by the State Govt.

Inspectors and their recommendations implemented to the extent possible. In this connection, attention is also invited to the recommendations of Educational Advisers which were sent along with Board's letter No. [E\(W\)58 ED 1-9 dated 21.9.1959](#).

[No. [E\(W\)65 SC 2-54 dated 15.8.1966](#).]

**5.5 Any changes in the pattern of classes in Railway Schools such as addition or abolition of classes, upgradation or down-gradation of schools etc. should be reported to them for information together with the reasons necessitating such changes.**

[No. [E\(W\)65 SC 2-8 Pt. dated 31.10.1966](#).]

**5.6 Concessions to the Scheduled Caste and Scheduled Tribe Communities in the matter of admission to the Railway Schools**

- 1. It has been decided by the Railway Board that the following concessions should be allowed to the students belonging to the Scheduled Caste and Scheduled Tribe communities in the admission to the Railway schools;**
  - a. A distinct reservation of 15% for SC and 5% for ST candidates;**
  - b. The reservation in (a) above is interchangeable;**
  - c. Where admissions are made with reference to percentage of marks obtained, 1% reduction in marks may be allowed in the case of SC & ST candidates provided the lower percentage does not fall below the minimum marks required to pass the qualifying examination;**
  - d. The minimum age limit for SC & ST may be raised by three years.**
  - e. No child/ward of a member of staff belonging to SC/ST communities should be refused admission in Primary classes;**
  - f. In other classes, admission should not normally be refused upto the extent of the quota exclusive of any who secure admission on merits.**
- 2. To ensure that the concessions in the matter of admission as referred to above are actually available to the SC & ST Communities, the Railway Administration should maintain the following data;**
  - i. No. of candidates seeking admission each year;**
    - a. No. out of these are children and wards of Railway employees separately for SC & ST and other communities;**
    - b. Outsiders, separately for SC, ST and other communities.**
  - ii. Number refused admission in the same details as in (i) above**
  - iii. Reasons for refusal of admission in the case of SC and ST candidates;**
    - a. Where they are children and wards;**
    - b. Where they are outsiders.**

**5.7 ANNUAL REPORT**



The Railway Units are required to furnish relevant details in the prescribed proforma enclosed to Board's circular No. [E\(W\)90 RP 1-1/C dated 17.9.1990](#). (RBE 145/1990) to the Board positively by 31st July every year.

## **6. KENDRIYA VIDYALAYAS;**

**6.1** In Railway areas where there is a concentration of Railway employees and the educational facilities made available by the State/Central Govt. and Local/Private Agencies are found absent or inadequate to meet the needs of the children/wards of Railway employees, the Ministry of Railways have decided, as a matter of policy, to get established Kendriya Vidyalayas preferably in 'Civil Sector' in Railway colonies which will, while meeting the needs of the employees, reduce our financial burden on the administration of the schools.

**6.2** Kendriya Vidyalayas are to be opened only at Zonal/Divisional HQs., major workshops and other Railway establishments where there is a large concentration of Railway employees, or say, at least one thousand, with inter-state transferable liabilities and when the existing facilities are found inadequate or such facilities are non-existent, to meet the needs of the children of Railway employees.

**6.3** Such schools will normally be opened only in 'Civil Sector'.

**6.4** Railways should make available the physical facilities in conformity with the prescribed terms of Kendriya Vidyalaya Sangathan as indicated below:

- i. Fully developed land (normally ranging between 10-15 acres lesser areas in case of metropolitan cities only, on lease basis);
- ii. Temporary accommodation on nominal license fee for the school (initially a minimum of 6 - 7 classrooms - one room each for classes I to V, one room for the Principal and one for the staff with requisite basic facilities and additional class rooms with the progressive growth of the school till such time the Sangathan constructs its own school building;
- iii. Residential accommodation to 50% of the staff viz., residential accommodation for Principal (Type-IV), 3 to 4 Type - III/II type quarters for teaching staff and one Type-I quarters for Class IV staff on temporary basis on payment of normal license fees, as applicable to Railway employees till such time the Kendriya Vidyalaya Sangathan undertakes construction of staff quarters.

**6.5** Proposals or opening of new Kendriya Vidyalaya should be made by the Railway Administrations in the following proforma and should be submitted to the Board positively by December each year. No proposal should be submitted to KENDRIYA VIDYALAYA SANGATHAN direct under any circumstances.

- a. [Annexure B/I](#) - Opening of Central Schools in Civil sector in Railway colonies, - one copy to be sent to the Board.



- b. [Annexure B/II](#) - Agreement Form prescribed by the Kendriya Vidyalaya Sangathan (to be signed by the sponsoring authority i.e. DRM/HOD, as the case may be affixing the office stamp) - to be sent in quadruplicate.
- c. [Annexure B/III](#) - Survey Report (to be furnished as prescribed by the Kendriya Vidyalaya Sangathan in quadruplicate.
- d. [Annexure B/IV](#) - Sketch Map/Site Plan - as desired by the Kendriya Vidyalaya Sangathan in their proforma - to be furnished in quadruplicate.

6.6 After opening of Kendriya Vidyalayas in Railway colonies, information as indicated in [Annexure B/V](#) should be furnished to the Railway Board immediately.

6.7 The following priorities have been laid down by the Government of India in Kendriya Vidyalayas Civil Sector for admission and no deviation from the same can be made:-

- i. Children of transferable Central Govt. employees including Defence/ CRPF/ BSF Personnel in uniform, employees of All India Services and Indian Foreign Service;
- ii. Children of transferable employees of Autonomous Bodies and Public Sector Undertakings fully financed by Central Govt;
- iii. Children of non-transferable central Govt employees and Defence Personnel; and
- iv. Children of other floating population which includes civilian population desirous of joining the pattern of studies adopted in the Kendriya Vidyalayas.

6.8 On opening of Kendriya Vidyalayas, the Railway Administration should take steps to close down Austerity Type Primary/Primary Schools etc. if any already functioning at the stations.

[No. [E\(W\)81 SC 2-91/Pt.I dated 18.10.1988.](#) (RBE 240/1988)]

## 7. Kendriya Vidyalayas in Project Sector:

7.1 Opening of Kendriya Vidyalayas in Project Sector would involve financial burden on Railways as both recurring and non-recurring expenditure have to be met by us. Hundred percent residential accommodations is also to be provided to KVS Staff.

7.2 Proposal for opening of Kendriya Vidyalayas in Project Sector should be sent to the Railway Board only in a rare and special cases with all justification as in the proforma annexed [C/I](#) to [III](#) and site

[No. [E\(W\)81 SC 2-91 dated 28.12.1984/02.01.1985](#) (RBE 2/1985)]

## 8. Construction of Kendriya Vidyalaya Buildings:

8.1 Kendriya Vidyalaya buildings and staff quarters are to be constructed by Railways on "Deposit Work" terms basis. The guidelines for preparation of estimate and execution of such works are as under:-

- i. The school buildings to be constructed should conform to Sangathan's specification for 'B' type buildings with an overall floor area of 2752 sq.m. and keeping the overall cost within Rs. 1 crore. This will not include staff quarters and fencing/boundary wall, etc. but will include internal electrification, water supply, drainage, etc. A copy of specifications and a sample sketch are enclosed for your kind information;
- ii. The Sangathan has also desired that in the first instance, only 11 staff quarters may be provided as under:

Type	I	-	2	Nos.
Type	II	-	4	Nos.
Type	III	-	4	Nos.
Type IV - 1 No.				

These may be provided as per Railway's own design and estimates, but a separate estimate should be submitted to the Kendriya Vidyalaya Sangathan for sanction. The cost of staff quarters too is to be borne by the Sangathan;

- iii. The school premises may be provided with cheaper type of boundary walls/wire fencing at an approximate cost of Rs 5/- lakhs. Provision of ancillary items like road, general development charges, lighting of the premises, boundary walls/wire fencing etc outside the building may be included in this estimates and submitted to Sangathan separately for sanction.
- iv. Regarding service for water supply, electricity, etc., possibility for giving connection from the existing Railway network may be explored and such services may be charged on the basis of metered supplies by executing a sub-arrangement along with the main agreement for such items with the Kendriya Vidyalaya Sangathan and these charges will be paid by Vidyalayas. Tube wells/ overhead tanks therefore may not be provided in such estimates for the time being.
- v. Departmental charges:- The Board have agreed as a special case, in order to attract the Kendriya Vidyalaya Sangathan in the Railway colonies, to waive off the departmental charges of 12<sup>1</sup>/<sub>2</sub> % on the construction of Kendriya complexes in Railway colonies. However, loading/ unloading and freight charges as provided in the Railway Codes should be levied only in respect of stores which are supplied by the Railways. Similarly, work charged establishments as per requirements may be worked out and put in the estimates, the intention being that Railways should charges only reasonable charges for execution of such works.

The Kendriya Vidyalaya Sangathan has been advised to contact directly the Zonal Headquarters for preparation of estimates and all possible help may be given to them.

[No. 86/W2/8/14 dated 21.01.1987]

## 9. Construction of Kendriya Vidyalaya Building in railway Colonies

### 9.1 Licensing of Railway land:-

1. For opening of Kendriya Vidyalayas, the land may be leased for 99 years on nominal license fee of Rs. 300/- per annum. The Lease Agreement with Kendriya Vidyalaya Sangathan may be executed in the prescribed proforma.

[No. 79/W2/18/17 dated 7.12.1984.  
and No. 79/W2/18/130/0 dated 23.12.1987]

2. In the connection, the following further clarifications are given:-

- i. Selection of site

- a. Land measuring 8 to 15 acres should be located on the periphery of the colony, preferably in the direction of the nearby town, if any, so as to minimise disturbance to the colony;
- b. The land should be compact, and reasonably level and not be in a low lying area. There should be enough level ground which could be used for the morning assembly and as a play-field;
- c. The site should be away from slums and open drainage channels and should comparatively be free from dust and noise. It should be easily accessible to the children coming from the Railway colonies;
- d. One corner of the land should be set apart for slides, swings, merry-go-rounds etc. for children in lower age group (5-9 years);
- e. The site selected by the Zonal railways should be got inspected and approved by a Committee, comprising DRM and JDE (W), Railway Board and a representative of KVS;
- f. The lease deed should be prepared on the approved format, forwarded under Board's circular letter No. 84/WII/LM/18/157 dated 28.06.1985 (Annexure II). No change should be made in the prescribed format, except as may be found necessary to suit the local conditions;
- g. The lease deed, alongwith 4 copies of the site plan, duly signed by the competent authority, should be sent to KVS for signature of the Dy. Commissioner;
- h. The lease deed should be got registered as per the requirements of the local laws/regulations.

[ No. 86/W2/8/14 dated 12.07.1989]

### 9.2 Construction of school campus;

1. The Zonal Railways may undertake construction of school buildings and staff quarters for Kendriya Vidyalayas located in Railway colonies on "Deposit" terms. As construction of Kendriya Vidyalayas in Railway colonies is in the larger interest of the Railways, it may be ensured that their planning and construction are done in the best possible manner, with a view to achieving the maximum advantage for the money spent.

[ No. 86/W2/8/14 dated 21.01.1987]

2. The following further guidelines may be borne in mind:-
  - a. In locating the buildings, particular attention should be paid to the direction of sun and wind, so as to derive maximum advantage of light and ventilation and at the same time, avoid the intensity of heat;
  - b. Maximum economy should be affected in the planning of common areas like foyers, passages, etc.,
  - c. The preliminary drawings should be prepared keeping in view in school building norms (booklet enclosed) and the general guidelines issued by KVS in this regard (Annexure IV). Care should be taken to ensure integrated planning and designing of the various facilities viz., library, science laboratories, auditorium, staff room, drinking water facilities and toilets. No deviation from the standard in the size of facilities, number of class rooms, etc., should be made, unless considered absolutely essential;
  - d. Kendriya Vidyalaya Sangathan has stipulated that the total covered area (adding all floors) of various types of school buildings should be kept within the limits given below. A maximum variation of + 5% may be permitted by KVS subject to a proper justification being given;

Type of Building	No. of Sections	Total covered area on all floors
A	2	3000 Sq.Mts
B	3	4000 Sq.Mts
C	4	5000 Sq.Mts

- e. Estimates should not be prepared for school building unless the preliminary drawings are approved by KVS.
- f. It is not possible to standardise the layout plans for all types of school buildings, as the size and shape of plot and local bye laws would vary from place to place. A few layouts for type 'A' and Type 'B' school buildings are, however, enclosed and may be used as a guide for developing similar economics layouts, with local modifications as necessary.
- g. The height of the boundary wall or fencing should normally be restricted to 1.35 m (4'6") as desired by Kendriya Vidyalaya Sangathan vide their letter No. 6-12/86-KVS(L&B)(WK-I) dated 21.10.1988 (Annexure V). Higher walls may be proposed with the approval of KVS where considered necessary for security reasons;

- h. Based on the preliminary drawings approved by the KVS, the Railway should make a presentation of their proposal along with the planning and architectural details, for the approval of the Board;**
- i. 21 units of staff quarters (Type I-4, Type II-8, Type III-8 and Type IV-1) are normally required to be provided, at the time of establishing the Kendriya Vidyalaya, upto 12th standard, with a total of 36 sections, when the number of classes is less, the requirements will correspondingly be reduced, and the construction of additional quarters taken up in phases, as the school expands. The plinth area for these quarters should be regulated in terms of Board's letter No. 74/W-II/21/46 dated 27.10.1975 (Annexure VI). The site plan, alongwith a line diagram for each type of quarters, should accompany the estimates;**
- j. Estimates should be prepared separately for the school building and the staff quarters, so that any deficiency in one does not delay approval of the other. The building estimate should include the cost of internal service. The cost of external services and the site development work should be separately furnished. While preparing the estimate, the economy instructions issued by KVS vide their letter No. 6-10/87-KVS(L&B) dated 15.04.1987 (Annexure VII) may be kept in view. The detailed estimates should invariably be accompanied by the "Abstract of Estimate" on the format enclosed (Annexure VIII). As a rough guide, the total estimated cost for a Type 'B' school building would be about Rs. 1 Crore. The estimates should be properly checked and signed by the competent Railway authority before submission to KVS.**

**[ No. 86/W2/8/14 dated 12.07.1989]**

### **9.3 Progress Report:**

**As soon as approval for a particular work is issue by KVS, the first instalment of funds would be placed at the disposal of the Railways for starting the work. Further funds would be released by KVS, in instalments, as the work progresses and the payments already made are accounted for. It is, essential, therefore, that the progress report on the prescribed proforma (Annexure IX) should be furnished to the Sangathan at the end of every month so as to reach them by the 10th of the following month, alongwith a demand for the additional funds required.**

### **9.4 Handing-over of buildings:**

**As soon as the building is completed, it should be handed over to the Principal of the concerned Vidyalaya as per the directions contained in the Sangathan's letter No. F.6-7/81 (KVS)(L&B) dated 05.03.1981.**

**[ No. 86/W2/8/14 dated 12.07.1989]**

## **10.1 Non-Railway Schools in Railway Colonies:**

**Education being primarily a State subject, privately managed schools functioning in Railway colonies should not ordinarily be taken over by Railway Administrations.**

**10.2 Wherever the need for additional school is felt by Railway staff, such schools should as far as possible be organised and managed by Railwaymen themselves and for this purpose Railway Administrations may render suitable assistance to the managements. The nature of assistance to such school may be as under:**

**i. Non-recurring expenditure:**

- a. In respect of such schools as have been functioning satisfactorily and are fairly well established, any proposal to expand the existing school buildings or constructing new ones, the agencies may be asked to raise some portion of the sum required for the purpose so that they may have a financial assistance in the venture from the Railway being in the nature of subsidy. Railway land and buildings where it can be spared, may be leased on nominal license fees. No compensation will be payable for any structures erected by the licensee on the land if the Railway terminates the licence.**
- b. Furniture and equipment may also be purchased from Railway Revenues and donated to the privately managed schools run by the Railwaymen. The expenditure to be incurred may be equal to the amount proposed to be spent by the school for this purpose subject to the condition that it does not exceed 50 %, the amount that would have been spent by the Railway if the school had been a Railway school.**

**[No. [E\(W\)61 ED 2-24 dated 20.12.1961.](#)]**

**10.3 Recurring expenditure:**

**Some of the privately managed schools functioning in Railway colonies were unable to balance their budget and to run without grant-in-aid from Railway Revenues. As closure of such school was likely to affect adversely the education of the children/wards of Railway employees, the General Managers are authorised to sanction recurring adhoc grant on the basis of average loss per child (including the children/wards of Railway employees) or the amount at the rate of Rs 2, Rs 3 and Rs 4 per child per month respectively for Primary/Middle/High & Higher Secondary classes whichever is less.**

**[Railway Board's letter No. No. [E\(W\)55 ED 2/8/3 dated 17.10.1956](#) as amended vide Board's letter No. [E\(W\)78 SC 2-1 dated 17.09.1984](#)]**

**10.4 For non-recurring/recurring grants from Railway Revenues, the privately managed school should fulfil the following conditions:-**

- i. To qualify for a grant, a school must have at least  $\frac{1}{3}$  of its pupils or 100 pupils, whichever is less from amongst children and wards of Railway employees;**

- ii. The school should be one that is fully recognised for all purposes by the State Government concerned in accordance with their Education Code and should be in receipt of the full grant-in-aid as admissible under the Education Code;
- iii. A grant has to be sanctioned only to such schools as are not able to balance their budget;
- iv. The amount of grant-in-aid may be fixed on a adhoc manner but should, in no circumstances, exceed the amount due on the basis of average "loss" per child (including both children of Railway employees and their wards) nor should it exceed Rs. 2, Rs. 3 and Rs. 4 per pupil per month respectively for Primary, Middle and High/Higher Secondary classes;
- v. The sanction should be on an annual basis and no element of non-recurring cost should be allowed.

**10.5 Railway Board's prior approval for giving financial assistance to privately managed schools should be obtained in all cases except those, covered by Board's letter dated 17.10.1956. The grant in aid to privately managed schools shall be subject to the fulfilment of following conditions:-**

- i. The Railway Administration should be represented on the Managing Committee of each school run by Railwaymen, and as far as possible, a Railway official should be the Chairman of the Managing Committee, subject to the rules, if any, framed by the Education Department of the State Govt. in this regard;
- ii. In sanctioning the grants the Railway Administrations should indicate to the school authorities the conditions stipulated in para 2071-GI for conducting checks as and when necessary;
- iii. These schools should be regularly visited/inspected by the Education Officer/ Railway Officials on the same lines as the Railway managed schools and any short comings reported by these officials should be brought to the notice of the Management Committee of the schools so that these could be removed. In the event of the Managing Committee not being amenable to the advice of the Railway Administration in the affairs of the school, it shall be open to the Administration to withhold temporarily or permanently all subsidies, grants and aids.

[No. [E\(W\)61 ED 2-24 dated 20.12.1961.](#)]

**11. With a view to improve the facilities and the standard of education in Railway schools, a one man Committee was set up in 1986 under the chairmanship of Shri Avtar Singh Rikhy.**

The Committee's recommendations on various aspects of education in the Railway schools were considered by the Board and adopted, wherever feasible. A summary of the recommendations and the decisions of the Board are contained in the Annexure to the Board's letter No. [E\(W\)87 ED 1-5 dated 17.8.1987.](#)



Apart from these measures, the following decisions have also been taken by the Board to improve the functioning of Railway schools.

11.1 Implementation of "Operation Black Board" Scheme launched by the Department of Education in all the Primary and Austerity Type Primary (ATP) Schools on the Railways. This involves provision of certain basic minimum facilities in these schools.

[Board's letter No. [No. E\(W\)87 ED 1-5 Pt.III dated 12.1.1988.](#) & DO letter No. [E\(W\)88 ED 1-12/Vol.I dated 05.07.1989](#))

11.2 With a view to enable the schools to have assured funds for planning and augmenting the libraries, the following amounts should be earmarked at the beginning of the financial year for school libraries.

(a) ATP Schools:-

- |                                                                   |                           |
|-------------------------------------------------------------------|---------------------------|
| (i) Schools with strength of students over 50 but less than 100   | Rs. 500 p.a. per school   |
| (ii) Schools with strength of students over 100 but less than 200 | Rs. 750 p.a. per school   |
| (iii) Schools with strength of students over 200                  | Rs. 1,000 p.a. per school |

(b) Primary Schools Rs. 1,500 p.a. per school

(c) Middle schools Rs. 2,500 p.a. per school

(d) High Schools Rs. 5,000 p.a. per school

(e) Higher Secondary Schools/Inter Colleges Rs.7,500 p.a. per school

No. [E\(W\)88 ED 1-9 dated 5.7.1988.](#) (RBE 150/1988)]

In respect of Schools which do not have a separate post of Librarian, the Library should be maintained by a suitable Teacher, who may be granted Special pay at the following rates:-

Type of Schools	Revised Rate of Spl. Pay
(a) ATP school (with more than 50 student) and Primary schools	Rs. 50/- p.m
(b) Middle Schools	Rs. 75/- p.m.
(c) High Schools/Higher Secondary Schools/Inter Colleges	Rs. 100/- p.m

[Railway Board's letter No. [E\(W\)88 ED 1-9 dated 12.10.1988.](#) (RBE 236/1988)]

Detailed guidelines exist for strengthening the School Libraries by stocking their with the relevant Text-books, Reference books Newspapers/ Magazines etc. and for making them effective in creating awareness and interest among the students.

[Railway Board's letter No. No. [E\(W\)88 ED 1-9 dated 5.7.1988.](#) (RBE 150/1988), [08.07.1988,](#) [17.8.1989,](#) [14.2.1990,](#) [12.3.1990.](#)]

**11.3 Detailed guidelines have also been issued on various aspects of education in Railway Schools like academic results, training of teachers, School environment, student-teacher ratio etc.**

**[D.O. letter No. [E\(W\)89 ED 1-11 dated 20.11.1989](#))**

## **12. The Base of this Compendium**

- a. The consolidation made in the Master Circular should be construed only as a key to the original circular and not a substitution. In case of any doubt, the original circular(s) referred to in the Master Circular will be relied upon as authority.**
- b. It should be noted that orders/instructions issued under thee various circulars have only prospective effect from the date of issue of the relevant original letter(s), unless specifically stated otherwise in the concerned letter. Hence, for dealing with old cases, the instructions in force at the relevant time have to be referred.**
- c. Though all efforts have been taken to include all the relevant circulars on the subject, if any circular which has not been superseded happens to be omitted, the circular which has been omitted through over-sight will still hold the field. Anyone coming a across such circular may bring it to the notice of the Railway Board for suitable action for issuing a supplementary circular.**

## **Circulars regarding Schools in Railway Colonies**

- 1. No. [E 49 ED 1/3/3 dated 11.2.1956.](#)**
- 2. No. [E\(W\)55 ED 2/8/3 dated 17.10.1956.](#)**
- 3. No. [E\(W\)58 ED 1-37 dated 29.11.1958.](#)**
- 4. No. [E\(W\)58 ED 1-9 dated 21.9.1959.](#)**
- 5. No. [E\(W\)57 ED 1-23 dated 1.10.1959.](#)**
- 6. No. [E\(W\)59 ED 3-25 dated 16.10.1959.](#)**
- 7. No. [E\(W\)59 ED 1-49 dated 2.1.1960.](#)**
- 8. No. [E\(W\)60 ED 1-7 dated 4.2.1960](#)**
- 9. No. [E\(W\)60 ED 1-38 dated 16.2.1961.](#)**
- 10.No. [E\(W\)61 SC 2-50 dated 5.9.1961.](#)**
- 11.No. [E\(W\)61 ED 2-24 dated 20.12.1961.](#)**
- 12.No. [E\(W\)61 ED 1-6 dated 17.3.1962.](#)**
- 13.No. [E\(W\)62 ED 1-47 dated 6.12.1962.](#)**
- 14.No. [E\(W\)62 SC 2-44 dated 4.3.1963.](#)**
- 15.No. [E\(W\)62 SC 2-107 dated 29.6.1963.](#)**
- 16.No. [E\(W\)63 ED 1-33 dated 10.9.1963.](#)**
- 17.No. [E\(LWA\)65 AT/ID/1-6 dated 4.1.1966.](#)**

- 18.No. [E\(W\)65 SC 2-54 dated 15.8.1966.](#)
- 19.No. [E\(W\)65 SC 2-8 Pt. dated 31.10.1966.](#)
- 20.No. [E\(W\)67 SC 2-13 dated 16.5.1968.](#)
- 21.No. [E\(W\)73 SC 2-55/Pt. 'A' dated 24.1.1980.](#)
- 22.No. [E\(W\)82 WE 6-1 dated 4.5.1982.](#)
- 23.No. [E\(W\)83 SC 2-27 dated 9.9.1983.](#)
- 24.No. [E\(LR\)82 UTP/2 dated 6.2.1984.](#)
- 25.No. [E\(W\)78 SC 2-1 dated 17.09.1984](#)
- 26.No. [E\(W\)83 SC 2-27 dated 11.10.1984.](#)
- 27.No. [79/W2/18/17 dated 7.12.1984.](#)
- 28.No. [E\(W\)81 SC 2-91 dated 28.12.1984/02.01.1985 \(RBE 2/1985\).](#)
- 29.No. [E\(W\)83 SC 2-27 dated 20.9.1985.](#)
- 30.No. [E\(W\)83 SC 2-24 dated 28.4.1987.](#)
- 31.No. [E\(W\)87 ED 1-5 dated 17.8.1987.](#)
- 32.No. [E\(P&A\)I/87/PS-5/PE-5 dated 11.01.1988](#)
- 33.No. [E\(W\)87 ED 1-5 Pt.III dated 12.1.1988.](#)
- 34.No. [E\(W\)88 ED 1-12 Pt. I dated 5.7.1988. \(RBE 149/1988\)](#)
- 35.No. [E\(W\)88 ED 1-9 dated 5.7.1988. \(RBE 150/1988\)](#)
- 36.No. [E\(W\)83 SC 2-27 dated 13.9.1988. \(RBE 203/1988\)](#)
- 37.No. [E\(W\)84 SC 2-10 dated 19.9.1988](#)
- 38.No. [E\(W\)88 ED 1-9 dated 12.10.1988. \(RBE 236/1988\)](#)
- 39.No. [E\(W\)81 SC 2-91/Pt.I dated 18.10.1988. \(RBE 240/1988\)](#)
- 40.No. [E\(W\)83 SC 2-18 dated 28.11.1988 \(RBE 263/1988\)](#)
- 41.No. [E\(W\)89 RP 1-1/c dated 30.6.1989. \(RBE 169/1989\)](#)
- 42.No. [E\(W\)88 ED 1-12/Vol. A dated 5.7.89](#)
- 43.No. [E\(W\)88 ED 1-9 dated 17.8.1989.](#)
- 44.No. [E\(W\)89 ED 1-11 dated 17.11.1989.](#)
- 45.No. [E\(W\)88 ED 1-9 dated 14.2.1990](#)
- 46.No. [E\(W\)88 ED 1-9 dated 12.3.1990.](#)
- 47.No. [E\(W\)90 RP 1-1/C dated 17.9.1990. \(RBE 145/1990\)](#)
- 48.No. [90-E\(SCT\)I/22/14 dated 12.11.1990. \(RBE 195/1990\)](#)
- 49.No. [E\(W\)57 C 52/12 dated 7.6.1957.](#)
- 50.No. [E\(W\)59 ED 1-31 dated 12.10.1959.](#)

#### Subsequent Letters issued after issue of Master Circular

1. No. [E\(W\)89 ED 1-4 dated 20.11.1990.](#)
2. No. [E\(W\)91 ED 1-3 dated 11.2.1991.](#)
3. No. [E\(W\)91 SC 2-26 dated 8.7.1991.](#)
4. No. [E\(W\)91 ED 1-9 dated 1.8.1991.](#)

5. No. [E\(W\)91 ED 1-3 dated 3.10.1991.](#)
6. No. [E\(W\)91 ED 1-9 dated 3.2.1992.](#) (RBE 20/1992)
7. No. [E\(W\)89 ED 1-4 dated 21.2.1992.](#)
8. No. [E\(W\)88 ED 1-12 \(Vol. III\) dated 13.7.1992.](#) (RBE 111/1992)
9. No. [E\(W\)92 ED 1-8 dated 24.8.1992.](#) (RBE 139/1992)
- 10.No. [E\(W\)92 SC 2-68 dated 12.1.1993.](#) (RBE 2/1993)
- 11.No. [E\(W\)89 ED 1-4 dated 12.3.1993.](#)

## ANNEXURE - A

### EXPANSION OF EDUCATIONAL FACILITIES

#### I. Expansion/upgradation of Railway Schools

1. Academic year of the commencement of the proposal
2. Number of Railway employees residing in the colony
3.
  - a. Date of opening of the school with Board's sanction No. and date;
  - b. Date of upgradation of school in past with Board sanction No. and date, if any.
4. Section-wise number of students in each class of the school may be indicated in the following proforma:

Class	Section	Children of	
		Railway employee	Non-Railway employee
1	2	3	4

5. The details of teaching and non-teaching staff may be indicated in the following proforma:

Category of staff	Scale of pay	No. sanctioned posts	No. of posts now required	Financial implications (plus or minus)
<b>A Existing Teaching Staff</b>			<b>Proposed Staff</b>	
(i) Headmaster/Principal				
(ii) Post Graduate Teachers				
(iii) Trained Graduate Teachers				
(iv) Primary Teachers				
(v) Other including PT, Drawing Teachers etc				
<b>B Non-Teaching Staff</b>				
(i) Clerical Staff				

- (ii) Librarian
- (iii) Others
- (iv) Class IV Staff

**6. Details of Educational facilities already available at the place under the managements of (i) Railway (ii) State/Central Govt. (iii) Local/Private Agencies may be indicated in the following proforma:**

Name of School/ College	Classes	Medium of instruction	Children of Railway employee	Non Railway employees	Distance from Railway colony.
1	2	3	4	5	6

**7.**

- a. Class-wise number of children of Rly. employees who were refused admission both in Rly. as well as non-Rly schools during the last year
- b. How such children of Rly. employees continued their studies further

**8. Financial implications involved in the proposal**

- a. Recurring expenditure
- b. Non-recurring expenditure towards
  - i. Construction of additional class rooms etc
  - ii. Provision of furniture, teaching aid etc

**9.**

- a. Whether the Railway Administration would muster suitable matching surrender of live posts equal to the cost of the posts of teaching/ non-teaching staff involved in the proposal.
- b. If so, indicate the details of live posts being offered as matching surrender

**10.**

- a. Teacher pupil ratio
- b. No. of periods per teacher per week prescribed by State Government.
- c. Details of the yardstick prescribed by State Govt. for provision of teaching and non-teaching staff. (A copy of the State Education Department's rules may also be furnished).

**11.**

- a. The amount of grant-in-aid received by the school from the State Government during preceding year.
- b. If no grant-in-aid was received, the detailed reasons therefor and steps taken by the Administration to receive the grant.

**12. Reasons for inescapability of the proposal**

13. Whether funds from the existing Budget allotment to meet the expenditure will be available for meeting the proposed recurring and non-recurring expenditure.
  14.
    - a. Whether this proposal was submitted to the Board in the past.
    - b. If so, a copy of Rly's earlier reference and number & date of the Board's communication thereon may be indicated.
  15. Verbatim comments of FA&CAO
- II. For upgrading of Railway High School to Higher Secondary (10+2) pattern, the following further information is also to be furnished.**
- i. whether State Government has introduced 10 + 2 pattern in their own schools;
  - ii. if so, whether State Government has agreed to recommend upgradation of Railway High School with matching grant;
  - iii. Yardstick for provision of Teaching and non-teaching staff prescribed by the State Education Department (A copy of the rules may also be furnished);
  - iv. The possibility of expansion within the same premises or resorting to double shift may also be examined and detailed comments offered.

## **ANNEXURE-B**

### **NORMS FOR OPENING OF NEW KENDRIYA VIDYALAYAS IN CIVIL/ DEFENCE SECTOR.**

1. Proposal for opening new Kendriya Vidyalays (Central schools) are considered only if sponsored by one of the following:-
  - (a) Ministries of Departments of the Govt of India
  - (b) State Governments
  - (c) Union Territories Administrations
  - (d) Organisation of employees belonging to the eligible categories, (as in iii)
- (ii) When a piece of land, measuring about 15 acres, is made available by the sponsoring authority, free of cost, to the Kendriya Vidyalaya Sangathan.
- (iii) (a) When there is concentration of at least 1000 employees of the defence service or of Central Govt. employees or of the Govt. of India Undertaking, individually or jointly, and when there are at least 200 children (500 in the case of big cities) willing to be enrolled in different classes of the proposed Kendriya Vidyalaya (Central School) to begin with.
  - (b) A minimum number of 200 children would be available for enrolment in schools in new cantonments and Defence establishments.
- (iv) When the sponsoring authority makes available, free of rent or on nominal rent temporary accommodation to house the expanding Vidyalaya till such

time as the Kendriya Vidyalaya Sangathan can construct its own Vidyalaya buildings on the land given to it and

- (v) Provision of the residential accommodation to at least 50% of the staff, where alternative accommodation may not be available within reasonable distance from the school, should be made available by the sponsoring authority. The number of such residential units needs to be earmarked before the school is opened.
2. A new Kendriya Vidyalaya (Central School) may be opened in the campus of a Govt. of India Undertaking, if it agrees to bear the recurring and non-recurring expenditure, including accommodation land and future development facilities as also the proportionate overhead charges on the proposed Vidyalaya, provided the need for such a Vidyalaya is established with reference to the locating and non-availability of alternate educational facilities.
3. A new Kendriya Vidyalaya (Central School) maybe opened in the campus of an Institution of Higher Learning, like IIT, CSIR Laboratories, etc. on the same terms and conditions as stipulated in respect of schools for public sector Undertakings.

## **ANNEXURE B/I**

### **OPENING OF CENTRAL SCHOOL IN CIVIL SECTOR IN RAILWAY COLONIES**

**(For Board's information and guidance)**

- 1. Location of proposed new Kendriya Vidyalaya.**
- 2. Number of Railway employees at the station (Group 'A' to 'D' to be indicated separately) in the following proforma:-**

<b>Group of employees</b>	<b>Total strength</b>	<b>No of employees who have undergone transfer during the last 7 years</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>

- 3. The details of Educational Facilities already available at the place under the Management of**
- a. Railway**
  - b. State/Central Government &**
  - c. Private**

**may also furnished in the following proforma:-**

<b>Name of Institution/ school</b>	<b>Classes</b>	<b>Medium of instruction</b>	<b>Distance from Railway Colony</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>

- 4. Whether any Kendriya Vidyalaya is already functioning at the place. If so, the following details may be indicated:-**



No. of classes	No. of children of Railway Employees	No. of children of Non-Railway Employees	Distance from Railway Colony
1.	2.	3.	4.

5. Details of the Railway ATP/Primary/Middle Schools, if any, at the station which could be closed down progressively on opening of the Kendriya Vidyalaya.
6. Narrative justification for setting up of Kendriya Vidyalaya
7. Details of Financial implication involved.
8. Verbatim comments of the FA&CAO

## **ANNEXURE -B/II**

### **TERMS AND CONDITIONS FOR OPENING A KENDRIYA VIDYALAYA UNDER CIVIL / DEFENCE SECTOR**

**NOTE - Acceptance of terms and conditions by the sponsoring authority is a pre-condition to the opening of a Kendriya Vidyalaya in the Civil/Defence Sector. The sponsoring authority is required to submit in quadruplicate, the acceptance and confirmation of the terms and conditions.**

#### **1. GENERAL**

- a. The Sangathan does not take over an existing school.
- b. The Sangathan opens a New Kendriya Vidyalaya of its own in accordance with its own approved pattern of education.
- c. The Sangathan does not run KG or Pre-primary classes.
- d. In no case will the Sangathan take the liability of appointing/absorbing any of an existing school staff in the service of the Sangathan. The existing staffs members are, however, free to apply in response to the advertisement for various categories of posts, issued by the Sangathan from time to time and compete with outsiders.

#### **2. LAND AND BUILDING**

**A suitable piece of land measuring about 15 acres will have to be provided, free of cost or at nominal licence fee, for the construction of the permanent Vidyalaya building. The sponsoring authority will also provide suitable temporary accommodation, free of cost, or on nominal rent for running the school until the Sangathan is able to construct its own permanent Vidyalaya building on the land provided by the sponsoring authority out of the limited resources at its disposal. This period may be about 5-7 years after actual transfer of land to the Sangathan. A site plan of the land proposed to be provided may please be attached.**

#### **3. TEMPORARY ACCOMMODATION**

To begin with at least 20 rooms roughly of the size of 6.1 m. x 7.3 m., 6.9m x 7.3m which can accommodate at least 40 students per section are required. This accommodation is necessary to initially open classes I to V with two section each and to provide for consequential expansion of the Vidyalaya during next 3 to 4 years, as also for Principal's room, staff room, library room, Vidyalaya Office and accommodation for other miscellaneous activities of the Vidyalaya. A sketch map of the accommodation indicating the sizes of the rooms, proposed to be given should be enclosed. Temporary accommodation once provided shall under no circumstances be withdrawn unless the Sangathan is satisfied with alternative arrangements made in this regard by the sponsoring authority or until the Sangathan is able to construct its own buildings.

#### **4. RESIDENTIAL ACCOMMODATION**

At least 50% residential accommodation will have to be provided by the sponsoring authority on priority basis on the same terms and conditions as applicable to their own staff of corresponding status. The total number of such residential units will need to be earmarked before the school is opened.

#### **5. ADMISSION PRIORITIES**

The following priorities have been laid down for admission to the Kendriya Vidyalayas in the Defence Civil Sectors:-

- i. Children of transferable Central Govt. employees including Defence/CRPF/BSF Personnel in uniform and employees of All India services and Indian Foreign Service;
- ii. Children of transferable employees of Autonomous Bodies and Public Sector Undertaking fully financed by Central Govt;
- iii. Children of non-transferable Central Govt employees and Defence Personnel and
- iv. Children of other floating population which includes civilian population desirous of joining the pattern of studies adopted in the Kendriya Vidyalayas

The above policy has been approved by the Govt. of India and no deviation from the aforesaid policy can be made.

**NOTE :** a) Subject to the child qualifying in the admission test and/or interview, within each priority category mentioned above the children of those employees who have had more transfers during the proceeding seven year shall get preference over the children of those who have had less number of transfers during this period. Those who have not had at least one transfer involving change of station during the preceding seven years shall not be treated as transferable. Transfer of less then 3 months duration/ Temporary Duty/Training Course/Attachment and Detachment in connection with Short term assignment elsewhere will not be treated as transfer for the purpose of admission. The admissions to the proposed Kendriya Vidyalaya will not therefore, be automatic, and the students will be administered an admission test and will be admitted to the class for which they are found fit and eligible.

**b) The Kendriya Vidyalaya will strictly follow the instructions issued from time to time by the Kendriya Vidyalaya Sangathan, in regard to admission, fee structure, syllabus, medium or instruction, utilisation of Pupils Fund, Text-books, examination, promotion, norms for sanction of staff, teachers qualifications, their appointment, promotion, transfer etc.**

**6. STAFF:**

The entire staff will be appointed by the Kendriya Vidyalaya Sangathan on the scales of pay and terms and conditions prescribed by it from time to time.

**7. VIDYALAYA MANAGEMENT COMMITTEES:**

The Vidyalaya Management Committee will be constituted in accordance with the pattern prescribed by the Sangathan as per proforma VMC: A/2B attached (Annexure-IV).

**8. AFFILIATION:**

The school will get itself affiliated to the Central Board of Secondary Education, New Delhi at Appropriate time.

**9. In the event of violation of the terms and conditions for running the Kendriya Vidyalaya by the sponsoring authority the Sangathan will have the right to close down the Kendriya Vidyalaya and examine the disposal of assets and liabilities in consultation with the Government of India.**

**10. Further, aforesaid terms and conditions are subject to modifications in the light of the directive of Government of India / Board of Governors decision taken from time to time.**

The terms and conditions as referred to above are accepted and confirmed.

Signature of Sponsoring Authority with seal.

Place :

Dated :

**ANNEXURE- B/III**

**I. Survey report for the opening of new Kendriya Vidyalaya**

**1. Location:**

**Name and full address with pin code of the station where Vidyalaya is to be opened:**

**(i) Place**

**(ii) Post Office**

**(iii) District & Distt Headquarter**

- (iv) State
- (v) Nearest Railway station (Distance from the place of location of the school Invariably be indicated)
- 2. Bank facilities (indicate the name of the nearest bank and the distance from the station)
- 3. Security arrangements for keeping cash in the school premises
- 4. a) Name of the sponsoring authority  
b) Full name, designation, and address, telephone No etc of the official competent to take decision on behalf of the sponsoring authority/who should be addressed in connection with the proposal.

**II. BUILDING AND PLAYGROUND FACILITIES TO BE PROVIDED FOR THE SCHOOL;**

- 1. No. of rooms for classes library, laboratory, special rooms, Principal's room, staff room, etc. (Please attach sketch map and indicate the dimensions of various rooms)
- 2. Facilities for fans and electric and water connections in the rooms and in the campus
- 3. Location of the proposed building and the existing campus with respect to the residential colony in the station
- 4. Facilities for playgrounds and open space for the use of students
- 5. Amount of licence fee, if any chargeable for land, building etc

**III. OTHER PHYSICAL FACILITIES PROPOSED TO BE MADE AVAILABLE BY THE SPONSORING AUTHORITY IN THIS NEAR FUTURE AND THE DATE BY WHICH TO BE AVAILABLE:**

**IV. FACILITIES FOR STAFF:**

- 1. Details of residential accommodation to be provided to the teachers, non-teaching personnel and terms on which to be made available. Please indicate the particulars of the houses earmarked for the staff
- 2. Facilities for medical attendance to be made available to the staff
- 3. Facilities for shopping and purchase of provisions

4. **Facilities for transport, recreation and entertainment available at the station and terms on which available**

**V. LAND:**

1. **Any new site for the building of school campus earmarked in the colony/station**
2. **Area of the school site earmarked as above please enclose a map indicating the relative position of the site with respect to the residential colony.**
3. **Feasibility for the free of cost transfer of land (15 acres) to Kendriya Vidyalaya Sangathan for construction of school building and premises**

**V. (A) CATEGORIES OF PERSONNEL AT THE STATION AND NEAR ABOUT:**

**Names of the departments and the number of personnel at the station and near about belonging to the following categories**

- (a) **Transferable Deptt.wise Defence personnel**
- (b) **Transferable Deptt wise Central Govt employees and Officers of All India Services**
- (c) **Transferable Deptt wise officers of autonomous bodies/projects public undertakings corporations**
- (d) **Non-transferable Deptt wise Defence personnel of Central Government employees, autonomous bodies/Projects/Corporations**
- (e) **Other desirous of taking advantage the Kendriya Vidyalaya**

**NOTE: The word "Transferable" connotes only those employees who have actually been transferred from one station to another at least once during the preceding 7 years**

**VI. AVAILABILITY OF STUDENTS FOR ENROLMENT:**

Class	Students on rolls	Students likely to be admitted	Total
I.			
II.			
III.			
IV.			
V.			

VI.			
VII.			
VIII.			
IX.			
X.			

**2. Distribution of the students in accordance with the categories of personnel as indicated in V (a) to (e) above:**

- (1)
- (2)
- (3)
- (4)
- (5)

**VII. FURNITURE AND OTHER TEACHING MATERIALS:**

Details of furniture for students and teachers and other teaching materials like black-boards, maps, labs, equipments, etc. which will be transferred to KVs free of cost

**VIII. SCHOOLING FACILITIES IN EXISTENCES;**

Is there any school in existence, in the station and/or near about? If so, the details indicating classes subjects, medium of instruction, affiliation with the Secondary Education Board (State/Central) etc. may be given

**IX. FACILITIES OF TRANSPORT TO THE PRINCIPAL IN CASE OF A BRANCH KENDRIYA VIDYALAYA:**

Facilities for transport at least twice a week to the Principal of the neighbouring KV can be made available for visits and inspection of the branch Kendriya Vidyalaya.

**X. IN CASE IT IS PROPOSED TO HAND OVER THE EXISTING SCHOOL IN THE CAMPUS TO THE KENDRIYA VIDYALAYA SANGATHAN PLEASE GIVE THE INFORMATION (IN ADDITION TO THE POINTS MENTIONED ABOVE) ON THE FOLLOWING POINTS:**

- (a) The details of the school building and campus, number of rooms etc
- (b) Details of furniture of students and teaching materials lab equipments lib. books etc available in the school.
- (c) Statement indicating the assets of the Vidyalaya both mobile and immobile (Attach a list)

**(d) Class-wise break-up of the students:  
Classes I, II, III, IV, V, VI, VII, VIII, IX,  
X**

**No. of Students**

**(e) Distribution of the students category-  
wise:**

<b>Category of eligible personnel</b>	<b>No. of Students</b>
(See Para VI above)	

**(f) Board to which the school is affiliated  
for courses of students**

**XI. Any other point relevant in regard to this  
proposal:**

**Signature:**

**Name and Designation of the  
Officer In charge.**

## **ANNEXURE - B/V**

### **NEW KENDRIYA VIDYALAYAS OPENED**

- i) (a) **Date of opening**  
(b) **By whom inaugurated**
- ii) **Classes opened**
- iii) **No. of children of the Railway employees and non-Railway  
employees admitted class-wise:**
- iv) **Details of physical facilities provided to K.Vs.**
  - (a) **Temporary accommodation indicating No. of class  
rooms etc. with sizes**
  - (b) **Furniture**
  - (c) **No. and types of quarters provided to K.V. Staff.**

## **ANNEXURE-C**

### **KENDRIYA VIDYALAYA SANGATHAN**

#### **(SCHOOL SECTION-I)**

### **NORMS FOR OPENING NEW KENDRIYA VIDYALAYA IN THE CAMPUSES OF PUBLIC SECTOR UNDERTAKING/INSTITUTIONS OF HIGHER LEARNING**

**Proposals are very often received from the Public Sector Undertaking for opening  
Kendriya Vidyalaya in their campuses. These proposals can be considered if, the**



following pre-requisites are satisfied and the concerned department agrees to abide by the standard terms and conditions given below:-

#### **I. PRE-REQUISITES:**

The Kendriya Vidyalayas are meant to serve the educational needs of the children of transferable employees so that their education may not be disrupted owing to change in their medium of instruction, consequent upon their parents' transfer from one linguistic region to another. Accordingly, the transferability condition is central to the opening of a Kendriya Vidyalaya. Keeping this in view, the pre-requisites which should be satisfied for opening a Kendriya Vidyalaya in the campus of Public Section Undertaking are given below:-

1. The public sector undertaking should have branches/ offices in different linguistic regions
2. The employees of the Department should be (de-facto) transferable from one branch office to another and to Headquarters.
3. When there is a concentration of at least 1000 employees of the Government of India Undertakings, and when there are at least 200 children (500 children in the case of big cities) willing to be enrolled in different classes of the proposed Kendriya Vidyalaya (Central School) to begin with.
4. No alternative educational facilities should be available at the station

#### **II. CONDITIONS TO BE FULFILLED BY THE PUBLIC SECTOR UNDERTAKINGS /INSTITUTION OF HIGHER LEARNING;**

1. The Public Sector Undertakings/Institution of Higher Learning shall bear all the recurring and non-recurring expenditure on the proposed Kendriya Vidyalaya
2. The Department shall provide free of cost, suitable land and building for housing the Vidyalaya.
3. The department shall provide, free of cost, land and building for the future development of the Vidyalaya.
4. The Department shall provide all equipment, free of cost, to the Vidyalaya.
5. The Department shall provide suitable residential accommodation to the teaching and non teaching staff on the same basis and at the same rates as prescribed by it for its own employees.
6. The proposed Kendriya Vidyalaya shall be administered and governed in accordance with the rules of the Sangathan, as amended from time to time.
7. The Sangathan shall not admit any liability towards the staff and students of any existing school running inside the campus of the Department.
8. The children and the employees of the Department will get first priority in matters of admission. However the children belonging to other eligible categories will be considered against seats available after accommodating the children of the employees of the Department.

**P.S.:** Not more than three Kendriya Vidyalayas in the campuses of Institutions of Higher Learning may be opened in an academic year.

## **ANNEXURE-C/I**

### **TERMS AND CONDITIONS FOR OPENING A KENDRIYA VIDYALAYA IN THE CAMPUSES OF PUBLIC SECTOR UNDERTAKING/INSTITUTIONS OF HIGHER LEARNING**

**NOTE - Acceptance of terms and conditions by the sponsoring authority is a pre-condition to the opening of a Kendriya Vidyalaya in the Campus of Public Sector Undertaking/ Institution of Higher Learning. The sponsoring authority is required to submit in quadruplicate, the acceptance and confirmation of the terms and conditions.**

#### **I. GENERAL**

- a. The Sangathan does not take over an existing school.**
- b. The Sangathan opens a New Kendriya Vidyalaya of its own with uniform curriculum and pattern of education.**
- c. The Sangathan does not run KG or Pre-primary classes.**
- d. In no case will the Sangathan take the liability of appointing/absorbing any of the staff member of the an existing school in the service of the Sangathan. The existing staff members may, however, apply in response to the advertisement for various categories of posts advertised by the Sangathan from time to time.**

#### **II. FINANCIAL OBLIGATIONS:**

**A new Kendriya Vidyalaya (Central School) may be opened in the campus of a Government of Indian Undertaking or Institution of Higher Learning, if it agrees to bear the recurring and non-recurring expenditure, including accommodation land and future developmental facilities as also the proportionate overhead charges on the proposed Vidyalaya.**

#### **III. LAND AND BUILDING FOR THE PROPOSED KENDRIYA VIDYALAYA:**

**The sponsoring authority will have to provide a suitable piece of land, free of cost, measuring about 15 acres on which land of Vidyalaya Building/Staff quarters/Hostel/ Playground will have to be developed and constructed by the sponsoring authority out of its own funds in accordance with KVs norms. In case of existing buildings, at least 20 rooms of such sizes as to accommodate at least 40 students upto V with two sections including consequential expansion of the Kendriya Vidyalaya for 3-4 years. This may also include Principal's room, staff room, library room, office and accommodation for other miscellaneous activities like music, NCC, Scouting and Guiding SUPW, etc. A sketch map of the accommodation indicating the size of the rooms proposed to be provided may be enclosed. Temporary accommodation once provided to house the classes should not be withdrawn unless K.V.S. is satisfied with alternate arrangements made in this regard by the sponsoring authority.**

#### **IV. RESIDENTIAL ACCOMMODATION:**

**Cent per cent residential accommodation will have to be provided on priority basis by the sponsoring authority on the same terms and conditions as applicable to their own staff of corresponding status.**

**V. ADMISSION:**

**(i) Admission Priorities in Kendriya Vidyalaya in Public Sector Undertaking/ Institution of Higher Learning:**

**Admissions in Kendriya Vidyalayas are regulated on the sole criterion of the test of transferability of the parent i.e. the number of transfer a parent has undergone during the preceding seven years. The children of the employees who have undergone more number of transfers during the proceeding seven years will get preference over those children whose parents have undergone lesser number of transfers during the same period.**

**(ii) Kendriya Vidyalays in Public Sector Undertakings:**

- a. Children of the employees of the concerned undertaking provided it meets all expenses, recurring as well as non-recurring, land building and equipment etc.**
- b. Children of Central Government employees including Defence/CRPF/BSF personnel in uniform and employees of All India Services and Indian Foreign Service.**
- c. Children of transferable employees of the Autonomous bodies and other Public Sector Undertakings, fully financed by the Central Government.**
- d. Children of non-transferable central Government employees and Defence personnel; and**
- e. Children of the other floating population which includes civilian population desirous of joining the pattern of studies adopted in Kendriya Vidyalays**

**(iii) Kendriya Vidyalays in Institution of Higher Learning:**

- a. Children of the employees of the Institution, where land, building equipment and recurring as well as non-recurring, expenses are provided by the Institution concerned;**
- b. Children of transferable Central Government employees including Defence/CRPF/BSF personnel in uniform and employees of All India Services and Indian Foreign Service.**
- c. Children of transferable employees of the Autonomous bodies and other Public Sector Undertakings, fully financed by the Central Government.**
- d. Children of non-transferable Central Government employees and Defence personnel; and**
- e. Children of the other floating population which includes civilian population desirous of joining the pattern of studies adopted in Kendriya Vidyalays**

**NOTE: However, in the case of Kendriya Vidyalays set up in the campuses of Public Sector Undertaking/Institutions of Higher Learning where the sponsoring authority bears the entire expenditure, children of their employees will get**

over-riding priority in admissions following by the general categories as enumerated above. After meeting the demand of the employees of the sponsoring Undertaking or Institution of Higher Learning, Sangathan will admit children of other priority categories. Children coming on transfer from other Kendriya Vidyalayas will be automatically admitted. No deviation from the aforesaid the admission policy as approved by the Government of India will be made. The admissions to be proposed Kendriya Vidyalaya will not, therefore, be automatic. The students will be administered an admission test and will be accorded admission tithe class for which they are found fit and eligible.

#### **VI. STAFF:**

The entire staff will be appointed by the Kendriya Vidyalaya Sangathan on the scales of pay and terms and conditions prescribed by it from time to time.

#### **VII. VIDYALAYA MANAGEMENT COMMITTEES:**

The Vidyalaya Management Committee will be constituted in accordance with the pattern prescribed by the Sangathan as per proforma (Annexure-VI(PS)) attached.

#### **VIII. AFFILIATION:**

The school will get itself affiliated to the Central Board of Secondary Education, New Delhi at Appropriate time.

IX. In the event of violation of the terms and conditions for running the Kendriya Vidyalaya by the sponsoring authority the Sangathan will have the right to close down the Kendriya Vidyalaya and examine the disposal of assets and liabilities in consultation with the Government of India.

X. Further, aforesaid terms and conditions are subject to modifications in the light of the directive of Government of India/Board of Governors decision taken from time to time.

#### **ANNEXURE- C/II**

#### **OPENING OF CENTRAL SCHOOL IN RAILWAY COLONIES**

1. Location of proposed Central School.

2. Whether the Railway Administration proposed to set up the Central School in Civil or Project Sector (Terms and conditions to be fulfilled are given in the annexure).

3. Number of Gazetted and Class III & Class IV to be indicated separately) in the following proforma:-

<b>Category Employees</b>	<b>of</b>	<b>Linguistic group</b>	<b>Total Strength</b>	<b>No. of employees who have gone</b>
---------------------------	-----------	-------------------------	-----------------------	---------------------------------------



- a. Rent free or on nominal rent, temporary accommodation to house the central school till such time the Kendriya Vidyalaya Sangathan constructs its own Vidyalaya building;
- b. 15 acres of land at nominal licence fee at the station for construction of Vidyalaya building;
- c. Residential accommodation at least 50 per cent of the staff of the school at the station on payment of normal rent as applicable to Railway servants.

**9.(a) Whether the affiliation of an existing Railway High/Higher Secondary School with Central Board of Secondary Education will meet the requirement of the children of Railway employees;**

**(b) if not, the detailed reasons thereof.**

**10. Feasibility report on the establishment of Central School in Civil Sector/Project Sector alongwith the following documents:-**

- i. 5 copies of Survey Report alongwith its enclosures;
- ii. 5 copies of the terms and conditions contained in Annexure II prescribed by Kendriya Vidyalaya Sangathan duly accepted and signed on behalf of the Railway;
- iii. Site Plans, temporary accommodation and the land proposed to be given to Kendriya Vidyalaya Sangathan for housing Kendriya Vidyalaya and construction of Vidyalaya building.

**11. Narrative justification for setting up the school.**

**12. Details of financial implications involved in the proposal:-**

- a. Reccurring
- b. Non-Reccurring

**13. FA & CAO's verbatim comments on the proposal.**

**ANNEXURE - C/III**

**TERMS AND CONDITIONS FOR OPENING A KENDRIYA VIDYALAYA UNDER CIVIL / DEFENCE SECTOR**

**NOTE - Acceptance of terms and conditions by the sponsoring authority is a pre-condition to the opening of a Kendriya Vidyalaya in the Civil/Defence Sector. The sponsoring authority is required to submit in quadruplicate, the acceptance and confirmation of the terms and conditions.**

**1. GENERAL**

- a. The Sangathan does not take over an existing school.
- b. The Sangathan opens a New Kendriya Vidyalaya of its own in accordance with its own approved pattern of education.

- c. **The Sangathan does not run KG or Pre-primary classes.**
- d. **In no case will the Sangathan take the liability of appointing/absorbing any of an existing school staff in the service of the Sangathan. The existing staffs members are, however, free to apply in response to the advertisement for various categories of posts, issued by the Sangathan from time to time and compete with outsiders.**

## **2. LAND AND BUILDING**

**A suitable piece of land measuring about 15 acres will have to be provided, free of cost or at nominal licence fee, for the construction of the permanent Vidyalaya building. The sponsoring authority will also provide suitable temporary accommodation, free of cost, or on nominal rent for running the school until the Sangathan is able to construct its own permanent Vidyalaya building on the land provided by the sponsoring authority out of the limited resources at its disposal. This period may be about 5-7 years after actual transfer of land to the Sangathan. A site plan of the land proposed to be provided may please be attached.**

## **3. TEMPORARY ACCOMMODATION**

**To begin with at least 20 rooms roughly of the size of 6.1 m. x 7.3 m., 6.9m x 7.3m which can accommodate at least 40 students per section are required. This accommodation is necessary to initially open classes I to V with two section each and to provide for consequential expansion of the Vidyalaya during next 3 to 4 years, as also for Principal's room, staff room, library room, Vidyalaya Office and accommodation for other miscellaneous activities of the Vidyalaya. A sketch map of the accommodation indicating the sizes of the rooms, proposed to be given should be enclosed. Temporary accommodation once provided shall under no circumstances be withdrawn unless the Sangathan is satisfied with alternative arrangements made in this regard by the sponsoring authority or until the Sangathan is able to construct its own buildings.**

## **4. RESIDENTIAL ACCOMMODATION**

**At least 50% residential accommodation will have to be provided by the sponsoring authority on priority basis on the same terms and conditions as applicable to their own staff of corresponding status. The total number of such residential units will need to be earmarked before the school is opened.**

## **5. ADMISSION PRIORITIES**

**The following priorities have been laid down for admission to the Kendriya Vidyalayas in the Defence Civil Sectors:-**

- i. **Children of transferable Central Govt. employees including Defence/CRPF/BSF Personnel in uniform and employees of All India services and Indian Foreign Service;**
- ii. **Children of transferable employees of Autonomous Bodies and Public Sector Undertaking fully financed by Central Govt;**



- iii. **Children of non-transferable Central Govt employees and Defence Personnel and**
- iv. **Children of other floating population which includes civilian population desirous of joining the pattern of studies adopted in the Kendriya Vidyalayas**

**The above policy has been approved by the Govt. of India and no deviation from the aforesaid policy can be made.**

**NOTE :a) Subject to the child qualifying in the admission test and/or interview, within each priority category mentioned above the children of those employees who have had more transfers during the proceeding seven year shall get preference over the children of those who have had less number of transfers during this period. Those who have not had at least one transfer involving change of station during the preceding seven years shall not be treated as transferable. Transfer of less then 3 months duration/ Temporary Duty/Training Course/Attachment and Detachment in connection with Short term assignment elsewhere will not be treated as transfer for the purpose of admission. The admissions to the proposed Kendriya Vidyalaya will not therefore, be automatic, and the students will be administered an admission test and will be admitted to the class for which they are found fit and eligible.**

**b) The Kendriya Vidyalaya will strictly follow the instructions issued from time to time by the Kendriya Vidyalaya Sangathan, in regard to admission, fee structure, syllabus, medium or instruction, utilisation of Pupils Fund, Text-books, examination, promotion, norms for sanction of staff, teachers qualifications, their appointment, promotion, transfer etc.**

#### **6. STAFF:**

**The entire staff will be appointed by the Kendriya Vidyalaya Sangathan on the scales of pay and terms and conditions prescribed by it from time to time.**

#### **7. VIDYALAYA MANAGEMENT COMMITTEES:**

**The Vidyalaya Management Committee will be constituted in accordance with the pattern prescribed by the Sangathan as per proforma VMC: A/2B attached (Annexure-IV).**

#### **8. AFFILIATION:**

**The school will get itself affiliated to the Central Board of Secondary Education, New Delhi at Appropriate time.**

**9. In the event of violation of the terms and conditions for running the Kendriya Vidyalaya by the sponsoring authority the Sangathan will have the right to close down the Kendriya Vidyalaya and examine the disposal of assets and liabilities in consultation with the Government of India.**

**10. Further, aforesaid terms and conditions are subject to modifications in the light of the directive of Government of India / Board of Governors decision taken from time to time.**

**The terms and conditions as referred to above are accepted and confirmed.**

**Signature of Sponsoring Authority with seal.**

**Place :**

**Dated :**

**Survey report for the opening of new Kendriya Vidyalaya**

**I. Location:**

**Name and full address with pin code of the station where Vidyalaya is to be opened:**

- (i) Place**
  - (ii) Post Office**
  - (iii) District & Distt Headquarter**
  - (iv) State**
  - (v) Nearest Railway station (Distance from the place of location of the school Invariably be indicated)**
- 2. Bank facilities (indicate the name of the nearest bank and the distance from the station)**
  - 3. Security arrangements for keeping cash in the school premises**
  - 4. a) Name of the sponsoring authority**  
**b) Full name, designation, and address, telephone No etc of the official competent to take decision on behalf of the sponsoring authority/who should be addressed in connection with the proposal.**

**II. BUILDING AND PLAYGROUND FACILITIES TO BE PROVIDED FOR THE SCHOOL;**

- 1. No. of rooms for classes library, laboratory, special rooms, Principal's room, staff room, etc. (Please attach sketch map and indicate the dimensions of various rooms)**
- 2. Facilities for fans and electric and water connections in the rooms and in the campus**

3. Location of the proposed building and the existing campus with respect to the residential colony in the station
4. Facilities for playgrounds and open space for the use of students
5. Amount of licence fee, if any chargeable for land, building etc

**III. OTHER PHYSICAL FACILITIES PROPOSED TO BE MADE AVAILABLE BY THE SPONSORING AUTHORITY IN THIS NEAR FUTURE AND THE DATE BY WHICH TO BE AVAILABLE:**

**IV. FACILITIES FOR STAFF:**

1. Details of residential accommodation to be provided to the teachers, non-teaching personnel and terms on which to be made available. Please indicate the particulars of the houses earmarked for the staff
2. Facilities for medical attendance to be made available to the staff
3. Facilities for shopping and purchase of provisions
4. Facilities for transport, recreation and entertainment available at the station and terms on which available

**V. LAND:**

1. Any new site for the building of school campus earmarked in the colony/station
2. Area of the school site earmarked as above please enclose a map indicating the relative position of the site with respect to the residential colony.
3. Feasibility for the free of cost transfer of land (15 acres) to Kendriya Vidyalaya Sangathan for construction of school building and premises

**V. (A) CATEGORIES OF PERSONNEL AT THE STATION AND NEAR ABOUT:**

Names of the departments and the number of personnel at the station and near about belonging to the following categories

- (a) Transferable Deptt.wise Defence personnel
- (b) Transferable Deptt wise Central Govt employees and Officers of All India Services
- (c) Transferable Deptt wise officers of autonomous bodies/projects public

undertakings corporations

(d) Non-transferable Deptt wise  
Defence personnel of Central  
Government employees,  
autonomous  
bodies/Projects/Corporations

(e) Other desirous of taking advantage  
the Kendriya Vidyalaya

**NOTE: The word "Transferable" connotes only those employees who have actually been transferred from one station to another at least once during the preceding 7 years**

**VI. AVAILABILITY OF STUDENTS FOR ENROLMENT:**

Class	Students on rolls	Students likely to be admitted	Total
I.			
II.			
III.			
IV.			
V.			
VI.			
VII.			
VIII.			
IX.			
X.			

2. Distribution of the students in accordance with the categories of personnel as indicated in V (a) to (e) above:

- (1)
- (2)
- (3)
- (4)
- (5)

**VII. FURNITURE AND OTHER TEACHING MATERIALS:**

Details of furniture for students and teachers and other teaching materials like black-boards, maps, labs, equipments, etc. which will be transferred to KVs free of cost

**VIII. SCHOOLING FACILITIES IN EXISTENCES;**

Is there any school in existence, in the station and/or near about? If so, the details indicating classes subjects, medium of instruction, affiliation with the Secondary Education Board (State/Central) etc. may be given

**IX. FACILITIES OF TRANSPORT TO THE PRINCIPAL IN CASE OF A BRANCH KENDRIYA VIDYALAYA:**

Facilities for transport at least twice a week to the Principal of the neighbouring KV can be made available for visits and inspection of the branch Kendriya Vidyalaya.

**X. IN CASE IT IS PROPOSED TO HAND OVER THE EXISTING SCHOOL IN THE CAMPUS TO THE KENDRIYA VIDYALAYA SANGATHAN PLEASE GIVE THE INFORMATION (IN ADDITION TO THE POINTS MENTIONED ABOVE) ON THE FOLLOWING POINTS:**

(a) The details of the school building and campus, number of rooms etc

(b) Details of furniture of students and teaching materials lab equipments lib. books etc available in the school.

(c) Statement indicating the assets of the Vidyalaya both mobile and immobile (Attach a list)

(d) Class-wise break-up of the students: Classes I, II, III, IV, V, VI, VII, VIII, IX, X

**No. of Students**

(e) Distribution of the students category-wise:

Category of eligible personnel

No. of Students

(See Para VI above)

(f) Board to which the school is affiliated for courses of students

**XI. Any other point relevant in regard to this proposal:**

**Signature:**

**Name and Designation of the Officer In charge.**

**ANNEXURE - C/V**

**NEW KENDRIYA VIDYALAYAS OPENED**

i) (a) Date of opening

(b) By whom inaugurated

ii) Classes opened

iii) No. of children of the Railway employees and non-Railway employees admitted class-wise:

- iv) Details of physical facilities provided to K.Vs.
  - (a) Temporary accommodation indicating No. of class rooms etc. with sizes
  - (b) Furniture
  - (c) No. and types of quarters provided to K.V. Staff.

#### **ANNEXURE - IV**

#### **NORMS FOR OPENING OF NEW KENDRIYA VIDYALAYAS IN CIVIL/ DEFENCE SECTOR.**

1. Proposal for opening new Kendriya Vidyalays (Central schools) are considered only if sponsored by one of the following:-
  - (a) Ministries of Departments of the Govt of India
  - (b) State Governments
  - (c) Union Territories Administrations
  - (d) Organisation of employees belonging to the eligible categories, (as in iii)
  - (ii) When a piece of land, measuring about 15 acres, is made available by the sponsoring authority, free of cost, to the Kendriya Vidyalaya Sangathan.
  - (iii) (a) When there is concentration of at least 1000 employees of the defence service or of Central Govt. employees or of the Govt. of India Undertaking, individually or jointly, and when there are at least 200 children (500 in the case of big cities) willing to be enrolled in different classes of the proposed Kendriya Vidyalaya (Central School) to begin with.
    - (b) A minimum number of 200 children would be available for enrolment in schools in new cantonments and Defence establishments.
  - (iv) When the sponsoring authority makes available, free of rent or on nominal rent temporary accommodation to house the expanding Vidyalaya till such time as the Kendriya Vidyalaya Sangathan can construct its own Vidyalaya buildings on the land given to it and
  - (v) Provision of the residential accommodation to at least 50% of the staff, where alternative accommodation may not be available within reasonable distance from the school, should be made available by the sponsoring authority. The number of such residential units needs to be earmarked before the school is opened.
2. A new Kendriya Vidyalaya (Central School) may be opened in the campus of a Govt. of India Undertaking, if it agrees to bear the recurring and non-recurring expenditure, including accommodation land and future development facilities as also the proportionate overhead charges on the proposed Vidyalaya, provided the need for such a Vidyalaya is established with reference to the locating and non-availability of alternate educational facilities.
3. A new Kendriya Vidyalaya (Central School) maybe opened in the campus of an Institution of Higher Learning, like IIT, CSIR Laboratories, etc. on the same terms and conditions as stipulated in respect of schools for public sector Undertakings.



	<b>Total:</b>								
<b>4.</b>	<b>Non-Teaching staff</b>								
	<b>(a) Group C</b>								
	<b>(b) Group D</b>								
<b>5.</b>	<b>Actual Expenditure</b>								
	<b>(a) Recurring</b>								
	<b>(b) Non-recurring.</b>								

## ANNEXURE—II

.....Railway

### Income/Expenditure on Railway Schools – 19....-9...

Name & Division of Railway	S. No.	Name of Location of Institution	State in which situated	Year of opening	Grant - in-aid from State Govt.	School fees and other income if any	EXPENDITURE		
							Recurring (Debitable to Demand No. 11)	Non-Recurring (Debitable to Demand No. 16)	Total (Col. 8 + 9)
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

#### A. DEGREE COLLEGE

1.

#### 2. B. INTERMEDIATE COLLEGES

1.

#### 2. and onward. C. HIGHER SECONDARY SCHOOLS

1.

#### 2. D. HIGH SCHOOLS

1.

#### 2. E. JUNIOR/MIDDLE SCHOOLS

1.

#### 2. F. FULL-FLEDGED PRIMARY SCHOOLS

1.

#### 2. G. A.T.P. SCHOOLS

1.

2.



**Note : Only location (Station) of the institution is to be indicated. Full name of the institution need not be given.**

**ANNEXURE – III**

.....Railway

**No. of pupils and strength of teaching/non-teaching staff in Railway Schools 19....-9...**

Place of Railway Schools	Type of School boys / Girls or Mixed	State	Classes		Medium of instruction	No. of students studying in Schools				Sanctioned strength of as on 31.03.1990	
			From	To		Children of		Pupils belonging to		Teaching Staff	Non-Teaching Staff
						Rly. Employees	Non-Rly. Employees	S.C.	S.T.		
1	2	3	4	5	6	7	8	9	10	11	12

- 1. A. DEGREE COLLEGE
  - 2. and onward.
  - 1. B. INTERMEDIATE COLLEGES
  - 2. and onward.
  - 1. C. HIGHER SECONDARY SCHOOLS
  - 2. and onward.
  - 1. D. HIGH SCHOOLS
  - 2. and onward.
  - 1. E. JUNIOR/MIDDLE SCHOOLS
  - 2. and onward.
  - 1. F. PRIMARY SCHOOLS
  - 2. and onward.
- GRAND TOTAL :

**Note : In column 1, only name of location be indicated, Full name of the school is not to be given at all.**

**ANNEXURE-IV**

.....Railway

**Austerity Type Railway Schools**

**1989-1990**

Division	S. No. and Location	State in which located	Classes		Medium of instruction	No. of children of				Sanctioned strength of teaching staff
			From	To		Rly. Employees	Non-Rly. Employees	S.C.	S.T.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

**A. MULTI TEACHER (4 OR MORE) ATP SCHOOLS**

- 1.
- 2.

**3. and onward B. 3-TEACHER ATP SCHOOLS**

- 1.
- 2.

**3. and onward C. DOUBLE-TEACHER ATP SCHOOLS**

- 1.
- 2.

**3. and onward D. SINGLE TEACHER ATP SCHOOLS**

Total

**ANNEXURE - V**

..... **Railway**

**Detail of Educational Assistance, Tuition Fee and Hostel Subsidy paid during 19.....**

Item of Expenditure	No. of Children in respect of whom given	No. of Railway employees to whom given	Total Amount paid	Percentage increase/ Decrease over the last year amount	Reasons for Increase/ decrease
(1)	(2)	(3)	(4)	(5)	(6)
1. Tuition fee					
2. Educational Assistance					
3. Hostel Subsidy					

**ANNEXURE - VI**

.....**Railway**

**Grant-in-Aid given by Railways to Non-Railway Schools 19...-9....**

Name and location of Schools	Name of Non-Rly. Agency running the School	Classes		Medium of instruction	Total Pupils of	No. of children		Grant-in-aid given from			Strength of Staff	
		From	To			Rly. Employees	Non-Rly. Employees	Rly. Revenues	S.B. F.	Concerned State Govt.	Teaching Staff	Non-Teaching Staff

**Total**

**N.B. Recurring and non-recurring grants-in-aid are to be indicated separately.**

**ANNEXURE - VII**

.....Railway

**Name and location of Railway Subsidised Hostels**

**19.....**

**Items of Information**

**Name and Location**

1. Year of opening
2. Capacity (In beds)
3. Occupants studying in classes:
  - (i) Upto High/ Hr. Sec Standard
  - (ii) In Colleges
  - (iii) in Technical Course

**Total**
- 4 Average expenditure per child p. m.
- 5 Income
- 6 Total Expenditure incurred
  - a Recurring
  - b Non-recurring
- 7 No. of Children residing on payment of
  - (i) Subsidised rates
  - (ii) Full Rates

8 If under utilised detail reasons therefor

9 Details of staff provided in Hostel.

**ANNEXURE -VIII**

.....Railway

**Statement Showing Central Schools Functioning on Railways during 19..-9..**

S. No.	Place of Kendriya Vidyalaya	Year of opening	Classes		No. of students belonging to		No. of teachers	Expenditure incurred from Railway revenues (in Project Sector schools only)*		Functioning in temporary or permanent school building
			From	To	Rly. Employees	Non-Rly. Employees		Recurring exp.	Non-Recurring exp.	
1	2	3	4	5	6	7	8	9	10	11

\* Note: In case of Civil Sector Schools, the entire recurring and non-recurring expenditure is to be met by the KVS. Hence, if any expenditure from Railway revenues is incurred on Civil Sector School, the detailed reasons therefore, and a copy of competent authority's sanction may also be furnished.

**ANNEXURE -VIII 'A'**

.....Railway

**Statement Showing Students Studying in Kendriya Vidyalayas during 19..-9..**

S. No.	Location of K.V.	Students studying in								
		Class I Children of			Class VI Children of			Class XI Children of		
		Rly. employees	Non-Rly. Employees (Excl.) KVS Staff	KVS Staff	Rly. employees	Non-Rly. Employees (Excl.) KVS Staff	KVS Staff	Rly. employees	Non-Rly. Employees (Excl.) KVS Staff	KVS Staff
1	2	3	4	5	6	7	8	9	10	11

**ANNEXURE - IX**



## Educational Facilities on Indian Railways

### Decisions taken by the Board on the Report of Shri Avtar Singh Rikhy, Chairman

	Subject	Summery recommendations of	Board's Decision									
1.	Developing Leadership Qualities Spirit Reliance.	<p>The National Policy on Education stresses the need &amp; for development of leadership qualities and a spirit of self-reliance being developed in the school-going children. The Defence authorities run an adventure course close to Railway's Holiday Home, Pahalgam for children of age group of 11 - 17 years &amp; 8-10 years. The adventure training course run by Defence authorities could be suitably adopted and organised by Railways in the Rly. Holiday Home at Pahalgam for children of Railway employees as a pilot project and depending on it, success, extend to other well known Holiday Homes.</p>	<p>Accepted. The Training camps are conducted by the Northern Command for the age group of 11- 17 year, for 14 days and for 8-10 yrs. of 7 days duration, (a) Rlys will nominate 2 trainees each per course, (b) Rlys will thus build up a bank of trainers (c) Such trainees will impart trg. to Rly. employees children during children camps held at various locations where Rly. Holiday Homes are available for a max. period of 1 week on each occasion .</p>									
2.	Middle, High & Higher Sec. Schools.	<p>Program of Action envisages inter-alia:-</p> <ol style="list-style-type: none"> <li>i. Additional class rooms and laboratory facilities,</li> <li>ii. Equipment and laboratories to be kept in working order.</li> <li>iii. Improve teacher competence.</li> <li>iv. Give effect to core curriculum along with textual material which are being developed.</li> <li>v. Apart from Humanities, Science and Commerce subjects to be introduced, vocational stream to be provided in selected schools.</li> </ol>	<p>Model Schools may be identified for special attention in this regard. Schools to be identified should be catering for relatively larger population and should be distributed as under :-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Inter College</td> <td style="width: 20%;">One</td> <td style="width: 20%;">N.E. Railway.</td> </tr> <tr> <td>Higher Sec.</td> <td>One School per</td> <td>Railway, CLW/DLW</td> </tr> <tr> <td>High School</td> <td>One per Railway</td> <td>CLW.</td> </tr> </table> <p>Railway should make out plans for improvement and should tackle the issue on lines similar to 'Model Stations' and action be reported</p>	Inter College	One	N.E. Railway.	Higher Sec.	One School per	Railway, CLW/DLW	High School	One per Railway	CLW.
Inter College	One	N.E. Railway.										
Higher Sec.	One School per	Railway, CLW/DLW										
High School	One per Railway	CLW.										

		<p><b>Program envisages Central Govt.'s assistance particularly for additional class rooms and introduction of vocational stream.</b></p> <p><b>Railways should keep close watch on concrete action taken in implementation of policy and ensure that contemporaneous action is taken respect of Railway schools.</b></p> <p><b>Meantime, Railway may initiate following action :-</b></p> <ul style="list-style-type: none"> <li><b>a. Effect general improvement in upkeep &amp; maintenance of schools with moderate outlay;</b></li> <li><b>b. Expand facilities for teaching of Science subjects to meet persistent demand;</b></li> <li><b>c. Develop attractive library facilities;</b></li> <li><b>d. introduce forward looking subjects like training in computers: and</b></li> <li><b>e. In general provide facilities for games and sports and extra-curricular activities including camps to build up leadership qualities.</b></li> </ul> <p><b>Deficiencies and shortcomings to be identified by detailed survey as recommended in Ch. II and a time-bound program drawn up to bring about desired improvement.</b></p>	
<b>3.</b>	<b>Training Course in Computers.</b>	<b>Pursue with Ministry of Human Resource Development, allocation of</b>	<b>Training courses in computers may be introduced in the Model Schools, if feasible.</b>

		Computers to well-established High Schools like Southern Railway Higher Secondary School, Madras (English Medium); keeping also in view equitable regional distribution.	
4.	Railway Degree College, Secunderabad.	Students have done well in Science subjects. Performance in B. Com. to be improved. Improve library & Science facilities. Strengthen . counseling service. Provide coaching facilities for recruitment to State and Central Service Examination.  College complex needs to be beautified.	Library and Science facilities should be improved. College complex must receive a face-lift. Rocky landscape to suit local environs may be developed by Shramdan from students. (For S.C. Railway)
5.	Teaching Staff in Railway Schools.	Since 1976, power to recruit teachers delegated to Railways. Since scales of pay in Railways Schools are same as recommended by Ministry of Human Resource Development, it is but appropriate that recruitment of teachers to Railway Schools should be similar to those followed for Central Schools.  Annual Confidential Report form to keep track of teachers' performance, to be devised and enforced on lines similar to that obtaining in Central Schools.  Teachers should be given all supportive material including books, publications, audio-visual aids, etc.  Devise and institutionalize system for training as well as refresher courses for teachers of various disciplines on lines similar to those obtaining in Central Schools.	Action to be initiated by Railway Board.  Revised ACRs. being adopted (Specimen enclosed)  May be surveyed and adopted.  Railway should sponsor teachers.
5.	Role of Railway Women's Welfare	While appreciating their welfare effort, administration should ensure that schools	RWCO to be apprised of the Committee's Recommendation with regard to teachers



	<b>Organization.</b>	<p>run in Railway colonies by Women's Welfare Organization have proper facilities for imparting education as well as encouraging co-curricular activities and sports and games.</p> <p>Imperative to ensure that teachers appointed have requisite qualifications and are paid in accordance with pay scales and allowances prescribed for such non-official institution.</p> <p>Railway Women's Welfare Organization may be encouraged to take special interest in developing preprimary school facilities and help voluntarily.</p>	employed in the schools. RWCO should also be advised to approach State authorities for necessary grant.
6.	<b>Parent Teachers' Association.</b>	Constitution for Parent Teachers' Association to be developed in consultation with state authorities, should meet twice a year to review position and advance timely suggestions.	Accepted Wherever feasible.
7.	<b>Counseling Service for Students.</b>	School Teachers to be got trained in counseling so as to provide competent advice to students.	Each institution should nominate one school teacher for getting trained in this regard from relevant training institutions.
8.	<b>Trophy for Best Schools in Zone.</b>	Award Trophy to Railway School adjudged best in Zone. In addition carry a grant of Rs. 2000-2500 for effecting improvement in school laboratories, extra curricular activities etc.	Accepted. Norms may be worked out.
9.	<b>Development of Declamation &amp; Debating Skills.</b>	Arrange debate and declamation contests at zonal level on subjects of national importance to encourage development of communication skill among students.	Accepted
10.	<b>Encouragement</b>	Introduce a few select track	Railway have their own

	<p><b>of Sports and Athletics.</b></p>	<p>and other events in the All India Railway Sports Meet for participation by children studying in Railway Schools.</p> <p>Similar events to be arranged at Zonal level.</p> <p>Develop base by providing ground and requisite sports gear to schools.</p> <p>Railways' nationally known coaches may lend a helping hand.</p>	<p>infrastructure. Railways should ensure proper emphasis be given by the schools and apart from encouraging talent, general feeling/ awareness for sports, should be created among all the students. Inexpensive facilities like volleyball, football field may be developed. Special emphasis on sports should be made in model schools.</p>
<p><b>11.</b></p>	<p><b>Encouraging Affiliation to CBSE.</b></p>	<p>While encouraging Railway schools to follow curricular laid down by CBSE and taking examination conducted by that body. It is necessary to proceed with great patience and understanding as there is marked difference in standard and style of marking of papers by CBSE and State School Board of Examination.</p>	<p>Noted</p>
<p><b>12.</b></p>	<p><b>Upkeep and Proper Maintenance of Railway Educational Institutions.</b></p>	<p>Maintenance of Railway educational institutes is very poor. Clarify to General Managers that they have power to sanction expenditure in respect of existing Railway schools by making lumpsum provision in budget and this power should be availed of to bring about the desired improvement in maintenance and provision of minimum essential facilities like toilets, drinking water, furniture and fitting fans etc.</p> <p>Proposed Works Program should be scrutinized by Executive Director (Establishment), Railway Board to make sure that requisite provision for proper upkeep and maintenance of Railway Schools has been</p>	<p>Maintenance and upkeep of all the schools (not only model schools) should receive better attention. Allocation for this purpose should be more, compared to past years. Railway should ensure this. Periodical inspection by Railway officials should be spelt out.</p>

		<p>made therein.</p> <p>Committee comprising DPO, DEN and DAO to visit once a quarter Railway schools with enrolment of 500 and more students and once in 6 months schools having 251-500 students.</p> <p>DRM and G.M. also to pay visits.</p>	
13.	<p>Scope for Improvement in Central Schools.</p>	<p>Railways should take active interest in designing, developing and functioning of Central Schools particularly those in Project Sector.</p> <p>Should try and obtain services of dedicated and well versed persons with several years of service to go to head the schools during foundational years.</p> <p>Introduce vocational stream by carefully selecting disciplines, where Railways could provide facilities and expertise and where employment opportunities are known to exist.</p> <p>Other vocational disciplines under broad heads of business, commerce, health and paramedical etc. for which employment potential exists may also be developed in consultation with industries, business houses, banking, medical and health authorities.</p> <p>Backward linkages for vocational stream to cover students in classes IX to X to be developed.</p> <p>Vocational faculty may develop extension facilities</p>	<p>Accepted in principle. General Managers/Division Railway Managers should coordinate with the Regional Central School authorities and ensure that the recommendations are implemented as far as possible.</p>

		<p>for training 'drop out' children as craftsman and technicians. Two Central Schools in Project Sector could undertake it as a pioneering responsibility and depending on its success, extend it to others.</p> <p>Schools should have large facilities for science stream as compared to humanities say in the ratio of 3:1.</p> <p>Build sound basis in Mathematics.</p> <p>Make concerted efforts to introduce computer courses as also got computers.</p> <p>Equipment in laboratories to be maintained properly and kept upto-date.</p> <p>Library to be well-stocked and imaginatively designed with 'Open Shelf' system and arrangements for quiet study. Audio-visual aids including cassettes and video tapes of educational interest to be stocked.</p> <p>Co-curricular activities, sports and games should be considered as essential and encouraged.</p> <p>Hostel facilities may be provided on pilot basis in one or two Central Schools for children of staff working on Branch Lines. Depending on response extend the facility.</p> <p>Beautify school complexes by planting suitable trees and shrubbery.</p>	
14.	Development of Library cum-	Establish Library-cum-Reading Room facilities in	Rly. Institutes to develop Library with Reading Room-

	<p><b>Reading Room Facilities in large Railway Colonies.</b></p>	<p>large railway colonies having 5000 or more staff.</p> <p>May be treated as an Extension Center of leading Railway institutions for officers and earnest endeavor made to involve wives of these officers in the constructive and creative activities for the welfare of Railwaymen's family which could be started in the Library-cum-Reading Room by suitably staggering the hours.</p>	<p>cum-study facilities. Children's section should be established.</p>
<p><b>15.</b></p>	<p><b>Grant-in-Aid</b></p>	<p>Since Government authorities are to extend substantial assistance to non-official educational institutions, may advise the non-official organizations running schools in Railway colonies to seek aid from government authorities rather than to press for ad-hoc assistance Railways.</p>	<p>Accepted</p>
<p><b>16.</b></p>	<p><b>Subsidized Hostels</b></p>	<p>In some cases, capacity of subsidized hostels utilized is less than 50%. Overhead expenditure per student, in most cases is Rs. 1500 to Rs. 2000 per year and in some cases as high as Rs. 7000/-.</p> <p>There is no 'built-in' integral link of these hostels with any academic institution, thus leaving a vital gap in ensuring a modicum of general discipline. Two subsidized hostels at Patna, and Alambagh (Lucknow) had to be closed down in recent years because of indiscipline.</p> <p>Students residing in hostels are mostly studying in colleges or professional institutions and a substantial number out of them are</p>	<p>The functioning of subsidized hostel should be improved. A Senior Railway Staff (preferably a teacher) to be provided family accommodation in hostel itself, if necessary, by suitable extension. Special allowance should be sanctioned and the warden granted disciplinary authority over the inmates.</p> <p>Suitable facilities for the inmates should be provided.</p>

**children of senior subordinate staff drawing pay exceeding Rs. 579 P.M.**

**Fourth Pay Commission has recommended Rs. 150/- as hostel allowance instead of Rs. 60/- obtaining at present. Persuade students staying in Railways' subsidized hostels to find accommodation in the hostel of the institutions or a recognised hostel near it, as they are now eligible for a subsidy of Rs. 150/- per month. In case of children of staff in the revised scales of pay upto Rs. 579/-, they may be given additional subsidy of Rs. 150/ - per month per child out of Staff Benefit Fund which should provided with additional funds to that extent**