

**INFORMATION UNDER SECTION 4(1)(b) OF THE RTI ACT, 2005**

**(i) Particulars of Organization, functions and duties.**

Sainik School Ambikapur  
Address : Sainik School Ambikapur  
Dist- Surguja  
Vill- Mendrakalan  
Chhattisgarh-497001  
CBSE Affiliation No- : 3380001  
School Code-: 19049

All Sainik Schools functions under the aegis of Sainik Schools Society, Ministry of Defence. Sainik School Ambikapur established in 01 September 2008 with the primary aim of preparing boys academically, physically and “mentally” for entry into the National Defence Academy and other Defence Academies.

**(ii) Powers, Duties & Responsibilities of the Officers and Employees**

**PRINCIPAL**

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

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

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

- (a) To ensure that academic and general training is organised on sound lines for a rapid harmonious growth of students.
- (b) To evolve and introduce effective checks for discovering and removing lacunae, if any.
- (c) To keep track of every student's growth and to keep the parents constantly informed of the progress being made by the child or vice versa.

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

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

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

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

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

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

### **VICE PRINCIPAL**

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

**12.06** His detailed duties will include:-

- (a) Planning, co-ordination and implementation of academic programmes.
- (b) Preparation of students and teachers time-tables and allocation of classes and instructional/ancillary duties to teachers in consultation with the Principal. He will take at least 7 periods per week in a subject of his choice in such a manner that he meets each class at least once a week to develop close interaction with the boys individually to gain their confidence and know their difficulties, if any.
- (c) Organisation of a training routine so prepared as to bring out the best in every boy. Afternoon and evening preps should be planned to ensure uninterrupted supervised private study for at least two hours a day.
- (d) Organisation and conduct of school assembly to improve general awareness of the boys and to impart moral education. The entire assembly procedure will, however, be secular and national in character.
- (e) Classification of boys into different sections, giving due regard to weak, average, bright and gifted boys.
- (f) Providing for class room comforts and teaching aids and basic requirements such as good black-boards, chalk sticks, dusters, lecture stands, seating plans, map stands, etc.
- (g) Ensuring proper coverage of the syllabus by sub-dividing it into period wise units/loads/sub-units and allocation of periods classwise and subject-wise

according to the weightage indicated in the syllabus and also according to the level of attainment and the interest of the boys in each subject.

- (h) Supervisions of the work done by the teaching staff, to ensure effective instruction and progressive coverage of syllabus according to the laid down time schedule.
- (j) Regular checking of teacher's diaries and of student's notes and home work to assess effectiveness of instruction imparted.
- (k) Provisioning, distribution, accounting, upkeep, storage and safe custody of text-books, stationery, laboratory stores, audio visual equipment, library books, art and crafts material, newspapers, periodicals, PT & Games stores and all other items connected with educational training.
- (l) Planning, organization and implementation of assessment procedures and techniques, and ensuring smooth conduct of all examinations including the All India Entrance Examination for admission to Sainik Schools.
- (m) Timely publication of results, prompt dispatch of progress reports and follow up correspondence with parents on the progress made by the students.
- (n) Proper maintenance of documents including dossiers of students.
- (o) Recommending to the Principal cases for warning and for withdrawal of students on grounds of poor academic performance/discipline.
- (p) Identifying scholastic weaknesses of boys and initiating measures to remove these weaknesses by remedial instruction, extra coaching classes, intensive study during preps, individual attention in classes, and by instituting periodical checks on the progress shown by the weak boys.
- (q) Development of physical fitness and efficiency of the boys by ensuring maximum utilisation of facilities available for games and sports and catering for careful supervision of these activities by the teaching staff and the PTIs.
- (r) Arranging special coaching in games and gymnastics, and organizing inter-house tournaments for fair selection of school teams.
- (s) Organisation of co-curricular activities to spot talent as also to develop such talent among those who are shy and diffident.
- (t) Selecting training and equipping boys for various courses, NCC camps, competitions and functions.
- (u) Recommending to the Principal, in consultation with the Administrative Officer and the teachers, names of boys for various appointments in the school.
- (v) Ensuring a high standard of discipline amongst the academic staff and the students at all times and dealing with all cases of indiscipline.

- (w) Regular and timely publication of School Newsletter and Annual School Magazine.
- (x) Guiding and training his sub-ordinates and arranging in-service training for teachers.
- (z) Maintaining the school diary and the school album.
  - (aa) Keeping alive the link with the past, through the Old Boys Association.
  - (bb) Keeping a constant watch on the physical and emotional development of students. Causes of maladjustment and emotional imbalance, if any, will be identified for suitable remedial action.
  - (cc) Arranging periodical medical check-ups and lectures by the School Medical Officer (on personal hygiene) and reporting to the Principal the names of boys who are medically unfit for entry into the NDA and, therefore, need to be withdrawn from the school.
  - (dd) Overseeing the functioning of the Housemasters in so far as it relates to general training and growth of the students and their participation in curricular/co-curricular activities and games. He will ensure that Housemasters and tutors maintain a perfect rapport with students. He will also be freely accessible to the boys and must project an image of a friend and a guide.
  - (ee) Dealing with all administrative matters having a direct bearing on the efficiency of academic instruction.
  - (ff) Organisation and implementation of the NCC instructional programme and safe custody of NCC stores, arms and ammunition in his capacity as Officer Commanding of the NCC Company.
  - (gg) Organisation of the school functions mentioned below, in close liaison with the Administrative Officer.
    - (i) Ceremonial Parades
    - (ii) Annual Athletics Meets
    - (iii) Annual Day Celebrations
    - (iv) Annual Exhibition
    - (v) Variety Entertainment Shows
    - (vi) Academic prize distribution
    - (vii) Any other functions and celebrations considered useful and, therefore, necessary
  - (hh) Organising and carrying out general supervision of school societies and Socially Useful Productive Work.
  - (jj) Organising educational visits, tours, treks and hikes.

(kk) Functioning as Officer-in-Charge of the Primary school. He will be responsible to the Principal for its efficient functioning.

(ll) Working out the additional requirement of staff, if any, and following proper procedure for recruitment, discharge, dismissal of the academic staff.

(mm) Performing all other duties assigned to him by the Principal or expected from him.

**12.07** Since Training and Administration of the school are inter-dependent, he will project requirement of stores well in time to Administrative Officer and maintain a close liaison with him to ensure effective implementation of the school routine and to maintain a high standard of discipline and efficiency among the staff and the students of the school.

### **ADMINISTRATIVE OFFICER**

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

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

**12.09** His detailed duties will include:-

- (a) Proper dissemination of all orders and instructions and keeping track of these orders and instructions for proper compliance.
- (b) Correctly following the procedures laid down for recruitment, appointment, discharge and dismissal of administrative staff and general employees.
- (c) Timely initiation of ACRs.
- (d) Guiding and Training his sub-ordinates and supervising their work.
- (e) Proper maintenance of personal documents.
- (f) Smooth functioning of ancillary activities, like school farm, piggery, poultry, dairy farm, canteen, cinema etc

- (g) Collection of cash from the bank and proper disbursement of pay & allowance to the staff on due dates, after making all authorised deductions.
- (h) Making remittances (in accordance with Govt orders) to income tax authorities, Provident Fund Commissioner and any other authority named to receive deductions from salary payable to the school staff.
- (j) Timely printing of School Prospectus and other publicity material.
- (k) Preparatory work connected with new admissions, including insertion of advertisements for wide publicity, despatch of Roll numbers, correspondence with the Govt for examination centers and for medical examination and interview, etc.
- (l) Timely receipt and proper scrutiny of income affidavits and other documents, and follow up action on sanction of new and renewed scholarships.
- (m) Correspondence with State Govt. and parents for recovery of outstanding dues.
- (n) Correct maintenance of leave record of both academic and administrative staff. He will also carry out a surprise review of the attendance registers for this purpose at least three times a week and append his signatures with date as a token of such a scrutiny and check having been carried out by him.
- (o) Drawing up menu, limiting expenses to the sanctioned per capita cost of food, close supervision of work of the Mess Manager for providing wholesome food in clean surroundings.
- (p) Arrangements for boarding/lodging and conducting of all visitors to the school.
- (q) Timely submission of messing bills and their realisation.
- (r) Detailing Survey Boards and Stock taking cum condemnation Boards in respect of all stores except those under the care of the Vice Principal, and follow up action on the recommendations of these boards.
- (s) Detailing local purchase committees and stores opening boards.
- (t) Organising purchase of items of clothing, ration, medicines, equipment, etc.
- (u) Efficient functioning of the Main Office, the Accounts Office and the „Q“ office.
- (v) Maintenance of files, documents and administrative records including ledgers, vouchers and contract registers.



- (w) Supervision of the work of Hostel Supdts/ Matrons.
- (x) Inviting tenders and quotations for all supplies and services required for the school and obtaining the approval of the Principal.
- (y) Framing of agreements relating to contracts and ensuring strict observance of the terms of the contracts.
- (z) Reception of new entrants and of other students on their return from vacations.
  - (aa) Dispersal of boys proceeding on vacations, courses, etc, and handling of connected correspondence with the Railway, Road Transport Corporations and parents.
  - (bb) Correct issue of concession forms for rail road journeys.
  - (cc) Proper provisioning, procurement, and accounting of stores.
  - (dd) Regular repairs/maintenance of accommodation, vehicles, furniture clothing stores, equipment, etc.
  - (ee) Smooth functioning of the school infirmary for prompt and effective medical care of the boys.
  - (ff) Proper hygiene and sanitation and conservancy arrangements in the school campus including protective inoculation and vaccination of boys and timely initiation of other preventive and suppressive measures against malaria and other diseases.
  - (gg) Control of cattle nuisance in the campus.
  - (hh) Effective security arrangements, including safe custody of stores and equipment and proper check on un-authorised entry into the campus.
  - (jj) Prompt reporting of thefts defalcation of school funds and stores and cases of absconding cadets to police/parents and the Principal.
  - (kk) Enforcement of proper and adequate security of the school campus and adoption of effective measures to guarantee security of information in the school office.
- (ll) Regulating the use of school transport for economy, including scrutiny of transport indents for bonafide duty as well as for private use strictly in accordance with the rules and ensure proper authentication of entries in the log books by the users which will be countersigned by him with his seal of office at the end of each day.

- (mm) Processing of bills, for POL, road tax, and updating of inventories.
- (nn) Recovery of losses, or of damages to fitments/furniture, etc.
- (oo) Issue of furniture to scale and recovery of rent.
- (pp) Publication of casualties of IAFF-3010 and submission of strength return of officers on IAFF-3008.
- (qq) Framing of Fire Orders and holding of fire Fighting Practices.
- (rr) Provision of recreational and other amenities to staff and to students.
- (ss) Obtaining prior sanction for all expenditure and processing of all bills for prompt payment action.
- (tt) Proper and regular maintenance of School Fund Accounts and Capital Grant Accounts.
- (uu) Jointly operating bank accounts with the Principal as the co-signatory.
- (vv) Signing the Cash Book every day, after all transactions of the day have been entered therein.
- (ww) Further, he will be responsible for:-
  - (i) Taking charge of all moneys received for the school and ensuring safe custody of such money.
  - (ii) Checking the cash held against the cash balances shown in the Cash Books every day and ensuring that at the end of the day, the cash balance does not exceed Rs.5,000/-
  - (iii) Taking expeditious action to clear outstanding audit objections.
  - (iv) Preparing and reconciling the Bank Statements regularly every month.
  - (v) Safe custody of classified documents.
  - (vi) Inspections of the boys kit, the campus, the dormitories, etc.
  - (vii) Attending to matters connected with the school estate.
  - (viii) Safe custody of original and duly authenticated maps, sketches, site, building plans, sewerage and water pipeline plans and electrical installation plans.

- (ix) Action on proper demarcation of actual school area according to approved sketches and attending to disputes arising in this regard, if any.
- (x) Maintenance of all school statistics.
- (xi) Carrying out any other duties assigned to him specifically by the Principal or expected of him.

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

### **DUTIES AND RESPONSIBILITIES OF SCHOOL MEDICAL OFFICER**

17.13 The School Medical Officer (S.M.O) will function as the officer in charge of the infirmary and will be responsible to the Principal through the Adm Officer for its smooth and efficient functioning. He will be assisted by a trained compounder/nursing sister and nursing orderly/warder.

17.14 Medical consultation and medicines available normally in the infirmary will be provided free of cost to the boarders in the school. Additional expenditure incurred on special medicines/special medical examination or specialised treatment may be recovered from the parents concerned. The cost of special investigation arranged, like X-Ray, cardiogram etc. will also be borne by the parents.

17.15 In cases requiring prolonged treatment, the Principal may advise the parents to temporarily withdraw the boy from the school till his recovery.

17.16 Each school infirmary will have an isolation ward for boys suffering from infections/contagious diseases.

### **DUTIES OF THE OFFICE SUPERINTENDENT**

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

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

7.25 He will be broadly responsible for the following:-

- (a) Proper organisation of the office, correct delegation and distribution of work to all clerks and smooth and efficient functioning of the Main Office.

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

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

#### **DUTIES OF ACCOUNTANT**

7.27 The Accountant is required to assist the Principal in managing the Finances of the School and for this purpose a separate Chapter XIII has been incorporated in

Sainik Schools Society Rules & Regulations- 1997. The duties of the Accountant will be directly related to the work area of his employment.

13.01 The basic aim of financial administration in a Sainik School is optimum utilization of financial resources for achieving the declared aims and objectives of the school.

13.02 Efficient management of finances, therefore, shall include:-

- (a) Proper anticipation of income and expenditure.
- (b) Judicious mobilization of resources, including long/short term investments of funds surplus to immediate requirement.
- (c) Correct budgeting to cater for all types of capital and recurring expenses.
- (d) Thoroughness in procurement planning to avoid last minute rushing to the market.
- (e) Implementation, in spirit, of policies and procedures governing purchases/sales.
- (f) Proper storage and safe custody of stores and cash to avoid any losses by damage, defalcation or theft.
- (g) Accuracy in accounting of cash and stores.
- (h) Effective periodical checks, including surprise checking of cash, stores, and accounts, and arrangements for concurrent audit.

13.03 Efficient administration of finances in a Sainik School will be the responsibility of the Principal, who may, while functioning within the broad guidelines contained in this Chapter, lay down detailed policies and procedures to cater for local conditions. The Registrar of the school will be responsible to him for proper, accurate and regular maintenance of accounts. In the discharge of his duties, the Registrar will be assisted by the Accountant, the Quartermaster, the clerks placed under their control as also by all other store-holders. The Accountant will function as financial adviser to the Principal and to the Registrar. He will maintain close liaison with the Quartermaster, the Office Superintendent, the Mess Manager and other Store holders to ensure proper implementation of the laid down policies. The Accountant shall also be responsible for maintaining the accounts of the school in the manner prescribed and get them audited.

#### **DUTIES OF HOUSE MASTER**

5.15 Housemasters will be selected and detailed by the Principal from among the teachers of the School on the basis of seniority-cum-merit. A Housemaster will be responsible to the Principal through the Adm Officer / Vice Principal for efficient organisation and administration of his House and for discipline of all the wards committed to his charge. He will organise games and sports and other co-curricular activities for the boys of his House. He will be assisted by Asst House Masters/House Tutors and Matrons/Hostel Superintendents/Ward Boys.

5.16 The Housemaster shall, in addition to the duties cited above, be responsible for:-

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

5.17 A Housemaster should know his boys intimately and should be able to guide them in all the aspects of community living and mould their character and behaviour. He should assign responsibilities to all boys in rotation, so as to enable them to develop organisational ability, self-confidence and qualities of leadership. He should pay special attention to those who are shy and diffident so that they too can develop these qualities to become confident youngsters with initiative and drive.

### **DUTIES OF MATRONS/HOSTEL SUPERINTENDENTS**

7.13 The Matrons/Hostel Superintendents will assist the housemasters in guiding and supervising the dormitory life of the boys and in efficiently administering the Houses.

They will ensure that:-

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

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

#### **DUTIES OF THE QUARTERMASTER**

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

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

including payments for electricity and water consumed, at rates laid down by the school from time to time.

(h) Ensure proper street lighting, general sanitation, and cleanliness of the campus.

(j) Perform any other duty that may be assigned to him by the Registrar or Principal.

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

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

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

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

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

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

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

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



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

#### **DUTIES OF MESS MANAGER**

14.02 Duties of the mess manager include the following:-

- (a) He will be in overall charge of the mess and will ensure its smooth and efficient functioning. He will take over the mess complex (together with fittings, fixtures, furniture and other equipment) on proper voucher/inventories and ensure its proper maintenance. For timely action on repairs, replacements and maintenance, he will liaise with the quartermaster.
- (b) He will put up his requirements to the Registrar, normally allowing at least 15 days for their provisioning through the quartermaster's section.
- (c) He will maintain a record of items received in the mess and of items issued out and consumed daily. He will also work out the messing expenditure daily and put it up to the Registrar the next day, showing full details like the quantity demanded, the quantity received, the quantity utilized and the balance held, if any. Messing account books will be submitted to the Principal for his perusal at least twice in every month.
- (d) He will demand, inspect and receive all supplies as per detailed specifications given in the approved contract, reporting discrepancies noticed if any, in writing.
- (e) He will act as a Secretary of the mess committee and assist the Registrar in preparing the weekly bill of fare.
- (f) He will train and guide the staff under his control and supervise cooking/serving of meals.
- (g) He will exercise utmost economy and check the food left over to reduce wastage to the minimum.
- (h) He will take all possible measures to avoid any case of food poisoning.
- (j) He will be responsible for cleanliness and for perfect hygienic conditions in the mess, including kitchen, bakery, dinning room, pantries and the area surrounding the mess.
- (k) He will arrange special diet for sick boys, as per the prescriptions of the school medical officer.

(l) He will maintain a record of attendance of mess staff and ensure that they are neatly dressed practice clean and hygienic methods and are medically fit to carry out their duties.

(m) He will be the recommending authority for leave to employees placed under his command.

(n) He will distribute work judiciously and equitably to the general employee placed under his command.

(o) He will perform any other duty that may be assigned to him by the Principal or by the Registrar.

### **DUTIES OF CATERING ASSISTANT**

14.03 The Catering Assistant will assist the mess manager in all his duties and will function as in-charge of the school mess during the absence of mess manager. He will be particularly responsible for the following:-

- (a) Maintenance of stock books and messing documents.
- (b) Issue of ration stores to the cooks as per the menu and the number of dining members.
- (c) Supervision of cooking and inspection of preparation before they are served.
- (d) Cleanliness and proper layout of stores and equipment in the kitchen, pantries, stores and the dining hall.
- (e) Discipline and turn-out of the mess staff.
- (f) Arranging monthly medical check-up of the staff and maintaining a record of such medical inspections.
- (g) Not allowing any unauthorized persons to eat in the mess.
- (h) Carrying out any other duties assigned to him by school authorities.

**(iii) The procedure followed in the decision making process.**

S. No.	Type of cases	Channel of Submission	Level of Disposal
1.	Matters relating to staff :- Appointment, retirement, Pay fixation, MACP, promotion, ACRs, disciplinary actions, court cases etc. Matters relating to cadets :- admission of cadets, Cadets personal dossier, school leaving certificate, CBSE correspondence, discipline	Adm Officer/ Vice Principal through Office Supdt.	Adm Officer/ Vice Principal/ Principal
2.	Matters relating to RTI at initial level, CPGRAM Portal	Office Supdt/ Accountant/ QM	-Adm Officer as CPIO -Principal as first Appellate Authority
4.	Matters related finance :- salary, pension, grants, Payments, Budgets, PF, investment, income tax, collection of fees, scholarships	Adm Officer through Accountant	Principal
5.	Matters related to Maintenance of Infrastructure, GeM Portal, Procurements	Adm Officer through Quarter Master	Principal
6.	Matters related to Cadets Mess	Adm Officer through Mess Manager	Principal
7.	Matters related to cadets wrt School examination, UPSC NDA examination, annual calendar, time-table, games, extra curricular activities, discipline	Vice Principal through Sr Master	Principal

**(iv) The norms set for the discharge of functions.**

The guidelines, Rules & Regulations framed by the Sainik Schools Society on various subjects are kept in view while processing the proposals.

**(v) Rules, Regulations, Instructions, Manuals and Records discharging functions.**

Sainik Schools Society Rules & Regulations, 1997, subsequent Amendments and SOP of Sainik School Ambikapur is made available to every employee.

<b>(vi) Categories of documents held by the Public Authority.</b>
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**LIST OF DOCUMENTS**

**CASH/ACCOUNTS SECTION**

1. Cash Book
2. Receipt Books
3. Pay Bill
4. Profession Tax File
5. Advance Register
6. Investment Register
7. Boys Ledgers
8. Journal Vouchers Files
9. Payment & Receipt Vouchers Files
10. Bank Reconciliation Statement File
11. Journal Book

**MAIN OFFICE**

1. Service Books
2. Telephone Register
3. Postage Register
4. Office Stationery & Printing Register
5. Superannuation Register

**QUARTER MASTER / STORE ACCOUNTS**

1. Building Maintenance Ledger
2. Vehicle Maintenance Ledger
3. Furniture Ledger
4. Horses & Horse Equipment
5. Shoes Items Ledger
6. Games & Sports Equipment Ledger
7. Auditorium, stage equipment P.A. system Ledger
8. Uniform to employees ledger
9. Band & Music Equipment
10. Vehicle Register
11. Land Register
12. Electric Meter Register
13. Generator Set Register

**MESS**

1. Daily Mess Expenditure
2. Kitchen & Crokery Ledger

**MI Room**

1. Medicine Ledger
2. Medicine Equipment Ledger

**LIBRARY**

1. Text Book Ledger
2. Newspaper & Periodicals Register

**(vii) Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof.**

Formulations/ implementation of policy is governed by Board of Governors, Sainik Schools Society.

**(viii) Boards, Councils, Committees and other bodies constituted as part of Public Authority.**

The Principal convenes internal meetings of the staff from time to time where the Adm Officer, Vice Principal, Sr Master, Office Supdt, Accountant, Mess Manager, Medical Officer etc are present. Such meetings being internal in nature are not open to public.

The expert committee meetings to discuss various issues are also convened from time to time and are internal in nature. Hence the minutes of the meeting are not maintained as record.

**(ix) Directory (Exhaustive) of Officers and Employees.**

Sl No	Name	Designation	Telephone No.
(a)	Col Reema Sobti	Principal	93299-11377
(b)	Lt Col (Dr) P Sreenivas	Vice Principal	93299-11378
(c)	Sqn Ldr James Nair	Adm Officer	93299-11379
(d)	Establishment section/ Account Section/ Quarter Master section	-	07774-261609

**(x) Monthly remuneration received by Officers and Employees, including the system of Compensation.**

The Officers/staff are in the following pay scale :

Sl No	Designation	Pay Band/ Grade Pay Level as per 7 CPC Pay Matrix
1	Principal (Rank of Colonel or equivalent)	As per the defence services & the existing pay commissions
2	Vice Principal (Rank of Lt Col or equivalent)	
3	Adm Officer (Rank of Major or equivalent)	

4	PGT	9300-34800 GP 4800/5400 Level-8/9
5	TGT	9300-34800 GP 4600 Level-7
6	Librarian	9300-34800 GP 4600 Level-7
7	Laboratory Assistant	5200-20200 GP 2400 Level-4
8	Office Superintendent	9300-34800 GP 4200 Level-6
9	Accountant	9300-34800 GP 4200 Level-6
10	Mess Manager	5200-20200 GP 2800 Level-5
11	Quarter Master	5200-20200 GP 2800 Level-5
12	Matron/ Hostel Supdt.	5200-20200 GP 2800 Level-5
13	Catering Assistant	5200-20200 GP 2400 Level-4
14	Nursing Assistant/ Sister	5200-20200 GP 2400 Level-4
15	UDC	5200-20200 GP 2400 Level-4
16	LDC	5200-20200 GP 1900 Level-2
17	Driver	5200-20200 GP 1900 Level-2
18	General Employee	5200-20200 GP 1800 Level-1

**(xi) Budget allocations & proposed expenditure & Disbursement particulars  
- Plan Scheme**

**BUDGET ESTIMATE : PARTICULARS OF ALL PLANS INCOME SOURCES**

<b>School Fees</b>	<b>Grants from State Govt</b>	<b>Grants from MoD</b>
(a) Tuition Fees received from Cadets	(a) Training & Administrative Expenses	(a) Financial Additionality Grant (7 CPC)
	(b) Building Maintenance	(b) IT & Training Grant
	(c) Horse Maintenance	(c) Defence Scholarship
	(d) Cadets Messing	(d) Centre's Share
	(e) School Advertisement	(e) Special Assistance
	(f) Municipal Taxes	(f) NDA Incentive
		(g) Infrastructure Development & Modernization Grant
		(h) Rejuvenation Grant

**EXPENDITURE HEADS**

<b>Pay and Allowances</b>	<b>Pension &amp; Retirement Benefits</b>	<b>Training &amp; Administrative Expenses</b>
(a) Basic Pay	(a) Pension & Retirement Benefits	(a) Academic Stationery
(b) Dearness Allowance		(b) EDN Tours, Debates & Training
(c) Medical Allowance		(c) Band & Musical Equipments

(d) Leave Encashment		(d) Games & Sport Expenses
(e) LTC		(e) Duty Journey TA/DA
(f) Transport Allowance & Other Allowances		(f) Electricity Charges
(g) Contract Employees Salary		(g) Entertainment Allowance
		(h) Hygiene & Sanitation material

**(xii) Manner of execution of subsidy**

**Programmes.** No such information is available.

**(xiii) Particulars of recipients of concessions & permits.**

No such information is available.

**(xiv) & (xv) Information, available in electronic form. Particulars of facilities available to citizens for obtaining information.**

The citizens can obtain information from the Sainik School Ambikapur through correspondence, accessing its web site ([www.sainikschoolambikapur.org.in](http://www.sainikschoolambikapur.org.in)) and through e-mail ([ssambikapur@sainikschoolsociety.in](mailto:ssambikapur@sainikschoolsociety.in))

**(xvi) Particulars of the Public Information Officers**

CPIO	Sqn Ldr James Nair, Adm Officer, Sainik School Ambikapur
First Appellate Authority	Col Reema Sobti, Principal, Sainik School Ambikapur

**(xvii) Such other information as may be prescribed.**

Any other requisite information belongs to school is being published to citizens time to time through school website.