CHAPTER XXIII

FIXATION OF STRENGTH OF TEACHERS IN DEPARTMENTAL AND AIDED SCHOOLS

1. The strength of teaching staff of Lower Primary schools shall be fixed in accordance with the following principles:-

(a) in every school working on shift system there shall be -
   (i) one post of Headmaster; and
   (ii) the number of Lower Primary School Assistants shall be equal to one half of the total number of divisions in the standards working on shift system reduced by one, fraction, if any, being counted as one; plus the number of divisions in standards working on non-shift basis.

(b) In schools which do not work on shift system, there shall be-
   (i) One post of Headmaster; and
   (ii) As many posts of Lower Primary School Assistants as the number of class divisions reduced by one.

(c) To the number arrived at as per (a) or (b) above, the number of sanctioned posts of specialist teachers shall be added and the resulting figures shall be the total number of teachers to whom salary may be paid.

2. Notwithstanding anything contained in any other rule in this Chapter no post of Specialist Teacher shall be allowed to continue in any Lower Primary School or Lower Primary Section of Upper Primary or High School except for the continuance of the qualified teachers who were actually holding the said post on the Sixth day of March, 1979.

Provided that the Specialist Teachers appointed in Lower Primary Schools or Lower Primary Sections of Upper Primary Schools or High Schools after the 6th day of March, 1979 and whose appointments were approved shall be allowed to continue as such till their retirement, resignation, death or transfer and the posts of such Specialist Teachers shall be allowed to continue for their such continuance till they vacate the posts.

3A. (1) In Lower Primary School if Arabic is introduced in Std. I, a post of Arabic Language teacher may be sanctioned if the number of Muslim pupils studying Arabic is not less than 10 and the post shall be allowed to continue if the strength of the Muslim pupils studying Arabic in Standard continues to be not less than 10 or if there is an average of 7 Muslim pupils in one Standard or an aggregate of 28 Muslim pupils in all the four Standards to study Arabic, the post shall be sanctioned either as
part-time or full time as per Rule 7].

Provided that if the average strength of Muslim pupils studying Arabic is less than 7, the post shall only be part time.

In Lower Primary Schools, posts of Arabic Language Teachers may be sanctioned as shown below subject to the restrictions specified in sub-rule (1) above.

<table>
<thead>
<tr>
<th>No. of periods per week</th>
<th>No. of posts and nature of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 and above but below 15</td>
<td>1 Part time</td>
</tr>
<tr>
<td>15 and above but below 29</td>
<td>1 Full time</td>
</tr>
<tr>
<td>29 and above but below 54</td>
<td>2 Full time</td>
</tr>
<tr>
<td>54 and above but below 79 and so on</td>
<td>3 Full time.</td>
</tr>
</tbody>
</table>

3. The strength of the teaching staff in Upper Primary and Secondary Schools shall be fixed on the basis of the number of recognized class divisions and periods of work. The various posts of teachers shall be referred to by the following designations:

(i) Headmaster.
(ii) High School Assistant.

High School Assistant - Language-

(a) Malayalam  (d) Sanskrit  (g) Urdu
(b) Tamil  (e) Hindi  (h) Latin
(c) Kannada  (f) Arabic  (i) Hebrew, etc.

(j) English

(iii) Upper Primary School Assistant.
(iv) Lower Primary School Assistant.
(v) Language Teacher

(a) Malayalam  (d) Sanskrit  (g) Urdu
(b) Tamil  (e) Hindi  (h) Latin
(c) Kannada  (f) Arabic  (i) Hebrew, etc.

(vi) Specialist Teacher

(a) Drawing Teacher  (b) Physical Education Teacher
(c) Combined  (d) Sewing Teacher
(d) Drawing and Physical Education Teacher  (e) Music Teacher, etc.

(vii) Craft Teacher
(viii) Part-time Teachers
(ix) Training School Assistant

4. In every High School there may be-
   (i) One post of Headmaster;
   (ii) As many posts of High School Assistants as there are divisions \( n \) and periods of work in High School Classes
   (iii) As many posts of Lower and Upper Primary School Assistants as there are divisions in the Lower and Upper
         Primary School classes:
   \[ x \times x \]

   **Note:** If the Lower Primary Section of the school is working on the shift system the number of Lower Primary School Assistants shall be fixed in accordance with Rule 1.

5. In every Upper Primary School there may be-
   (i) One post of Headmaster;
   (ii) As many posts of Upper Primary School Assistants as the number of class divisions, reduced by one].
   (iii) As many posts of Lower Primary School Assistants as there are divisions in the Lower Primary School classes.

   **Note:** If the Lower Primary Section of the school is working on the shift system the number of Lower Primary School Assistants shall be fixed in accordance with Rule 1.

15[6. (1) In Upper Primary School having all or any of the standards V to VII only, posts of Language teachers for languages other than Regional languages may be sanctioned as shown below subject to the restriction specified in rule 6. C below;

<table>
<thead>
<tr>
<th>Languages (Arabic, Hindi, Urdu, Sanskrit, Konkini)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages (Arabic, Hindi, Urdu, Sanskrit, Konkini)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of periods per week</th>
<th>No. of posts and nature of posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 and above but below 15</td>
<td>1 Part time</td>
</tr>
<tr>
<td>15 and above but below 29</td>
<td>1 Full time</td>
</tr>
<tr>
<td>29 and above but below 54</td>
<td>2 Full time</td>
</tr>
<tr>
<td>54 and above but below 79 and so on</td>
<td>3 Full time</td>
</tr>
<tr>
<td>Other Languages: (Hebrew, French, Latin etc.)</td>
<td></td>
</tr>
<tr>
<td>5 and above but below 15</td>
<td>1 Part time</td>
</tr>
<tr>
<td>15 and above but below 30</td>
<td>1 Full time</td>
</tr>
<tr>
<td>30 and above but below 55</td>
<td>2 Full time</td>
</tr>
<tr>
<td>55 and above but below 80 and so on</td>
<td>3 Full time</td>
</tr>
</tbody>
</table>
(2) In Upper Primary Schools with Lower Primary Sections attached posts of Arabic teachers may be sanctioned as specified below subject to the restriction in sub-rule (1) of Rule 2 A and Rule 6 C. Posts for languages other than Arabic and Regional Languages may be sanctioned in the Upper Primary section by applying sub-rule (1) above subject to the restriction specified in Rule 6 C below.

(i) One full time post for every 25 periods of work per week taking Upper Primary section and Lower Primary section separately.

(ii) After sanctioning full time posts as specified in Clause (i) above, the left over periods in both the sections may be combined and posts may be sanctioned as indicated below.

(a) If on combination the number of left over periods in Upper Primary and Lower Primary section together is 25 or above but below 29, one full time post in the Upper Primary section may be sanctioned, provided that the number of left over periods in the Upper Primary Section is 4 or above. If on combination, the number of left over periods in the Upper Primary Section and Lower Primary Section together is 29 or above but less than 49, one full time post in the Upper Primary section and one full time post in the Lower Primary section may be sanctioned.

(b) If on combination, the number of left over periods in the Upper Primary section and Lower Primary section together is 25 or above, a full time post in the lower primary section may be sanctioned if the number of left over periods in the Upper primary section is less than 4.

(c) If on combination the number of left over periods in the Upper Primary section and Lower Primary section together is less than 25, a full time post in the Upper Primary section may be sanctioned if the number of left over periods in that section is not less than 4.

(d) If on combination, the number of left over periods in the Upper Primary section and Lower Primary section together is less than 25, a full time post in the Lower Primary section may be sanctioned if the number of left over periods in the Upper Primary section is less than 4 provided that the number of left over periods in the Lower Primary section is not less than 4.

(iii) If full time posts at the rate of 25 periods of work per week cannot be sanctioned in the Upper Primary Section and Lower Primary section separately as specified in clause (i) above, then the periods in both the sections may be combined and posts may be sanctioned as indicated below:

(a) If the number of periods in the Upper Primary section and Lower
Primary Section is 25 or above but below 29 one full time post in the Upper Primary Section may be sanctioned provided that the number of periods in the Upper Primary section is 4 or above. If on combination the number of periods in the Upper Primary section and Lower Primary section together is 29 or above but less than 49 one full time post in the Upper Primary Section and one full time post in the Lower Primary section may be sanctioned.

(b) If the number of periods in the Upper Primary section and Lower Primary section taken together is 25 or above, one full time post in the Lower Primary Section may be sanctioned if the number of periods in the Upper Primary section is less than 4.

(c) If the number of periods in the Upper Primary section and Lower Primary section taken together is less than 25, but not less than 15 a full time post in the Upper Primary section may be sanctioned if the number of periods in that section is not less than 4.

(d) If the number of periods in the Upper Primary section and Lower Primary section taken together is less than 25 but not less than 15 a full time post in the Lower Primary section may be sanctioned provided that the number of periods in the Upper Primary section is less than 4.

(e) If the number of periods in the Upper Primary section and Lower Primary section taken together is less than 15, a part time post in the Upper Primary section may be sanctioned provided that the number of periods in the Upper Primary section is not less than 4.

(f) If the number of periods in the Upper Primary section and Lower Primary section taken together is less than 15, a part time post in the Lower Primary section may be sanctioned provided that the number of periods in the Upper Primary section is less than 4.

(3) If there are language teachers in Regional Languages appointed before 18-5-62, who are continuing as such in service they shall be allowed to work against arising regular vacancies of Upper Primary School Assistant and they will continue as Language Teachers.

(4) Notwithstanding anything contained in rule 7, in High School section of every complete High School there shall be:-

(a) One full time post of Physical Education Teacher and one full time post of Drawing Teacher irrespective of the number of periods of work per week in each of the concerned subject.

(b) One full time post of Music Teacher irrespective of the number of periods of work per week for Music 16[x x x].
(c) One full time post of *Sewing Teacher* if there is no craft Teacher provided that there are not less than 200 girls in High School Classes:

Provided that the existing part time post of Physical Education, Drawing, Music, Sewing or Needle-work shall not be converted into full time posts unless the incumbents holding the posts are fully qualified to hold the full time posts:

17[Provided further that no full-time post of specialist teacher under any category mentioned above shall be sanctioned, if the number of periods of work per week in the concerned subject is less than 5]

18[Provided also that if there is already a post of Drawing Teacher under the Art Group the second post in the Art Group, namely a post of Music Teacher or a post in the Craft Group will be sanctioned only when the periods under each group exceeds 25 periods per week].

19[6A. 20[xx x x] The post of specialist teachers shall not be filled up with unqualified teachers. If fully qualified hands are not readily available the posts should be kept vacant until fully qualified hands become available for appointment.

21[6B. (1) Notwithstanding anything contained in any other rule in this Chapter except sub-rule (2) hereunder no post of Specialist Teacher or Craft Teacher shall be allowed to continue in any Upper Primary School or Upper Primary Section of a High School except for the continuance of the qualified teachers who were actually holding the said post on the 6th day of March, 1979.

Provided that the Specialist Teachers appointed in Upper Primary Schools or Upper Primary Sections of High Schools after the 6th day of March 1979 but before the 22nd day of August 1989 and whose appointments were approved shall be allowed to continue as such till their retirement, resignation, death or transfer and the post of such Specialist Teachers shall be allowed to continue for their such continuance till they vacate the posts.

(2) Notwithstanding anything contained in Rule 7 or any other rule in this Chapter no post of Specialist Teacher shall be allowed to continue in any Upper Primary School or Upper Primary Section of High School except as specified herein:

(a) One post of Specialist Teacher namely Music Teacher or Physical Education Teacher or Drawing Teacher or Sewing Teacher as decided by the Educational Officer concerned during staff fixation in the case of Departmental Schools and as required by the Manager in the case of Aided Schools will be sanctioned in each Upper Primary School or
Upper Primary Section of a High School having an effective strength of 500 pupils and above in the complete Upper Primary Section on the 6th working day of each academic year.

(b) No post of Specialist Teacher shall be sanctioned in any category under Clause (a) if a Specialist Teacher is already working in the Upper Primary School or Upper Primary Section of the High School:

Provided that a post of Sewing Teacher shall be sanctioned only subject to the condition that there are not less than 200 girl pupils in the complete Upper Primary Section”.

23[6C. In an Upper Primary School or Upper Primary Section of High School, where any of the languages other than regional languages or mother tongue is first introduced in Standard V there shall be not less than 24[pupils] learning the language in that Standard. When once it is introduced in Standard V there shall be at least half the number of pupils to learn that language in Standard VI or the total number [in Standards V, VI and VII] shall not be less than 30. But nothing in these rules will apply to posts already sanctioned against which qualified teachers are working.

6D. High School Assistants (Languages):- (i) In High Schools having all or any of the Standards VIII to X only, posts of language teachers may be sanctioned as shown below subject to the restrictions specified in rule 6E.

<table>
<thead>
<tr>
<th>Languages (Arabic, Hindi, [Urdu] and Sanskrit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No. of periods per week</strong></td>
</tr>
<tr>
<td>4 and above but below 15</td>
</tr>
<tr>
<td>15 and above but below 29</td>
</tr>
<tr>
<td>29 and above but below 54</td>
</tr>
<tr>
<td>54 and above but below 79 and so on</td>
</tr>
<tr>
<td>Other Languages: (Hebrew, French, Latin, Malayalam etc.)</td>
</tr>
<tr>
<td>5 and above but below 15</td>
</tr>
<tr>
<td>15 and above but below 30</td>
</tr>
<tr>
<td>30 and above but below 55</td>
</tr>
<tr>
<td>55 and above but below 80 and so on</td>
</tr>
</tbody>
</table>

6E. In High School having all or any of the Standards VIII to X, if any one of the languages other than regional languages or mother tongue is first
introduced there shall be at least not less than 26[10] pupils learning the language in Standard VIII. When once it is introduced in Standard VIII, there shall be at least half the number of pupils to learn that language in Standard IX or the total number of pupils 27[in Standards VIII, IX and X] together shall not be less than 26[25]. But nothing in these rules will apply to posts already sanctioned against which qualified teachers are working.

6F. **In High Schools with Upper Primary sections attached:**— Subject to the restrictions specified in rule 6G below, posts for Languages in High Schools with Upper Primary Section attached may be sanctioned as specified herein.

   i. One full time post for every 25 periods of work per week taking High School section and Upper Primary Section separately.

   ii. After sanctioning full-time posts as specified in sub-rule (i) the left over periods in both the sections may be combined and posts may be sanctioned as indicated below:

   28[(a) If on combination the number of left over periods in the High School section and Upper Primary sections together is 25 or above but below 29[29] in the case of Hindi, Arabic, 30[Urdu] and Sanskrit and below 29[30] in the case of other language except Regional Languages, one full time post in the High School Section may be sanctioned, provided that the number of left over periods in the High School section is 4 or above in the case of Hindi, Arabic, 30[Urdu] and Sanskrit and 5 or above in other cases. If on combination, the number of left over periods in the High School section and Upper Primary section together is 29[29] or above in the case of Hindi, Arabic; 30[Urdu] and Sanskrit and 29[30] or above in the case of other language except Regional Languages 31[but less than 49, one full time post in the High School Section and one full time post in the Upper Primary section may be sanctioned.]

   32[(b) [x x x x]

   (c) If on combination, the number of left over periods in the High School section and Upper Primary section together is 25 and above a full time post in the Upper Primary section may be sanctioned if the total number of left over periods in the High School section is less than 4 in the case of Hindi 30[Urdu], Arabic and Sanskrit and less than 5 in other cases, provided the number of left over periods in the U. P section is not less than 4 in the case of Hindi, 30[Urdu], Arabic and Sanskrit and not less than 5 in other cases.

   33[(d) If on combination, the number of left over periods in the High School section and Upper Primary section together is less than 25, a full time post in the High School Section may be sanctioned if the number of
left over periods in that section is not less than 4 in the case of Hindi, 39[Urdu], Arabic and Sanskrit and not less than 5 in other cases.]

34(e) If on combination the number of left over periods in the High School Section and Upper Primary Section together is less than 25 a full time post in Upper Primary Section may be sanctioned if the number of left over periods in the High School Section is less than 4 in the case of Hindi, 35[Urdu] Arabic and Sanskrit and less than 5 in other cases, provided the number of left over periods in the Upper Primary Sections is not less than 4 in the case of Hindi 35[Urdu] Arabic and Sanskrit and not less than 5 in other cases.

36(f) x x x x

(g) x x x x]

(iii) If full time posts at the rate of 25 periods of work per week cannot be sanctioned in the High School section and U.P. Section separately as specified in sub-clause (i) above. The periods in both sections may be combined and posts may be sanctioned as indicated below:-

37[(a) If the number of periods in the High School section and Upper Primary section together is 25 or above but below 38[29] in the case of Hindi, Arabic, 39[Urdu] Sanskrit and below 38[30] in the case of other Languages except Regional Languages, one full time post in the High School section may be sanctioned, provided that the number of periods in the High School is 4 or above in the case of Hindi Arabic, 39[Urdu] and Sanskrit and 5 or above in other cases. If on combination the number of periods in the High School section and Upper Primary section together is 38[29] or above in the case of Hindi Arabic 39[Urdu] and Sanskrit and 38[30] or above in the case of other Languages except Regional Languages 40[but less than 49, one full time post in the High School section and one full time post in the Upper Primary section may be sanctioned].

41[(b) x x x x]

(c) If the number of periods in the High School section and Upper Primary section taken together is 25 and above, one full time post in the Upper Primary section may be sanctioned, if the number of periods in the High School section is less than 4 in the case of Hindi, 39[Urdu], Arabic and Sanskrit and less than 5 in other cases.

(d) If the number of periods in the High School section and Upper Primary section taken together is less than 25, but not less than 15 a full time post in the High School section may be sanctioned if the number of periods in that section is not less than 4 in the case of Hindi, 39[Urdu],
Arabic and Sanskrit and not less than 5 in other cases.

(e) If the number of periods in the High School section and Upper Primary section taken together is less than 25 but not less than 15, a full time post in the U.P. section may be sanctioned provided the number of periods in the High School section is less than 4 in the case of Hindi, Arabic and Sanskrit and not less than 5 in other cases.

(f) If the number of periods in the High School section and Upper Primary section taken together is less than 15, a part time post in the High School section may be sanctioned provided the number of periods in the High School section is less than 4 in the case of Hindi, Arabic and Sanskrit and not less than 5 in other cases.

(g) If the number of periods in the High School section and Upper Primary section taken together is less than 15, one part time post in the Upper Primary section may be sanctioned, provided the number of periods in the High School section is less than 4 in the case of Hindi, Arabic and Sanskrit and not less than 5 in other cases.

Provided further that for purposes of combination of periods under sub-rules (ii) and (iii), the periods for Regional Languages in Upper Primary sections shall not be taken into account and that posts of High School Assistants in Regional Languages shall be sanctioned as per rule 6D.

6G. In High School with U. P. section attached, if anyone of the Languages other than regional language or mother tongue is introduced in Standard V or Standard VIII there shall be not less than 12 pupils learning the language in Standard V and not less than 10 pupils learning the language in Standard VIII. When once it is introduced in Standard V or Standard VIII there shall be at least half the number of pupils to learn that language in "Standard VI or Standard IX or the total number of pupils to learn that language in Standards V, VI &VII, together shall not be less than 30 and in Standard VIII, IX and X together shall not be less than 25] 66[But nothing in these rules shall apply to posts already sanctioned against...
which qualified teachers are working].

6H. **Calculation of periods for sanctioning posts of teachers for languages other than regional languages**: The total effective strength of pupils studying a particular language other than the regional language shall be calculated on the basis of the total number of pupils in all the divisions in a standard in a school and the number of divisions may be arrived at as per the maximum strength provided for in rule 23 of Chapter VI.

47[6.1. **Sanctioning of posts of High School Assistant (English)**: Notwithstanding anything contained in any other rule in this Chapter the post of High School Assistant (English) shall be sanctioned on the basis of the periods allocated to English, observing minimum subject requirement.

**Note**: Subject to any general order that may be issued by the Government, the above rule shall be implemented in a phased manner without causing retrenchment of existing High School Assistants (core subjects) as on 7th January 2002, and observing the minimum subject requirement.

48[6.J. **Calculation of Periods for sanctioning posts of teachers for regional languages**:–

1. Calculation of periods for sanctioning of posts of teachers for regional languages shall be made based on the effective strength of pupils studying that language in all the divisions of the standard in a high school.

2. The effective strength for the purpose of sub-rule (1) shall be calculated on the basis of the total number of:

(a) pupils studying that language as Part I and Part II First Language and
(b) pupils studying that language as Part II only.]

7. **49[(1)] The post of a language Teacher or High School Assistant - Language as the case may be** or of a specialist Teacher or *Craft Teacher* created for less than 15 periods of work per week in the concerned language or subject shall be part-time.

**Exception**: If there is only one post under any of the under mentioned designations in the particular type or grade of school noted there against,
such post shall be a full time post even though the number of periods of work is less than 15:

Provided that the teachers holding such posts were appointed prior to the date of issue of these Rules and provided further that they were treated as full time.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Type or grade of School</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Language teacher 55[or High School Assistant] in Malayalam or Tamil</td>
<td>Any Academic School</td>
</tr>
<tr>
<td>(ii) Language teacher 55[or High School Assistant] in Sanskrit</td>
<td>Any Sanskrit School</td>
</tr>
<tr>
<td>(iii) Combined *[Drawing and Physical Education Teacher]</td>
<td>Any School</td>
</tr>
<tr>
<td>(iv) Either *[Sewing Teacher or Music Teacher]</td>
<td>Girl's High School, complete or incomplete, with the Middle section attached or complete Girls Middle School.</td>
</tr>
</tbody>
</table>

56[(2) Teachers who had been in service in any aided school as full time Craft teachers continuously for a period of not less than two years in regular vacancies on the re-opening date in 1962–63 and who became part time or excess as a direct result of the reduction in the number of periods consequent on the introduction of the revised syllabus in 1962-63 or the introduction of Hindi in Std. V in 1964-65 shall, notwithstanding the reduction in the number of periods be deemed to have been continuing as full time Craft Teachers. Such teachers shall however be given monetary benefits only from 20th July 1965.

(3) In schools where teachers are not available for music, drawing, sewing and physical education and the regular trained teachers have got full time work the periods for those subjects may be given to Craft teachers, who possesses S.S. L.C. qualification, for teaching the regular subjects during those periods so as to enable them to have fifteen periods of work per week if possible].

57[8. x x x x ]

9. 58[In Training Schools] the optimum strength of a training class shall be 59[20] 60[x x x] Training School shall have one junior class and one senior class and those together will constitute one unit. More than one unit may be permitted by the Director in exceptional circumstances. 61[The Director may, for sufficient reasons to be recorded in writing, withdraw the sanction of any unit or units in a training school after giving the persons likely to be affected thereby an opportunity to state objection, if any, to the withdrawal and after duly considering such objection, raised by such]
persons]. The strength of the teaching staff of a Training School, shall be as follows:-

<table>
<thead>
<tr>
<th>Designation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Headmaster</td>
<td>1</td>
</tr>
<tr>
<td>Assistants</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Craft Teacher</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education Teacher</td>
<td>1</td>
</tr>
</tbody>
</table>

Note:- If the periods of work in a subject are less than 15, part time teachers may be appointed if, in the opinion of the District Educational Officer, teachers cannot be deputed from neighboring schools.

10. Notwithstanding any of the provisions contained in the preceding rules it shall be competent to the District Educational Officer to fix the establishment of any school other than Lower Primary Schools, or Lower Primary Sections attached to Upper Primary Schools or to High Schools, at a lower strength than is allowed by the said Rules.

11. The number of periods in the various subjects in each class shall be as determined by the Director from time to time in accordance with the scheme of studies approved by Government.

Strength of teaching staff:- Subject to the availability of accommodation the strength of teaching staff in each school be fixed by the Educational Officer in accordance with the above general provisions, once a year, after finalising the number of divisions based on the effective strength of the class as on the 6th working day from the re-opening date in June. The pupils' strength of all schools, both Government and Aided Schools, shall be verified by the Educational Officer or Officers authorised by the Director in this regard by visiting the schools in the State on a single day fixed by the Director for staff fixation purpose. A further verification of strength at higher level by the District Educational Officer, in the case of fixation of strength in Lower Primary and Upper Primary Schools and by the Deputy Director (Education.) in the case of High Schools shall be done wherever additional divisions or additional staff are found necessary, after the one day verification conducted by the Educational Officers or Officers authorised by the Director, in this regard. In such cases, the final orders on fixation of staff shall be issued only on the basis of such re-verification of strength. The actual attendance on the date of visit of authorised persons plus five percent of the roll strength, not exceeding the roll strength of each class, alone shall be reckoned as the effective strength of the school for fixing the number of divisions and the strength of staff. The Staff sanctioned by the competent authority during the previous year shall continue till the 14th July of the succeeding year. The fixation of staff shall be finalised by the Educational Officer not later
than the 15th July every year. The strength of Standard as on the 6th working day after Vijayadasami Day shall be reviewed having regard to the provisions under sub Rule (2) of rule 4 of Chapter VI and the strength of the staff be refixed accordingly, if found necessary. Government may direct the Educational Officer to re-visit and refix the strength of teaching staff in schools where there has been undue shortage in attendance of pupils on the date of visit of the Educational Officer or the Officers authorised by the Director in this regard or the Higher Verification Officer or the Super Check Officer due to natural calamities like flood, outbreak of epidemic, or other special reasons like agitations, strikes, accidents, death of prominent persons, local celebrations/festivals in the locality, etc. Requests for re-visit should be accompanied by a certificate issued by the Headmaster explaining the reasons for the fall in attendance and the veracity of the reasons adduced should ordinarily be supported by a report of the Tahsildar or Village Officer within whose jurisdiction the school is situated, or the Medical Officer in charge of the nearest Government medical institution as the case may be. When such are visit is made by the Educational Officer or the Higher Verification Officer following the directions of the Government, the effective strength shall be worked out on the basis of the strength verified on re-visit made by the Educational Officer or the Higher Verification Officer, as the case may be, and orders shall be passed by such officer, but not granting a new division that was not in the staff fixation in the previous year.

Explanation -(1) For the purpose of fixing the number of divisions, rule 23 of Chapter VI shall be applied.

(2) Government may revise the date for reckoning the strength of the classes in any year if found necessary and the strength of the teaching staff shall be fixed in such an event on the basis of the number of divisions as on the date so fixed. The date so fixed shall be published in the Gazette.

(3) In calculating the effective strength, fractions of half and above shall be rounded off to the next higher integer and fractions less than half shall be ignored.

(4) Notwithstanding anything contained in these rules the Govt. may if they are satisfied that the effective strength of any division or divisions in any school or schools generally is likely to have been diminished in any particular year by any reason whatsoever; the Govt. may direct that the Educational Officer may revisit and refix the strength of teaching and non teaching staff in schools from which according to the satisfaction of the Educational Officer concerned substantial number of pupils have obtained Transfer Certificates and left the school, provided that no such re-visit or re fixation shall be done after 31st of December each year].
12A. Review of staff fixation:

The orders of staff fixation shall take effect on the 15 of July every year and if any additional posts are sanctioned against which appointments are made in anticipation of sanction of such post or posts, according to rules, such post or posts shall be deemed to have been created from the date of appointments.

12B. Scrutiny of staff fixation by higher officers:

(1) The District Educational Officer shall scrutinise all orders passed by the Assistant Educational Officer in regard to fixation of staff strength in Primary Schools and may revise such of the orders as are found necessary. Such revision orders shall be passed before the end of August every year and forward copy of such orders to the Deputy Director (Education) and the Manager/Headmaster.

(2) The Deputy Director (Education) shall scrutinise all orders passed by the District Educational Officer in regard to the fixation of staff strength in High and Training Schools and may revise such of the orders as are found necessary. Such revision orders shall be passed before the end of August every year and forward copy of such orders to the Director and the Manager/Headmaster. The Deputy Director (Education) shall also verify the correctness of the fixation orders of the Assistant Educational Officer and the revision orders of the District Educational Officer relating to at least 10 percent of the Primary Schools within his jurisdiction before the end of September every year and may revise such of the orders as are found necessary. Copies of such orders passed shall be forwarded to the Director/Manager/Headmaster.

(3) Any order by the District Educational Officer or the Deputy Director (Education) as the case may be, revising the fixation orders shall not be passed unless an opportunity is given to the person who is affected thereby. Such orders shall take effect from the date of these orders.

12D. Appeal against staff fixation:

(1) The Manager of a school shall have a right of appeal to the *(Deputy Director (Education)) concerned against the order of Assistant Educational Officer or District Officer, as the case may be.

(2) No appeal preferred under these rules shall be entertained unless it is preferred within 15 days from the date of receipt of the order appealed.
against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if he is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

(3) If the appellate authority restores the post disallowed by the Educational Officer against which qualified teachers had been working, such posts shall be deemed to have been sanctioned from the 15th of July. In cases where the appellate authority allows the additional posts which are to be filled up by transfer of excess hands from other schools under the same Educational Agency, the additional posts shall be deemed to have been sanctioned from the 15th of July. In cases where appellate authority sanctions additional posts which are to be filled up by appointing fresh hands such posts will have effect from 1st September or the date of the appellate order, whichever is earlier. The Deputy Director (Education) may give effect to the appellate order with retrospective effect in deserving cases for reasons to be specified.

(1) A revision shall lie to the **Director of Public Instruction against the orders of the *Deputy Directors (Education) passed under this chapter.

(2) No revision preferred under this chapter shall be entertained unless it is preferred within 30 days of the date of receipt of the order appealed against:

Provided that the revisional authority may entertain the revision after the expiry of the said period, if he is satisfied that the revision petitioner has sufficient cause for not submitting the revision in time.

Provided further that an order affecting the interest of a person shall not be passed under this rule unless the revision petitioner concerned has been given an opportunity of making any representation which he may wish to make against such orders.

(3) The Director may on his own motion or on the basis of the report of the authorised officer under rule 16 including the evidence and other details, if any, collected by him] or otherwise call for the records of the orders relating to fixation of staff strength issued by Subordinate Officers and revise the same:

Provided that an order affecting the interest of a person shall not be passed under these rules unless the person concerned has been given an opportunity of making any representation which he may wish to make against such orders.
77[12F. Notwithstanding anything contained in this chapter, the Government may, at any time, on their own motion or otherwise, after calling for the records of the case revise any order passed by the Director of Public Instruction.]

13. The salary of teachers of aided Schools shall be paid through the Headmasters of the Schools.

Note: - If any teacher so desires in writing his salary may be disbursed by Money Order by the Head of the institution at the cost of the teacher.

78[14. Notwithstanding anything contained in these rules, if it is found necessary, Government may by orders extend any ban on the creation of posts, retrenchment of staff etc; effected by them in Government schools to aided schools]

79[15. Notwithstanding anything contained in these rules, if Educational Officers are satisfied for valid and sufficient reasons to be recorded in writing that the fixation of staff strength was obtained by bogus admission or attendance or by fraud or misrepresentation, and the like the Educational Officers shall be competent to refix the staff strength at any time during the course of the year:

Provided that no order under this rule shall be issued without notice to the parties who are likely to be affected thereby.]

80[15A. In cases where the fixation of staff strength in schools is revised by the Director of Public Instruction or by the Educational Officers concerned under rule 12E or rule 15 as the case may be after September, an allowance for a fall of 10% in the effective strength only to support the first verification of staff strength shall be allowed.

Note: - The 10% concession shall automatically apply only when the first visit is done by the Dist. Educational Officer/Asst. Educational Officer after September. When a subsequent verification is done after September, 10% allowance will be allowed, only to support the 1st verification and not for increasing the staff beyond what has been fixed in the first verification].

81[16. Notwithstanding anything contained in these rules, any Officer authorised by the Government in this behalf shall, for the purpose of checking the staff fixation proceedings made by the Educational Officers, enter any school, or any office under the Education Department, call for the relevant records and make enquiries to find out whether any irregularity has been committed in staff fixation. In the course of the said enquiry the authorized Officer can inspect schools, verify the
strength of pupils, check the area of Class rooms, call for records from Headmasters, Managers and Educational Officers and do such other acts as may be deemed necessary. As soon as the enquiry is over the authorised officer shall send a detailed report thereon to the Director of Public Instruction for appropriate action in the matter.

1. Introduced by notification published in gazette dated 30-6-59.
3. Substituted by G. O. (P) 189/05/G.Edn. dt. 17-6-05 Published in Gazette dt. 25-6-05 with effect from 6-3-79 for "2. (1) Subject to availability of funds, the number of specialist teachers that may be appointed in Lower Primary Schools shall be as follows:-
   (i) A music teacher or a sewing teacher will be allowed to a lower primary school having a total strength of 200 or more girl pupils.
   (ii) A music teacher and a sewing teacher will be allowed to a lower primary school where the strength of the girl pupils is 400 or above.
   (iii) [x x x ]
   (iv) Music /Needle work will be taught also to boys who wish to learn them.
   (v) As far as possible combined posts of music and sewing teachers will be created.
   (vi) Two or three schools (Departmental and aided both) may be clubbed together for the purpose of appointment of specialist teachers. Part-time teachers may be appointed if the number of periods of work in a week is less than 15.

(2) The number of specialist teachers who may be appointed in a District shall be fixed by the Director and intimated to the District Educational Officer every year.

(3) Notwithstanding anything contained in the above rules, no post of Specialist Teacher shall be created in any Lower Primary School or Lower Primary Sections of Upper Primary or High Schools:
Provided that posts already sanctioned against which specialist teachers are appointed and approved may continue as such."
6. Added by G. O. (P) 97/77/G. Edn. dt. 5-5-77 in gazette dt. 7-6-77.
8. Inserted by G. O. (P) 89/69 Edn. dt. 21-2-69, published in gazette dt. 11-3-69.
9. Added by G.O.(P) 149/03/G. Edn dated: 6th June 2003 published in Gazette dt 9-06-03 w.e.f. 7-1-02
10. Substituted by G. O. (P) 301/69/Edn. dated 22-7-69 published in gazette dt. 5-8-69.
11. Added by G.O.(P)149/03/G. Edn dt. 6th June 2003 published in Gazette dt 9-06-03 w.e.f. 7-1-02
13. The proviso to Rule 4 has been deleted by G. O. (P) 83/71/S. Edn. dated 3-7-1971 published in gazette dated: 3-8-1971. The proviso which was introduced by notification in gazette dated 2-10-1962 was "provided that where language teachers in Regional Languages are appointed in Upper Primary Section, the
number of Upper Primary Assistants and Language teachers in Regional Languages in Upper Primary Sections shall not together exceed the number of divisions in Upper Primary Sections”.

14. Substituted by G. O. (P) 83/71/S. Edn. dated 3-7-71 for "As many posts of Upper Primary School Assistants as the number of class divisions, reduced by one if no Language Teacher in the Regional language is appointed and where Language Teachers are appointed the number of Upper Primary School Assistants and Language Teachers in the Regional Languages shall not together exceed the number of divisions in Upper Primary Sections reduced by one;


16. Omitted by G. O. (P) No. 241/77/G. Edn. dated 13-12-77 in gazette dated 14-3-78. It was “Provided that there are not less than 200 girls in High School classes”.

* Substituted by G.O.(P) 301/69 Edn. Dated 22-7-1969 in gazette dated 5-8-69.


18. Inserted by G.O.(P) 253/04/G.Edn. dt. 6-8-04 Published in Gazette dt. 6-8-04 w.e.f. 28-10-95.


21. Substituted by G. O. (P) 189/2005/G. Edn. dt. 17-6-2005, Published in Gazetted dt. 25-6-2005 with effect from 6-3-79. The old rule was "6B. (1) Notwithstanding anything contained in any other rules in this Chapter no posts of specialist teacher or craft teacher shall be created in any upper primary school or upper primary sections of High Schools for a period of 6 years from the school year 1969-70: Provided that the posts sanctioned before 1969-70 against which specialist teachers and craft teachers are appointed and approved and such teachers who are qualified according to the rules then in force may however continue as such.

(2) Notwithstanding anything contained in any other rules in this Chapter. no post of Specialist Teacher or Craft Teacher shall be created in any Upper Primary School or Upper Primary Section of High School except as specified herein:

(a) One post of Specialist teacher namely Music teacher or Physical Education Teacher or Drawing Teacher or Sewing Teacher as decided by the District Educational Officer concerned during staff fixation in the case of departmental schools and as required by the manager in the case of aided schools will be sanctioned in each Upper Primary School or Upper Primary section of a High School having an effective strength of 500 pupils and above in the complete Upper Primary sections on the 6th working day of each academic year.

(b) No post of Specialist teacher shall be sanctioned in any category under clause (a) if a Specialist teacher is already working in the Upper Primary School or Upper Primary section of the High School.

(c) A post of Sewing Teacher shall be sanctioned only subject to the following conditions also:

(i) that there are not less than 200 girl pupils in the complete Upper Primary Section and

(ii) that there is no post of Craft Teacher under Needle work in the Upper Primary School or Upper Primary Section of High Schools”.


CHAPTER XXIII


31. Substituted for "but less than 40 one full time post in High School section and one part -time post in Upper Primary section may be sanctioned" by G.O (P) 58/72/S.Edn. dated: 10-04-1972 published in Gazette dated: 13-6-1972.

32. Omitted by G.O (P) 58/72/S.Edn. notification dated 10-4-1972 published in Kerala Gazette dated 13-6-1972 for (b)

33. Substituted by G.O (P) 58/72 S.Edn. dated: 10-04-72 as per notification dated 10-4-1972 published in Gazette dated 13-6-1972; for (d) If on combination, the number of left over periods in the High School section and Upper Primary sections together is less than 4 in the case of Hindi, Arabic and Sanskrit and not less than 5 in other cases".

34. Substituted by the above G.O and notification dated 10-4-72 published on 13-6-72 for"


36. Sub-sections (f) and (g) omitted by G.O (P) 58/72/S.Edn. dated 10-4-72, published in gazette dated 13-6-72.


40. Substituted for the words "but less than 40 one full time post in the High School Section and one part time post in the Upper Primary section may be sanctioned" by notification dated 10-4-72 published in gazette dt.13-6-72.

41. Omitted by G.O (P) 58/72/S.Edn. notification dated: 10-4-72 published in gazette dated 13-6-72. It was "(b) If on combination the number of left over periods in both the sections together is not less than 40 but less than 49, one full time post in the High School Section and another full time post in the U.P. section may be sanctioned".


43. Substituted as per G.O. (P) No 36./82/G. Edn. dated 30-3-82, published on 30-3-82, for "Provided that if sanction of full time posts under sub-rules(ii) and (iii) will adversely affect fully qualified teachers working against sanctioned full time posts in the Upper Primary section, such posts may be allowed to continue for continuance of such teachers and a full time post may be sanctioned in the High School section if the number of left over periods in the High School section is not less than 4 in the case of Hindi, Urdu, Arabic and Sanskrit and not less than 5 in the case of other language".

44. Rule 6C, to E and 6G deal with the introduction of languages in Upper primary school or section. Rule 6C and 6E were amended by G. 0 (P) 259/75 G.
Edn. dated 24-10-75. But the corresponding changes in Rule 6G were made only by G.O. (P) 155/82/G. Edn. Dated 1-11-1982.


47. Added by G.O.(P)149/03/G. Edn dated 6th June 2003 published in Gazette dt 9-06-03 w.e.f. 7-1-02

48. Inserted by G.O. (P) 92/05/G.Edn. dt. 19-3-05 published in Gazette dt. 30-3-05.

49. Rule 7 was renumbered as 7(1) by G.O. (P) 110/74/G. Edn. dt. 11-6-74 in gazette dt. 9-7-74.


52. Inserted by G.O. (P) 35/73/S. Edn. dated 13-3-73 in gazette dated 10-4-73.

53. Inserted by G.O (P) 236/70/G.Edn. dated 26-5-70 in Kerala Gazette dated 9-6-70.


56. Added by G. O. (P) 110/74/G. Edn. dt. 11-6-74, published in Gazette dt. 9-7-74.

57. Omitted by the G. O. (P) 124/71/S. Edn. dated 13-9-71 published on 12-10-71. The omitted Rule was 'The number of post of [language teacher or High School Assistants for each language as the case may be] shall be distributed between the High School and the Primary school grades in accordance with the number of periods of work in the High School and Upper Primary Sections when the number of periods of work in the High School Section is such that there is still a balance after providing at the rate of one post for 25 periods of work, a full time post may be allowed for this balance also if there is an Upper Primary Section attached to the School'.

58. Inserted by G.O (P) 456/61/Edn. dated: 02-08-1961 notification in Gazette dated 15-8-61 The heading "Training School" omitted by this notification.


60. The words "and the maximum 40" deleted by G.O (P) 316/69/Edn. dated: 04-07-1968 notification in gazette dt.16-7-68

61. Substituted by G.O (P) 327/70/S.Edn. dated: 18-07-1970 as per notification in gazette dated 28-7-70 "Such unit changed as any unit or units."

62. Substituted for "Physical Education Instructor" by G.O (P) 301/69/Edn. dated: 22-07-69 as per notification in gazette dt. 5-08-69.

63. Substituted by G.O (P) 194/65/Edn. dated: 06-04-1965 as per notification in gazette dated 27-4-65.

64. Substituted by G.O.(P)138/03/G.Edn dated 29th May 2003 published in Kerala Gazette dt 30-05-03.


66. Omitted by G.O(P)138/03/G.Edn dt. 29th May 2003 Published in Gazette dt 30-05-03. The omitted rule ran as follows. [12A. Review of staff fixation :- Not with standing anything contained in rule 12, in the case of Government Schools the Educational Officer may fix the strength of the teaching staff based on the strength of the attendance as on the 6th working day after re-opening of the schools in June as reported by the Heads
of schools. Within a period of one month from the date of orders on staff fixation, the Educational Officers shall make surprise visits to the schools to check strength, attendance, accommodation etc, and review the staff fixation if found necessary. The fixation of staff shall be finalised not later than the end of August.

67. Substituted by G. O. (P) 94/71/S. Edn. dated 19-7-1971 in gazette dated: 27-7-71 for "12 B  Date of taking effect of staff fixation orders - The order of staff fixation shall take effect on the 6th working day after the re-opening of the schools in June. If additional posts are sanctioned against which fresh appointments are to be made such posts shall take effect from the 15th of July. If additional posts sanctioned are to be filled up by transfer of excess hands from other schools under the same Educational agency the posts sanctioned shall take effect from 6th working day after the reopening of the school in June."


69. Substituted by G. O. (P) 68/71/S. Edn. dated 4-6-71 published in gazette dated 8-6-71.

70. Substituted for "Regional Deputy Director" by G.O (P) 217/79/G.Edn. dated: 26-12-79 as per notification published on 28-12-1979.


72. Substituted by G. O. (P) 94/71/S. Edn. dated 19-7-1971 in gazette dated: 27-7-71 for the words" the 6th working day after the reopening of schools in June".


74. Rule 12E amended and 12F introduced by G. O. (P) 91/77/G. Edn. dt. 6-4-1977 published in gazette dt. 7-6-77.


** The powers of the Director has been delegated to Joint Director by notification dated: 17-11-1977.

75. Added by G. O. (P) 79/78/G. Edn. dated 21-6-1978 published in Gazette dated 11-7-78.


