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कार्यालय माध्यमिक शिक्षा मण्डल, मध्यप्रदेश, भोपाल

Bhopal, the 17th April 1967 — Vishakh 27, 1889.

REGULATIONS OF THE BOARD OF SECONDARY EDUCATION, MADAYA PRADESH, BHOPAL

No. ACD/1/1-22-2-67 — In exercise of the Powers conferred by sub-section (4) of section 28 of the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965), the Regulations of the Board of Secondary Education, Madhya Pradesh are published for information of all concerned. These regulations have been approved by the State Government Vide Memo No. 712/4485/XX-2, dated 8th December 1966,

CHAPTER I—PRELIMINARY

1. These Regulations may be called the "Board of Secondary Education Madhya Pradesh Regulation 1965."
2. In these Regulations, unless the context otherwise requires —
 - (1) "Adhiniyam means" The Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965.
 - (2) "Board" means the Board of Secondary Education, Madhya Pradesh established under section 3.
 - (3) "Divisional Board" means the divisional

Board established for the Revenue Commissioner's Division under section 20.

(4) "Chairman" means the Chairman of the Board of Secondary Education, Madhya Pradesh.

(5) "Divisional Chairman" means the Chairman of the Divisional Board.

(6) "College" means an educational institution preparing candidates for the Higher Secondary "B" courses, Teacher's Training Certificate Examination, Physical Training Teachers' Examination, or such other examinations of the Board and recognised by the Board for such a purpose.

(7) "Committee" means a committee constituted by the Board under section 24 of the Act or under any of the provisions of these regulations.

(8) "Department" means the Department of Public Instructions, Madhya Pradesh.

(9) "Director" means the Director of Public Instructions, Madhya Pradesh.

(10) "Guardian" means the natural or legal guardian, or a person approved by the Head of the institution concerned as

the guardian of a student for the purposes of these regulations.

(11) "Head Master" means the Head of a High School recognised by the Board.

(12) "High School" means an educational institution which is not a college preparing candidates for the High School Examination of the Board and recognised by the Board for such a purpose.

(13) "Higher Secondary School" means an educational institution preparing candidates for a Higher Secondary School Certificate Examination of the Board and recognised by the Board for such a purpose.

(14) "Multipurpose Higher Secondary School" means an educational institution preparing candidates for the Higher Secondary School Certificate Examination of the Board and recognised by the Board as a Multipurpose Higher Secondary School under its bye-laws.

(15) "Principal" means the Head of a College or a Higher Secondary School or a Multipurpose Higher Secondary School recognised by the Board.

(16) "Private Candidate" means a person

seeking admission to an examination for which regular attendance at a recognised institution is not prescribed, without putting in the requisite amount of attendance or a person who has enrolled for regular guidance in the Correspondence Courses started by the Board.

(17) "Recognised Institution" means an institution recognised by the Board for admission to its privileges,

(18) "Regular Course of a Study" means a course of study prescribed by the Board,

(19) "Scholar's Register" means the register containing the record of a scholar's progress kept by the institution to which he belongs, in the form approved by the Board.

(20) "Secretary" means the Secretary of the Board of Secondary Education, Madhya Pradesh.

(21) "Divisional Secretary" means the Secretary of the Divisional Board.

(22) "Session" means the period in which an institution is open for tuition during the twelve months commencing with formation of new classes.

CHAPTER II —THE BOARD

3. The Board shall meet as often as necessary, but it shall meet at least twice a year, in the months of October and January as far as possible.

4. The meeting of the Board meant to be held in the month of October shall be deemed to be Annual meeting of the Board.

5. All meetings of the Board and its Committees shall be held at Bhopal or at such other place as the Chairman may, from time to time, direct.

6. If any member fails to attend 3 consecutive meetings, his absence may be reported to the authority concerned.

CHAPTER III —THE CHAIRMAN

7. The Chairman shall, when present, preside at a meeting of the Board and every meeting of any Committee of the Board of which he is a member. He shall have the right to vote and in case of a tie, he shall also exercise the casting vote.

8. The Chairman shall have the right to speak and otherwise take part in, any meeting of any Committee of the Board but shall not be entitled to vote,

9. The Chairman shall have the same powers in respect of re-appropriation of fund from

one head of the budget to the other head of expenditure as is exercised by the Director under the similar circumstances in which he is empowered to exercise such powers for the departmental budget. Such re-appropriation shall be communicated with reasons to the Finance Committee and the Executive Committee in the next meeting.

9. (A) The Chairman may transfer any of his powers vested in him through the Act, to the Secretary.

CHAPTER IV—VICE-CHAIRMAN

10. The Vice Chairman shall exercise all such powers as are vested in him under the Adhiniyam.

CHAPTER V—THE SECRETARY

11. All meetings of the Board shall be convened through the Secretary.
12. The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman and shall be responsible for keeping the minutes and for the proper maintenance of all the records of the Board.
13. All fees and dues payable to the Board, and all sums received by the Secretary on behalf of the Board shall be credited without delay to the account of the Board with the Government

Treasury or with such Bank as the Board may with the approval of the State Government, determine.

14. Subject to the control of the Examination Committee, the Secretary shall be responsible for making arrangements for the holding of the Board's examinations.

15. The Secretary shall receive, and subject to the control of the Examination Committee, deal with applications from candidates for admission to the Board's Examinations.

16. It shall be the duty of the Secretary on behalf of the Board to issue to successful candidates certificates or diplomas of having passed the Board's Examinations.

17. The Secretary shall, annually, in the month of June, prepare and circulate to all concerned a list of school and colleges recognised for the purpose of the Board's examination specifying the subjects in which recognition has been granted.

18. The Secretary shall be entitled to be present and to speak at any meeting of the Board or its Committees, but shall not be entitled to vote.

19. The Secretary shall perform such other duties as may be assigned to him by the Board or the Chairman for carrying out the work of the Board.

20. The Deputy Secretary, Registrar Examination, Finance Officer, Registrar Correspondence Courses, Executive Engineer, Press Superintendent, Deputy Director Correspondence Courses, Principal, Evaluation Officer, and Regional Officer shall perform such functions of the Secretary as may be assigned to them by the Secretary or the Chairman.

21. The Secretary shall have powers to make appointments to the posts of class III and IV servants and consequential powers of dismissal removal or discharge.

22. The Secretary shall have powers to supply on request, free of charge priced publications of the Board for official use, to Government and Semi-Government bodies and to Universities or educational or public bodies as complimentary copies.

CHAPTER IV COMMITTEES OF THE BOARD

23. In addition to the Committees specified in Section 24 (f) of the Adhiniyama, the Board shall appoint the following other Committees :—

- (a) A Committee to scrutinise applications from private candidates for permission to appear at the Board's examinations.
- (b) A Committee to bring out the results of examinations.
- (c) A Committee to advise the Board on

questions relating to Women's Education.

24. The number of members appointed by the Board to any Committees shall, unless otherwise specified, be not less than three and not more than five except in case of the Committee of Courses in Agriculture where the number shall not be less than five and not more than seven and in the Committees of Courses in Education, Technical Education and Craft the number shall be not less than seven and not more than nine. The Secretary may add as many members as deem necessary to cope with the work in the Scrutiny Committee.

25. Election of members to fill ordinary vacancies in the Committees of the Board shall be held at the meeting of the Board immediately following the occurrence of the vacancy and members shall hold office from the date of election.

26. If, in the opinion of the Chairman, a committee, under any of the regulation or bye-laws is not sufficiently representative of different interests or of the subject to be treated by the Committees, he may, notwithstanding anything contained in the Regulations or bye-laws, nominate additional members for the Committee.

27. The Board shall appoint, a member of every Committee to be the Convener of the Committee. The term of office of the Convener shall be the same as that of the ordinary members of the

Committee. In the event of the Convener ceasing to hold office, the Committee shall appoint a substitute from among its own members to hold office till the next meeting of the Board.

28. No person shall be eligible for being elected as a member for not more than two Committees of the Board.

29. Any member who fails to attend three consecutive meetings of a Committee of which he is a member shall cease to be a member of that Committee.

CHAPTER VII COMMITTEES OF COURSES

30. The Board shall appoint Committees of Courses in the following subjects which may be grouped in such manner and with such additions and alternations as the Chairman may from time to time decide :

- (1) Sanskrit.
- (2) Hindi.
- (3) English.
- (4) Marathi.
- (5) Gujarati.
- (6) Urdu.
- (7) Bengali.
- (8) Sindhi.
- (9) Arabic and Persian.
- (10) Panjabi (Gurmukhi)
- (11) Tamil and Telgu.

- (12) French.
- (13) Mathematics.
- (14) Physics.
- (15) Chemistry.
- (16) Biology.
- (17) Geology.
- (18) Agriculture and Allied subjects.
- (19) General Science.
- (20) Drawing and Fine Arts.
- (21) Commerce.
- (22) Logic and Psychology.
- (23) Economics.
- (24) Crafts.
- (25) Home Science.
- (26) Anatomy, Physiology and Hygiene.
- (27) Social Studies.
- (28) Workshop Practice and Engineering and Drawing (Technical Group).
- (29) Military Studies.
- (30) Forestry.
- (31) Geography.
- (32) Civics.
- (33) Music.
- (34) Dancing.
- (35) Physical and Moral Education.
- (36) History.
- (37) Physical Training.
- (38) Education Committee (including Basic Training Education).
- (39) Pre-Primary Education.

31. Committees of Courses shall also be constituted for such other subjects of study as may from time to time be decided by the Board.

32. Each Committee of Courses shall lay down a syllabus in the subjects with which it is concerned and recommend suitable text books when called upon to do so.

33. (1) Every Committee of Courses shall ordinarily meet in the month of August or September of every year to draw up courses for examination relating to its respective subject or subjects.

(2) The Courses shall be drawn up well in time to ensure the assurance by the Board, of the prospectus relating to such courses within the time prescribed under regulation of this Chapter.

(3) The draft courses proposed by the Committee shall be circulated as soon as may be, among the members of the Board. The members of the Board shall communicate their observations, if any, in regard thereto direct to the Convener concerned before the end of Oc-

tober in the same year. If in the opinion of the Convener, the nature of the criticism received, justifies the calling of a special meeting of the Committee of Courses, he will do so, through the Secretary, otherwise the matter shall be placed before the next meeting of the Committee of Courses.

34. The courses, finally approved by the Committee, shall be submitted to the Board ordinarily at its January meeting by the convener or by some other member of the Committee who is a member of the Board and is present at the meeting.

35. If the Board is of the opinion that a recommendation made by a Committee of Courses requires reconsideration, it may refer the matter back to the Committee. After considering the views of the Committee upon the reference, the Board shall decide the matter.

36. The Courses, as finally approved and sanctioned by the Board, shall be printed in the Prospectus and issued by the Secretary preferably two months ahead of the date on which the course for a particular examination is to commence.

37. A Committee may bring to the notice of the Board any matter connected with the examinations or courses in respect of the subjects with which it is concerned.

38. Any two or more Committees of Courses may, and at the request of the Chairman, shall meet and render a joint report upon any matter with which they may be severally or jointly concerned.

39. It shall be the duty of the various Committees of Courses to make recommendations in proper time to the Curriculum Committee on matters relevant to clauses (b), (c) (d) and (e) of Regulation 49 of Chapter X and to the Examination Committee on matters relevant to clauses (b), (f) and (g) of Regulation 88 of Chapter XIII of these Regulations.

CHAPTER VIII—THE RESULTS COMMITTEE

40. The results Committee shall consist of the Vice-Chairman of the Board, the Secretary of the Board and three members elected by the Board. The Chairman of the Board shall be its ex-officio Chairman and the Secretary its ex-officio Secretary.

41. It shall be the duty of the Results Committee:—

- (i) to scrutinise and pass the results of the examinations conducted by the Board after satisfying itself that the results are in conformity with the relevant provisions of the Regulations, Rules and By-Laws.
- (ii) to scrutinise complaints against question papers so far as they affect the results;
- (iii) to decide cases of candidates who have missed their practical examination or written examination in one or two papers or in a subject as a whole;
- (iv) to decide cases of candidates who have answered wrong paper;
- (v) to decide cases by the superintendents of centres of admission to the examination of candidates who come after half an hour of the commencement of the examination;
- (vi) to decide cases of special arrangements made for the examination of any particular candidate;
- (vii) to decide cases where extra time was allowed to candidates by the Superintendent of Centres;

(viii) to decide cases where question papers were opened before the prescribed hour;

(ix) to decide cases of candidates whose answer-books have been lost;

(x) to decide cases of candidates who have used unfair means; and to inflict punishment,

(xi) to decide such other matters connected with the declaration of results as may be referred to the committee.

42. If any action is to be taken against examiners, centre superintendents, invigilators and others, it shall be referred to the Examination Committee with the recommendations of the Results Committee.

CHAPTER IX—THE FINANCE COMMITTEE

43. Except when otherwise specified, the Finance Committee shall act as an advisory body in all matters concerning the finances of the Board.

44. It shall consist of—

(a) The Chairman and the Vice-Chairman of the Board;

(b) One member appointed by Board from amongst the five members

elected under clause (f) of sub-section (1) of section 4 of the Act;

(c) One member appointed by the Board from amongst the members nominated under clause (g) (iii) of sub-section (1) of section 4 of the Act;

(d) Three other members appointed by the Board.

45. The Chairman shall be the Chairman of the Finance Committee.

46. The Secretary shall be as the Secretary of the Finance Committee.

47. It shall be the duty of the Finance Committee:—

(i) to prepare and examine the budget for the ensuing financial year in such manner as to enable the Board to submit the same to the Government upto 31st January.

(ii) to make recommendations to Executive Committee on all matters relating to the finances of the Board.

(iii) to examine every proposal of new expenditure and to advise the Executive Committee thereon;

(iv) to review the financial position of the Board periodically;

(v) generally to advise means for the improvement of the financial position of the Board; and

(vi) to consider applications for revision of grades of pay and the grades of pay of new appointments and advise the Executive Committee accordingly.

CHAPTER X—THE CURRICULUM COMMITTEE

48. (1) The Curriculum Committee shall consist of—

(a) The Vice-Chairman;

(b) The Secretary; and

(c) Fifteen members elected by the Board from among the Conveners of the various committees of courses.

(2) The Vice-Chairman shall be the Convener of the Committee.

49. The duties of the Curriculum Committee shall be :—

(a) to consider the total number of compulsory and optional subjects for each of the Board's examinations;

(b) to recommend curriculum and arrange the standard of the courses for the examinations conducted by the Board;

(c) to recommend the number of question papers to be set in each subject after considering recommendations of the committee of courses concerned.

(d) to recommend the time for written tests in different subjects after considering recommendations of the Committees of courses concerned.

(e) to propose maximum and minimum marks for each subject and for each part of a subject after considering recommendations of the Committee of courses concerned.

(f) to frame rules for the award of grace marks;

(g) to consider proposals for the introduction of a new subject and the exclusion of existing subjects and examinations; and

(h) to consider questions relating to the formation of groups of subjects and the alteration of one with another.

(f) to prescribe the conditions for admission of candidates at the examinations of the Board.

(j) to decide the equivalency of Examinations conducted by the Board / Universities and other Examining bodies.

CHAPTER XII STAFF IN PRIVATE EDUCATIONAL INSTITUTIONS

70. Regulations in this Chapter shall apply to all non-government educational institutions.

71. All Principals, Headmasters, Lecturers, and teachers, except those appointed temporarily for a period of less than one year, shall

be on probation for a term of one year which may be extended to two years. If after two years of service, any incumbent is continued in his appointment, he shall, unless the appointing authority for reasons to be recorded in writing, otherwise directs, be deemed to have been confirmed in that appointment. On confirmation, the incumbent shall sign a contract of Service in the Form I or II (appended to these regulations), as the case may be, as soon as practicable.

72. The managing Committee of the educational institution shall maintain a provident fund for the benefit of the staff appointed on written contract in accordance with the Provident Fund Rules framed by the Board for the purpose.

73. The scales of pay of the staff in educational institutions which are in receipt of Government grant, shall not be less than those sanctioned for the corresponding staff in Government institution.

In the case of educational institutions which are not aided there shall be a scale of pay, the minimum of which shall not be less than that in Government educational institutions.

74. (1) Principal, Headmaster, lecturer or teacher shall be entitled to the following leave, namely :—

(a) casual leave for 13 days (which may, for special reason, be extended to 15 days) in a calendar year.

(b) leave on medical certificates by registered Medical Practitioner, on full average pay for one month for every twelve months spent on duty, subject to the maximum of twelve months in the whole service.

(c) maternity leave in case of women, for three months, on full average pay and

(d) leave for training.

(2) The period of leave granted under sub-clause (d) of clause (1) above shall be treated as period spent on duty and shall count for provident fund if the incumbent contributes to the provident fund during such period.

(3) Other members of the staff of recognised educational institutions shall be entitled to such leave as may be admissible from time to time to Government servants.

75. The authority entitled to sanction casual leave under clause (a) of regulation 74 shall

be the Head of the institution and that entitled to sanction other leave shall be the Managing committee.

76. In the selection of lecturers or teachers for appointment the undermentioned considerations among other matters shall be taken into account, namely :—

(i) All permanent vacancies and all temporary vacancies for a period exceeding six months, shall be advertised in one or more local newspapers and in such other newspapers as have circulation in the area concerned. Such advertisements shall contain full particulars of the post advertised together with conditions of service attached thereto, or the names may be called for from Employment Exchange.

(ii) On receipt of applications, suitable candidates shall be interviewed, and

(iii) That the teachers or lecturers to be selected for High and Higher Secondary school classes shall have offered for the degree examination, the subjects for which they seek appointment.

77. In the selection of Headmasters or Principals for appointment the undermentioned conditions shall be taken into account, namely:—

- (i) all permanent vacancies shall be advertised, in the manner laid down in Regulation 76 (i) above.
- (ii) the appointment shall be made by the Managing Committee after interviewing suitable candidates : and
- (iii) no person who is not trained and has less than five years experience of teaching, shall be eligible for the post.

78. (1) The Managing Committee of the institution shall not terminate the service or reduce the pay of any teacher or lecturer appointed on a written contract without holding a full inquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him and afforded an opportunity of defending himself. His previous service and character with reference to his character roll and service book maintained shall also be taken into consideration when arriving at a decision.

(2) No decision as to termination of service or reduction in rank of a teacher or lecturer shall have effect, unless passed at a special meeting by a majority of two third of the members of the Managing Committee. No such resolution shall

have effect, if passed at an adjourned meeting.

(3) A teacher or lecturer may ask the matter to be referred to an arbitration in accordance with the terms of his agreement, if any, and the award of the arbitration or arbitrators, shall be final.

(4) The services of any teacher or lecturer who refuses to go for training may be terminated :

Provided that in case due to personal difficulties, the person concerned is not able to go for training the same year he may be permitted to go for training next year. More than one chance shall not be allowed.

79. (1) The Managing Committee shall not terminate the services or reduce the pay of Principal or Headmaster appointed on written contract without first obtaining Director's sanction for holding a full inquiry into the charges against him. The incumbent shall be given in writing a statement of the charges against him, and also be afforded an opportunity of defending himself. His previous service and character with reference to his confidential file and service book shall also be taken into

consideration before arriving at a decision.

(2) No decision as to termination of services or reduction of a Principal or Headmaster shall be valid, unless passed at special meeting by a majority of two-third of its members of the Managing Committee. No such resolution shall be valid, if passed at an adjourned meeting.

(3) The Principal or Headmaster shall have a right of appeal to the Director against the decision of the Managing Committee. The decision of the Director shall be final.

80. For all purpose, including application of time-scale, the period of service of a Principal, Headmaster, Lecturer or Teacher, shall in the case of new entrants be calculated from the date of first appointment in the educational institution, if there is no break of service during the period preceding the permanent appointment.

Provided that, subject to the provision of regulation 73 of this Chapter, the salary and scale of pay of a person already in employment, shall not be refixed by the Managing Committee at an amount lower than his salary or scale of pay on the date of the enforcement of these regulations.

81. The period of school vacation shall count as period spent on duty. A Principal, Headmaster, Lecturer or Teacher who has been in the service of an educational institution during an academic year, shall be entitled to draw full pay for the ensuing vacation, except when such person has been officiating in place of another person on leave, entitled to draw pay for the vacation.

82. Every educational institution shall pay to a person, who is under training at a recognised Training College, his full salary during the period of training. No person who refuses to undergo training after a seat in a Training College has been secured for him shall be continued in service.

83. For all other matters, not provided herein, the rules and practices observed in the Government educational institution shall be adopted.

84. Duties of Heads of Educational Institution :—

- (a) Admission and promotion of students and discipline of the institution.
- (b) Receipts expenditure and maintenance of accounts.
- (c) Correspondence of the institution.
- (d) General internal management of the institution as an institution recognised by the Board.

(e) Encouraging and fostering love for Co-curricular activities.

(f) Taking such disciplinary action as he is empowered to take under the departmental rules.

In carrying out these duties he shall not be interested with by an authority except the authority competent under the departmental rules.

85. No part of a person's salary or his Provident Fund shall be used by any institution for purposes of running the institution. The Provident Fund shall be deposited every month by the institution under the Central Provident Fund Scheme.

FORM - I

(See Chapter XII Regulation 71)

Form of Agreement between the Principal or Headmaster and the Managing Committee

AGREEMENT

THIS agreement is made this..... day of19... between... son of resident of of the first part and the Managing Committee of the School/ College (herein after called the Managing Committee) of the second part.

WHEREAS the Managing Committee has appointed the party of the first part to serve as a Headmaster/ Principal in the..... School/ College (herein after called the Institution) Subject to the condition and upon the terms herein after contained.

NOW, THEREFORE this agreement witnesses and the parties hereto agree as follows :—

1. From the date of the party of the first part assuming charge of the office of Headmaster Principal in the said institution, the Managing Committee shall pay him an initial salary of Rs.....(---) per month in the time scale of pay Rs..... and thereafter, he will draw annual increment at the rate of Rs.... during the term of his service subject to the condition that he renders approved service so as to qualify him for increments.

2. The party of the first part shall, during the term of his service under this agreement, devote his whole time to the duties of his appointment, and not engage, directly or indirectly in any trade, business or occupation or take up any activity which is likely to interfere with such duties without the permission in writing of the Managing Committee and the party of the first part, shall desist from any activity on a notice being given by the Managing Committee that in its opinion

such activity, it would interfere in the efficient discharge of his duties.

3. The tenure of office of the party of the first part shall be terminable at any time.

(a) By three calendar months notice in writing by him (party of the first part) without giving any reason therefor, or without notice on payment to the party of the second part a sum equal to three month's salary of the party of the first part.

(b) When the post on which the party of the first part is working is abolished, the party of the second part shall give three months notice in writing to the party of the first part, or without any notice on payment to the other party a sum equal to three month's salary of the party of the first part.

Provided that the Managing Committee may at any time dispense with the services of the party of the first part without notice after a full enquiry as provided in regulation 79 (as the case may be) under Chapter XII.

(a) In the event of a wilful breach by him of any of the conditions herein contained :

(b) In the event of wilful and president

neglect of duty by him, or misconduct, or unsatisfactory work on his part or his physical or mental unfitness for duty : or

(c) For any other sufficient cause which renders imposition for proper performance of his duties : and

(d) The right of terminating the tenure of office of the party of the first part by serving three months notices under clause 3 (b) above shall not be exercised by the Managing Committee during the period from first January to 31st March following without the previous sanction in writing of the Board of Secondary Education Madhya Pradesh.

4. The party of the first part shall retire from service on attaining the age of 62 years and with the permission of the Chairman of the Board, 65 years and the exact time for such retirement shall be the last day of the academic year in which he attains that age.

5. The parties shall in addition to the conditions herein contained, be bound by the provision of the regulations of the Board of Secondary Education, Madhya Pradesh.

IN WITNESS where of the parties here to have set their respective hands hereunto

the day and year written in each case.

Witness—

(1) —

(2) —

Party of the first part

Date..... —

Witness—

(1) —

(2) —

On behalf of the Managing
Committee.

Date..... —

FORM II

(See Chapter XII Regulation 71)

THIS AGREEMENT is made this day of 19..... between son of resident of of the first part and the Managing Committee of the School/College (herein after called the Managing Committee) of the second part.

WHEREAS the Managing Committee has appointed the party of the first to serve as a teacher/lecturer in the School/College (herein after called the institution) subject to the

conditions and upon the terms herein after contained.

NOW THEREFORE, this agreement witnesses and the parties hereto agree as follows :—

1. From the date of the party of the first part assuming charge of the office of teacher/lecturer in the said institution, the Managing Committee shall pay him in an initial salary of Rs..... - per month in the time scale of pay of Rs..... - and thereafter he will draw annual increments at the rate of Rs....., ... (... ..) during the term of his service subject to the conditions that he renders approved service so as to qualify him for increments.

2. The party of the first part, if he is an untrained teacher, shall attain such teaching qualification as the Managing Committee may require, and to enable him to do so, the Managing Committee shall permit him to undergo training at the proper Teacher's Training Institution If the party of the first part fails to attain the requisite teaching qualifications, the Managing Committee may terminate his services unless he is exempted from attaining such qualifications by the Department.

3. The party of the first part, if he has attained teaching qualifications as required in clause 2, agrees to serve as a teacher/lecturer in the said institution at least for a period of two

years immediately after the completion of his training.

4. The party of the first part, shall, during term of his service under this agreement, devote time to the duties of his appointment and not engage directly or indirectly, in any trade, business or occupation or take up any activity which is likely to interfere with such duties, without the permission in writing of the Managing Committee, and the party of the first part shall desist from any activity on a notice being given by the Managing Committee that in its opinion such activity would interfere in the efficient discharge of his duties.

5. The party of the first part may with the previous permission in writing of the managing Committee, take private pupils for tuition subject to the condition that any such tuition does not interfere with his duties.

6. The party of the first part shall, in addition to his ordinary duties of teaching, perform such other duties in connection with the social, intellectual or athletic activities of the said school as may be entrusted to him by the Head Master/Principal of the said institution.

7. The tenure of office of the party of the first part shall be terminable at any time :—

(a) by three calendar month's notice in writing

by him (party of the first part) without giving any reasons there for or without notice on payment to the party of the second part a sum equal to three months salary of the party of the first part :

(b) when the post on which the party of the first part is working is abolished, the party of the second part shall give three month's notice in writing to the party of the first part, or without any notice of the payment to the other party a sum equal to three month's salary of the first part :

Provided :—

(i) that if the party of the first part has attained teaching qualifications as provided in clause 2, his tenure of office shall be so terminable under clause 7(a) above, after he has served the party of the second part for two years as required by clause 3;

(ii) that the tenure of office shall not be so terminated under clause 7 (b) above, at any time during the period of summer vacation of the said Institution;

(iii) that the Managing Committee may at any time dispense with the services of

the party of the first part without notice after a full enquiry as provided in regulations 78 or 79 (as the case may be) under Chapter XII :

- (a) in the event of a wilful breach by him of any of the conditions herein contained :
- (b) in the event of a wilful and persistent neglect of duty by him, or misconduct, or unsatisfactory work on his part, or his physical or mental unfitness for duty: or
- (c) for any other sufficient cause which renders imposition for proper performance of his duties; and
- (d) the right of terminating the tenure of office of the party of the first part by serving three months notice under clause 7 (b) above, shall not be exercised by the Managing Committee during the period from 1st January to 31st March following without the previous sanction in writing of the Board of Secondary Education Madhya Pradesh.

8. Notwithstanding anything contained in clause 7. the Managing Committee may, in lieu of dispensing with the services of the party of the

first part, reduce his pay within the limits of his time scale.

9. The party of the first Part shall retire from service on attaining the age of 62 years and, with the permission of the Chairman of the Board, 65 years and the exact time for such retirement shall be the last day of the academic year in which he attains that age.

10. The parties shall, in addition to the conditions herein contained, be bound by the provisions of the regulations of the Board of Secondary Education, Madhya Pradesh.

In WITNESS whereof the parties hereto have set their respective hands hereunto the day and year written in each case.

Witness—

(1) — — — —

(2) — — — —

Party of the first part

Date

Witness—

(1) — — — —

(2) — — — — On behalf of the Managing

Committee,

Date

CHAPTER XIII THE EXAMINATION COMMITTEE

86. The examination Committee shall consist of :

- (i) The Chairman;
- (ii) The Vice-Chairman of the Board,
- (iii) Three persons elected by the Board from amongst the Conveners of various Committees of Courses;
- (iv) two persons, being members of the Board elected by the Board.

87. The Secretary shall be the Secretary of the Committee

88. It shall be the duty of the Examination Committee, subject to over all supervision and control of the Board—

- (a) to order examinations in conformity with the Regulations and to fix dates of holding them.
- (b) to consider the recommendations of the Committees of courses with regard to examiners, setters and moderators and to finalise lists of examinees. The lists of setters and moderators will be finalised by a panel consisting of Chairman, Secretary and the Director of Public Instructions.

- (c) to prescribe forms of application to be filled in by the candidates applying for permission to appear at examinations and forms of certificates to be granted to successful candidates.

- (d) to propose rate of remuneration for the work connected with the examinations.

- (e) to fix centres of examinations.

- (f) to suggest the mode of conducting the oral and practical tests, if any.

- (g) to arrange for moderation of question papers; and

- (h) to consider all matters arising out of the conduct of examinations and to make recommendations, when necessary, to the Board.

CHAPTER XIV—THE EXECUTIVE COMMITTEE

89. The powers and functions of the Executive Committee shall be as under :—

- (a) to direct the form, custody and use of the common seal of the Board;

- (b) to hold and control and administer any property and funds of the Board and to enter into contracts on behalf of the Board;

- (c) to transfer and accept transfer of any movable or immovable property on behalf of the Board ;

Provided that no transfer of immovable property shall be made without the previous sanction of the Board ;

- (d) to manage and regulate the finances, accounts and investments of the Board ;

- (e) to invest, subject to the provisions of the Act, any money belonging to the Board including any unapplied income, in any of the securities described in section 20 of the Indian Trusts Act, 1882, or in the purchase of immovable property in India with the like power of varying such investment, or to place in fixed deposit in any bank approved in this behalf by the Board any portion of such money not required for immediate expenditure.

- (f) to administer any funds placed at the disposal of the Board for specific purposes ;

- (g) to frame the budget of the Board ;

- (h) to create, abolish or hold in abeyance any post (except that of Secretary and Deputy Secretary) in the Board :

Provided that the initial salary of such posts is

less than Rs. 500/- and maximum of which is less than Rs. 900/-

- (i) to delegate its powers in respect of making contracts and appointing officers and other servants of the Board, to such persons or authority as it may determine :

1. except when otherwise provided for by the act or Regulations, to regulate, determine and administer all matters concerning the Board, and to this end to exercise other powers of Board not otherwise provided for :

- (k) to write off irrevocable sums due in respect of stores, priced publications, examination fees and unserviceable articles of dead stock :

- (l) To obtain loan from the Govt. or any Nationalised Bank or any other agencies if necessary, and to mortgage Board's immovable property for the said purposes.

CHAPTER XV—RESIDENCE OF STUDENTS

Every student of recognised institution shall reside in a hostel recognised by the department, or with a parent or

natural guardian or with a relation approved by the parents or natural guardian or with guardian approved by the head of the institution, or in a lodging reserved for pupils, of educational institutions and maintained under conditions approved by the head of the institution.

91. Every hostel and lodging referred to in regulation of this Chapter shall be open to inspection by the inspecting officers of the department or the head of the institution.

CHAPTER XVI—PRIVATE CANDIDATES

21. Private candidates shall be eligible to appear at the Board's examination, on the conditions laid down in these Regulations.

93. Candidates residing outside the state of Madhya Pradesh, may be permitted to appear privately at any examination of the Board, in accordance with the provisions of these regulations.

Provided further that all candidates, except Intermediate Candidates residing

outside the territorial jurisdiction of the Board shall be required to pay an extra fee of Rs. 25 as territorial fee, over and above the prescribed examination and other fees.

Provided further that the candidates of Intermediate Examination, residing outside the territorial jurisdiction of the Board, shall be required to pay an extra fee of Rs. 125 as territorial fee, over and above the prescribed examination and other fees.

94. All private candidates shall apply, except where otherwise stated, on or before the 15th of September, on the prescribed form together with the prescribed examination fee, personally to the Head of a recognised institution, authorised for the purpose, by the Board, in Madhya Pradesh. The Head of the institution will be responsible for scrutinising the eligibility of the candidate. If the Head of the institution is satisfied that the candidate fulfils all the conditions and is eligible for the examination then his name will be registered by him. No application form will be received by the Secretary directly. The private candidates shall pay a registration fee of Rs 2/- to the Head of the institution. This amount shall be distributed by the Head of the institution according to his discretion as

remuneration to the persons doing the forwarding work.

The condition of applying personally to a Forwarding Officer shall not, however, apply to those enrolled candidates of the Correspondence Courses of the Board who have either failed in the Board's Examination or were declared eligible for admission to the examination but were absent at it. Such candidates shall submit the prescribed form for examination to the Registrar of the Correspondence Courses directly on or before the prescribed date. If the candidate fails to pass the Intermediate Examination within a continuous period of three years as an ex-student he/she shall have to enroll his/her name with the Registrar Correspondence Courses as a fresh candidate and his/her previous record shall be destroyed.

They shall submit their photograph duly attested by a Gazetted Officer/Magistrate, which will be got verified by the Correspondence Courses from the photograph submitted in the previous examination. The blank application forms for Examination for these candidates will be obtainable from the Registrar, Correspondence Courses, Board of Secondary Education, Madhya Pradesh, Bhopal.

The private candidates who shall enroll themselves for regular guidance in the Correspondence

dence Courses for Board's Examinations, started by the Board, shall submit the forms to the Registrar, Correspondence Courses, on or before 15th September in the prescribed form.

95. Whenever the application of a private candidate is received after the prescribed date, and not later than 25th of September, he shall have to pay a late fee of Rs. 5. Provided that the Chairman may, in exceptional circumstances, entertain application upto 30th November with additional late fee of Rs. 20. In a very exceptional case recorded in writing that candidate is not guilty, Chairman may consider the application received after 30th November also.

Provided further that on payment of an extra fee of Rs. 20 (exclusive of other fees), Chairman may give permission upto 30th November, to appear privately, to such a candidate, who is studying in a recognised institution but due to some circumstances is not eligible to appear as a regular candidate.

96. All private candidates, including women candidates appearing at the examinations of the Board, shall affix to their application forms, for permission to appear at the examination, their miniature size (bust) photograph duly attested by the officer forwarding the application form.

97. No student shall be permitted to appear

at the High School or Higher Secondary School Examination as a private candidate in a year earlier than that in which he would have appeared if he had continued his studies at a recognised institution.

98. Applications from candidates intending to appear as private candidates, shall be referred to the Committee of the Board appointed to scrutinize applications from private candidates. The Chairman, after considering the recommendations of the committee shall grant or reject the applications.

99. Private candidates, who offer such subjects for their examination as involve practical work, shall be allowed to appear at the examination. They shall be expected to have completed practicals in a recognised institution and required to appear in a practical examination conducted by the Board.

100. Private candidates, who have passed the Cambridge School Certificate Examination and intend to appear at the Intermediate Examination should specify in the application form, the standard of attainment in each of the subject in which they have passed the Cambridge School Certificate Examination as shown in the detailed result of the Examination.

101. Only such persons as fulfil any one of

the following conditions may be admitted as private candidates to the High School Examination in English and or Hindi/Sanskrit only and shall, if successful, be entitled to a certificate of having passed the examination in English and/or Hindi/Sanskrit only :—

(a) Persons who have passed a Public Examination in an Oriental Language (Sanskrit, Persian or Arabic) recognised by the Board.

(b) Persons who have passed a Public Examination in Advanced Hindi or Urdu recognised by the Board.

(c) Drawing Masters or Manual Training Instructors, Teachers of a vocational subject or physical instructors, provided they have put in two years approved service in an institution recognised either by the Board or by the Education Department :—

Provided that, all candidates under clause (c) of this Regulation, shall produce evidence of having passed the VIII class annual examination of a recognised school or an equivalent examination conducted by the Education Department with English as one of the subjects.

102. A candidate who holds a certificate of having passed the High School Examination in

English and/or Hindi/Sanskrit only under these Regulations or of having passed an examination equivalent to the High School Examination in English and/or Hindi/Sanskrit only under similar condition, may be admitted as a private candidate to the Intermediate or Higher Secondary Examination in English and/or Hindi/Sanskrit only.

Provided that at least one academic year shall have elapsed since the date of his passing the High School or equivalent examination in English and or/Hindi/Sanskrit and such a candidate, shall, if successful, be entitled to a certificate of having passed the Examination in English and or Hindi/Sanskrit only.

103. A candidate who has passed the High School or Higher Secondary Examination in English only under Regulation 101 or 102 above, may be permitted to appear at a subsequent High School, Higher Secondary School Examination in all the remaining subjects after excluding English and the Oriental language on the basis of which he previously appeared and passed the High School or Higher Secondary School Examination in English only.

104. No students, except Adult Women/Adult Man shall be permitted to appear at the High School/Higher Secondary School Certificate Examination as a Private candidate unless he/she has passed the class VIII examination of a Secondary

School recognised by the Board or the Department or a Corresponding Examination of a similar school situated in or outside Madhya Pradesh, provided that such a school is affiliated to or recognised by the examining body whose examinations are recognised by the Board. Conditions for appearing at the Board's examination for Adult Woman and man are as follows :—

ADULT WOMAN :—

The Adult woman, whose age is not less than Eighteen years on first of April in the year in which she takes the examination, shall be permitted to appear at the examination provided she has passed Primary examination. If the Certificate of Primary Examination is not available, Affidavit of the same shall be passed.

(ADULT MAN)

Adult man whose age is not less than Twenty five Years on first of April in the year in which he takes the examination shall be permitted to appear at the examination, provided he has passed the Primary Examination from the recognised school of Madhya Pradesh. The Certificate/Transfer Certificate should be countersigned by the District Education Officer, Asstt. District Education Officer of the Education Department of the state. He shall also be required to produce an affidavit regarding his age.

105. Notwithstanding anything contained in these regulations, the following candidates may also appear as private candidates:

- (i) Candidate who has passed the examination conducted by the Board, may appear at the subsequent examination of the same course in one or more subjects and such candidate shall, if successful, be entitled to a certificate of having passed the examination in the additional subject or subjects offered by him.

Provided that the choice of subject or subjects, is restricted to subject or subjects of one group only.

Provided also that he/she is not appearing at the full or part of any other Certificate Examination of the Board :

Provided further that the candidate may not offer the same subject or subjects as had been offered by him at the previous examination which he has passed.

CHAPTER XVII – EXAMINATION OF THE BOARD

106. The Board shall conduct the following examination :—

- (a) The High School Examination. 10 + 2
- (b) The Intermediate Examination in Arts.
- (c) The Intermediate Examination in Science.
- (d) The Intermediate Examination in Commerce.
- (e) The Intermediate Examination in Agriculture.
- (f) The Higher Secondary School Certificate Examination. 10 + 2
- (g) The Basic Training Certificate Examination.
- (h) Examinations for the award of diplomas or certificates in such other branches of study as the Board may, from time to time, prescribe.
- (i) Higher Secondary School Certificate Examination for Adult Women.
- (j) Higher Secondary School Certificate 'B' Course Examinations.
- (k) Physical Training Certificate Examination.

(f) Pre-Primary Training Certificate Examination.

(m) Higher Secondary School Certificate Examination Technical Course.

Provided that no private or regular candidate shall appear in the Higher Secondary School Certificate Examination and Intermediate Examination of the Board in the same year.

Provided further that no such candidate who is blind shall be admitted in any of the subjects in which Practical Examinations are prescribed except Music subject.

107. The Examinations of the Boards shall be held at such centres and on such dates and at such time as the Examination Committee may, from time to time, decide.

108. The test at the Board's examinations may be written or partly oral or practical and partly written. Oral and practical tests shall be conducted by the Examiners appointed by the Board in such manner as the Examination Committee may prescribe, from time to time.

Written tests shall be by means of question papers and the question papers shall be given out simultaneously at every centre at which the examination is being held.

109. Every candidate for admission to an Examination from an institution recognised by the Board shall, not later than the 15th November every year :—

(a) submit his application in the prescribed form stating the optional subject or subjects in which he desires to present himself for examination :—

(b) pay to the Board the fee as may be fixed by it from time to time for the examination together with a fee of two rupees for communicating subject-wise marks in each subject through the institution through which the application form has been submitted; and

(c) furnish to the Secretary with a Certificate showing :

(i) that he has completed a regular course of study in a recognised institution.

(ii) in the case of candidates who offer such subjects for their examination as involve practical work, that they have actually performed the experiments laid down in the syllabus.

(b) For one subject : Rs. 50 [exclusive of Examination Fee].

(c) For two subjects Rs. 100 [exclusive of Examination Fee].

(d) For three or more subjects : full fee as prescribed in [a] above.

(e) Fee for change of subject/subjects, Medium, Faculty, Rs. 20 for the application received upto 31st of December Application received after 31st of December will not be entertained for consideration in any case.

(2) (a) Examination Fee for Intermediate Examination in Arts, Science, Commerce or Agriculture — Rs. 75 plus Rs. 10 for Mark Sheet fee by each candidate.

The candidates enrolled by correspondence courses either as new students or as ex-student shall complete their objection (s), if any, upto 31st of January. In case they do not complete objection (s) within prescribed date, their names shall be struck off from the rolls of correspondence courses. However, such students may be re-admitted by the

110. THE FOLLOWING FEES SHALL BE PAID IN RESPECT OF THE EXAMINATIONS HELD BY THE BOARD :—

Note—“Notwithstanding any thing contained in regulation 110, the existing fee shall be subject to increase of Rs. 15 in tuition fee for correspondence courses, and Re. 1 in Examinations fee, every year from 1982 onward and thus so increased fee shall be deemed to have been prescribed under regulation 110 for all purposes, whatsoever those may be”.

(1) High School Examination and equivalent Examination : “Fees shall be charged from the candidate as per Higher Secondary School Certificate Examination of this Board”.

1 (a) High School Examination by Correspondence Course—Rs. 125 (Exclusive of Examination Fee).

(2) Intermediate Examination by Correspondence :

(a) Rs. 260 (inclusive of tuition & Examination Fee).

Board on payment of Rs. 50 upto 31st of March. After 31st March no student shall be re-admitted by the Board. No fee shall be charged from the students where due to mistake of the Board, their names are struck off."

- (3) Examination fee for each of the following examination nomination namely :—High School Certificate, Higher Secondary School Certificate, Basic Training Certificate, Physical Training Certificate, Pre-primary Training, Higher Secondary Technical Examination Rs. 47 Plus Rs. 10 for Mark-Sheet fee by each candidate from a recognised institution and Rs. 57 Plus Rs. 10 for Mark-sheet fee by each Private Candidate appearing at any of the above mentioned examinations,

- (4) "Examination fee in one additional subject Rs. 22 Plus Rs. 10 for mark sheet.

- (5) "Examination fee in more than ONE additional subject Rs. 17 for each subject Plus Rs. 10 for marksheet."

- (6) Fee for retotalling of marks of candidates appearing in full subjects. Rs. 20 per candidates.

- (7) The following fee is prescribed for the retotalling of marks of the candidates (a)

Appearing in one subject only Rs. 4 per candidate. (b) Appearing in two subjects only Rs. 8 per candidate. (c) Appearing in three subjects only Rs. 12 per candidate.

- (8) Fee for a duplicate copy of the voucher to be granted to candidate permitted to appear at the next ensuing examination on payment of half the usual fee: Rupee one only.

- (9) Fee for Migration Certificate—Rs. 15/-

- (10) Fee for duplicate copy of Migration Certificate—Rs. 5/-

- (11) Fee for Eligibility Certificate Rs. 15/-

- (12) Fee for a duplicate copy of Eligibility Certificate Rs. 10/-

- (13) Fee for a duplicate copy of the admission card Rs. 3/-

- (14) Fee for paper-wise marks—Rs. 10/-

- (15) Fee for a duplicate copy of the marks statement Rs. 10/-

- (16) Fee for a duplicate copy of the certificate for having passed an Examination of the Board Rs. 10/-

- (17) (a) as per Higher Secondary Examination of this Board.

(b) as per Higher Secondary Examination of this Board.

(18) (a) Fee for any of the supplementary examination conducted by this Board in ONE subject Rs. 31 plus Rs. 10 for marksheets,

(b) Fee for supplementary Examinations conducted by the Board in two subjects Rs. 42 plus Rs. 10 for marksheets,

(c) Fee for Supplementary Examinations conducted by the Board in Three subjects or more, full fee as prescribed in regulation 110 (3) above plus Rs. 10 marksheet fee.

(19) Price of the application form for Private candidates and Ex-Students for admission to the Board's Examination—Rs. 2/-

(20) Fee for practical examinations conducted by the Board Rs. 10 for each practical test.

(21) Fee for Provisional Certificate Rs. 5/- (not to be charged after four months from the declaration of result.)

(22) Fee for translation of Certificate or Marksheet in English—Rs. 10/-

(23) Fee to obtain document personally from Board's office within 24 hours—Rs. 10/-

addition to the prescribed fee for each document.

(24) Price of the application form for opening of new centre for various examinations of the Board—Rs. 25/-

(25) Fee for enrolment of candidate—Rs. 10/-

(26) Delete complete regulation.

(27) Fee for issue of fresh Certificate/Mark-Sheet after correction in date of birth—Rs. 10/-

(28) (1) Fee for the additional subject 'General Knowledge' prescribed for High School Certificate Examination Rs. 12/ Plus Rs. 10/-for Mark. Sheet.

(2) Notwithstanding the provisions of subparagraph (1) the fees as indicated below will be recovered from the following categories of persons :—

- (i) Blind candidates—Full Exemption—
- (ii) Sons and daughters of teachers who have retired from institutions recognised by the Board Full Exemption.
- (iii) Sons and daughters of teachers of Madhya Pradesh who have received the "President's Award"—Full Exemption—

- (iv) Sons & daughters of officers & employees of the Board-Full Exemption from Correspondence Courses prescribed tuition fee and as well as examination fee of the Board's examination prescribed in para 1 above :

(v) Women candidates :

- (a) Whose parent's/Guardian's income is less than Rs. 1860/- per annum-50 Percent Exemption.
- (b) Daughters of teachers of Institutions recognised by the Board - 50 percent Exemption :

Provided that these concession will be available for the first attempt at the relevant examination, except in the case of bind candidates where the concession will be available for any number of attempts at any examination.

- (29) Permission fee for Private Candidates to appear in the examination held by the Board Rs. 25.

- (30) Certificate of having passed the examination shall be issued to all successful candidates by the Secretary on payment of a fee of Rs. 10 from every such candidate:

Provided further that the said fee shall come into force retrospectively w. e. f. 1983 examinations.

111. A candidate who fails to pass or is unable to present himself at the whole or part of an examination conducted by the Board, shall not be entitled to a refund of his fees :

Provided that the Secretary on application from a candidate who absented himself from the whole of examination may refund half of the examination fee. In such case the application supported by a medical certificate from a registered medical practitioner (Including Hakim and Vaidya) or other evidence to show that his absence from the examination was unavoidable, must reach the Secretary within two months after the commencement of the examination at which a candidate is unable to appear.

112. The Secretary may refund the admission fee of a candidate who may be declared ineligible to appear at the examination of the Board or whose admission is disallowed on account of shortage of the required percentage of attendance. The admission fees of those candidates whose forms have been rejected on account of candidates producing a false certificate or making a false statement in the form of application, shall in no case be refunded.

Note : 1. No fee shall be refunded in the cases where candidates subject to production of certain document, have been declared ineligible.

2. The refund of the fees, provided

under Regulation 112, will be subject to a reduction of Rs. 10/-

3. The refund of the fees of candidate of correspondence courses, provided under regulation 112, will be subject to a deduction of Rs 40/-

113. The fee of a candidate who has died before commencement of the examination, may be refunded by the Secretary. In the case of regular candidates, the refund may be made to the parent or guardian of the candidate through the head of the Institution. In the case of private candidates the refund may be made to the parent or guardian mentioned in the form of application.

114. The Secretary shall, after satisfying himself that a candidate has complied with all the requirements for admission to an examination of the Board, furnish the candidate with a card of admission on presentation of which to the Superintendent of the examination centre the candidate shall be permitted to appear for the examination.

The admission cards of Private candidates will bear miniature size (Bust) Photograph duly attested by the officer forwarding their application forms. For Intermediate examination, Photograph shall be attested by a Gazetted officer or a 1st. class Magistrate.

115. Notwithstanding anything contained in these Regulations, no candidate who has been expelled or is under such instruction, shall be admitted to any examination of the Board.

116. The Secretary if satisfied that a candidate's admission card has been lost or destroyed, may grant a duplicate card on payment of a further fee of Rs. 2/-only.

117. Except when otherwise provided in these Regulations, the names of candidates who have passed an examination of the Board, shall be placed in the divisions specified in the prospectus and further the names of students from the recognised institutions, shall be grouped according to the institution in which they have studied.

Provided that in any case where it is found that result of the examination has been affected by error, malpractice, fraud, improper conduct, or other matter of whatsoever nature, the Result Committee shall have power to amend such result in such manner as shall be in accord with the true position and to make such declaration as it may consider in that behalf, provided that except as provided in a provision below, no result shall be amended after the expiry of six months from the publication of the result.

Provided further that in any case where the result of the examination has been ascertained

and published and it is found that such result has been affected by any malpractice fraud or any other improper conduct whereby an examinee has, in the opinion of the results Committee been a party to or privy to, or convined at such malpractice, fraud or improper conduct, the Results Committee shall have power, at any time notwithstanding the issue of the certificate or the award of the prize or scholarship, to amend the result of such examinee and to make such declaration as it may consider necessary in that behalf.

118. A candidate who has failed in an examination, may present himself for one or more subsequent examinations provided that he shall on each and every such occasion, satisfy the Board that he has fulfilled the conditions laid down in the Regulations for the admission of candidates to the Board examinations.

VERIFICATION OF MARKS OBTAINED BY A CANDIDATE IN A SUBJECT :

(1) Any candidate who has appeared at the examination may apply to the Secretary for verification whether the candidate's answers, in any particular subject, have all been examined and there has been no mistake in the totalling of marks in that subject and transferring marks correctly but not for evaluation of answers. Such an

application must be made by the candidate to the Board within 30 days (Thirty) from the date of declaration of the examination results and must be accompanied by a fee as may be prescribed from time to time by the board.

(2) No candidate shall claim, or be entitled to, re-examination of his answer/answer (s) or disclosure or inspection of the answer-books or other documents treated by the Board as most confidential.

(3) If, as result of the verification made under this Regulation, it is discovered that there has been either an omission to examine and mark any answer or answers and/or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate, If a mistake is discovered it shall be corrected by the Secretary duly attested and dated, and if as a result of this correction the candidate's result, as already declared, is altered in any way, he shall be informed of his correct result by a telegram.

(4) If, on verification, a failed candidate is found to have passed in the examination, he will be declared to have qualified for the same examination.

(5) If a candidate having paid the fees prescribed under clause (1) fails to forward his application for verification within two weeks of

the payment of fees or having made the application within the aforesaid period, omits to give the following details in his application :—

- (i) Name, Examination, Roll Number and Centre :
- (ii) Subject in which verification of marks desired.
- (iii) Language used for answering the paper in that subject.

no steps shall be taken for consideration.

(6) All the valued answer-books of the Board's examination will be destroyed after the period of 120 days (one hundred twenty) from the date of declaration of the results and no identification of any of the answer books shall be possible being under process of their destruction.

120, A candidate who has fulfilled conditions laid down for admission to one of the Board's examinations, will not be detained from appearing at that examination unless the Chairman permits the head of the institution concerned to detain him for adequate reasons fully submitted by him writing to the Chairman, or unless he fails to clear all outstanding dues owing to the institution from him.

121 (i) Duplicate copy of the certificate,

of the examination conducted by the Board, shall be issued on receipt of an application for the same. The application should invariably be accompanied by an affidavit duly made in the form given below on a duly stamped paper and properly endorsed and attested by a Magistrate of the First Class under his Court seal or by a Notary under his notarial seal.

FORM OF AFFIDAVIT

I, son of aged occupation residing at do hereby solemnly declare on oath that my certificate of having passed the Examination of the year from Institution, has been actually lost or destroyed and that it is my true statement.
Dated 200

.....
(Signature of the Deponent)

VERIFICATION

"I, deponent, do hereby solemnly verify that the contents of this affidavit are true to my knowledge and that nothing therein contained, is concealed, So help me God."

Dated at this of 19

.....
(Signature of Deponent)
Address

122. Students who, after passing an examination from a Board or university which has been recognised by the Board as equivalent to its High School Examination, seek admission to Class XI of.....Higher Secondary School within the jurisdiction of the Board, shall at the time of admission, be required by the Principals of the Colleges or Schools to which they seek admission to produce an Eligibility Certificate signed by the Secretary of the Board and make payment of a fee of Rs. 17/- alongwith Application for such a certificate should be made to the Secretary on a prescribed form to be obtained from the office of the Secretary.

123. A duplicate copy of the Eligibility Certificate in case of the original copy reported to have been lost, shall be issued by the Secretary on receipt of a fee of Rs. 10/-

124. Paperwise marks obtained by the candidates in each subject, at any examination held by the Board, shall be communicated to them as soon after the declaration of result as possible through the institution which forwarded their application forms. A fee of Rs. 10/- is prescribed for this purpose and shall be collected along with examination fee, A duplicate copy of the marks in case the original one is reported to have been lost, shall be issued by the Secretary on receipt of a fee of Rs. 10/-

125. Candidates found using unfair means or in possession of unauthorised or prohibited articles (paper, books, notes, etc) in any of the Board's examinations will be liable to be expelled from the examination of the paper concerned. The Results Committee shall be the final authority to decide whether the candidate is guilty under this regulation. The Committee may impose higher penalties if it thinks that mere expulsion is not enough.

126. In any case where it is detected that the candidate's admission to the Examination has been affected by error malpractice, fraud or improper conduct or where the head of the institution presenting the candidate for the examination cancels the admission or withdraws any time before the examination, the Conduct and Character Certificate given in respect of the candidate, the Secretary shall have the power to cancel the candidate's admission to the examination notwithstanding the inclusion of the name of the candidate in the list of the admitted candidates for the examination or the candidate's actual admission to the examination in one or more subjects and also to debar the candidate from appearing for such period of the examination as the Result's Committee may decide.

The Secretary may admit a candidate to the examination provisionally where any enquiries in

respect of his eligibility for admission to the examination, are in progress or contemplated and in the light of the final decision regarding his eligibility, to deal further with his case as per provisions of these Regulations.

127. Notwithstanding anything contained in these Regulations, full refund of examination fees may be granted to such candidates as may, during the period of national emergency join military service subsequent to their submission of their applications for admission to the Examination and who may apply for such refund on their producing a certificate signed by Officer Commanding concerned about their having joined military service during the period mentioned above and their being unable to take the examination for reason thereof.

CHAPTER XVIII ENROLMENT AND ADMISSION

128. Enrolment is compulsory for every regular as well as Private candidate, who desires to appear for various examinations of the Board of Secondary Education, Madhya Pradesh.

The fee for enrolment shall be Rupees four for each candidate and shall be paid once only.

129. (a) The application for enrolment together with enrolment fee shall be submitted by the regular student

of a recognised institution through the head of the institution concerned so as to reach the Secretary by the first October in the academic year in which he first joins a recognised institution. The Heads of institution shall scrutinise the forms of students applying for enrolment and certify that they have examined the certificate of the examination qualifying them for admission to the Board's course concerned.

Provided that, the Secretary may in exceptional circumstances, entertain an application for enrolment even later than 1st October.

(b) Regular students seeking admission to an institution recognised by the Board after having been admitted as member of another Board incorporated by law for the time being in force, and having appeared for public examination of that Board, will not be enrolled unless their applications for enrolment are accompanied by a Migration Certificate from the Previous Board.

(c) In the case of private candidates,

enrolment fee of Rupees four shall be paid together with the examination fee.

130. (a) No student shall be deemed to have been admitted to any course of study of the Board, unless his name is borne on the register of enrolled students.

(b) Except in cases where application for enrolment is rejected by the Board, the fee shall not be refunded.

131. On enrolment every student shall received from the Secretary an enrolment Certificate, showing the enrolment number under which his name has been entered in the register and that number shall be quoted by the student in all communications to the Board and subsequent application for admission to an examination of the Board.

132. Any enrolled student may, at any time, obtain a certified copy of the entries relating to him in the enrolment register on payment of a fee of Re. 1/-.

133. A duplicate copy of the enrolment certificate may be granted on payment of a fee of Re. 1/-.

134. If the name of any student is struck-off the rolls of a School or if he is transferred to

another school or migrates to another Board, the fact will be reported to the Secretary by the Head of the Institution before the end of the session in which his name is struck off or he is transferred or his migration takes place.

The name of any student, rusticated or expelled shall be reported to the Secretary by the Head of the institution immediately. The fact of expulsion or rustication shall be posted in the Enrolment Register.

135. Before entering upon the courses of study prescribed for High School/Higher Secondary Examination, every candidate shall be required to have passed class VIIIth examination held by an Institution recognised for the High School or Higher Secondary Examination of the Board or an equivalent examination conducted by the Education Department of the State or the corresponding examination of a similar institution situated outside Madhya Pradesh provided that such an institution is recognised by an examining body whose examinations are recognised by the Board.

136. A student when applying for admission to a school shall bring with him a leaving certificate signed by the Head of the Institution last attended by the student.

137. A student who studied last at an institution connected with a Board other than the

Board of Secondary Education Madhya Pradesh, shall produce a Leaving Certificate from the Head of such Institution, countersigned by an Inspecting Officer of the Institution in the State.

138. A student who, owing to his failure at an annual examination of an Institution, has not been promoted to a higher class shall not be admitted into such higher class in any other institution.

CHAPTER XIX—SUPPLEMENTARY EXAMINATION

139. Supplementary Examination shall be conducted by the Board every year for those candidates who having appeared at an immediately preceding examination of the Board, remain fail in only one of the subjects offered by them.

Such candidates who take the supplementary examination may be provisionally permitted by the Principals of the Institutions, Colleges at their own risk to join the next higher class in an institution recognised by the Board, pending the result of the supplementary examination and count attendance in case they are successful at the supplementary examination.

139.A Supplementary Examination shall be held not later than August, 15th every year.

140. Candidates shall be declared to have

passed the Examination if they secure prescribed pass marks in the subject in which they appear at the Supplementary Examination. Division shall be awarded after adding the marks obtained by the candidate in Supplementary Examination. However, the fact of passing the Supplementary Examination shall be mentioned in the certificate.

141. Candidates who failed either in the theoretical or practical part of a science subject, shall be required to pass only in the part in which they have failed. The minimum pass percentage shall be the same as in the case of candidates appearing in all subjects.

142. A candidate who desires to appear at an examination under these Regulations, shall submit his/her application in the prescribed form in such a manner as will be determined by the Board, so as to reach the same not later than 10th of July each year together with the prescribed fee.

In addition to above, each candidate will have to pay a fee of Rs. 10 for paperwise marks in subject/subjects in which he had appeared.

A late fee of Rs. 5 will be charged if the forms are received after the tenth July but not later than 17th July.

Provided that the Chairman may in excep-

tional circumstances, entertain applications even after the prescribed date.

143. Only one chance for appearing at supplementary examination shall be given. Candidates who fail at or are unable to take the supplementary examination shall be required to appear in all the subjects again.

144. Candidates who are successful at the Supplementary Examination, will be awarded a certificate in the form prescribed by the Board.

145. A candidate who fails to pass or is unable to present himself at the Supplementary Examination shall not receive a refund of his fee.

Provided that a candidate dies before the commencement of examination his examination fee shall be refunded to his parents or guardian.

146. The Secretary shall, after satisfying himself that a candidate has complied with all the requirements for admission to the Supplementary Examination of the Board, furnish the candidate with a card of admission on presentation of which to the Superintendent of the Examination Centre, the candidate shall be permitted to appear for the examination.

147. The result of the Supplementary Examination shall be published under the order of the Chairman and no meeting of the Result Committee will be necessary.

148. VERIFICATION OF MARKS OBTAINED BY A CANDIDATE IN A SUBJECT :

(1) Any candidate who has appeared at the Board's Supplementary examination may apply to the Secretary for verification of marks in any particular subject. The verification will be restricted to checking whether all the answers have been examined and that there has been no mistake in the totalling of marks for each question in that subject and transferring marks correctly on the first cover page of the answer book mentioned by the candidate are intact. No revaluation of the answer-book or supplements shall be done. Such an application must be made by the candidate directly within Thirty days of the declaration of the examination result and must be accompanied by a fee as may be prescribed from time to time by the Board.

(2) No candidate shall claim, or be entitled to revaluation of his answer or disclosure or inspection of the answer-books or other documents as these are treated by the Board as most confidential.

(3) If, as a result of the verification made under this Regulation, it is discovered that there has been either an omission to examine and to assign marks to any answer or answers or a mistake in the totalling of the marks, the fee for verification shall be refunded to the candidate.

If a mistake is discovered, it shall be corrected by the Secretary, duly attested and dated, and if, as a result of this correction the candidate's result as already declared, is altered in any way, he shall be informed of his correct result by a telegram.

(4) If, on verification, a failed candidate is found to have passed in the examination, he will be declared to have qualified for the same examination.

(5) If a candidate having paid the fees prescribed under clause (1), fails to forward his application for verification within two weeks of the payment of fees or having made the application within the aforesaid period, omits to give the following details in his application, namely :—

- (i) Name, Examination, Roll Number and Centre;
- (ii) Subject in which verification of marks is desired;
- (iii) Language used for answering the paper in that subject;

no steps shall be taken for verification.

(6) All the valued answer-books of the Board's examination will be destroyed after the period of 120 days (one hundred twenty) from the date of declaration of the results and no

identification of any of the answer books shall be possible being under process of their destruction."

CHAPTER XX—CONDITIONS OF SERVICE OF BOARD-EMPLOYEES

149. The Regulations in this Chapter shall apply to all permanent whole-time servants of the Board excluding those whose services have been lent to the Board by Government.

150. Every appointment except to a temporary post, shall in the first instance be on probation for a period of six months. The period of probation may be extended by such further period as the Board may deem fit, but in no case the total period of probation shall exceed two years. The confirmation shall take effect from the date of expiry of the probation period.

151. No person shall be confirmed in his appointment unless he has produced a medical certificate of health from competent medical authority.

152. Increments shall be granted by the Secretary as and when they fall due, except in cases where in the Secretary's opinion, there are sufficient grounds to stop them. In cases of stoppage of increments, the reasons for stoppage shall be recorded in writing and communicated to the person concerned.

153. The Secretary shall have full powers in matters of leave, grant of increments, suspension, pending departmental enquiry and imposition of minor punishments in respect of the ministerial and lower staff of the Board office :

Provided that such person shall have the right of appeal against the Secretary's order on a disciplinary matter, to the Chairman. The Chairman shall have similar powers in the cases of Assistant Secretaries and his orders on a disciplinary matter shall be appealable to the Board.

154. For every employee, a service book or service roll shall be maintained in the form in which they are maintained in Government Offices, and the Secretary shall have them kept up to-date, and up-to-date leave account shall also be maintained by him in a suitable form.

155. The employees of the Board shall be eligible for medical reimbursement and for grant of advances as are granted by the State Government to its employees to the same extent to which the Government servants of similar grades are eligible to such reimbursement or advances :

Provided that the permanent employees of the Board shall be eligible for grant of House building Advances after completion of 10 years continuous service in the Board. Other conditions for grant of this advance will be the same as may

be prescribed by the State Government for their employees from time to time.

155. A. Class II Officers and Employees of the Board may be granted an advance, equal to two months pay or Rs. 800 which ever is less for purchase of food grains once in a year. The advance shall be free of interest and shall be recovered in ten monthly instalments.

155. AA. Notwithstanding anything contained in these regulations in case of serious illness of an Officer/Employee of the Board or any member of his/her family, an advance of Rs. 500 (Rupees five hundred only) or three months basic pay, whichever is less, may be granted to meet immediate expenses likely to be incurred over medical treatment subject to such conditions as Executive Committee of the Board may resolve from time to time.

Provided further that the advance shall be free of interest shall be recoverable within a period of one year from the date of its sanction, in such monthly instalments as may be fixed by the Executive Committee of the Board.

Notwithstanding anything contained in these regulations, the employees of the Board shall be eligible for payment of terminal/retirement benefit as per scheme 'Board of Secondary Education Madhya Pradesh Regular Board's Servant

Terminal / Retirement Benefits Scheme, 1980, "Annexure A".

Provided further, Executive Committee may sanction suitable grant to the required extent from time to time.

Provided further that Executive Committee shall have power to alter, amend and modify the said scheme as and when it deems fit without any prior publication of such amendment, modification or alteration.

Provided further that the said scheme shall come into force retrospectively w. e. f. 1st April 1980.

156. Any question arising in respect of any employee, which is not covered by these Regulations shall be decided by the Chairman according to the rules of the Government for the time being in force.

157. Scale of pay minimum qualifications, age, etc., for the various posts, shall be fixed by the Executive Committee.

158. The Board may obtain on loan services of any Government Servant on such terms and condition as may be agreed upon between the Board and the Government.

LEAVE RULES

159. The Board Officers / Employees are entitled to all kinds of leave as admissible to the State Government employees.

Note:—(Regulation No. 160 to 175 Deleted).

CHAPTER XXI—THE BOARD'S PROVIDENT FUND

176. In this Chapter, unless the context otherwise requires:—

- (a) 'permanent' means confirmed in a post on which no other employee of the Board has a lien and which is borne permanently on the Board's Establishment :

Provided that in the case of a contract appointment, a person appointed to a post shall be considered as permanent for the period for which the appointment is sanctioned, if the competent authority has confirmed the holder of the post in such contract post.

- (b) "Salary" includes personal pay, special pay and dearness pay and also officiating pay in case of confirmed Board Servant holding higher post but does not include other allowances.

177. Every wholetime permanent servant of the Board other than one whose services have been lent to the Board by the Government and who opted for pension, shall as a condition of service, become a depositor in the Board's Provident Fund from the month in which he is confirmed.

178. Subscription to the fund shall be eight percent of the salary of the depositor. Such subscription shall be deducted monthly from the salary of the depositor and the amount so deducted shall be paid into the Board's Provident Fund to the credit of the depositor. A servant of the Board on leave on full pay shall continue to pay his subscription to the Provident Fund and may continue to do so at his option if on leave on less than full pay. At the end of every month the Board shall, in the case of each subscriber, make a contribution at the rate of twelve percent on his salary and this amount shall be placed to the credit of the depositor.

179. Subject to the exceptions stated in Regulations 180 and 181, a depositor shall be entitled, upon leaving the service of Board, to draw out and receive the whole sum standing to his credit in the fund.

180. No servant of the Board:—

- (a) whose services shall have been dispensed with for what, in the opinion of

the Executive Committee, is misconduct, or

- (b) who has been in the service of the Board for less than three years, or

- (c) who resigns his appointment without giving reasonable notice, shall be entitled to any sum or sums contributed by the Board or any part thereof, or any interest or other profit thereon.

181. In the case of a Board servant who is engaged for a term of years, and who with or without the permission of the authority that appointed him, vacates his appointment before the completion of his first term of service, it shall be within the discretion of the Executive Committee to withhold part or the whole of any sum or sums standing to his credit in the Fund that have been contributed by the Board and of any interest or other profit thereon.

- 182. (1) In the case of illness of a depositor or any member of his family or in such other cases as may be specified by rules made by it in this behalf under Regulation 9, the Executive Committee may advance to the depositor a sum not exceeding one-fourth of the sum to his credit at a time,

subject to such condition regarding repayment as the Executive Committee may deem fit to impose.

- (2) Subject to such conditions as may be specified by rules made by it in this behalf, the Executive Committee may advance to a depositor a sum not exceeding one half of the contribution payable by him to the Provident Fund in the financial year, in which the sum is paid, to meet payment towards insurance policies approved by Executive Committee. Except as otherwise specified in bylaws, such sum shall not be treated as repayable advance.

183. A depositor may, from time to time, declare in the prescribed form, the name/names of the person/persons whom he desires the amount standing to his credit in the fund to be paid at his death and the said amount shall be paid to such person or persons. On such payment being made, the Board shall be absolved from all liability in connection therewith.

184. The Executive Committee may from time to time, besides making byelaws, issue such general or special directions as may be consistent with these regulations as follows:—

(a) the conduct of the business of the Fund, and

(b) any matter relating to the Fund, or its management or the investment of sums at the credit of the Fund, or the privileges of the depositors not there in expressly provided for.

185. The provisions of these Regulations shall be deemed to be conditions of the appointment of every depositor in the service of the Board and shall be binding on him as such.

186. The Fund shall, from time to time, be invested in such securities of the Government or in such other securities including the fixed deposits in a bank as may be approved by the Executive Committee.

DECLARATION FORM UNDER REGULATION - 183

I, — — — — —, a servant of the Board of Secondary Education, Madhya Pradesh, do hereby declare in the presence of the persons named below that on my death the amount standing to my credit in the Board Provident Fund shall be paid to:—

(1) Full name—

Relationship and address

- (2) Full name—
Relationship and address
- (3) Full name—
Relationship and address and in the ratio of—
- (1) Full name—
Signature, designation and address.
- (2) Full name—
Signature and designation of the depositor.

BHOPAL,

The —————19 .

CHAPTER XXII PROVIDENT FUND FOR BOARD SERVANTS APPOINTED TO TEMPORARY POSTS

187. All employees of the Board, except persons paid for Contingencies, appointed in the services of the Board, shall, as condition of their service, become depositors in the "Non Contributory Provident Fund for temporary Board Servants" which shall be established from such date as may be fixed by the Executive Committee of the Board.

188. Subscription to the Fund shall be eight percent on the salary of the post, which shall be deducted monthly from the salary of the depositor

and the amount so deducted shall be deposited into the fund to the credit of the depositor. A Board servant, on leave on full pay, shall continue to pay subscription to the fund and may continue to do so at his option if on leave on less than full pay.

189. The depositor shall be entitled upon leaving the service of the Board, to draw out and receive the whole sum standing to his credit in the Fund, together with such interest as may be earned thereon.

190. In the case of illness of the depositor or any member of his family or in such other cases as may be specified by the Executive Committee in this behalf, the Executive Committee may advance to the depositor one-fourth of the sum to his credit at that time, subject to such conditions regarding repayment as the Executive Committee may deem fit to impose.

191. If subscriber to this Fund is subsequently appointed as permanent servant of the Board without and break in the service, the Board shall, as with effect from the date of his temporary appointment and in accordance with the provision of Regulations contained in Chapter XXI, make a contribution to the Fund at the prescribed rate.

CHAPTER XXIII—TRAVELLING AND DAILY ALLOWANCE

192. (a) Travelling and daily allowances

for journey undertaken into the interest of the Board, shall be regulated as per State Government Rules applicable from time to time to the Government Servants of the corresponding grades, non-official members and members of the Board, Legislative Assembly/Parliament, excepting in case of persons mentioned in following sub-regulation (b).

(a) New provision/Beside T.A. & D. A. admissible to Board members, a sitting allowance of Rs. 100/- per day for actually attending either Board or any Committee meeting thereof, shall be paid to the Board members alone, whom the Executive Committee shall specify in cases - (b) Persons invited by the Board, for supervised/Centralised valuation work, at different centres fixed by the Board, shall be paid actual calculated bus fare and daily allowance for the working days and for days of journey at the rate of Rs. 15/- per day.

(c) Local persons invited for their work mentioned in regulation 192 (b), shall be paid conveyance allowance at the rate of Rs. 5/- per day or the interest of the Board on different days with an interval of less than three days, travelling and daily allowance claims for the intervening days, shall be restricted to only daily allowance for the intervening days.

193. A conveyance allowance of Rs. 10/- for each day shall be granted to local persons who are required to go for attending meetings or for non-remunerative work of the Board. Members of the Vidhan Sabha shall be deemed local residents at Biopal when the Vidhan Sabha or any of its committees or which other Board member is sitting, are in session.

194. (1) The Chairman shall be the Controlling Officer in respect of his own travelling and daily allowance bills and he shall also be the Controlling Officer in respect of the bills of the Vice-Chairman and the Secretary of the Board.

(2) The Secretary shall be the Controlling Officer in respect of the travelling allowance and daily allowance bills of the members and employees of the Board and persons other than those mentioned in sub-regulation (1).

195. Payment of T. A. and D. A. to the persons mentioned in sub-regulation 192 (b), may be made in cash at the rates to which they are entitled before their return journey starts.

196. (a) For special reasons, the Controlling Officer may permit a journey in a higher class

than that to which a person is entitled.

CHAPTER XXVI—REMUNERATION TO EXAMINERS ETC.

197. The following shall be the rates of remuneration to examiners, tabulators, and checkers, etc., for the Board's Examination :—

A. High School and equivalent Examination—

- (1) For setting a paper Rs. 25/-.
- (2) For setting a paper in Urdu Shikast—Rs. 10/-.
- (3) For marking each answer paper—Re. 0.75 P.
- (4) For marking Shikast sheet—Rs. 15/- per one hundred candidates.
- (5) "For practical tests prescribed in various examinations, except under regulation No. 197 B (3) (b) Rs. 3 per candidate with a minimum of Rs. 30 for each institution to be equally divided between the internal and external examiners".
- (6) Remuneration shall be paid to the Head Examiners and Deputy Head Examiners as per regulation 197 B (5).
- (7) For Translating a paper and a part of a paper—Rs. 15/- and Rs. 10/- respectively.

B. Intermediate, Higher Secondary School and Teacher's Training Certificate Examination—(Arts, Science, Commerce Agriculture).

- (1) For setting a full paper—Rs. 50/- for all examinations of the Board.
- (2) For marking each answer paper Rs. 1.10 P.
- (3) For the practical examination Rs. 1.50 per candidate to the external and Rs. 1.50 to the internal examiner.
- (4) Remuneration to the Head Examiners and Deputy Head Examiner.
- (i) The Head Examiner shall be paid Rs. 50 per day for the supervising of the valuation works re-marking of answer books received from the Deputy Head Examiners, working under him (if any) and supplying models to them, etc. At least 5 models should be supplied to each Deputy Head Examiner.
- (ii) The Deputy Head Examiner shall be paid Rs. 45 per day for supervising of the valuation works re-marking of answer books received from the Sub-examiners working under him (if any) and supplying models to them, etc. At least 5 models should be supplied to each sub-examiner.

(5) For translating a paper and a part of a paper—Rs. 20/- and 10/- respectively.

(6) To the Head Examiner in each practical examination in Science—Rs. 10/- per hundred candidates with a minimum per Rs. 50/- for the whole work.

C. All Examinations—

1. For tabulating—Rs. 40/- per 100 candidates.

2. For checking—Rs. 15/- per 100 candidates.

3. For cross-checking Rs. 15/- per 100 candidates.

4. Tabla Player, at practical Test in Music Rs. 5/- per day.

5. Laboratory Attendant / Assistant Rs. 0.25 P. per candidate with a minimum of Rs. 4/- per examination.

6. Minimum charges for valuation—Rs. 10/- irrespective of media of answer books.

7. Writing stencils of question papers—Rs. 10/- per paper.

8. Inspection of Examination Centre—Rs. 5/- per centre for one or more visits.

9. Scrutiny of application forms of private candidates—Rs. 0.10 in Paisa per form.

D. Supplementary Examination—

(1) For tabulating and checking—Rs. 30/- per hundred candidates (to be divided equally among the Tabulators and Checkers).

(2) For cross-checking—Rs. 10/- per hundred candidates.

E. Miscellaneous—

Writing the office and fair copy of the certificate issued to successful candidate—Re. 0.30 P. per candidate.

[2] Comparison of certificates Rs. 10/- per hundred candidates.

[3] (a) Writing the office and fair copy of the certificate issued to successful candidates of the compartmental/Supplementary Examination Rs.

0.30 P. per candidate.

(b) Comparison of certificates issued to successful candidates of the compartmental/Supplementary Examination—Rs. 10/- per hundred candidates.

(c) For despatch of certificate (1) one

paisa per certificate.

(d) For pasting of envelopes and tickets etc.—

One paisa per certificate to be paid to Class IV employees.

- [4] Preparing mark sheets for individual candidates—Rs. 0.30 P. per candidates and comparing of marks sheets from the tabulation register—Rs. 10/- per hundred mark sheets.

[5] Remuneration for the examination to.

(1) Superintendents of Examination Centre

(A) Rs. 12 per day, if candidates are upto 150.

(B) Rs. 14 per day, if candidates are 151 to 300.

(C) Rs. 17 per day, if candidates are 301 to 500.

(D) Rs. 20 per day, if candidates are 501 and above.

Provided further that the Additional Centre Superintendent, if appointed by the Board, shall get, Rs. 1 less per day than the remuneration payable to Centre Superintendent of the centre.

(2) Invigilator—Rs. 4/- per meeting.

(3) Office Staff and Servants—

- (i) Only one clerk will be allowed for each group of 250 candidates or its part. The rate of remuneration will be Rs. 3/- per clerk,

for every meeting of the examination.

- (ii) Only four peons will be allowed up to first 300 candidates and one additional peon will be allowed for a group of every additional 100 candidates or its part. They will be paid at the rate of Rs. 2.50 per day.

Note :—No class IV servant will be allowed at the centre from contingency amount, over and above the number specified above.

(4) Assistant Superintendent of Examination centre—

[i] For candidates upto 500—one Assistant Superintendent.

[ii] For candidates above 500—two Assistant Superintendents.

[iii] The rate of remuneration for Assistant Superintendent will be Rs. 10/- per day.

The remuneration of item No. 5 [3] and [4] will be calculated on the number of candidates registered at the centre. This remuneration will be paid for two days before the commencement and two days after the completion of the examination. Payment for

water charges may be made from contingency.

- (6) Remuneration to each member for moderating a paper—Rs. 25/- per paper for all examinations of the Board.
- (7) Remuneration for re-checking of results and re-totalling of marks—Rs. 0.30 p. per answer book.
- (8) Remuneration for moderation of Memorandum of Instructions Rs. 10/- per paper.
- (9) Remuneration for preparing of Memorandum of Instructions for valuers—Rs. 25/-.

F.

Remuneration to members of Inspecting panel for recognition of institutions:—

- (1) For inspecting New Institution—Rs. 50/- per member.
- (2) Inspection for extension of recognition Rs. 10/- per member.
- (3) Inspection for additional subject or subjects for recognition—Rs. 25/- per member.

Executive Committee shall have powers for fixing remuneration for any other item not mentioned in

these regulations. It may also frame byelaws for payment to be made for overtime work.

CHAPTER XXV—MISCELLANEOUS

198. Teachers desiring to take up Board's remunerative work, shall, on payment of Rs. 2/-, be entitled to have their names enrolled in the register of Registered Teachers to be maintained in such form as may be prescribed by the Board. They will be considered, as far as possible, for the above work if eligible under rules made in this behalf.

199. Detailed information regarding the Examination of the Board shall be given in the Prospectus of the Examination which shall be issued annually by the Secretary of the Board.

200. The Board shall from time to time, issue such instructions for the admission of students in recognised institutions and for migration of students, as may be deemed necessary, laying down the procedure of the examinations and prescribing the appropriate forms and registers in this behalf.

201. The expression "A regular course of study" means attendance of at least 75 percent of the lessons and other teaching in a recognised institution in the subjects for the Examination at which the candidate intends to appear and at such other practical work (such as work in a

laboratory) as is required by these regulations or any other provisions in force for the time being.

202. The Board shall, for the purpose of a regular course of study, prescribe minimum number of the meetings of a class that must be held in preparation for any of its examinations.

Note 1:—The minimum number of days for which recognised institutions will remain open during one academic year, shall be 200.

203. No candidate will be presented for an examination of the Board by a recognised institution, unless he has been present for at least 75 percent of the days for which the institution was open and for at least 75 per cent of the lectures delivered in each subject and at least 75 per cent of the tutorial and practical work classes if held in each subject.

204. There shall not be more than one period per section or group of a class devoted to physical Education on any day in a recognised institute. The minimum number of periods devoted to physical Education in such an institution during one academic year, shall be one hundred. No candidate shall be presented for examination of the Board unless he has attended at least 75 percent of the periods devoted to Physical Education or at least 75 per cent of the N.C.C. parades and has been present at the Annual Camp of the

NCC except private candidates and those who have been declared unfit for Physical Education by a Medical Authority who should be adequately qualified. In cases of special hardship, the Head of the institution is empowered to exempt a student from instruction in Physical Education. The period for which a candidate has been declared unfit by the Head of the institution shall not be counted for the purpose of calculating his percentage of attendance.

205. Students of a Multipurpose or Higher Secondary Schools, who go out on excursions in connection with the practical work in Economics History, Geography, Commerce, Physics, Biology or Chemistry, shall be marked present in institutions for the days they are out on such excursions.

206. In case of candidates who have failed or have been detained, and of these who, having passed the Junior Cambridge (Junior Local Examination) are admitted to Class X of recognised High School, the percentage will be calculated for one academic year only.

The course of the High School Examination being two year's course in each subject, admission in Class X is not permissible except in case of candidates who have failed.

207. (a) If a regular candidate desires to change his subject/subjects/group

at the High School Certificate Examination in Class IX/X or at the Higher Secondary School Certificate Examination in class XI, he should apply to the Board for permission of such change through the Principal of a recognised institution, with a fee of Rs. 10/- upto 31st December and from 1st January to 15th February with a fee of Rs. 20/-. The permission of change of subject/s/subjects/group will be granted by the Secretary on recommendation of the Principal. In Higher Secondary Examination, the attendance put in by a candidate in a subject/s/subjects/group, which he subsequently offers with the permission of the Board, should be counted along with the attendance in the old subject/s/subjects/group for the purpose of attendance in the new subject/s/subjects/group. In High School Certificate Examination, instead of subjectwise attendance, overall attendance should be counted :

Provided further that application for change of subject/s/subjects/group received after 15th February, will not be entertained for consideration and if the student has appeared in a new subject for which permission was not given by the Board, the marks obtained by him in that subject, will not be added to his results.

(b) In the case where a candidate has migrated from one institution to another within the jurisdiction of the Board or from outside Madhya Pradesh and the subject taken by the candidate is not taught in the later institution, the permission to study one subject privately shall be granted by the Secretary on the recommendation of the Principal, at the High School/Higher Secondary School Certificate Examination.

208. The head of the recognised institution may condone a deficiency of not more than 3 per cent of the total number of working days in the case of the High School Examination and not more than 3 per cent of the number of lectures in each subject in the case of Higher Secondary School Examination (the theoretical, practical, tutorial counted separately). All the cases in which the privilege is exercised, must be reported to the Chairman.

209. In the case where deficiency exceeds the limits mentioned above, the Head of institution

may recommend a further condonation up to 4 percent to the Secretary, who, in exceptional circumstances, may condone it.

210. In very exceptional cases on strong recommendations from the Head of the Institution and the Secretary, the Chairman may further condone a deficiency of 3 per cent.

211. The regulations under the Madhya Pradesh Secondary Education Act, 1959 are here by repealed.

Provided that anything done or any action taken under the regulations, hereby repealed shall, so far as they are not inconsistent with these Regulations, be deemed to have been done or taken under the corresponding provisions of these Regulations.

212. Candidates who have passed Higher Secondary School Certificate Examination/Intermediate Examination from the Board, may be permitted to re-appear at the next examination for improving their division as a regular/private candidate. This permission may be given during two successive years after passing the Examination. If the candidate improves his division in this attempt, his previous certificate shall be issued. But in case he does not improve his division, his examination of this attempt shall be cancelled.

213. "R. W. (s)" Category remain pending for indefinite period which is neither correct nor proper service. Therefore such examinations and their results shall be cancelled if compliance of the remaining objection (s) is not received by the Board within 3 months from the date of issue of registered notice to the examinee without giving any further notice.

"It is further provided that the candidates who pass the Board's examination the First Division may also reappear in the examination during two successive years for improvement of percentage of marks. If a candidate secures more than 10% marks of the total marks obtained by him/her in his/her previous examination. his/her previous mark sheet shall be deposited and a fresh mark sheet shall be issued. In case the candidate fails to obtain increase in the marks, his/her previous result will remain the same and the examination of this attempt shall be cancelled. The mark sheet of the cancelled examination shall not be issued to the candidate."