GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Minorities Welfare – Starting of Post Matric Hostels for Minorities Students in 13 Districts where Minority Population is substantial – Orders – Issued.

MINORITIES WELFARE (MFC) DEPARTMENT


ORDER:

Keeping in view the need to promote access to higher education opportunities to Minority Students, the Government have decided to start Post Matric Hostels for Minority Students in the Districts, which have a good network of institutions offering higher education opportunities.

2. Accordingly, Government hereby order for starting of Post Matric Hostels for Minority students in the following 13 Districts with an intake of 50 boarders. The students from the catchment districts as mentioned alongside will also be eligible for seeking admission to the hostels:

1) Hyderabad (Boys) and (Girls)
2) Ranga Reddy (Boys)
3) Nizamabad (Boys)
4) Medak (Boys)
5) Adilabad (Boys)
6) Mahabubnagar (Boys)
7) Kurnool (Boys)
8) Cuddapah (Boys) and (Girls)
9) Anantapur (Boys)
10) Chittoor (Girls)
11) Guntur (Girls)
12) Krishna (Boys)
and
13) Karimnagar (Girls)

3. Depending on admission into Educational institutions, eligible students from other districts may also be considered for admission.

4. Government after careful examination of the proposals of the College Development Committee, Indira Priyadarshini Govt. Degree College & P.G. College for Women, received vide letter read above, accord permission to start Post Matric Hostel for Minority Girls at the land allotted by the Committee near the P.G. building in the premises of Nampally for construction of Post Matric Hostel. The eligible Minority Girls Students coming from other districts for studying in the Nampally College in the premises, as well as other Colleges in twin cities shall be eligible for admission as also agreed by the College Development Committee. The admissions will be done by authority notified following guidelines prescribed by Minority Welfare Department.

5. Government have also decided that initially the Hostels shall be started in rented buildings in the districts except Karimnagar where the building is ready. The District Minorities Welfare Officers/Executive Directors in the above 13 districts are entrusted with establishment and supervision of the hostels and to report the progress to the Managing Director, Andhra Pradesh State Minorities Finance Corporation/Assistant Commissioner, Minorities Welfare who are responsible for establishment and overall supervision of the Hostels.

6. The estimated expenditure of Rs. 2.02 Crores for the year 2007-08 for starting of Post Matric Hostels for Minorities Students will be met from out of the provision made under the scheme "Extension of non-statutory educational benefits to minorities including hostels" from the head of account of:

2225 - Welfare of S.Cs., S.Ts. and O.B.Cs
80 - General
SH(05) - Studies on Socio Economic Conditions & Programmes
Of Minorities
310 - Grants-in-Aid
312 - Other Grants-in-Aid.

7. For the construction of Post Matric Hostel for Minority Girls at the land
allotted near the P.G. building in the premises of Nampally, the Collector and
District Magistrate, Hyderabad is requested to entrust the work to any
engineering wing with instructions to ensure best quality and standards. An
amount of Rs.50.00 lakhs is sanctioned as first installment and balance amount if
any required will be released depending on progress and utilization.

8. Separate orders sanctioning 14 posts of Grade I Hostel Welfare Officers
will be issued pending which, same shall be filled on deputation/additional charge
basis to start with. The other posts will be outsourced on outsourcing basis by
the students hostel development committee under the guidance of Dist.
Minorities Welfare Officer/Executive Director, such that the highest possible
standards of maintenance and decorum shall be maintained and guidelines as
prescribed strictly adhered to.

9. Detailed guidelines on establishment of hostels, selection of staff
provisioning of amenities, selection of inmates, are annexed here with -
Annexure I. The District Minorities Welfare Officers/Executive Directors
concerned shall identify suitable premises and establish the hostels w.e.f.
this academic year i.e. 2007-08.

10. This orders issued with the approval of Finance Department vide
U.O.No.5303/225/A2/Exp SW/07, dated:27.7.2007

(By Order and in the Name of the Governor of Andhra Pradesh)

M. CHAYA RATAN
Principal Secretary to Government

TO
All the District Collectors,
The Managing Director, A.P. State Minorities Finance Corpn. Ltd., Hyderabad,
The Director, School Education, Hyderabad,
The Director, Urdu Academy A.P. Hyderabad,
The Dist. Minorities Welfare Officers concerned,
The Director of Treasuries and Accounts, A.P. Hyderabad,
The Pay and Accounts Officer, A.P. Hyderabad,
The Accountant General, A.P. Hyderabad,
The Minorities Welfare (O.P) Department,
Copy to P.S. to Spl. Secretary to C.M.,
Copy to P.S. to Minister (E.C. & M.W.),
Copy to P.S. Chief Secretary to Government,
Copy to P.S. To Prl. Secy. to Govt. M.W. Dept.,
Copy to all sections in the Department
Copy to Finance (BG)/ (Expr SW) Department
Copy to Planning Department
Copy to the Committee on Welfare of Minorities, A.P. Leg. Assembly.
Copy to SF/SC

FORWARDED : BY ORDER

SECTION OFFICER
GUIDELINES FOR ESTABLISHING POST MATRIC HOSTELS FOR MINORITY STUDENTS

I. IDENTIFICATION OF PLACE FOR ESTABLISHING THE INSTITUTIONS:

1. Post-Matric Hostel facilities for minority students are established with an objective to provide improved access to quality higher education to those minority children who are denied or who have difficulty in accessing such quality higher education. Therefore, the city/ town/ area, which has the best network of Post Matric institutions should be identified such that minority students particularly from interior backward areas are able to access the institutions at these places. If within a district there is more than one such city/town, the place which is closest to minority concentrated back ward areas must be preferred. Establishing institutions on any other criteria shall be viewed seriously.

2. Budget is provided as per details at Annexure – I.

3. The guidelines communicated for the Pre-Matric Hostels vide the G.O. Ms. No. 18, Minorities Welfare (MFC) Dept, Dated 11-7-2007, in respect of the following matters as may be applicable, shall apply to the Post Matric Hostels as well:

   i) Eligibility Criteria: As per (Para II of GO cited) except that the Income limit shall be as prescribed at item III herein.

   ii) Procedure for making admission:
The Pre-Matric Hostel guidelines shall be applicable to Post Matric Hostels also as per item No:III. In addition the following shall be provided:

   Furniture: The following furniture should be provided subject to sufficiency of accommodation and keeping in view the number of inmates.

   a) Dormitory Furniture:
   i) Metal cots single 2½ width with metal sheet on plywood top for every inmate.
   ii) One small reading table of the size 4'x2'x30’ and “S” type cane / FRP chair.
   iii) One small book rack
   iv) One trunk box of the size 23”x13”x8”

   b) Dining Furniture:
   Dining tables and benches wooden or with polished stone depending on accommodation.

   c) Library Furniture:
   i) 6 book rack with Glass doors
   ii) No. of tables and chairs depending on accommodation.

4. Bedding – per inmate:
   a) One carpet (As supplied in Residential colleges)
   b) 2 Bed sheets
   c) One pillow
   d) 2 pillow covers
   e) 1 Plate +2 Katori + 1 small Tiffin box + 1 Glass
5. Library:
   a) Reference books for all courses depending on inmates
   b) Provision of most widely circulated English and Urdu Newspapers
   c) Provision for following periodicals:
      i) Competition Success
      ii) Yojana
      iii) Economics and Political Weekly
      iv) Kurukshetra
      v) Onlooker
   c) Library books in Telugu and English for general reading.

6. Two pairs of dresses as given in Residential Colleges for intermediate students

7. Cosmetic charges on par with inter students in Residential Colleges plus
   - Rs. 15/- per month (Cotton & Guage) sanitary napkins to girls hostels.

8. Rent of the Private building where ever government buildings is not existing

9. Sufficient toilets bathrooms water supply, proper drainage and compound
   wall to the Government buildings.

10. Expenditure can be incurred on repairs and renovation of buildings, repairs
    and replacement of wiring electric motor etc.

11. Provision for Electrical and sanitary fittings like bulbs, tubes, ceiling fans,
    wash basins etc., and replacement of these fitting from time to time.

12. The minimum stock of 24 bulbs, 24 tubes, 10 Chokes, 10 Starters, Fuse
    wires, 5 tapes basic tools for electric and plumbing work.

iii) Items to be supplied to Hostel: The items communicated vide GO cited at
    (Annexure III) shall be supplied to the Post Matric Hostels.

iv) Procurement & Supplies: The Committee shall be constituted as
    envisaged at (Para IX of Guidelines to the GO cited) for discharging the duties
    as there in.

v) Duties and Responsibilities of H.W.O’s: The duties and responsibilities of
    HWO and other workers etc., shall be as prescribed
    as (Para XI, XII of the GO cited)

v) Duties of Cook/Kamati/Watchman/Other Workers:
   The Pre-Matric Hostel guideline shall be applicable to Post Matric Hostels also as
   at item No: XII

iii. DIET CHARGES:

Diet charges for the Post Matric Hostels will be in the manner of
Scholarship drawn at the college attached hostel rates, Mass expenditure will be
met out of the scholarship amounts.

Rs. 525-00 per month to the students of Professional and PG Courses
   staying in recognized College Attached hostels

Rs. 400-00 per month to the students of Inter and Degree courses
   staying in the recognized College attached hostels.
The parents/guardians whose annual grade income does not exceed Rs.33,500-00 for general courses and Rs.44,500-00 for professional courses are eligible for sanction of Post Matric scholarships.

IV. The Daily Schedule for Hostel Boarders as per ANNEXURE-II

V. GUIDELINES FOR APPOINTMENT OF COOKS/ATTENDERS/WATCHMEN IN GOVERNMENT MINORITY POST-MATRIC HOSTELS ON CONTRACT BASIS

1. Recruitment Agency: The recruitment agencies responsible for regular recruitment shall also be responsible for contractual appointments duly following prescribed procedures.

2. Conditions of Appointment: The appointment of a person on contract basis shall be made under Rule 9 of Andhra Pradesh State and Subordinate Service Rules, 1996. A person appointed under sub-rule (a) of Rule 9 of A.P. S.S. Rules, 1996 shall not be regarded as a member of the service in which the post to which he/she is appointed.

3. Tenure: Contractual appointments shall be made for a tenure not exceeding one year or the balance period for which the relevant post has been created, whichever is less. In the event of the continuation of the temporary post, the contractual appointment may be extended by the appointing authority, from time to time, subject to the condition that the work of the individual has been found to be satisfactory.

4. Eligibility Criteria: Educational and other professional qualifications for a contractual appointment shall not be less than those prescribed for the regular recruitment.

5. Emoluments: The Emoluments for contractual appointments shall be based on current market rates for similar level of candidates with educational and professional qualifications in private sector.

6. Leave: Persons appointed on contract basis will be entitled to casual leave on par with regular employees in the Department. However, they shall not be entitled to any other kind of leave such as E.I., H.P.I., Medical leave, etc.

7. Headquarters and Transfer: A person appointed on contract shall report at the place of his/her posting at his/her own cost, which will be treated as his/her headquarters.

8. Disciplinary Control: Subject to the overall right of the Department to terminate the contract on giving one month's notice, or pay in lieu thereof.

9. Terms of Contract Agreement: All persons appointed on contract basis shall execute agreement on a non-judicial stamp paper of Rs.110/- with two witnesses.

10. Procedure for selection:

i) Vacancies arising from time to time in existing Minority Hostels will be advertised through the paper notification and wide publicity will be given. A nominal notification to the concerned employment exchange will also be given.

ii) All the applications of the candidates applying for the post will be scrutinized with reference to the prescribed rules for the post and selection will be offered to the meritorious candidates as per guidelines prescribed from time to time.

11. Renewal of Contract:

The workers appointed on contract basis whose performance is found satisfactory will be considered for renewal of agreement in the first place.
agreement may be done for a period not exceeding one academic year at a time. The contract will be terminated at any time in accordance with the conditions agreed upon between the first part (Worker) and other part (Department) in the agreement.

12. Assessment of Vacancies:

All contract appointments will automatically cease on the last working day of the academic year/closing day of the hostel. In beginning of new year, the DMWOs/ED’s/ass care may be shall obtain the performance particulars in respect of contract workers and evaluate the same and take decision to renew the contract or not to renew the contract. Where contract is not renewed, it will be treated as vacancy and those posts will be filled by offering contract to new candidates. The list once prepared will be followed for one academic year. However nothing will prevent the department in issuing a fresh notification even if the list is not exhausted if a particular category of candidates are not available to fill up reserved posts.

13. The appointment of workers on contract basis will be as per following formats:

i) Agreement to appointment as workers in Hostels on contract basis
   ANNEXURE-III
ii) Guarantee Bond – ANNEXURE-IV

VI. ACCOUNTING AND AUDIT

1. Double Entry cash book system shall be maintained and all accounts computerized. Managing Director APSMFC shall provide computers to the hostels and also train the HWOs appropriately.

2. On line transmission of reports from hostels to ED/DMWOs under intimation to MD APSMFC and Government wherever required, shall be put in place by MD APSMFC in consultation with NIC.

3. Annual audit of hostels shall be conducted by the MD APSMFC and appropriate follow up action taken by all concerned.

VII. ACCOUNTABILITY

1. The staff of the hostel including HWO, ED-APSMFC, DMWO, MD APSMFC shall all be responsible and accountable for maintaining best possible standard /environment in the hostels. They shall be responsible to ensure timely distribution of amenities and other entitlements to the hostel inmates. In this regard the instructions issued by the Govt. vide G.O.,Ms., No. 7 Social Welfare (TW.Edn.1) Dept. Dated: 7-03-2006 at paras 5 and 6 shall apply to the institutions of Minority Welfare including pre-matric hostels all concerned shall ensure the same any bogus enrollment etc., in the hostels shall entail action envisaged therein.

VIII. FUNCTIONS OF STUDENTS COMMITTEE:

i) The students shall constitute a managing committee of 5 students who have secured not less than 60% marks or Ist Division in their qualifying examination.

ii) The Committee shall meet once in a month.

iii) The Committee shall monitor and review the functioning of the hostels in respect of the following items:
   a) Maintenance and cleanliness of the hostel premises and surroundings.
   b) Health and Hygiene of the boarders.
   c) Review of distribution of amenities provided to students such as free text books, notebooks, Dresses, Ration as per menu etc., which are to be performed by Hostel Welfare Officer.
d) Review the proper cooking of food. Hygienic maintenance of food and drinking water etc., for which the cook and other workers are responsible under the expression of Hostel Welfare Officer.

e) The protection of the premises from stray dogs and other animals and prevention of entry of strangers by the Watchman.

f) Proper maintenance of the building and providing proper ventilation, electrification and drinking water facility.

g) Take measures for improving the standards/facilities including coaching, computer training, vocational training, skill enhancement courses etc., by meeting the expenditure from budget provided or from savings of 5 students who have secured not less than 60% marks or 1st Division in their qualifying examinations. The meetings of the committee shall be held in the hostel campus at institution and performance of students including coaching, computers training, skill enhancement courses etc., by meeting the expenditure from budget provided or from savings.

h) The Committee shall review the action taken on the earlier observation as the first agenda item in every meeting.

iv) The meetings of the committee shall be held in the hostel campus.

IX) The DMWO/ED shall obtain review reports from all the student committee along with the action taken and monitor the conduct of meetings on regular basis and submit monthly returns as prescribed by the Collector to the District Collector, apart from taking effective follow up action.

M. CHAYA RATAN
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED :: BY ORDER//

SECTION OFFICER
**ANNEXURE – I**


**BUDGET**

**DETAILED ESTIMATES OF THE EXPENDITURE FOR OPENING OF PROPOSED (14) POST MATRIC HOSTELS IN (13) DISTRICTS**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Rs. Per Month</th>
<th>Rs. Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Establishment Charges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Hostel Welfare Officer Grade II</strong></td>
<td>8,801</td>
<td>1,05,612</td>
</tr>
<tr>
<td>3</td>
<td><strong>Cook</strong> (for 10 Months)</td>
<td>4,500</td>
<td>45,000</td>
</tr>
<tr>
<td>4</td>
<td><strong>Kamaties</strong> (for 10 Months)</td>
<td></td>
<td>39,000</td>
</tr>
<tr>
<td>5</td>
<td><strong>Watchmen</strong> (for 12 Months)</td>
<td></td>
<td>46,800</td>
</tr>
<tr>
<td>6</td>
<td><strong>Scavenger</strong> (for 10 Months)</td>
<td></td>
<td>39,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>2,74,612</strong></td>
</tr>
<tr>
<td>1</td>
<td><strong>Non-Recurring Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Cost of Utensils, Plates, Tumblers etc. Once in 5 Years</strong></td>
<td></td>
<td>50,000</td>
</tr>
<tr>
<td>3</td>
<td><strong>Furniture/Computer Library Books &amp; Sports equipment</strong></td>
<td></td>
<td>5,50,000</td>
</tr>
<tr>
<td>4</td>
<td><strong>Other unforeseen items, such as Fixtures, Electrical items to be Attended in the rented building</strong></td>
<td></td>
<td>90,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>6,90,000</strong></td>
</tr>
<tr>
<td>1</td>
<td><strong>Recurring Expenditure</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Diet Charges (To be sanctioned as Scholarships) Rs.4,00,000/-</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Water Charges</strong></td>
<td>1,000</td>
<td>12,000</td>
</tr>
<tr>
<td>4</td>
<td><strong>Electricity Charges</strong></td>
<td>5,000</td>
<td>60,000</td>
</tr>
<tr>
<td>5</td>
<td><strong>Fuel/Gas @12 Cylinders Per Month</strong></td>
<td>4,000</td>
<td>48,000</td>
</tr>
<tr>
<td>6</td>
<td><strong>Rents</strong> (30,000 (Maximum))</td>
<td></td>
<td>3,60,000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>4,80,000</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>14,44,612</strong></td>
</tr>
</tbody>
</table>

1) Non-recurring expenditure: Rs. 6,90,000-00
2) Recurring expenditure:
   a) Establishment : Rs. 2,74,612-00
   b) Rents & Elect. Etc. Rs. 4,80,000-00
      Total : Rs. 7,54,612-00

Total : Rs.14,44,612 X 14 = Rs.2,02,24,568.00 for 14 Hostels.

//FORWARDED :: BY ORDER//

M.CHAYA RATAN
PRINCIPAL SECRETARY TO GOVERNMENT

SECTION OFFICER
## DAILY SCHEDULE FOR HOSTEL BOARDERS:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00 A.M.</td>
<td>Students Rise</td>
</tr>
<tr>
<td>5.00 A.M. to 5.30 A.M.</td>
<td>Assembly Prayer &amp; Warming up Physical Exercise for 20 minutes or Yoga under the Supervision of Hostel Welfare Officer</td>
</tr>
<tr>
<td>5.30 A.M. to 6.30 A.M.</td>
<td>Study hour supervision by Hostel Welfare Officer</td>
</tr>
<tr>
<td>6.30 A.M. to 8.00 A.M.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8.00 A.M. to 5.00 P.M.</td>
<td>College hours</td>
</tr>
<tr>
<td>5.00 P.M. to 6.00 P.M.</td>
<td>Games/Quiz/debates/computer training/vocational training etc.</td>
</tr>
<tr>
<td>6.00 P.M. to 6.30 P.M.</td>
<td>Personal time</td>
</tr>
<tr>
<td>6.30 P.M. to 7.00 P.M.</td>
<td>Dinner</td>
</tr>
<tr>
<td><strong>7.00 P.M. to 9.00 P.M.</strong></td>
<td><strong>Special coaching for 2 subjects</strong></td>
</tr>
<tr>
<td>9.00 P.M. to 10.00 P.M.</td>
<td>Study Supervised Hostel Welfare Officer</td>
</tr>
</tbody>
</table>

## SCHEDULE ON SUNDAYS & PUBLIC HOLIDAYS:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00 A.M.</td>
<td>Students Rise</td>
</tr>
<tr>
<td>6.00 A.M. to 7.00 A.M.</td>
<td>Sramadhanam/Cleaning of premises</td>
</tr>
<tr>
<td>7.00 A.M. to 7.30 A.M.</td>
<td>Personal time</td>
</tr>
<tr>
<td>7.30 A.M. to 8.30 A.M.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>12.30 P.M. to 1.00 P.M.</td>
<td>Free Time</td>
</tr>
<tr>
<td>1.00 P.M. to 2.30 P.M.</td>
<td>Lunch and Rest</td>
</tr>
<tr>
<td><strong>2.30 P.M. to 5.00 P.M.</strong></td>
<td><strong>Special coaching by tutors</strong></td>
</tr>
<tr>
<td>5.00 P.M. to 7.00 P.M.</td>
<td>Games, recreation, co-curricular activities.</td>
</tr>
<tr>
<td>7.00 P.M. to 7.30 P.M.</td>
<td>Dinner</td>
</tr>
<tr>
<td>7.30 P.M. to 10.00 P.M.</td>
<td>Self study</td>
</tr>
</tbody>
</table>

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M.CHAYA RATAN  
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED :: BY ORDER//

SECTION OFFICER
ANNEXURE III

AGREEMENT FOR APPOINTMENT AS COOK / OTHERS WORKERS IN

POST MATRIC HOSTELS ON CONTRACT BASIS

This agreement is made and executed on this day of between the District Minority Welfare Officer, ED-A.P.S.M.F.C SRI/Smt./S/o W/o... aged about ( ) years R/O after referred to as "the Minority Welfare Department of the first part" AND SRI/ Smt./Kum aged about years resident of (Herein after called the of the second part for appointment to the post of Cook in Government Minority Hostels on contract basis.

Whereas the Government established the Minority Welfare Department in the State among to look after the children of poor Minorities who come under below poverty line, by creating separate Hostels to provide "quality education" to the talented children belonging to Minorities mainly coming from rural areas.

Whereas the Minorities Welfare Department of the first part is charged with the responsibility of efficient management of the Hostels for Minorities Students and accordingly vested with the authority to engage Cook required for the running of the Hostels.

Whereas the of Second Part having had an intention to serve the Minority Welfare Department of the First Part on contract basis for the period specified hereunder and agreed to for this contract by abiding the terms and conditions of this agreement.

NOW THIS AGREEMENT WITNESSETH AND THE PARTIES HERETO AND HEREBY AGREED AS FOLLOWS:

1. That the Cook of the Second Part shall remain in the service of the Minorities Welfare Department of the First Part for a period commencing on the day of and ending on the day of or the last working day of the academic year whichever is earlier. It is specially mentioned and agreed to both the parties herein that the contract of this employment IPSO - FACTO shall stand terminated on the last working day of the academic session even if no specific date of termination is mentioned in this agreement and no formal notice or order by the Welfare Department of the First Part shall be necessary to be issued of the of the Second Part.

2. That the of the Second Part shall submit himself/herself to the orders of the Minorities Welfare Department of the First Part and of the Officers/Authorities under whom he/she may from time to time be placed by the Minorities Welfare Department of the First Part and shall at all time obey the Rules prescribed and shall whenever required to perform such duties as may be assigned to the of the Second Part by the Dist. Minority Welfare Officer or any other Officer of the First Part.

3. That the Cook of the Second Part shall employ himself/herself efficiently and diligently and to the best of his/her ability as Cook of Govt. Minorities Hostels of the First Part and that he/she will devote his/her whole time to the duties of the service and shall not engage directly or indirectly in any trade/business or occupation on his/her own account that he/she shall to (Except in case of accident or sickness certified by an civil surgeon / authorized medical officer)
abstain from duties without having first obtained the permission from the concerned authorities. The Cook of the second part shall not be entitled for salary for the period of absence.

**Remuneration:**

That the Cook or the Second Part be paid remuneration which will be given only on consolidated pay and will not be entitled to any other allowances or benefits such as D.A., H.R.A., L.T.C., Medical treatment/reimbursement, Pension, etc. However, they would be entitled to usual T.A., D.A., etc., on par with regular employees of equal status for official travel.

**Termination of Service:**

Whereas the Minorities Welfare Department of the First Part stipulated the conditions for termination as follows:

(i) This order of contract appointment shall cease to exist automatically at the end of the academic year without any notice to the/of the Second Part or the date mentioned in this contract which ever is earlier.

(ii) The Minorities Welfare Department of the first part shall terminate the services of the of the second part without any satisfied basing on medical evidence that the of the second part is unfit and is likely for considerable period continue to be unfit by reasons of ill-health for the discharge of his/her duties. Provided always that the decision of the Minorities Welfare Department of the first part shall be final and binding on the second part.

(iii) The Minorities Welfare Department of the first part or its officers having proper authority without any previous notice to the of the second part shall terminate the services of the of the second part found to be prima facie guilty of any insubordination, intemperance, moral turpitude or other misconduct or of any breach of non-performance of any of the provisions of these conditions, or if otherwise found unsuitable for the efficient performance of his/her duties.

(iv) The Minorities Welfare Department of the first part or its authorized officers shall dismiss the of the second part from the service by giving one month notice to the of the second part in writing at any time during the service under this agreement without any cause assigned.

(v) The of the second part shall execute a bond for an amount equivalent to one month consolidated pay which bond shall come into force in the event of the in the second part, abstains from service of the Minorities Welfare Department of the first part without the previous permission of the Minorities Welfare Department of the first part or ceases from service before the expiry of the contracted period.

(vi) The Minorities Welfare Department of the first part shall pay the of the second part so long as he/she remains in service and actually performs his/her duties monthly consolidated salary of Rs. (Rupees only).

(vii) The Minorities Welfare Department of the first part specifically provides that in respect of any matter of which no provision has been made in this agreement, any rules made there under and any rules made or deemed to have been made applicable to the employees of the Minorities Welfare Department of the first part shall apply to the extent to which they are relevant to the services hereby provided for and the decision of the Minorities Welfare Department of the first part shall be final.

(viii) It is expressly stated and agreed to by the of the second part that any duration of service under this agreement shall in no way provide him/her any
right to claim absorption in regular vacancy that exists now or may arise in future in Minorities Welfare Department of the first part.

NOTWITHSTANDING any thing herein before contained in this agreement the District Minorities Welfare Officer concerned of the first part shall be free to make departure from the terms and conditions of this agreement in PUBLIC INTEREST.

IN WITNESS WHEREOF

On behalf of the party of the "FIRST PART" and by the party of the SECOND PART have hereto and hereby set their hands the day, month and year above written.

(1) SIGNED BY THE IN THE PRESENCE OF

SIGNATURE WITH DATE

Party of the "FIRST PART" 1. Name, Designation & address Name: 2. Name, Designation & address Designation: Address:

(2) SIGNED BY THE IN THE PRESENCE OF

Party of the "SECOND PART" 1. Name, Designation & address Name: 2. Name, Designation & address Designation: Address:
ANNEXURE IV

GUARANTEE BOND

This deed of Guarantee is made at this day of between Sri/Smt. S/o/W/o. Sri/Smt. D/O ________ aged ________ about ________ years. Residing at __________ employed as ________ in the O/o. herein after referred to as the guarantor of the one part and the Minorities Welfare Department.

WHEREAS:

1. The Minorities Welfare Department has entered into a Contract with Sri/Smt./Kum ________ S/o/W/o/D/o ________ aged about ________ years R/o ________ Whereby the Minorities Welfare Department has engaged the services of Sri/Smt./Kum. ________ as Cook ________ on the terms and conditions mentioned in the agreement dated ________ entered into and executed between the Welfare Department and the said Sri/Smt./Kum.

2. One of the terms of the said contract is that the said Sri/Smt./Kum. shall execute a bond for an amount equivalent to one month consolidated pay from a Government employee for the due and proper performance of the terms and conditions of said contract. This bond shall come into force in the event of the Cook ________ namely Sri/Smt./Kum. ________ abstains from service of the Minorities Welfare Department without the previous permission from the competent authorities or ceases from service before the expiry of the contracted period.

3. At the request of the said Sri/Smt./Kum ________ the Guarantor has agreed to Guarantee the performance of said contract in the manner following and the Minorities Welfare Department accepted the same.

NOW THIS DEED WITNESSETH that pursuant to the said agreement and in the premises aforesaid the guarantors both hereby guarantee to and covenant with the B.C. Welfare Department that in the event of the said Sri/Smt./Kum. ________ not performing and observing the terms and Conditions of the said agreement dated between the Minorities Welfare Department and said Sri/Smt./Kum. ________ and the later committing breach of any terms or conditions thereof then and in that event and without prejudice to the other rights of the Minorities Welfare Department under the said agreement to take any action. The Guarantor shall pay to the Minorities Welfare Department on demand made by the said Minorities Welfare Department in writing such sum of Rs. due to any act of negligence breach of faith or breach of any terms and conditions in the performance of the said contract by the said Sri/Smt./Kum. And it is further AGREED and declared that the Guarantor will be continuing guarantee for any act or omission on the part of the said Sri/Smt./Kum. of negligence breach of faith, or breach of contract so long as the said contract between the Minorities Welfare Department and the said Sri/Smt./Kum. is in force.

IN WITNESS WHEREOF THE Guarantor has put his hand the day and year first herein above written. Signed and delivered by the within named Guarantor Sri/Smt./Kum in the presence of:

SIGNATURE OF
GUARANTOR

WITNESSES
ANNEXURE V

Relevant extract of G.O.No.7 dt:7.3.06 of S.W.D

GOVERNMENT OF ANDHRA PRADESH

3.06 ABSTRACT

Education - Improving enrolment, retention in all Schools, instructions on verification of records, Fixing responsibility - Action on irregularities - Orders - Issued.

SOCIAL WELFARE (TW.Edn.1) DEPARTMENT

G.O. Ms.No.7

Dated:07-03-2006.

Read the following:

(D.O.Rc.No.1581/2004,dt27-6-04 of PO,ITDA, Paderu, Visakhapatnam District.)

1. **Bogus enrolment:-**

   i. The enrolment particulars shall be verified by each of the teachers/staff concerned and all bogus enrolments / long absentees who cannot be traced shall be immediately deleted and records rectified.

   ii. It shall be ensured that no such bogus enrolment is shown or claimed by any institution hereafter.

   iii. Supervisory Officer including ASW (j)'s / A TWO's / MEO's / Dy D.E.O, D.T.W.O's, D.S.W O's/ DBCWO's / D.E.O / DD-SW etc. shall ensure frequent surprise inspections of education institutions/hostels and take up cross verification of enrolment and effective follow up action if any short coming / lapses are found. These officers shall record their finding and attest attendance registers during their visits.

2. **Action for negligence/irregularities:-**

   i. Every teacher and Principal shall be responsible and held accountable for securing 100% enrolment and retention for their respective catchment area/schools.

   ii. Any negligence in enrolment and retention and bogus enrolment if any found in future should entail the following action by the supervising officer concerned:-

   (a) apart from stringent disciplinary action against all concerned.

   (b) Any negligence or irregularity in enrolment / retention / recording attendance must be first warned and in spite of it, if no concerted efforts are taken or repeated, adverse entry in the S.R. must be made coupled with disciplinary action/criminal action as case may be.

   (c) Failure on part of supervisory staff i.e Principal / ATWO's / ASWO's/ MEO's/ DY. DEO's / DSVV / DEO/ DTWO's DBCV's / DD-SW etc to take action against concerned, shall also entail action against them for slack supervision and negligence.

   V It is hereafter proposed to field inspection teams to take up random physical verifications of enrolment and retention by enlisting the services of Research Scholars, Independent Agencies, NGOs and Senior / officers of the Department concerned etc.

Heads of Departments concerned i.e. Commissioner of School Education, involving all concerned to also take up random field inspections. All officers concerned including teachers, supervisory staff shall take such other measures / improvisations as deemed necessary for 100% enrolment, retention and promote quality education coupled with sound health, to ensure the benefits intended, reach the students such that they as healthy, happy, capable and
confident citizens contribute effectively to a constructive and productive civil society.

3. This G.O. is available on www.aponline.gov.in / www.aptribes.gov.in websites

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

T.K.DEWAN
CHIEF SECRETARY TO GOVERNMENT