NOTIFICATION

No. 125 SE(S)/ES/S/35-47/2006 — 15th February, 2007—WHEREAS the matters in relation to setting up of Secondary Schools at different places in the State, at the instance of the School Education Department, has been under consideration of the State Government for some times past;

AND WHEREAS for selection of location, land or buildings for the purpose of setting up and operationalizing set up schools, certain guidelines have to be provided;

AND WHEREAS teachers for the set up schools, have to be appointed only on recommendation of the West Bengal School Service Commission;

AND WHEREAS non-teaching staff are to be recruited as per the existing rules framed under the West Bengal Schools (Control of Expenditure) Act, 2005;

AND WHEREAS such schools shall be subject to recognition of the Board or Council as established under the State Acts, as the case may be;

AND WHEREAS the State Government considers it necessary to order on Guidelines for the purpose;

It is expedient to issue orders in the matter of set up schools.

ORDER

WHEREAS in some places in the State, there is necessity for setting up of schools in order to cater to the needs of out of children, dropped out children, inaccessibility of nearby schools, lack of absorption capacity of the existing schools and also to cater to the needs of the girls students, students from backward classes and student from areas with low literacy;

AND WHEREAS there is no Rule on Guidelines for the said purpose;

Now, therefore, after careful consideration and not withstanding anything contained anywhere in any direction to the contrary, the Governor is pleased to decide to set up schools and further pleased to order the following in connection with immediate action by all concerned:—
Annexure to Govt. Order No. SE(S) dated 2007

INSPECTION FORM FOR SET UP SCHOOL
(See Government Order No. 125-SE(S) dated 15.2.2007)

(Each and every item of the inspection report will have to be filled
and prepared in quadruplicate, of which one copy each to be retained
by the District Magistrate and District Inspector of schools (SE) and
one copy each to be sent to the Directorate of School Education and
the School Education Department.)

Date of Inspection

A. Area Report.

1. Inspection of areas:
   State the following:
   Name of the
   j) Gram Panchayat / Ward
   k) Panchayat, Municipality
   l) Notified Area Authority
   m) Post Office
   n) Police Station
   o) Sub-Division

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ig) District
2. Estimation of child population of the area based on Census of India:

a) Number of out of school children of the age group who need to be provided with schooling facilities.

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<th>Name of the Village/Ward</th>
<th>Age group 5 to 9 years</th>
<th>Age group 10 to 15 years</th>
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b) Number and proportion of children (Girls and Boys) who have dropped out.

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<th>Name of the village/ward</th>
<th>Age group of 5 to 9 years (Girls)</th>
<th>Age group of 10 to 15 years (Boys)</th>
<th>Age group of 10 to 15 years (Girls)</th>
<th>Age group of 10 to 15 years (Boys)</th>
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c) Number of children belonging to Scheduled Tribe, Scheduled Caste Minority or OBC of the area who need immediate schooling facilities.

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<th>Name of village/ward</th>
<th>S.C. 5 to 9 years age group</th>
<th>S.C. 10 to 15 years age group</th>
<th>S.T. .5 to 9 years age group</th>
<th>S.T. 10 to 15 years age group</th>
<th>O.B.C. .5 to 9 years age group</th>
<th>O.B.C. 10 to 15 years age group</th>
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d) Whether this is Hilly/forest/riverine inaccessible areas:

3. Inspection of location:

State the following:

Address:

a) Village/Ward:

b) Street/Road/Lane:

c) Post Office:

d) Panchayat/Notified Area Authority:

e) Access (distance from nearest primary school and nearest secondary school):

   e i) Names and distance of primary schools:

1. 
2. 
3. 
4.
ii) Names and distance of secondary schools/Madrasahs
1.
2.
3.
4.

iii) Name and distance of Higher Secondary School/Madrasah
1.
2.
3.
4.

f) Ratio of primary to upper primary schools in the area

g) Number of primary schools without building in the area

h) Percentage of enrolment in schools without building in the area

i) Whether the place is moderately pollution-free

j) Whether the place is moderately noise-free

k) Source of drinking water in the area

l) Whether the place is connected with road link facilities

m) Whether electricity is available

B. Proposed School Report
4. Inspection of Land:

Mention the category, whether a-
a) Government Land

b) Land of the Local bodies
c) School Land/Land of willing institution:

d) the land is proposed by any corporate
Body/individual for donation

e) Percentage of single classroom schools
in the area:

5. On inspection of land with building (specifying number of
rooms/toilet/drinking water facility):

a) Whether a non-functional
institution building:

b) Whether the land with building
donated by any individual/corporate Body
or Trust Body or Local Bodies:

c) Whether there is any non-recognised Junior
High School/M.S.K. in the area:

6. Physical facilities – infrastructural development:

i) Whether funds be available from –

ia) Zilla Parishad:

ib) Local Bodies:

c) State Government:

id) Individual donation or:

e) Corporate sector:

7. Recruitment of Teaching and Non-teaching Staff:

i) Whether teacher to be recruited only on
recommendation of the School Service Commission:

ii) Whether non-teaching staff to be recruited as per
the West Bengal Schools (Recruitment of Non-
Teaching staff) Rules, 2005:
3. Verification:

i) Whether the data verified with reference to -

la) the Population Census

ib) Child Census

ic) 7th Educational Survey

ld) Habitation Mapping and any other record containing the above noted parameters:

3. Recommendation

A) If recommended for a set up school, please mention the following:

i) Exact area of land proposed for _________

Dag No. ______________________

Khalian No. ____________________

Mouja No. _____________________

Reg. Deed No. _________________

ia) Whether the land will be transferred in the name of the school:

ib) Name of the present owner of the land:

ii) Building particulars, if selected:

Name of the present owner of the building: _______

Plot No. ______________

Village/Ward _________

Address:

iiia) Whether the building will be transferred in the name of the school:

iii) Medium of institution proposed
10. Proposed name of the setup school of the particular area. (State reasons for selecting the name)

i) Whether proposed for a –

   ia) Primary school : 

   ib) Junior High School : 

   ic) High School : 

   id) Higher Secondary School : 

11. General Remarks :

Signature of the members of the Visiting Team.

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