

GOVERNMENT OF TELANGANA  
ABSTRACT

Norms for Rationalisation of Schools, Posts and Staff under various managements viz., Government, Zilla Parishad, Mandal Praja Parishad Schools – Orders - Issued.

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EDUCATION (SE-Ser.II) DEPARTMENT

G.O.Ms.No.

Dated: 27.09.2014

Read the following:

1. G.O. Ms. No. 55 Edn (Ser. III) Deptt, dated 23.04.2011.
2. G.O. Ms. No. 61 Edn (Ser. III) Deptt, dated 16.05.2011.
3. From the Commissioner & Director of School Education, Telangana, Hyderabad Letter Rc. No.138/Ser.III/2014, Dated 28.7.2014.

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ORDER:

Under Right to Education (RTE) Act 2009, the Right to Education is accorded the same legal status as the Right to Life as provided by Article 21 (a) of Indian Constitution. Every child in age group of 6 to 14 years will have to be provided upto 8 years of Elementary Education on admission to an age appropriate class in the school in the vicinity of his / her neighborhood.

Right to Education Act, 2009 at Section 25(1) reads:-

“Within six months from the date of commencement of this Act, the appropriate Government and the local authority shall ensure that the Pupil-Teacher Ratio, as specified in the Schedule, is maintained in each school.”

2. Accordingly, Government in the reference 1<sup>st</sup> read above issued orders to take up the exercise of Rationalization of staff in schools in the year 2011 strictly in accordance with the norms and standards given in the schedule of the Act in order to implement the provision of the Act. As per para (7) of the said G.O., the rationalisation is to be taken up every year.

3. Pursuant to the rationalisation of schools and staff taken up in the year 2011, the following developments have taken place in the pursuit of achieving Pupil Teacher Ratio (ptr) in schools in accordance with norms specified in RTE Act, 2009 and RMSA Norms applicable to Elementary and Secondary schools respectively:-

- (i) Govt. have issued G.O. Ms. No. 61 (reference 2<sup>nd</sup> read above) indicating eligibility for certain additional posts for SUCCESS High Schools, over and above staff pattern in the Annexure-III in G.O. 55 in reference 1<sup>st</sup> read above and specifying norms for allotting LFL HM posts.
- (ii) Govt. have issued another G.O.Ms.No.55, SE (PE-SSA) Department, dated 05.07.2012 wherein Govt. have prescribed staff pattern for classes VI to VII / VIII and norms for teacher workload, and norms for opening additional sections in Class VI and above in schools.
- (iii) Govt. have issued G.O. Ms. No. 63 Edn (SE-Prog-1) Department, dated 26.07.2012 prescribing time table for a school which indicates number of periods per week, subject / activity wise for each of classes I to V, VI & VII and VIII to X.
- (iv) Further, Director (SE) MHRD, Govt. of India has addressed a D.O. Letter No. 1-42/2011-Sch.1, dated 03.08.2011 to all States in the country indicating norms for providing additional teachers for a secondary school under RMSA.

4. In view of these developments, the Commissioner & Director of School Education, Telangana, Hyderabad in the reference 3<sup>rd</sup> read above has submitted proposals stating that as per the UDISE data for the year 2013-14, there is a need to take up rationalization of staff and amalgamation of schools under various managements in accordance with the provisions of RTE Act, 2009 and requested to issue revised norms and guidelines to take up rationalisation in supersession of earlier norms and guidelines issued in the reference 1<sup>st</sup> read above.

(P.T.O)

5. After examining the proposals, the Government after careful consideration hereby issue the norms of staff pattern for rationalization of staff and amalgamation of schools under various managements in supercession of the orders issued in the references read above, as given in the Annexures I to VII appended showing staffing pattern for Primary School, Upper Primary School and a High School respectively. Further the norms of shifting of surplus posts on the basis of this staff pattern now notified are given in Annexures I to VII.

**CONSTITUTION OF COMMITTEE AT DISTRICT LEVEL:**

The Committee consists of the following:-

- |    |   |   |                  |
|----|---|---|------------------|
| 1. | District Collector                      | - | Chairman         |
| 2. | Addl. Joint Collector                   | - | Member           |
| 2. | Chief Executive Officer, Zilla Parishad | - | Member           |
| 3. | P.O. , I.T.D.A                          | - | Member           |
| 4  | Project Officer, RVM                    | - | Member           |
| 5. | District Educational Officer            | - | Member-Secretary |

6. The Committee is competent to rationalize the teaching staff in schools and amalgamation of schools as detailed in the Annexures under various managements i.e., Government, Zilla Parishad, Mandal Parishad Schools in the District based on the enrolment in the schools as per DISE 2013-14. Surplus teachers identified shall be posted in the vacancies notified through counseling.

7. An appeal against the orders of the District Educational Officer shall lie with the Commissioner and Director of School Education concerned. The appeal should be made within 10 days from the date of orders of the District Educational Officer.

8. This exercise of rationalization of teaching staff in schools and amalgamation of schools shall commence immediately after completion of SSC spot valuation every year as per the schedule given by the Commissioner & Director of School Education, Telangana, Hyderabad.

9. It is further clarified that on account of this rationalization there shall be no creation of any new post or reduction in sanctioned posts in a District, with District taken as a unit for each management.

10. The Commissioner and Director of School Education is requested to issue further Schedule, guidelines and instructions on implementation of this exercise.

11. This order issues with the concurrence of Finance (EBS.IV) Department vide their U.O.No.67/EBS.IV/SE/2014, dated 27.09.2014.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

VIKAS RAJ  
SECRETARY TO GOVERNMENT (FAC)

To:

The Commissioner & Director of School Education, Telangana, Hyderabad  
All the District Collectors in the State.  
All the Project Officers, ITDA in the State.  
All the District Educational Officers in the State.  
All the Chief Executive Officers, Zilla Parishad in the State.  
All the Regional Joint Directors of School Education in the State.  
The Pay and Accounts Officer, Hyderabad.  
The Accountant General, Hyderabad  
The Finance Department.  
The Chief Minister's Peshi  
The P.S. to M(SE) / P.S. to Secretary to Government.  
SF/SCs

//FORWARD BY ORDER//

SECTION OFFICER

## **ANNEXURE – I**

G.O.Ms.No. \_\_\_\_\_ dated:27.09.2014

Primary School (I to V Classes)

Staff Pattern

<b>Enrolment Slab</b>	<b>Headmasters</b>	<b>No. of SGTs</b>	<b>Total</b>
1-19	0	0	0
20-60	0	2	2
61-90	0	3	3
91-120	0	4	4
121-150	0	5	5
151-200	1	5	6
201 – 240	1	6	7
241 – 280	1	7	8
281 – 320	1	8	9
321 – 360	1	9	10
361 – 400	1	10	11

### **NORMS FOR RATIONALIZATION:**

- a) The LFL HM posts to the Primary Schools having strength of 151 and above may be provided. The LFL HM posts having strength of 150 and below may be adjusted against the SGT posts in the Schools.
- b) Schools without any enrolment can be merged to nearby school.
- c) The Schools with 1-19 enrolment should be identified and merged with other Primary school within a walking distance of one KM of neighbourhood areas.
- d) Posting on rationalization is subject to post(s) sanctioned for the school as per the above staff pattern.
- e) In tribal areas, the schools without enrolment /with 1-19 enrolment can be merged with the nearby schools including schools under Tribal Welfare Department and posts shall be shifted to the respective managements and in case, when there is no tribal school in the nearby area, the school may be continued the enrolment is at least 15.

VIKAS RAJ  
SECRETARY TO GOVERNMENT (FAC)

SECTION OFFICER

## ANNEXURE – II

G.O.Ms.No. \_\_\_\_\_, dated: 27-09-2014

### Upper Primary School (I to VIII Classes) Staff Pattern

1. For I to V Classes of an Upper Primary School, same staff pattern as stated in Annexure - I (for a primary school) is to be followed. However the post of Head master of Primary School, if sanctioned already, shall be shifted to the needy Primary School when the school is upgraded into a Upper Primary School.
2. For classes VI to VIII, additional subject teachers (posts) as per table given below are to be added according to enrollment for handling various curricular subjects, as given in the Table given below.

Enrolment slab VI to VI / VIII	S.A (Maths)/ Science	SA (Arts)	S.A(English)	LP-I	LP-2	Total
1 - 19	0	0	0	0	0	0
20 - 100	1	1	0	1	1	4
101-140	2	1	0	1	1	5
141-175	2	1	1	1	1	6
176-210	3	1	1	1	1	7
211-245	3	1	1	2	1	8
246-280	3	2	1	2	1	9
281-315	4	2	1	2	1	10
316-350	4	2	1	2	2	11
351 to 385	5	2	1	2	2	12

**Note:**

- (a) For I to V Classes in a Upper Primary School, same norms (staff pattern) of a Primary School given in Annexure I will be applicable for provision of SGTs.
- (b) The senior most School Assistant in the Upper Primary School shall be Head Master of that school.
- (c) School Asst. (Maths / Science) can be occupied by School Asst. (Maths) or School Asst. (PS) or School Asst. (BS) as per the subject post sanctioned for UPS.
- (d) Time Table should be prepared as per the subjects studied by the Teacher in X class (SSC) / Inter / Degree and subject methodology in B. Ed / D. Ed / Language Pandit Training. Teacher cannot refuse to handle classes as per the Time Table so prepared.
- (e) School Assistants / Language Pandits are supposed to handle their subjects specifically and other subjects in general for other classes including Primary Sections according to need.
- (f) School with 1 to 19 enrolment in classes VI to VII / VIII should be identified and merged with other Upper Primary Schools within a distance of 3 kms of neighbourhood area.

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- (g) In respect of Tribal areas, enrolment 1 to 19 in classes VI to VII / VIII with less than 19 enrolment may be merged with other Upper Primary / High School classes within a neighbourhood area of 3 KMs.
  
- (h) In respect of shifting of posts from one school to another school, the Committee shall get verified the strength physically in the class, before allotment of posts and teachers to the school against enrolment / additional sections.

VIKAS RAJ  
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SECTION OFFICER

ANNEXURE – III,

G.O.Ms.No. , dated:27.09.2014  
Staff pattern of a High School (VI to X Classes)

Enrolment in VI to X	HM	S.A. (Maths)	S.A. (Phy. Sci)	S.A. (Bio. Sci)	S.A. (Eng)	S.A. (S.S.)	S.A. (1st Lang) / L. P.	S.A. (2nd Lang)	S.A. '(PE)/ PET	Craft / Drawing / Music Teacher	Total
Below 75	Non viable										
75 to 220	1	1	1	1	1	1	1	1	1	0	9
221 to 250	1	2	1	1	1	1	1	1	1	0	10
251 to 280	1	2	1	1	2	1	1	1	1	0	11
281 to 310	1	2	1	1	2	1	2	1	1	0	12
311 to 340	1	2	2	1	2	1	2	2	1	0	14
341 to 370	1	2	2	1	2	2	2	2	1	0	15
371 to 400	1	2	2	2	2	2	2	2	1	0	16
401 to 430	1	3	2	2	2	2	2	2	1	1	18
431 to 460	1	3	2	2	3	2	2	2	1	1	19
461 to 490	1	3	2	2	3	2	3	2	1	1	20
491 to 520	1	3	3	2	3	2	3	2	1	1	21
521 to 550	1	3	3	2	3	3	3	2	1	1	22
551 to 610	1	3	3	3	3	3	3	2	1	1	23
611 to 640	1	4	3	3	3	3	3	3	1	1	25
641 to 670	1	4	3	3	4	3	3	3	1	1	26
671 to 700	1	4	3	3	4	3	4	3	1	1	27
701 to 730	1	4	4	3	4	3	4	3	1	1	28
731 to 760	1	4	4	3	4	4	4	3	1	1	29
761 to 790	1	4	4	4	4	4	4	3	1	1	30
791 to 820	1	5	4	4	4	4	4	3	1	1	31
821 to 850	1	5	4	4	5	4	4	3	2	1	33
851 to 880	1	5	4	4	5	4	5	3	2	1	34
881 to 910	1	5	4	4	5	4	5	4	2	1	35
911 to 940	1	5	5	4	5	4	5	4	2	1	36
941 to 970	1	5	5	4	5	5	5	4	2	1	37
971 to 1000	1	5	5	5	5	5	5	4	2	1	38
1001 to 1030	1	6	5	5	5	5	5	4	2	1	39
1031 to 1060	1	6	5	5	6	5	5	4	2	1	40
1061 to 1090	1	6	5	5	6	5	6	4	2	1	41
1091 to 1120	1	6	6	5	6	5	6	4	2	1	42
1121 to 1150	1	6	6	5	6	6	6	4	2	1	43
1151 to 1180	1	6	6	6	6	6	6	4	2	1	44
1181 to 1210	1	6	6	6	6	6	6	5	2	1	45

Note: Classes VI to X :

- a) The optimum strength of a class/ section is 40. The maximum strength of a class is 60. The second section of a class shall be formed, if the strength of class exceeds 60. Third section shall be formed if the strength of the class exceeds 100. Similarly 4<sup>th</sup>, 5<sup>th</sup> sections etc., shall be formed, when enrolment in a class exceeds 140 and 180 respectively.
- b) In respect of shifting of posts from one school to another school, the committee shall get verified the strength physically in the class, before allotment of posts and teachers to the school against enrolment / additional sections.

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- c) If the additional sections are functioning in the ZP and Municipal Schools without the approval of the Regional Joint Director of School Education concerned, they should be regulated by obtaining the orders immediately.

VIKAS RAJ  
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SECTION OFFICER

## ANNEXURE – IV

G.O.Ms.No. \_\_\_\_\_, dated: 27.09.2014

### Additional Sections required for parallel English Medium sections

Enrolment in VI to X (Eng. Med)	S.A. (Maths)	S.A. (Phy. Sci)	S.A. (Bio. Sci)	S.A. (S.S.)	Total
	(8)	(5)	(5)	(6)	
Below 75	Non viable				
75 to 220	1	1	1	1	4
221 to 250	2	1	1	2	6
261 to 300	2	1	2	2	7
301 to 340	2	1	2	2	7
341 to 380	2	2	2	2	8
381 to 420	2	2	2	2	8

#### **Note:**

1. Where there are 2 or more media in a High School, with one medium as English, Teachers cannot refuse to handle English Medium classes when allotted in the Time Table.
2. For counting the teachers for parallel media High School Annexure III is to be followed for main medium enrolment and Annexure IV for English medium enrolment in general. However, for purpose of Language Teachers total enrolment slab of Annexure – III shall be taken into account for arriving at the requirement of teachers. The following example will make the point clear.

**Example:** If a parallel media High School has two media enrolment as follows:

Telugu Medium enrolment :	200
English Medium enrolment :	76
Total Enrolment :	276

For Telugu Medium enrolment (200) Annexure – III is to be followed for counting posts, Teachers (SAs except English) and for English Medium enrolment (76), Annexure IV is to be followed for additional posts (SA-Maths, SA-Phy. Sci, SA-Bio. Sci and SA-SS) and for counting School Asst. English, other Language Teachers and Specialist Teachers total enrolment of the School (200 + 76= 276) is to be taken in to account against Annexure – III.

3. Though, for the sake of Rationalisation exercise School Assts. (Non-language subjects) are shown separately for English and Telugu Medium, all (8) teachers have to handle subject classes, whether English or Telugu medium according to Time Table prepared.

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**ANNEXURE – V,**  
**G.O.Ms.No. , dated:27.09.2014**

Parallel Medium High School – Minor medium Staff pattern i.e. Additional posts required (i.e. for Urdu / Hindi / Kannada / Marathi / Oriya / Tamil medium / media)

Enrolment in VI to X	S.A. (Maths)	S.A. (Phy. Sci)	S.A. (Bio. Sci)	S.A. (S.S.)	Total
Up to 220	1	1	1	1	4
221 to 250	2	1	1	2	6
251 to 310	2	1	2	2	7
311 to 340	2	1	2	2	7
341 to 370	2	2	2	2	8
371 to 430	2	2	2	2	8

**Note:**

1. **For Example:** If a High School (with Two Media) has enrolment in VI to X classes as follows:

Telugu Medium = 165  
Urdu Medium = 56

For 165 Tel. Medium enrolment, Annexure III is to be followed for counting of posts / teachers, and for 56 Urdu Medium enrolment, Annexure – V is to be followed. For the purpose of counting language teachers posts (Like English, Telugu, Urdu etc), the number of teachers are to be counted as per total enrolment (165+56 = 221 against enrolment slab of Annexure – III).

2. Language Teachers and Specialist Teachers are common for both media (2 or more). Hence, these teachers cannot refuse to handle classes of different media if allotted in the time table.

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SECTION OFFICER

**ANNEXURE – VI,**

G.O.Ms.No. , dated 27.09.2014

**NORMS FOR RATIONALIZATION OF SCHOOLS:**

**Schools with same medium of instruction (Government/Zilla Parishad/Mandal Praja Parishad).**

- i) If two or more Primary Schools are functioning in the same premises both/all the schools shall be amalgamated into a single Primary School.
- ii) If two or more Upper Primary Schools are functioning in the same premises both/all the schools shall be amalgamated into a single Upper Primary School.
- iii) If two or more High Schools are functioning in the same premises both/all the schools shall be amalgamated into a single High School.
- iv) If two or more Primary and Upper Primary Schools are functioning in the same premises both/all the schools shall be amalgamated into a single Upper Primary School.
- v) If two or more Primary and High Schools are functioning in the same premises they shall be amalgamated in such a way, that only one Primary School and one High School shall function in the same premises.
- vi) If two or more Upper Primary Schools and High Schools are functioning in the same premises, then the Primary School of the Upper Primary School shall be separated as a Primary School with classes I to V and the Upper Primary sections of 6<sup>th</sup> and 7<sup>th</sup> class shall be amalgamated with High School. Therefore there shall be one Primary School and one High School will function in the premises.
- vii) If Primary, Upper Primary and High School are functioning in the same premises, then the Primary sections of Upper Primary School shall be amalgamated with the primary school and the Upper Primary sections (Class VI + VII) shall be amalgamated with class VI and VII of the High School and on the whole two schools i.e. one Primary and one High School shall only function.
- viii) In case of two or more schools running in the same premises with different media of instruction then, the schools with same medium shall be amalgamated such that there shall be schools with single medium only.
- ix) The Girls High Schools shall not be amalgamated with co-education or Boys High Schools.

VIKAS RAJ  
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SECTION OFFICER

## ANNEXURE – VII,

G.O.Ms.No. \_\_\_\_\_, dated: 27.09.2014

### 1) NORMS FOR SHIFTING OF SURPLUS POSTS / PERSONS DUE TO RATIONALISATION

If the sanctioned posts of teachers are more than the above norms the posts shall be shifted as follows:

- a. Secondary Grade teacher posts in Primary / Primary Sections of Upper Primary Schools shall be shifted to other needy Primary/ Upper Primary Schools within the Mandal in the same management. If the posts are not required in the same Mandal, the posts shall be shifted to other nearby needy Mandals.
- b. Posts other than Secondary Grade Teachers shall be shifted to the needy High Schools / Upper Primary Schools in the same management according to subject need as per staffing pattern given according to enrolment slabs (descending order).
- c. Posts sanctioned to the Schools with enrolment 1 to 19 in Primary and Upper Primary (VI to VIII Classes) should be identified as surplus.
- d. Surplus posts and surplus teachers identified should be shifted to plane to plane and agency to agency area.
- e. **High Schools with parallel English Medium sections with less than (75) enrolment, shall be identified and the students should be admitted in English Medium sections of nearby Schools / Model Schools / Residential Schools and posts sanctioned for these additional sections shall be shifted to the needy schools in the same management.**
- f. **The High Schools having enrolment less than 75 in the main medium shall be identified and the students shall be admitted in nearby schools within the radius.**

### (2) IDENTIFICATION OF SURPLUS TEACHERS

The junior most Teacher in the seniority in category working in the School shall be identified as a surplus Teacher(s). In case senior teacher(s) prefers to leave the school senior teacher(s) shall be identified as surplus.

### (3) NOTIFICATION OF VACANCIES:

- (a) (i) While notifying the vacancies of SGTs and School Assistants, it shall be ensured that equal number of vacancies left vacant in all the Mandals, medium wise, with the approval of the Committee.
- (ii) The vacancies of teachers shall be notified for the purpose of counseling in the Schools located in the order of Category IV, III, II and I areas.
- (iii) To maintain proportionate vacancies in all Mandals in the district, after completion of rationalization.
- (iv) Vacancies in Teacher less schools.
- (v) Priority shall be given to the vacancies where there is no teacher as per subject requirement.

- (vi) If the teacher transferred during the transfer counseling held in 2013 had opted for a vacancy and now the vacancy / post has been identified as surplus, such transfer orders should be cancelled and he may be retained in the same place, if the post is not identified as surplus.
- (b) After following the above priorities, number of vacancies equal to the number of identified surplus teachers shall be notified for counseling for posting.

(4) PUBLICATION OF SENIORITY LIST:

The District Educational Officers shall publish the seniority lists based on the seniority in the respective categories. The following categories shall take precedence in the seniority lists in the order given below:

- (i) Physically Handicapped (not less than 70% HI,OH and VH)
- (ii) Widows
- (iii) Legally separated
- (iv) Teachers suffering or undergoing with following diseases:
  - (a) Cancer,
  - (b) Open Heart Surgery,
  - (c) Neuro Surgery,
  - (d) Bone TB,
  - (e) Kidney Transplantation.
- (v) teachers with dependent mentally retarded children.
- (vi) Children suffering holes in the Heart by birth and under going medical treatment.
- (vii) Teachers with dependent children suffering from Juvenile Diabetes
- (viii) Unmarried Women
- (ix) Spouse category (Within district).

In case, the teachers who are identified as surplus and already availed the above mentioned categories and not completed (8) years of benefit shall also be allowed to avail the benefit again as one time measure.

- (5) PROMOTIONS: After completion of rationalisation of Schools, posts and Teachers, promotions to the vacant posts in all categories shall be given in the first instance.

(6) POSTING OF SURPLUS TEACHERS:

After completion of promotions only, the surplus teachers identified shall be posted in the vacancies notified with the approval of the Committee through counseling on the basis of seniority list published as mentioned above.

VIKAS RAJ  
SECRETARY TO GOVERNMENT(FAC)

SECTION OFFICER