

OFFICE MEMORANDUM

Subject:- Siksha Khetra- a scheme for amalgamation and merger of different schools.

1. The Department is receiving various proposals for amalgamation of different categories of schools located in the same campus which are still pending due to absence of clear policy in this regards. It has been found that there are many common campuses where different categories of school viz Higher Secondary School, High School, ME School and even the LP school also exist in the same campus. In spite of location of these institutions in same campus or in a nearby place these schools are run individually with separate class routine and other individual academic functioning. In such system the services of teachers of one school are not shared for the student of another school even in need. As a result, the shortage of teachers of one school is not addressed by the teacher of other school. On the other hand, in private sector, the schools are mostly composite school having classes right from LKG/KG to XII standard which facilitate economy in administrative with optimum utilization of services of employees and also provides the platform for linkage of education. Moreover, consequent upon provincialisation of schools under the ambit of the Assam Venture Educational Institution (Provincialisation of services) Act 2011 some schools having very few enrollments have been taken over. These schools having low enrollment require merger with another schools which may also facilitate savings in administrative cost etc.

2. Further, it has been noticed that in some educational institutions specifically in Jr. Colleges the teachers are required to teach maximum two classes in a day, duration of which is not more than three hours. In response to our communication with the Omeo Kumar Das Institute of Social Change and Development, they have stated that the services of such teachers are not utilized fully and there is need to take policy to expand Junior Colleges to include class IX and X or the High School where only classes IX and X are taught to be merged with Junior College.

3. After careful consideration of all aspects and with a view to derive optimum services of the employees and other logistic support of the schools, it has been decided that the schools situated in same campus or in any nearby area shall be amalgamated/merged and all the schools shall be brought into one single administrative and academic unit under Siksha Khetra-a scheme for amalgamation and merger of different schools. The following criteria shall be considered for such amalgamation/merger:

- (1) All the schools situated in the same campus shall be merged with the highest School i.e. if there is Higher Secondary School in a campus, then other High School or ME School or LP or all of these schools situated in the same campus, all other schools shall be amalgamated with Higher Secondary School. Likewise, if the highest school is High school, then all other schools subordinate to the High school, shall be amalgamated with the High school. The SMC/SMDC of the highest school i.e. the Higher Secondary School or High school or ME(UP) school as the case may be, shall continue and SMC/SMDC of all others school

shall stand withdrawn. However, the SMC/SMDC shall be reconstituted with inclusion of two representatives from Guardians and one from teachers of each schools amalgamated

(2) The name of the highest school in which all the schools amalgamate, shall stand.

(3) The movable or immovable property of the schools shall be vested in the name of the amalgamated school. If the ME School is amalgamated with one High School, then the property of both the Schools shall be vested in the name of High School. Likewise, if the LP, ME and High School are amalgamated with the Higher Secondary School, then the property of all the Schools shall be vested in the name of Higher Secondary school.

(4) In case LP or ME school is amalgamated with a High School, the Assistant teachers and other staff of the LP or ME School shall be the employee of the amalgamated School and their services shall be placed at the disposal of the Secondary Education Department. The staff pattern shall be fixed as per existing norms for a High School and the excess teaching and non-teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school. There shall not be any financial loss and whatever the emolument they are getting shall continue after amalgamation.

(5) In case one or more LP and one or more ME school is amalgamated, the Assistant teachers of the LP School shall be the employee of the amalgamated School and Headmaster of the ME school shall be the Headmaster of the amalgamated School. The staff pattern shall be fixed as per existing norms for a ME School and the excess teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school. There shall not be any financial loss and whatever the emolument they are getting shall continue. The Head Teacher of the LP School shall continue to draw charge allowance till his retirement or till his posting elsewhere.

(6) In case a High School is amalgamated with the Junior College, the Assistant teachers and other staff of the High School shall be the employee of the amalgamated Junior College. The staff pattern shall be fixed as per existing norms for a composite Higher Secondary School and the excess teaching and non-teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school. The excess employees shall be identified as per seniority and the juniors shall be excess as far as possible.

(7) In the event the highest school is High School, the Headmaster of the High School shall continue after amalgamation. The post of Headmaster of ME School shall be re-designated as Assistant Headmaster with same pay scale whatever they are drawing and the post shall be held by the existing Headmaster of the ME School without requiring the qualification for the post of Assistant Headmaster. However, after cessation of the services of such Assistant Headmaster, the vacancy shall be filled up from the candidates having requisite qualification as per procedure stipulated in the Service Rules in force.

(8) In the event the highest school is Junior College, the Principal of the Junior College shall continue after amalgamation. The post of Headmaster of High School shall be re-designated as Vice Principal with same pay scale whatever they are drawing and the post



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shall be held by the existing Headmaster of the High School without requiring the qualification for the post of Vice Principal. However, after cessation of the services such Vice Principal, the vacancy shall be filled from the candidates having requisite qualification as per procedure stipulated in the Service Rules in force.

- (9) If two or more High Schools are located within the radius of 2 Kms then these High Schools may be merged provided that nos of student do not exceed 40 in each class.
- (10) If a ME School has poor enrolment i.e. less than 15 students in each class then the ME school may be merged with the nearby High School.
- (11) If two or more UP (ME) Schools are located within the radius of 1 Kilometer then these ME schools may be merged provided that nos of student do not exceed 40 in each class
- (12) If two or more LP Schools are located within the radius of 1/2 Kilometer then these LP Schools may be merged provided that nos of student do not exceed 100 in each school.
- (13) Similar criteria shall be considered in case of ME Madrassa, High Madrassa and Higher Secondary Madrassa.

4. Further, the following shall be conditions of the school including the service condition of the Employees after merge:

- (1) The school having good infrastructure facilities together with amiable academic atmosphere and good teachers in comparison to other schools shall be base school and other school(s) shall be merged with that school. The senior most Headmaster shall be the Headmaster of the School after merge. If the date of joining happens to be same, then the seniority in age shall be taken in to consideration for determination of the seniority. The other Headmaster shall be the ex-officio Headmaster with the post personal to him and he shall continue to get his pay in the existing status till retirement or till posting elsewhere .
- (2) The name of the base school to which other schools merge, shall stand. However, the joint sessions of all the School Managing Committees shall decide the name with the approval of the District level Education Officer.
- (3) The movable or immovable property of the schools shall be vested in the name of the base school after merge.
- (4) The Assistant teachers and other staff of the schools shall be the employee of the base school. The excess teaching and non-teaching employees shall be posted elsewhere against the vacant post with their seniority of the earlier school.
- (5) After amalgamation the teacher of the amalgamated school shall take classes as stated below:-

- (a) Teachers of existing LP School in class I to V
- (b) Teachers of existing ME School in class I to VIII
- (c) Teachers of existing High School in class VI to X
- (d) Teachers of existing HSS/ Jr. College VI to XII

5. There shall be one committee at the Block level and District level to find out the schools which are eligible for amalgamation/merger in view of the provision of RTE Act and norms laid down by RMSA as follows:

(a) The Block level Committee (Elementary sector):

- 1. The District Elementary Education Officer : Chairman
- 2. All Block Elementary Education Officer of the dist. : Member
- 3. Two educationist preferably one retired Principal/ Headmaster and one working Principal/ Head Master to be nominated by the Inspector of Schools : Member

(b) The District level Committee:

- 1. The Additional Deputy Commissioner in charge Education. : Chairman
- 2. Inspector of Schools ✓ : Member- Secretary
- 3. The District Elementary Education Officer : Member
- 4. One educationist preferably retired DI or BEEO to be nominated by the District Elementary Education Officer : Member

(c) The District level Committee (for Six Schedule Area):

- 1. The Principal Secretary of Autonomous District Council. : Chairman
- 2. Inspector of Schools : Member- Secretary
- 3. One educationist preferably retired/working Principal to be nominated by the Inspector of Schools : Member

6. For smooth implementation of the above scheme and for obtaining Government approval the following procedures shall be adopted by authority concerned:

- (1) Block level Committee shall identify such schools which are eligible for merger or amalgamation and shall send the list of such school with detail particular as per Annexure-I and shall forward to the District level Committee for examination.
- (2) The District level Committee will examine the proposal as may be required and furnish their recommendation on proposed amalgamation/merger to the Director of Secondary Education, Assam if the highest school is under secondary education or the Director of Elementary Education, Assam if the highest school is under elementary education.
- (3) The Director of Secondary Education or the Director of Elementary Education as case may be, shall furnish proposal to the Government in respective Department with post details as per Annexure-II for approval.
- (4) The Secondary Education Department or the Elementary Education Department as the Case may be, shall issue approval after consultation with the Finance Department.
- (5) The entire process for such amalgamation/merger shall be completed within 90 days and the proposal shall be retained in each stage not beyond 15 days.

7. Director concern will issue necessary order for amalgamation. For any disputes arising out of the order the aggrieved Institution/ public may prefer appeal before the Government in the Secondary or Elementary Education Department as the case may be.

*(Handwritten signature)*

(P.K.Borthakur, IAS)  
Principal Secretary to the Government of Assam  
Secondary Education Department.

Memo No ASE 481/2016/18 A

Dated Dispur the 22nd Sept 2016

Copy forwarded for information and necessary action:-

1. The Accountant General (A&E) Assam, Guwahati-29.
2. Mission Director, RMSA/SSA, Kahilipara, Guwahati-19
3. The Director of Secondary Education/ Elementary Education, Assam, Kahilipara, Guwahati-19
4. All Deputy Commissioners.
5. The Principle Secretary of D.H A District Council/KA A District Council/BTC.
6. The Director of Printing and Stationeries, Assam, Bamunimaidam, Guwahati-21. He is requested to publish in the next Extra Ordinary issue of the Assam Gazette.
7. Finance (EC-III) Department, Dispur.
8. The Director of Education, BTC, Kokrajhar/ Addl. Director of Education, Hills, Haflong.
9. The Secretary, AHSEC/SEBA, Bamunimaidam, Guwahati-21.
10. Inspector of Schools(all)/ District Elementary Education Officer (all)
11. Finance (SIU) Department.
12. PS to Honourable Minister of Education, Assam, Dispur.
13. PS to Principal Secretary to Chief Minister, Assam, Dispur
14. PS to Principal Secretary to the Government of Assam, Education Department Dispur
15. Guard file.

By Order etc.

Under Secretary to the Government of Assam  
Secondary Education Department.



## STATEMENT OF AMALGAMATION OF SCHOOL

Name of District	:	
Name of Block	:	

Name of schools to be amalgamated (as per DISE)	:	1)
	:	2)
	:	3)

Data		Schools No. 1 (Base School)	School No 2	School No 3
1. Location	:			
2. DISE Code	:			
3. Medium	:			
4. Type of Schools	:			
5. Name of habitation as per DISE Code	:			
6. Whether SC/ST dominated/ Hilly area/ Forest/TE/Char/ Reverine area	:			
7. Enrolment as per DISE	:			
8. Actual enrolment as on 01/07/2016	:			
9. Distance from base school	:			
10. No. of teacher Regular	:			
11. No. of Teacher Contractual	:			
12. Name of Treasury	:			

After amalgamation of above mentioned school

1. Proposed name of the amalgamated school	:				
2. Proposed enrolment of the school after amalgamation	:				
3. Proposed number of teacher after amalgamation	:				
4. Number of teachers required as per PTR school wise	:	LP	UP	HS	HSS
	:				
5. Excess teacher as PTR schools wise	:				

Signature of Head of the  
Institutions amalgamated  
(School 1)

Signature of Head of the  
Institutions amalgamated  
(School 2)

Signature of Head of the  
Institutions amalgamated  
(School 3)

Countersignature of  
Inspector of Schools/  
DEEO

Annexure-II

STATEMENT SHOWING POST DETAILS

Name of School	Vacant posts	Name of Post/Cadre	Name of incumbent	Original creation nos and date	Last retention/ Permanent Retention no. and date	Remarks
School 1						
School 2						
School 3						

Signature of Head of the  
Institutions amalgamated  
(School 1)

Signature of Head of the  
Institutions amalgamated  
(School 2)

Signature of Head of the  
Institutions amalgamated  
(School 3)

Countersignature of  
Inspector of Schools/  
DEEO