

INTRODUCTION

The Jammu and Kashmir State Board of School Education came into being under an Act as passed by the “Jammu and Kashmir State Legislature received the assent of the Governor on 27th August, 1975”.

As per the requirement of Clause 4(1) (b) of the Right to Information Act, 2009, sixteen (16) manuals are prepared by the Board for guidance and information. These manuals are updated up to August, 2018.

Prof. Veena Pandita
Chairperson
J & K STATE BOSE



The Jammu and Kashmir State Board of School Education

HAND BOOK OF MANUALS UNDER THE RIGHT TO INFORMATION ACT, 2009

(Information up to 20-08-2018)

**Rehari Colony, Jammu - 180005
New Campus Bemina, Srinagar - 190001**

Manual -1

Particulars of Organization, Functions & Duties

Background

The Jammu and Kashmir State Board of School Education was established in 1975 under The Jammu and Kashmir State Board of School Education Act, 1975 to advise the Government on matters of policy relating to Elementary Education, Secondary Education,

Higher Secondary Education and other matters pertaining to promotion of Education for all. It is a body set up to:

1. Secure that education should relate intimately to the development of potentialities of the youth, to the national needs and to the aspirations of the people
2. Discover talent and nurture it;
3. Promote equality of opportunity by providing necessary facilities;
4. Help generally to raise the standard of living and productivity of the State and achieve closer and willing participation of the people in a democratic process ;
5. Regulate, control and develop education in the State of Jammu and Kashmir up to the Higher Secondary level by providing varied courses with a view to equipping pupils for different occupations, for education in the universities and other cultural purposes and to examine candidates and to award certificates to successful candidates and doing all other things incidental thereto.

Composition of the Board

The Board (Governing Board) consists of the following members as enshrined Chapter II, Section 4 of J&K BOSE Act 1975, namely: -

- 1 Chairman
- 2 Commissioner Education
- 3 Secretary Education
4. Director of School Education (Jammu Division)
- 5 .Director of School Education (Kashmir Division)
- 6-7 A representative each of the two Universities of Jammu & Kashmir respectively, to be nominated by the concerned University Council.
- 8-11 Four school teachers to be nominated by Government, of whom 2 shall be lady teachers concerned with Girls Education and 2 male teachers concerned with Boys Education.
- 12 An eminent educationist unconnected with the administration, to be nominated by Government.
- 13 A representative of one of the Teachers' Training Institutions in the States, to be nominated by the Government, and;

14-15 2 persons to be nominated by Government one lady and one male officer from among Principals, Headmasters and Headmistress of teaching institutions in the State.

MAJOR ACTIVITIES AND OBJECTIVES **[Powers and Functions of the Board]**

Subject to the provisions of Jammu and Kashmir State Board of School Education Act, 1975 also subject to the broad educational policies and such directions and instructions as the government adopts and issues, from time to time the, Board have the following powers and functions:

1. Prescribe the courses of instructions, prepare curricula and detailed syllabi and also prescribe textbooks for the elementary, the secondary school and the Higher secondary (School gradation) school examinations.
2. Conduct public examinations for persons who have pursued the Secondary School and Higher Secondary (School gradation) school education courses.
3. Publish the results of examinations conducted by the Board.
4. Grant diplomas or certificates to persons who have passed the examinations of the Board under conditions of the Board under conditions laid down in the regulations.
5. Recognize institutions for the purpose of providing instructions in the Secondary and Higher Secondary courses
6. Conduct inspection of the Recognized schools/institutions to ensure
 - a That the recognized schools have the requisite facilities of play grounds, furniture, laboratories, library, equipment, accommodation and qualified teaching staff as prescribed by the regulations.
 - b That no recognized school/ institution adopts books or courses of study other than those prescribed/ approved by the Board
 - c That the recognized schools/institutions maintain the standard of education and impart instructions strictly in accordance with the regulations made under J & K State Board of School Education Act,1975
7. Disaffiliate recognized schools, which do not fulfill the conditions laid down for recognition/ affiliation.
8. Admit candidates to the examinations of the Board under the conditions laid down by the Regulations.
9. Hold, control and administer the funds and property by the Board.
10. Receive bequests, donations, endowments, trusts and other transfer of any property of interest therein.
11. Place before the Government the views of the Board on any matter with which it is concerned.

- 12. Call for reports from Director/s of School Education on the conditions prevailing in the recognized institutions or in institutions applying for recognition.**
- 13. Adopt measures to promote the physical, moral, cultural and social welfare of the students in recognized institutions.**
- 14. Institute and award medals and prizes and scholarships for nurturing talent.**
- 15. Exercise full academic control over the recognized institutions.**
- 16. Undertake editing, printing and publication of textbooks for various courses as the Board may deem proper.**
- 17. Adopt measures for co-coordinating national and State policies in secondary and higher secondary, technical and vocational education and for co-coordinating higher secondary education with the elementary and University education.**
- 18. Do all such other acts and things as may be necessary for furtherance of the objectives of the Board as a corporate body constituted for regulating and supervising elementary, secondary and higher secondary education in the State.**
- 19. Curriculum design and content development**
- 20.. Teacher support system**
- 21. Student support and guidance**
- 22. Provide diverse learning resources to schools**
- 23. Population Education Project**

Manual - 2

Powers & Duties of Officers & Employees

1. In addition to the officers mentioned in Section II of the Act, there shall be the following officers of the Board who shall be appointed by the Board and in case found necessary, services of a suitable person or persons, on deputation from the Government or other Body, may be obtained.

- i) Director, Academic
- ii) Financial Advisor/ Chief Accounts Officer
- iii) Dy. Directors (Academics)
- iv) Assistant Director (Academics)
- v) Deputy Secretaries;
- vi) Accounts Officers;
- vii) Academic Officers
- viii) Assistant Secretaries;
- ix) Private Secretaries to Chairman/ Secretary,
- x) Public Relation Officers

Powers and Duties of

The Chairman

2. (a) In addition to provisions of the Act and the rules made there-under, the Chairman shall exercise the following powers also;

- i) The Chairman shall have the right to attend and speak at, and otherwise take part in any meeting of any Committee of the Board but shall not be entitled to vote in case he is not a member of the Committee.
- ii) The Chairman shall give effect to the orders of the Board regarding the appointment, suspension of such persons in the employment of the Board which the Board is competent to make under clauses (xxvi) of section 10 of the Act.
- iii) The Chairman shall exercise general superintendence and control over the affairs of the Board and shall be responsible for the discipline of the Board in accordance with the Act and the Regulations.
- iv) When action by the Chairman under sub-section (4) of section 13 of the Act effect any person in the service of the Board, such person shall be entitled to prefer an appeal to the Board within thirty days from the date on which action is communicated to him.

b) The Chairman shall have full powers to:-

- i) Sanction re-appropriation of funds provided in the sanctioned Budget, under the re-appropriation rules.
- ii) Sanction advances against the budgeted provisions.
- iii) Sanction extra-ordinary contingent expenditure in connection with the conduct of examination.
- iv) Sanction office contingent expenditure, other than overtime/ refreshment expenditure.
- v) Sign all cheques from transfer of funds from Receipt Head being operated upon by him to accounts operated upon by the authorized officers of the Board.
- vi) Sanction writes off of loss in any individual case not exceeding Rs. 1000/- subject to a limit of Rs. 5000/- book value in a year.
- vii) Permit free supply of publications of the Board.
- viii) To authorize all purchases to be made exceeding Rs 5000/- for the Board within the Budget grant.
- ix) Approve various items of works under the grant provided for maintenance of building and premises.
- x) Accord administrative approval to the preparation of estimates and execution of approved works upto Rs 10 lacs including both original works and repairs within the Budget grant under the relevant head.
- xi) Sanction advance T. A to the officers other than the ministerial and other staff of the Board.
- xii) Sanction expenditure necessary for the up keep and maintenance of the vehicles of the Board and for the purchase of additional vehicles within the Budget grant under the relevant head.
- xiii) Sanction honorarium to the officers, officials of the Board, in genuine cases.

- xiv) Sanction re-imbusement of medical expenses incurred by the beneficiary on his/her treatment or of his/her dependents prescribed under rules.
- xv) Sanction, on the recommendations of the Medical Attendant, undergoing of medical treatment outside the State in favor of the beneficiary and his dependents prescribed under rules.
- xvi) Sanction printing of text books, purchase of paper and other allied material and to authorise the payment to printers/transporters in this behalf.
- xvii) Sanction purchase of books and other reading material for the Library of the Board as provided under the Regulations.
- xviii) Sanction purchase of various articles of office furniture and other goods/tools essential for the upkeep of the office and the lawns of the Board.
- xix) Suspend an officer when he deems it necessary on grounds of misconduct and report it to the Board for confirmation at its next meeting.
- xx) Sanction promotions to the ministerial, technical and inferior staff of the Board,
- xxi) Sanction temporary establishment on daily wage basis from time to time for maintenance of the buildings and premises.
- xxii) Sanction leave of all kinds other than casual leave to the officers of the Board and make officiating and temporary appointments in their leave arrangements as and when necessary.
- xxiii) Depute officers and officials of the Board outside the State in connection with the work of the Board and to permit officers to attend meetings/ conferences within and outside the State and sanction reimbursement of actual expenses on conveyance incurred outside the State.
- xxiv) Sanction increments/efficiency bars of all the officers.
- xxv) Sanction grant of house rent, personal and special duty allowances in genuine cases.
- xxvi) Appoint temporary staff for specialized work on such terms and conditions as may be feasible. Funds for the purpose may be either from savings under salaries and establishment or by re-appropriation or by an extra grant to be sanctioned by the Board.
- xxvii) Sanction special advances out of G.P Found Deposits in favor of the officers and the officials up to the extent admissible under rules.
- xxviii) Sanction House Building Advance to the employees of the Board under relevant Rules/Regulations.
- xxix) Fix prices of the Text Books and other Board Publications.
- xxx) Grant such facilities and amenities to the employees of the Board as may be sanctioned by the State Government from time to time.
- xxxi) Fix the dates of commencement of various examinations conducted by the Board.
- xxxii) Authorize the declaration and publication of results of the annual/bi-annual/ supplementary/subsequent/ special examinations.
- xxxiii) Authorize, subject to the restrictions laid down in the relevant regulations, amendment in the result of a candidate, when affected owing to rectification of an error.
- xxxiv) Condone in exceptional cases the delay in
 - submission of forms, applications and other documents pertaining to the examinations conducted by the Board, where the delay is occasioned by circumstances beyond the control of the applicant, provided always that the candidate has not been guilty of negligence or fraud.
- xxxv) Sanction refund of examination fee in exceptional cases not covered by the Regulations in order to avoid real hardship in genuine cases.

- xxxvi) Modify, if necessary, the dates of commencement of various examinations conducted by the Board.
- xxxvii) Sign Qualification Certificates, awarded by the Board.
- xxxviii) Place before the Board the recommendations of the Academic Committee regarding adoption/prescription of all Text Books including Text Books on Languages and other subjects prescribed for classes I to XII.
- xxxix) Sanction DA to the employees of the Board as may be sanctioned by the Central Govt. for its employees from time to time. In the cases of pensioners, sanction shall be issued by the Chairman on the basis of orders issued by the State Govt. in respect of its pensioners.
- (XL) Authorize any Officer of the Board to lodge a complaint under the J&K Prevention of Unfair means Examination Act of 1987, against any delinquent persons before judicial magistrate of first class.

Powers and Duties of

The SECRETARY

In addition to the provision of section 15 (2) of the Act, the Secretary shall be competent to:-

- i) Suspend the ministerial, technical and inferior staff of the Board and to award punishments to the extent of delegation under clause 4 (I) of chapter xx of these Regulations.
- ii) Sanction casual leave to all the subordinate officers of the Board and all kinds of leave other than casual leave to the officials, clerks and inferior staff of the Board.
- iii) Make officiating and temporary appointments in the leave arrangements of the officials, clerks and inferior staff of the Board.
- iv) Sanction increments to all officials below the rank and grade of Assistant Secretaries, ministerial and other staff as well as crossing of efficiency bars in respect of officials up to below the rank and grade of Section Officer.
- v) Sanction advances out of G.P Fund Deposits in favour of the officers, ministerial and other staff of the Board in accordance with the relevant Rules/ Regulations.
- vi) Sanction payment of advance T.A to the ministerial and other staff of the Board and members of the Committees, if and when necessary, to the Examiners, Supervisors, Superintendents, Inspectors, etc. The advance may be made 10 days earlier in the case of travel to frontiers of Ladakh District. Gurez and other far flung areas of the State.
- vii) Make disbursements on account of the Board and sign cheques of secret of funds being operated upon by him.
- viii) Make purchases of all kinds for the office upto and including Rs 10,000/- within the codal provisions.
- ix) Sanction extra-ordinary expenditure not covered under the Regulations on refreshment to the subordinate staff and to members of the Board and various Committee, subject to the conditions that expenditure exceeding Rs 500/- on each individual item shall require the sanction of the Chairman.

- x) Sanction office contingent expenditure, other than over-time/refreshment expenditure, upto a maximum of Rs 500/-
- xi) Sanction re-appropriation from one major or minor to another in the approved budget to the extent of Rs 5000/- subject to the restrictions laid down in the relevant Rules/Regulations.
- xii) Declare the seniority list of the employees of the Board annually.
- xiii) Possess an impress of Rs.5000/- and operate upon it in case of emergency and maintain its account in accordance with the provisions laid down for this purpose in the Regulations.
- xiv) Sanction write off in any individual case not exceeding Rs 250/- subject to a limit of Rs 2500/- book value in a year.
- xv) Inspect the examination centers (Theory and Practical).
- xvi) Frame and issue date sheets (theory and practical) for various examinations.
- xvii) Publish the Result Gazettes in respect of the examinations conducted by the Board.
- xviii) Sanction scholarships to students under the Regulations.
- xix) Condone in genuine cases deductions liable to be made from the remuneration of examiners, checking assistants, tabulators on account of late submission of documents, omissions and mistakes etc., in accordance with the regulations or impose token deductions only for reasons to be recorded in writing.
- xx) Grant sanction to the expenditure incurred by the Superintendents of Examination Centre as required under the provisions of the relevant Regulations.
- xxi) Sanction deputation of officers and officials of the Board within the State
- xxii) Sanction expenditure on purchase of postage stamps, telegrams and payment of telephone charges subject to the ceiling laid down under clause 3(viii) Chapter V of these Regulations.
- xxiii) Circulate, annually at the convenient date, to all concerned a list of High and Higher Secondary Schools recognized for the purpose of Board's Examinations. Specifying the optional subjects and streams in which recognition has been granted.
- xxiv) Sign 10th class (Secondary School) Certificates of successful candidates.
- xxv) Delegate, with the approval of the Chairman, any of his powers and functions to the concerned Joint Secretary.

Additional/ Joint Secretaries

- (a) There shall be as many Joint secretaries of the Board as would be found necessary from time to time.
- (b) Subject to the overall control of the Secretary, each Joint Secretary shall be Officer Incharge of the following Divisions/Units dealing with the functions assigned to the concerned Division/Units under Chapter XVIII of these Regulations. The Joint Secretaries shall, unless otherwise ordered, with the previous approval of the Chairman, by the Secretary, be competent to exercise the Administrative, Financial and Drawing and Disbursing powers mentioned against each under clause 4 (c) below.

(1). Additional/ Joint Secretary Kashmir.	Officer Incharge Divisional Office Kashmir/Sub-offices Of	Function as defined under chapter XVIII.
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	Kashmir Province.	
(2). Additional/Joint Secretary Jammu.	Officer Incharge Divisional Office Jammu/Sub-offices Of Jammu Division.	-----do-----
(3-4) Joint Secretary Secrecy Jammu/Kashmir	Officer Incharge Secrecy/Certificates	-----do-----
(5) Joint Secretary Text Books	Officer Incharge Text Book Publication Division and Text Book Stores.	-----do-----
(6) Joint Secretary Administration	Officer Incharge Administration of Division/Unit	-----do-----
(7) Director (Academics)	Responsible to constantly evaluate and update syllabi and courses of study published for class I-XII, ETT and D. E. Ed to reach the standards of education in the state at right here.	-----do-----

Administrative, Financial and Drawing and Disbursing, Power.

	Powers	Delegated to
Imprest .	To possess an Imprest of Rs. 1000/- and operate upon it in case of emergency and maintain its accounts in accordance with the provisions laid down for this purpose in the regulation.	1. Additional/Joint Secretary Kashmir. 2. Additional/Joint Secretary Jammu. 3. Joint Secretary, Secrecy 4. Joint Secretary, Textbooks
Casual Leave	To sanction casual leave of the	1. All Additional/ Joint Secretaries.

	staff working under his control	2. All Deputy/ Asstt. Secretaries
Earned Leave	To sanction earned and other kinds of leave of the staff working under him (up to and including the rank of section officers).	1. All Additional/ Jt. Secretaries
Signing of Cheques	To sign cheques in respect of payment concerning to primary units of budgeted heads of the Sections (other than pay and allowances)	1. All Additional / Jt. Secretaries
Increments	To sanction normal increments of the ministerial and other staff upto and including the rank of Section Officers	1. All Additional/ Jt. Secretaries
G. P. Fund	To sanction ordinary G.P Fund advance of the staff upto and including the rank of section officers.	1. All Additional/ Jt. secretaries
Office Contingent Expenses	To sanction office contingent expenditure, other than over time allowance, subject to a maximum of Rs 500/- in each Case.	1. All Additional/ Jt. Secretaries
Postage Stamps Telegrams	To sanction expenditure on purchase of postage stamps and telegrams (full powers).	1. All Additional/ Jt. Secretaries.
Hot & Cold Weather	To sanction hot and cold Weather charges, subject to limits	1. All Additional/ Jt. Secretaries

Charge	imposed by the Govt. with regard to the quantity and purchase of hand coke/ fire-wood from The Depots authorised by the Government.	
Telephone Charges	To sanction expenditure on rental and calls, provided that for expenditure on Residential telephones of Asstt. And Deputy Secretary shall be subject to the limit of calls prescribed by the Chairman.	1. All Additional/ Jt. Secretaries.
To act as Secretary of Sub-Committees	To act as the Secretary of such Committees of which the Secretary of the Board may be a Member, and write minutes and maintain the confidential records of such Committees whenever and wherever necessary.	1. All Additional/ Jt. Secretaries.
Divisional Budget	To recommend Budget Estimates of respective Section/units and forward the same to the Accounts Officer of the Board with the order/ sanction of the Chairman in case increase or decrease in grants have been proposed.	1. All Additional/ Jt. Secretaries.
Service	To maintain Service Records including	1.All Additional/

Records	Service Books of the staff working under him.	Jt. Secretaries
Deputation	To sanction deputation of not more than ten days outside the headquarters but within the jurisdiction of the Division in favour of the staff upto and including the rank and grade of Section Officers.	1.All Additional / Jt. Secretaries
Grant of Permission to appear in the Examination	To grant permission to candidates for appearing in the various examinations conducted by the Board.	1. Additional/ Jt. Secretary, Kashmir 2. Additional/ Jt. Secretary, Jammu
T.A & D.A Claims of Supervisory Staff.	To sanction all normal claims of journey of Inspectors, Vigilance Officers, Superintendents, Deputy Superintendents and of the Supervisory Staff purposed with regard to the conduct of examinations according to the rates sanctioned from time to time, subject to the general policy of the Board.	1. Additional/ Jt. Secretary Kashmir. 2. Additional/ Jt. Secretary Jammu.
Examination Contingent Expenditure	To sanction contingent expenditure to all Superintendents, Vigilance Officers, Inspectors and other Supervisory Staff for conduct of examinations as provided under	1.All Additional / Jt.Secretary, Kashmir

	Chapter XV of these Regulations.	2. Additional/Jt. Secretary Jammu.
Advances for Conduct of Examinations.	To Sanction advance on the eve of Examinations to the Superintendents in the manner and to the extent as Provided under Chapter XV.	1. Additional/Jt. Secretary Kashmir. 2. Additional/Jt. Secretary Jammu.
Remuneration/ Contingent	To sanction remuneration to Paper Setters, Examiners, Sub- Examiners, etc., including T. A. and D.A and Contingent expenditure according to the rates specified under Chapter XVI.	1.Jt Secretary Secrecy Jammu. 2. Joint Secretary Secrecy Kashmir.
Tabulation/ Computerization Collation	To sanction expenditure on Computerization including contingent expenditure according to the rates prescribed by the Board from time to time.	1. Jt.Secretary Secrecy Jammu. 2.Jt. Secretary secrecy Kashmir.
Correction of entries in the Result	To make corrections in the entries of the Result Registers detected after the results have been tabulated, collated and declared.	1.Jt.Secretary Secrecy Jammu. 2.Jt.Secretary Secrecy Registrar Kashmir.

Deputy/ Assistant Secretaries

There shall be as many Deputy/Assistant Secretaries as would be found necessary from time to time to assist the Officer Incharge (Addl./Joint Secretary) of the concerned Division/ Units in the discharge of his functions assigned to the Division/ Units under Chapter XVIII of these Regulations.

Provided that the Deputy Secretary or any other officer of the Board shall, in the absence of the Joint Secretary concerned, exercise such powers and other functions as are assigned to him by the Secretary with the prior approval of the Chairman.

Chief Accounts Officer / Accounts Officers

- i) There shall be three Accounts Officers to be appointed by the Board or got on deputation from the Accounts & Treasuries (Finance Department) of the Government.
- ii) The Accounts Officers shall, besides the following functions, perform such duties and functions as may, with the prior approval of the Chairman, be assigned to them by the Secretary.

Functions of Accounts Officers

- a) To conduct the internal audit of the accounts of the Board and check the cash and Bank accounts at the beginning of every month and report to the Secretary the irregularities, if any, noticed by him;
- b) To exercise a thorough check of the accounts and shall submit a monthly report of the income and expenditure of the Board to the Chairman through the Secretary;
- c) To see that all receipts and payments are regularly brought on books and classified in accordance with these Regulations;
- d) To ensure proper upkeep of accounts registers, maintenance of all the relevant records, vouchers, cash books, cheque books. etc. and shall suggest ways and means for maintaining proper accounts of the Board.
- e) To see that all payments are supported by vouchers and covered by proper sanctions.
- f) To obtain accounts of imprest money advanced to various officers of the Board;
- g) To suggest officers/officials along with the guidelines for them to conduct, once in a year, physical stock taking of the dead stock articles, blank certificates, forms, priced publications, etc. of the Board and submit the reports along with his recommendations to the Chairman through the Secretary.

- h) To prepare Budget Estimates of the Board incorporating therein all the proposals for increase or decrease under various units of appropriation, subject to their prior approval of the authorities, for submission to the Finance Committee.
- i) To get pension cases prepared whenever required and see that pension payment orders are issued in time.
- j) To draw and disburse pay, allowances etc. of the staff working in the concerning division.

Private Secretary To Chairman/ Secretary

There shall be one private Secretary equivalent in Grade, Class Category that of the Assistant Secretary of the Board, to be incharge of the Personal Section of the Chairman and shall besides the following, perform all such duties as may be assigned to him from time to time by the Chairman:-

- i) To deal with the grievances and complaints addressed to the Chairman and call for the required reports and relevant records, if necessary, form the concerned officers of the Board for disposal there of;
- ii) to purse and ensure that important matters do not get neglected in the concerned Division/Units;
- iii) To maintain tour/inspection notes/diaries of the Chairman;
- iv) To maintain for safe custody the A.C Rs. Of all the officers of the Board and also maintain, for ready reference, copies of the A.C Rs of all ministerial and technical staff of the Board;
- v) To process and convey sanctions for deputation of officers and officials of the Board outside the State;
- vi) To collect and compile data for preparation and publication of Annual Reports of the Board;

In addition to the above delegation of powers to various offices of the Board under clause 4 c) above, the following powers are also delgated to them

<u>S. No</u>	<u>Powers</u>	<u>Delegated</u>	<u>Extent to which Assent is given</u>
1)	To sanction expenditure for purchase of Iron safes and fire proof boxes etc.	Secretary	Full powers provided that the purchases are made in accordance with the recommendations of the purchase committee constituted by the Chairman.

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| ii) | To sanction expenditure on a/c of purchase of books and journals for the library. | Secretary | Full powers provided that the list of books/periodicals are recommended by the Director (Academics) and approved by the Chairman. |
| iii) | To sanction expenditure on printing kitabat of books etc. | Secretary | On the basis of rates approved by the Chairman after taking into consideration the printing rates of N.C.E.R.T, N.B.T.I. and I.G.N.O.U. Delhi. |
| iv) | To sanction purchase of paper for text books | Secretary | On the basis of rates approved by the Finance Committee. |
| v) | To sanction purchase of Typewriters, Duplicating Machines etc. | Secretary | Full powers provided that the purchases are made in accordance with the recommendations of the Purchase Committee. |
| vi) | To sanction expenditure for installation of electric lights, fans (electrification) in the office. | i) Secretary
ii) Jt. Secy (Estates) | Full powers provided that the estimates are got approved by the next higher authority and the work is got done on the recommendations of the |

			Purchase Committee.
vii)	To sanction telephone connection for offices & residence of officers.	Secretary	Subject to approval of the Chairman.
viii)	To sanction rent of private accommodation hired for residential purposes or accommodation of office when suitable Government building is not available.	Secretary	Full powers subject to the Assessment/ Recommendations of rent by the Assessment Committee and approval of the Chairman .
ix)	To sanction and pay rent for houses etc. for storage of books outside the State.	Secretary	Full powers subject to approval of the Chairman.
x)	To make purchases in the open market at current market rates when no satisfactory response is received to a tender or when consultation of Purchase committee has not been possible for recorded reasons thereon.	i) Secretary ii) Director Academic/ Jt. Secretaries	i) Subject to a limit of Rs.5000 in each case. ii) Subject to a limit of Rs.2000 in each case & provided purchases are made in most economical manner and subject to collection of Handy Quotations by the Purchase Committee and approved thereof.

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| xi) | To make petty purchase without inviting tenders where the authority concerned is satisfied that tenders/quotations can not be invited without entailing an unreasonable delay for recorded reasons. | I) Secretary

ii) Director Academics/ Jt. Secretaries

iii) Dy. Secretaries C.A.O., Dy. Director, Asstt. Secretaries of Sub-offices. | I) Up to limit of Rs 1000/- in each case subjected to a ceiling of Rs 7000/- per year

ii) Upto a limit of Rs. 500/- in each case subject to a ceiling of Rs. 4000/- per year

iii) Up to a limit of Rs.200/- in each case subject to a ceiling of Rs. 2000/- per year. |
| xii) | To sanction purchase of spares/tyres & tubes of Vehicles from sole Distributors/authorised agents of manufacturing companies without, inviting tenders/quotations | i) Secretary
ii) Jt. Secretary. (Estates) | I) Full Powers.
ii) Up to Rs. 5000/- in each case with the recommendations of the Purchase Committee. |
| xiii) | To sanction purchase of motor cycle or bicycle for use in the office. | Secretary | Full powers provided the purchase is made from the authorized dealers. |

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| xiv) | To sanction purchase from market quality based stationary Kores ink etc. | Secretary | Subject to a limit of Rs. 5000/- at a time and provided that purchases are made on manufacturer's current price list. |
| xv) | To sanction repairs of vehicles & purchase of spares thereof from the market. | i) Secretary | i) Upto Rs. 10,000/- in each case provided the repairs are made in accordance with the recommendations of Purchase Committee & technical opinion of the Supervisor |
| | | ii) Jt. Secretary (Estates) | ii) Same as above and subject to a limit of Rs. 5000/- in each case |
| xvi) | To sanction purchase of hardcoke. firewood, stoves fans etc (Hot & Cold weather charges) | Secretary/Jt. Secretary (Estates) | Full powers provided that the purchases are made in accordance with the recommendations of Purchase Committee & the norms of Govt. in this regard are strictly kept in mind. |
| xvii) | To sanction expenditure on Service Postage Stamps for use in the office. | I) Jt. Secretaries | i) Full powers |
| | | ii) Drawing and | ii) Three month's requirement |

		Disbursing officers.	and one month's reserve at a time.
xviii)	To sanction expenditure on supply of electric energy consumed in the offices.	----do----	Provided the bill is verified by the Estates Section.
xix)	To sanction Telephone charges	i) Director, Academic. ii) Jt. Secretaries.	Provided the bill has been verified by the concerned Section.
xx)	To accord administrative approval to estimate for the repairs of buildings, additions, constructions, painting etc.	i) Secretary ii) Jt. Secretary (Estates).	Upto RS 15,000/- in each case. ii) Subject to a limit of Rs. 5,000/- in each case.
xxi)	To issue work orders for works & repairs as shown in S. No. 20.	i) Secretary ii) Jt. Secy (Estates)	Upto Rs. 10,000/- in each case. Upto Rs. 5,000/- in each case on the recommendations of the Purchase Committee.
xxii)	To sanction fuel charges for vehicles.	i) Secretary. ii) Jt. Secy.(Estates)	i) Full powers. ii) Subject to a limit of Rs. 20,000/- each month.
xxiii)	To sanction advertisement charges	Secretary/Jt. Secretaries.	Full powers subject to the verification of the bill by the concerned officers.

xxiv)	To sanction freight charges (transportation of textbooks, exam. material etc.)	i) Secretary ii) Jt. Secretaries iii) Director Academics.	Full powers subject to the approval of rates by Purchase Committee.
xxv)	To sanction demurrage Charges.	Secretary	Upto Rs 100/- in each case.
xxvi)	To sanction subscription for Govt. Gazette or Purchase of Govt. publications for use in the Office.	Secretary	Full powers.
xxvii)	To sanction subscription to COBSE Delhi or any other Organizations.	Secretary	Full powers.
xxviii)	To sanction charges on decoration of buildings.	Secretary	Subject to a limit of Rs 3000/- in each case.
xxix)	To sanction expenditure of extraordinary nature on public occasions or otherwise.	Secretary	Subject to a limit of Rs. 2000/- in each case.
xxx)	To sanction engagement and remuneration to counsels for defending the cases.	Secretary.	Subject to approval of the Chairman.
xxxi)	To sanction engagement of skilled/unskilled labourers/coolies on daily wage basis for undertaking various jobs/works.	Committee constituted in each division:- (Two Jt Secretaries, Dy. Secretary. Text books	When the exigencies demand that engagement of laborers is necessary, the work to be done is of urgent nature and subject to a limit of Rs 2000/- in each case.

and Accounts Officer.

xxxii) To sanction purchase of furniture, furnishing items, steel almirahs, lockers, etc for office use	i) Secretary	I) Subject to the recommendations of the Purchase Committee provided the value of order does not exceed Rs.10,000/- in each case.
	ii) Jt. Secretary, (Estates)	ii) Same as above provided the value of supply order does not exceed Rs 5000/- in each case.
xxiii) To sanction the payment of Rates/taxes levied by the Govt. or Local Bodies	Jt. Secretaries, Drawing and Disbursing officers.	Full powers.
		State
xxiv) To sanction supply of uniforms (Summer or Winter clothing) to orderlies and inferior servants.	Secretary	Full powers provided the supply is made in accordance with the scale and conditions prescribed by the Chairman.
xxv) To deal with the proposal for insurance of buildings, vehicles and sanction premium thereon	Secretary	Full powers subject to the approval of the Chairman.
xxxvi) To sanction expenditure on account of refreshment charges in favour of the officers/officials	Secretary/Director Academics/Joint Secretaries/Dy. Secretaries/ C.A.O/	Subject to the maximum limit of Rs. 5/- 10/- and 30/- per head for light tea, heavy tea and l u n c h / d i n n e r,

participating in a meeting/workshop. /seminar	Asstt. Secretaries of. Sub-offices	respectively.
xxxvii) To sanction expenditure on entertainment of guests/officers from outside the State.	Secretary	Subject to a maximum limit of Rs 10/-,15/- and Rs 50/- per head for light tea, heavy tea and lunch/dinner respectively.
xxxviii) To sanction refreshment to the officials attending special kind of jobs.	Secretary/Director Academics/Jt. Secretaries/Dy. Secretaries/C.A.O/ Asst. secretaries of sub offices.	Subject to a maximum limit Of Rs 5/- and Rs 10/- per head for light tea and heavy tea respectively.
xxxix) To sanction an allowance to Orderlies/Daily Wagers who light the stoves in addition to their own duties.	Jt. Secretaries Dy. Director Academics.	Subject to the prescribed rules of the State Government in this regard.
xl) To sanction expenditure for light tea, heavy tea and lunch/dinner at the occasion of open press briefing.	Secretary,	Upto a maximum of Rs.1,000/- on each occasion and the rates per head shall not exceed Rs.5/- Rs. 10/- and

			Rs.30/- for light tea, and heavy tea and lunch / dinner respectively
xli)	To sanction dak charges.	Secretary/Director Academics/Joint Secretaries Asst. Secretaries of Sub-offices.	Full powers subject to a limit of Rs 10/- in each case.
xlii)	To sanction overtime charges	Secretary/Director Academics/Joint Secretaries.	Upto Rs. 275/- per month per head subject to the Justification recorded on the Claim.
xliii)	To sanction expenditure on telegrams, faxes, etc.	Secretary /Director Academics / Jt. Secretary	Full powers.
xliv)	To sanction petty office expenses of contingent nature like Photostat etc.	----do----	Full powers
xlv)	To sanction advances from General Provident Fund (Refundable)	Secretary/Jt. Secretary.	Full powers subject to verification of credit by C.A.O. /A. O. Joint Secretary will exercise the powers in respect of non-gazetted staff only.
xlvi)	To sanction Cycle Advance	Secretary.	Strictly in accordance with the rules in the financial

			code.
xlvi)	To sanction festival advance.	Secretary/Director Academics/Joint Secretaries.	Full powers as per the rules and in accordance with the recommendations of Chief Accounts Officer/Accounts Officer.
xlviii)	To sanction one month's advance pay in favour of those who have to remain on tour for more than a month.	Secretary/Director Academics/Jt Secretaries.	Full powers as per the rules in accordance with the recommendations of Chief Accounts Officer/Accounts officer.
xlix)	To sanction advance payment to a Govt. Department/ Autonomous body for making supply from ready stock.	Secretary/Jt. Secretaries	Full powers.
l)	To sanction advance for travelling expenses.	Secretary/Director Academic/Jt. Secretary	Full powers subject to the condition that the advance is allowed upto 90% of the Anticipated expenditure assessed by Chief Accounts Officer/ Accounts Officer.
L i)	To sanction advance for Medical Treatment in or outside the state.	Secretary	Subject to a limit of Rs. 10,000/- in each case provided the case is recommended as per the

			medical rules.
L ii)	To sanction medical re-imburement.	Secretary	Subject to a limit of Rs 10,000/- in each case and only whom claim is verified by the Chief Accounts Officer.
L iii)	To sanction hire charges of taxies/vehicles for conduct of Exams. and inspection of examination centres	Secretary/Jt. Secretaries	Full powers upto Rs 500/- in each case and in special and genuine cases.
L iv)	To sanction transportation charges (carriage) for the delivery of stationery and examination material.	Secretary/Jt. Secretaries.	-----do-----
L v)	To sanction hire charges of various items viz, furniture etc.	i) Secretary	i) Subject to a limit of Rs. 10,000/- in each case as per the Rates approved by the purchase Committee.
		ii) Jt. Secretaries	ii) Subject to a limit of Rs. 5,000/- in each case as per the rates approved by the Purchase Committee.
L vi)	To sanction contingent	Jt. Secretary	Full powers as per the rates

	expenditure and remuneration to the Suptds including supervisory staff.		approved by the Chairman
L vii)	To sanction contingent expenditure to Superintendents beyond the scheduled rates	Secretary.	When the claim is justified by recorded reasons and on the recommendations of Jt. Secretary Examinations.
L viii)	To sanction advance in favour of the superintendents before commencement of Examinations	Jt. Secretary (Exams)	Full powers as per the norms approved by the Chairman/ Board.
L ix)	To sanction T.A & remuneration in favour of the Inspectors/Vigilance Squad (Inspection of Exam. Centres & inspection of Institutions for recognition)	Jt. Secretary (Exams),	Full powers as per the norms approved by the Chairman / Board.
L x)	To Sanction advance to vigilance squad for fuel Charges.	Jt. Secretary, (Exams.)	Upto a limit of Rs. 500/- in each case.
L xi)	To sanction remuneration and contingent expenditure to the Examiners, Code	Jt. Secretary, (Secrecy)	According to the rates sanctioned by the Board from time to time. Claims beyond

- Officers, Tabulators & Collators etc. scheduled rates to be got approved by the Secretary.
- Lxii) To sanction refreshment to Code officers. **Jt. Secretary, (Secrecy)** Subject to a maximum of Rs 6/- per day, per head.
- Lxiii) To sanction loading/unloading Charges of the exam. material etc. **Jt. Secretary (Exams/ Secrecy)** Subject to the rates approved by the committee comprising of two Jt. Secretaries Accounts Officer/Dy. Secretary/Asstt. Secretary (Text Books).
- Lxiv) To condone the mention of Places visited during tour of Confidential nature in the T .A. claim & sanction the Conveyance charges without the Details of tour. **Secretary** Full powers provided the claim is supported by the requisite certificates of Secretary and approved by the Chairman
- Lxv) To sanction actual expenses Like hiring of three wheelers for journey performed within a radius of 13 kms. **Secretary/Director, Academic/Jt. Secretaries/ C .A. O/Dy. Secretaries.** Full powers provided the maximum charges are Rs 30/- in each case.
- Lxvi) To sanction auction of Unserviceable articles viz. old vehicles etc. **Secretary** With the prior approval of the Chairman provided the prescribed norms in this

			context are not violated.
Lxvii)	To write off irrecoverable value of stores lost by fraud or negligence of individuals or other causes.	Secretary.	Upto Rs 500/-in each case subject to a ceiling of Rs.5000/ in a year provided rule 18-18 of the J &K Financial Code. Vol (I) is not violated.
L xviii)	To sanction write off of the money lost by fraud or negligence of individual or Other cause.	Secretary	Upto Rs 100/- in each case and subject to a limit of Rs. 500/- in a year provided the rule 18-18 mentioned above is not violated.
L xix)	To sanction write off of the books lost or rendered unserviceable on their own, or found obsolete.	Secretary,	Upto a limit of Rs.5000/- in a year.
Lxx)	To sanction write off of the differences between the book value and sale proceeds of unserviceable stocks.	Secretary	Full powers.
Lxxi)	To sanction advance to Board Officers/officials for making disbursement to a third party in case of urgency.	Secretary/Director Academic/Joint Secretaries	Full powers provided the Proforma bill is accepted on the recommendations of Purchase Committee in case of Purchase & other

		claims.
L xxii) To sanction expenditure on printing of stationery (forms etc.).	Secretary.	Full powers provided the order is served to the printer after ascertaining the lowest market rates through tender by the Purchase Committee.
L xxiii) To sanction expenditure on repairs of furniture.	i) Secretary	I) Provided the estimate for repairs of unserviceable Articles is technically certified and the work order is allotted to the firm on the recommendation of Purchase Committee upto Rs. 10,000/- in each case.
	ii) Jt. Secretary (Estates)	ii) Same as above, subject to the limit of Rs 3000/- only.
L xxiv) To draw monthly salary, arrears, bills, etc.	Drawing & Disbursing Officers.	Subject to the receipt of the active duty certificates from the Sectional Heads.
L xxv) To draw the wages of Daily wagers.	Drawing & Disbursing Officers	Provided the mastersheet is certified by the Sectional Head.
L xxvi) To draw pension &	Drawing &	subject to the pension

other pensionary benefits.	Disbursing Officers	payment order.
L xxvii) To sanction honorarium and Duty allowance.	Secretary	Subject to the ceiling of Rs 200/- in each case.
L xxviii) To sanction rate contract for purchase of stationery Articles/contingent articles etc.	Secretary	Full powers on the recommendation of the Purchase Committee & approval of the Chairman.
L xxix) To sanction purchase of Stationery articles/contingent Articles etc. after invitation of tenders/quotations (for items either not converted under rate contract or not supplied by the contract or in whose favour rate contract is sanctioned).	i) Secretary. ii) Jt. Secretaries Director Academic	i) Upto Rs 5000/- in each case on the recommendations of Purchase Committee. ii) Upto Rs 2000/- in each case on recommendation of Purchase Committee.
L xxx) To allot printing work to Private printing presses.	Secretary.	Full powers subject to approval of the Chairman.
L xxxi) To sanction permanent advance to the Jt. Secretaries Dy. Secretaries/Officers I/C Sub-offices/other officials.	Secretary	Full powers subject to approval of the Chairman.

L xxxii) To sanction repairs of Board Building.	Secretary	Upto Rs.10,000/-in each case on Recommendation of Purchase Committee and subject to Approval of the Chairman.
L xxxiii) To sanction purchase of store articles i.e equipment, instruments, machinery tools, etc.	Secretary	Upto Rs 10,000/- in each case on the recommendation of Purchase Committee and subject to approval of the Chairman.
L xxxiv) To sanction refund of Revenue (fee etc.).	Secretary	Upto Rs 500/- in each case and subject to the Recommendation of the Jt. Secretary/ C.A.O/A.O.
L xxxv) To fix sale rate of books, etc.	Secretary.	Full powers subject to the recommendation of the Jt. Secy (Text Books) & approval of the Chairman.
L xxxvi) To sanction re- appropriation of grants except in the following Cases:-	Secretary	Full powers subject to approval of the Chairman
1. From funds under the revenue to the capital account and vice-versa.		
2. From plan to non plan.		
3. To re-store or to increase the expenditure		

- on items the provision for which has been specifically omitted or reduced at the time of passing of the budget.
4. To meet expenditure on a new service not contemplated in the budget.
 5. After the close of the financial year.
 6. To meet any expenditure which has not been approved by the competent authority.
 7. From lump sum provision made in the budget for specific purpose pending sanction of details.
 8. From grants specifically earmarked for execution of works to any other object of expenditure.
 9. From primary unit (pay of Esstt.) to any other unit.

L xxxvii) To sanction contingent expenditure of extraordinary nature	I) Secretary	i) Upto Rs 5000/- in each case.
	ii) Jt. Secretaries Director Academic.	ii) Upto Rs 1000/- In each case subject to the confirmation of the Chairman.
L xxxviii) To dispose off the used answer books/other rough, scattered paper (unuseable question papers)	Secretary.	Full powers on the recommendation of the Purchase Committee and

			approval of the Chairman.
L xxxix)	To sanction write off of the books/periodicals (other than those maintained in the Library) rendered unserviceable in fair use.	Secretary.	---Do---
L xxxx)	To sanction revision of rates of Suptts./Inspectors/others.	Secretary.	----Do---
L xxxxi)	To accord technical sanction to detailed estimates of the cost of petty original works or part thereof including Spl. repairs, renovation, additions or alternations and improvements of urgent nature in including.	Secretary	----Do----
L xxxxii)	To permit excess expenditure over the originally technically sanctioned estimates without revision of technical sanction	Secretary	Upto 4% the value of sanctioned estimates beyond 4% the Chairman's sanction will be required.
L xxxxiii)	To sanction the conduct of workshop seminars/training programmes and meet the expenses thereof	Director Academics	Full powers subject to the approval of the Chairman.

L xxxxiv) To declare lectures/Sr. Lect./ Professors & other dignitaries as Board's guests and sanction expenditure on their Boarding, lodging T.A. D. A. & conveyance etc.	Secretary	Full powers subject to the approval of the Chairman.
L xxxv) To sanction purchase of vehicles.	Secretary	----do---
L xxxvi) To execute agreements for individual Work/supply orders on behalf of the Board	I) Secretary ii) Jt. Secretary	i) Upto Rs. 2.00 lacs. ii) Upto Rs 20,000
L xxxvii) To sanction House building advance, car and scooter advances to the employees of the Board.	Secretary.	Full powers subject to the approval of the Chairman.
L xxxviii) To fix limits of Security Deposits of Board employees (dealing with cash and stores) and prescribe methods thereof.	Secretary	-----do-----
L xxxix) To sanction refund of Security.	Secretary.	Full powers subject to recommendation of C. A. O/Jt. Secretary

			(Text Books) Central.
C)	To sanction petty expenses	Secretary	Upto Rs 1000/- in each case.
Ci)	To sanction audit fee/sumptuous charges.	Secretary.	Full powers subject to approval of the Chairman.
Cii)	To sanction pension & other Pensionery benefits.	Secretary.	Full powers on the recommendations of the C. A.O in case of non-gazetted officials
Ciii)	To sanction leave and pension Contribution of deputationists.	Secretary	----do----
Civ)	To sanction expenditure for Purchase of Textbooks from NCERT or CBSE, Delhi.	Secretary	Full powers subject to approval of the Chairman.
Cv)	To sanction deputation allowance.	Secretary.	-----do-----

a) The competent authorities to whom the Financial powers have been delegated by these prescribed rules shall strictly adhere to the following general principles and restrictions while exercising the powers and thus incur or sanction expenditure out of Board exchequer: -

1. All the officers shall be guided by high standards of Financial propriety. They are expected to exercise the same Vigilance in respect of expenditure incurred from Board exchequer as a person of ordinary prudence should exercise in respect of the expenditure of his own money.

2. The expenditure shall not be prima-facie more than the occasion demands.
3. No authority shall exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly of its own advantage.
4. The amount of T.A shall be so regulated that on the whole it is not a source of profit to the recipients.
5. The necessary funds to cover the charge exist, i.e., there must be an act of appropriation of funds for the purpose by an authority.
6. The public money can be spent on any object or work only when there is an act of sanction of a competent authority and an act of appropriation of funds.
7. The expenditure should not exceed the sanctioned budget. The authority incurring or sanctioning expenditure will be responsible for any excess over the budget provision or allotment.
8. The expenditure in anticipation of funds can be incurred in most genium cases with the prior approval of the Chairman.
9. The competent authority in relation to the exercise of powers means the authority to which such powers have been delegated.
10. Any expenditure incurred on bonafide purposes shall be sanctioned by the Chairman on the basis of merits of each cases subject to the availability of requisite funds.
11. The Purchases Committee which have been referred to in the rules have been reconstituted and shall comprise of the following members.

1. CENTRAL PURCHASE COMMITTEE.

1. Secretary.
2. Deputy Secretary, Textbooks, Central.
3. Chief Accounts Officer.
4. Head/Deputy Secretary/Asstt. Secretary or head of the concerned section.

II. DIVISIONAL PURCHASE COMMITTEE.

1. Joint Secretary, Examinations.
2. Joint Secretary, Secrecy.
3. Deputy/Assistant Secretary, Estates.
4. Accounts Officer.
5. Deputy/Assistant Secretary of the concerned section.

III. PURCHASE COMMITTEE OF SUB- OFFICES.

1. Joint Secretary, Examination.
2. Assistant Secretary of the sub-office.
3. Accounts Officer.

Special powers to the Assistant/Deputy Secretaries of sub-Offices Kargil/Leh.

FINANCIAL POWERS

S.NO	<u>POWER</u>	<u>DELEGATED TO</u>	
1.	To sanction contingent expenditure.	Dy./Astt. Secretaries of Sub-office Leh- Kargil	Subject to a limit of Rs. 200/- in each case per month.
2.	To sanction expenditure on hot and cold weather charges.	-----Do-----	Subject to the limits prescribed by the Govt. from time to time and purchase is made on the lowest market rates approved by the D.C. Leh /Kargil.
3.	To sanction expenditure on	----Do----	Full powers.

- purchase of postage stamps
and telegrams.
4. To sanction freight of text books etc. ----Do--- Subject to a limit of Rs 1000/- at a time.
 5. To sanction refreshment and overtime allowance to the subordinate staff. ----Do--- Subject to a limit of Rs. 275/- per month per Head when the claim Is justified.
 6. To sanction electric, water and telephone charges ----Do---- Full powers.
 7. To draw salary. ----Do----- Full powers.
 8. To sanction advances to supervisory staff, **Dy./Asstt. Secretaries of sub-office Leh/Kargil** Subject to the rates sanctioned by the Board.
 9. To sanction remuneration and T.A. to Suptds, Inspectors etc. ----Do---- Within the schedule of rates prescribed by the Board.

ADMINISTRATIVE AND OTHER POWERS

1. To sanction deputation for not **Dy./Asstt. Secretaries of** Full powers.

	more than 10 days outside the H.Q in respect of the subordinate staff.	Sub-officers Leh/Kargil	
2.	To sanction casual leave of the subordinate staff.	-----Do-----	Full powers
3.	To make appointments of supervisory staff including Suptds./Dy Suptds and Vigilance squad/Inspectors.	-----Do-----	The appointments to be made under the supervision of the Deputy Commissioner Concerned/Jt. Secy. Exams.

DELEGATION OF ADMINISTRATIVE AND OTHER POWERS

POWER	DELEGATED TO	
<u>A) APPOINTMENT</u>		
To make appointments of Supervisory staff, Suptds. etc. for examination centres.	Joint Secretary, (Examinations),	Full powers from the pannel sent by the Education Deptt.
To make appointments of Inspectors/ Vigilance squads for examination.	----do----	Full powers.
To make appointments of Paper Setters.	Secretary.	Subject to the approval of the Chairman.

To make appointments of examiners,
Evaluators, etc. **Joint Secretary.** Full powers.
(Secrecy.)

To make appointments of code
officers etc. -----Do----- -----Do-----

B) LEAVE

To grant casual leave. All officers of the In favour of all the
Board. Subordinate staff
working under them.

To grant earned leave, half pay
leave, maternity leave, Quarantine
leave, Special casual leave etc. **I) Secretary.** I) In favour of all the
gazetted officers.

ii) Jt. Secretaries/ ii) In favour of all the
Director Academic. non- gazetted staff
working under them.

C) Increment/Efficiency Bar

To sanction release of periodical
increment. **I) Secretary.** I) Full powers.
ii) Jt. Secretaries/ ii) In favour of all
Director, Academic. staff members working
under them upto the
rank of
S.O.

To sanction advance increment on **Secretary** Subject to the approval

a/c of meritorious work.		of the Chairman.
To sanction Advance increment. for acquiring an academic degree.	Secretary.	----do----
To withhold increment under rule 30 (III) of C.C. and A rules	I) Secretary. ii) Jt. Secretaries, D i r e c t o r Academics.	Full powers. In favour of all officials working under them upto the rank of S.O
To sanction the E.B. in favour staff.	Secretary.	Full powers.
To sanction pension and other Pensionary benefits in favour of retired gazetted/non-gazetted officers/officials.	Secretary.	As per fixation made by the C.A.O.
To make transfer of the officers/ officials of the Board within respective Divisions and from one division to another (i.e. Kashmir/Jammu/ Central/units/sub- offices of the Board).	Secretary	Full powers subject to approval of the Chairman.

D) DEPUTATION

To sanction deputation within Division.	Jt. Secretaries	Full powers.
To sanction deputation outside Division but within State.	Secretary	Full powers.
To sanction deputation outside state but	Secretary.	Full powers subject to

within country.

the approval of

Chairman.

Counter signature of T. A. claims of
all Officers/Officials Attestation.

**Next Gazetted
Officer.**

Full powers.

Note: All other Administrative powers which have not been delegated to any authority shall be exercised by the Chairman.

Manual -3

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

List of Rules, Regulations, Instructions, Manuals and Record held by public authority or under its control or used by its employees for discharging functions.

Sr. No.	Name/Title of the Documents	Type/Description of document
1	The Jammu & Kashmir State Board of School Education Act- 1975	BOSE Act
2.	Administrative Regulations	BOSE Act JK STATE BOSE Regulations 1992 J&K CSR
3.	Academic Regulations	BOSE Act JK STATE BOSE Regulations 1992
4.	Executive Instructions	BOSE Act JK STATE BOSE Regulations 1992
5.	Seniority List (Employee Record)	Seniority List (Employee Record)
6.	Business Regulations	JK STATE BOSE Regulations 1992 The Business Rules
7.	Financial Regulations	JK STATE BOSE Regulations 1992 & Financial Code
8.	Employees Service Regulations	J&K CSR
9.	Employees Punishment and Appeal Regulationsdo.....
10.	Medical Attendance Regulations	The Medical attendance Rules
11.	Leave Regulations	The Leave Rules
12.	General Provident Fund Regulations	The Provident Fund Rules
13.	Employees Pension, Provident Fund and Gratuity Regulationsdo.....

14.	Payment of Gratuity Regulations	The State Govt. Pension Rules
15.	Ex-gratia Grants and Other facilities Rulesdo.....
16.	Accident/Violence Relief Fund Regulationsdo.....
17.	Employee Welfare Fund Regulations	J&K BOSE Regulation

18.	Construction and Maintenance Work Regulationsdo.....
19	Motor Vehicle Rulesdo.....
20	Incidental and Supplementary Provisiondo.....
21.	Development & Submission of Books and their Approval	JK STATE BOSE Regulations 1992 (Academic Regulations)
22.	Affiliation of Institutions	JK STATE BOSE Regulations 1992 (Academic Regulations)
23.	Secondary School Examination	JK STATE BOSE Regulations 1992 (Academic Regulations)
24.	Senior Secondary Examination	JK STATE BOSE Regulations 1992 (Academic Regulations)
25.	Elementary Teachers Training Examination	JK STATE BOSE Regulations 1992 (Academic Regulations)
26.	D. E. Ed Examination	JK STATE BOSE Regulations 1992 (Academic Regulations)
27.	General Regulations of Examinations	JK STATE BOSE Regulations 1992 (Academic Regulations)
28.	Penalties for Misconduct and use of unfair Means in the Board's Examinations	JK STATE BOSE Regulations 1992 (Academic Regulations)
29.	Recognition of Examinations of other Universities, Board and Bodies	JK STATE BOSE Regulations 1992 (Academic Regulations)
30.	Award of Board's Merit Scholarships	JK STATE BOSE Regulations 1992 (Academic Regulations)
31.	Correction in Date of Birth or Father's Name	JK STATE BOSE Regulations 1992 (Academic Regulations)

Manual 4

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof.

There is a provision in the J&K State BOSE Act, 1975 through the final draft amendments of the existing Act stands submitted to the state government for assent of the State Legislator as per procedures. To seek consultation, participation of Public through its representative for the formulation of its policy or implementation thereof, the designations of public representatives who are members of Governing Body of the Board are as under:

The Board shall consist of the following members, namely :-

- 1 Chairman**
- 2 Commissioner Education**
- 3 Secretary Education**
- 4 Director of School Education (Jammu Division)**
- 5 Director of School Education (Kashmir Division)**

6-7 A Representative each of the two Universities of Jammu & Kashmir respectively, to be nominated by the concerned University Council;

8-11 Four school teachers to be nominated by Government, of whom 2 shall be lady teachers concerned with Girls Education and 2 male teachers concerned with Boys Education;

12 An eminent educationist unconnected with the administration, to be nominated by Government;

13 A representative of one of the Teachers' Training Institutions in the States, to be nominated by the Government, and;

14-15 2 persons to be nominated by Government one lady and one male officer from amongst Principals, Headmasters and Headmistress of teaching institutions in the State.

Manual -5

Statement of the categories of documents that are held by the authority or under its control.

S.No.	Category of the document	Name of the Document and its introduction in one line
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1.	The Jammu and Kashmir Board of School Education Act 1975	J&K State BOSE Act 1975
2.	THE JAMMU AND KASHMIR STATE BOARD OF SCHOOL EDUCATION <i>REGULATIONS, 1992</i>	J&K State BOSE Book of Regulations
3.	Gazette of Matriculation Examination	Hard copy of Result Gazette and on website of J&K BOSE i.e jkbose.co.in,besides indiaresults.com and JK Bank Customer Care(Khidmat Center)
4.	Gazette of Higher Secondary Examination	-----do----
5.	Gazette of ETT Examination	Result
6.	Gazette of D. E. Ed Examination	Result
7.	Gazette of JK SOS Examination	Result
8.	Budget	Designated finance Committee and fully approved by Board of Governors.
9.	Seniority List of Officers	Seniority List
10.	Seniority List of Non-Gazetted Employees	Seniority List
10.	Diplomas & Markscards	J & K State BOSE Act, 1975

Manual -6

**A statement of Board's, Council, Committees and other bodies
constituted as its part.**

**Information on Board, Councils, Committees
and other bodies related to the public authority is as
follows:-**

Committees

1. In addition to the number of Committees provided in Section 24 of the Act, the Board shall have the following Committees, namely:-

- (1) Committee for scrutiny of complaints against Question papers.
- (2) Equivalence Committee;
- (3) Text Book Publication Committee;
- (4) Sports and Youth Welfare committee;
- (5) Building Committee; and
- (6) Library Committee.

Sub- Committees 2. Further, in addition to the sub-committee/sub-committees which shall be constituted by the Committee for Examinations under section 25 of the Act, it shall constitute the following committees also:-

- (1) Result Publishing Sub-Committee;
- (2) Sub-Committee for appointment of paper setters and examiners
- (3) Sub-Committee for scrutiny of unfair means/misconduct cases.
- (4) Review/Appellate committee

Constitution

Powers & Function of the Committees

3. The constitution, power and functions of the Committees described in Section 24 of the Act and Committee/Sub Committees mentioned in regulation 1 and 2 of this Chapter, shall be as under:-

Constitution/ 1. Recognition Committee

Composition of

the Committee

(i) It shall consist of :-

- (1) The Chairman;
- (2) Commissioner and Secretary to Govt. Edu Deptt.
- (3) Director School Education Jammu;
- (4) Director School Education Kashmir;
- (5-6) Two members appointed by the Board from among the Inspecting officers of the Education Department of the State of whom one shall be a woman.

(7-8) Three members appointed by the Board from among its members;

(ii) The Secretary of the Board, or in his absence the Joint Secretary, shall act the Secretary of the Committee.

II. Finance committee

It shall consist of: -

- (1) The Chairman.
- (2) Commissioner/ Secretary to Govt. Education Deptt;
- (3) Addl. Chief Secretary to Govt. Finance Deptt;
- (4-5) Two member elected by the Board of whom one should be a woman.
- (6) Secretary (Member secretary)

III. Committee for Examinations

(i) It shall consist of :-

- (1) The Chairman;
- (2) The Commissioner/ Secretary to Govt. Education Deptt.;
- (3) Directors School Education, Jammu;

(4) Director School Education, Kashmir.

(5-6) Two persons nominated by the Chairman from the Academic Committee, by rotation;

(7-8) Two persons appointed by the Board from among its members.

(ii) The Secretary shall act as Secretary of the Committee

IV. Committee for Development & Research

It shall consist of: -

- (1) The Chairman;
- (2) Commissioner/Secretary to Govt. Education Deptt;
- (3) Director School Education, Jammu;

- (4) Director Education, Kashmir;
- (5-6) Two experts from National Council of Educational Research and Training to be nominated by the Chairman;
- (7-8) Two Principals of State Institutes of Education Srinagar and Jammu;
- (9) Secretary

V. Academic Committee

It shall consist of: -

- (1) The Chairman;
- (2) Commissioner/Secretary to Govt. Education Deptt;
- (3) Director School Education, Jammu;
- (4) Director School Education, Kashmir;
- (5-19) Fifteen Members to be nominated by the Chairman;
- (20) Secretary;

VI. Committee for scrutiny of complaints against question papers

It shall consist of: -

- (1) The Chairman.
- (2-3) Two persons nominated by the Board from out of its members.
- (4-5) Two members nominated by the Chairman from out of the members on the Academic Committee.
- (6-7) Two members nominated by the Chairman from out of the members on the Examination Committee provided the members so nominated are not already on the Academic Committee.
- (8) Director Academic Incharge Curriculum Development. Research wing and Central Academic Section.
- (9) Secretary.

VII. Equivalence Committee

It shall consist of:-

- (1) The Chairman
- (2-3) Two members nominated by the Chairman from out of the members on the Academic Committee.

(4-5) Two persons other than those at 2-3; nominated by the Chairman from out of members of the Board.

(6) Secretary

(7) Director Academic heading Curriculum Development, Research Wing and Central Academic Section.

VIII. Text Book Publication Committee

It shall consist of: -

- (1) The Chairman.
- (2) Director School Education, Kashmir.
- (3) Director School Education, Jammu.
- (4) Joint Secretary (Text Books).
- (5) Director Academic heading Curriculum Development, Research Wing and Central Academic Section.
- (6) Chief Accounts Officer.
- (7) Secretary.

IX. Sports and Youth Welfare Committee

It shall consist of :-

- (1) The Chairman.
- (2) Commissioner/Secretary to Govt. Education deptt.
- (3) Director School Education. Kashmir.
- (4) Director School Education, Jammu.
- (5) Director Sports and Youth Welfare.
- (6-7) Two members nominated by the Chairman from out of members on the Academic Committee.

- (8-9) Two lecturers / teachers / instructors of Physical Education; one from Jammu Division and one from Kashmir Division; nominated by the Chairman;

- (10) Officer heading CDR wing and Central Academic Section.

- (11) Secretary.

X. Building Committee

- (1) Chairman.
- (2) Additional Chief Secretary to Govt. Finance Department.
- (3) Commissioner/Secretary to Govt. Education Department.

- (4) Additional Chief Secretary to Govt. Planning Department.
- (5-6) Two members of the Board to be nominated by the Chairman

(7-8) One expert from the Jammu Development Authority and one from Srinagar Development Authority to be co-opted as members of the Committee.

- (9) Secretary.

XI. Library Committee

It shall consist of:-

- (1) The Chairman.
- (2) Officer heading CDR wing and Central Academic Section.
- (3) Officer incharge Library and Documentation Centre.
- (4) Secretary.

XII. Result Publishing Sub Committee

It shall consist of:-

- (1) The Chairman
- (2-3) Director School Education Jammu/Srinagar
- (4) Secretary
- (5) Joint Secretary (Secrecy)

XIII. Sub-Committee for appointment of Paper Setter and Examiners

(i) It shall consist of: -

- (1) The Chairman
 - (2) Secretary
- (ii) The Secretary (Secrecy) shall act as Secretary of the Committee.

XIV. Sub-Committee for Scrutiny of Unfairmeans/ Misconduct cases (Divisional level)

(i) It shall consist of:-

- (1) The Chairman
- (2-3) Two members nominated by the Examination Committee from among its members.

(4) Subject experts from Education Deptt (to be nominated by the Chairman from time to time as he deems necessary)

(ii) The Joint Secretary (Secrecy) shall act as the Secretary of the Committee.

(iii) The sub-committee shall be assisted by the officer incharge unfairmeans/misconduct cases.

(XV) Review/Appellate Committee (Divisional Level)

It shall consist of:-

(1) Director of School Education.

(2) Chief Education Officer, Srinagar/Jammu (as the case may be).

(3) Two members nominated by the Examination Committee from among its members.

(4) Subject experts from Education Department (to be nominated by the Chairman as he deems necessary) to be taken as co-opted members.

(5) The Secretary shall act as the Secretary of Committee.

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**The names, designation and other particulars of the Public
Information Officers**

Names of the 1st Appellate Authority, Public Information Officers and Assistant Public Information Officers:

S. No	Name of the Officer	Nominated as 1st Appellant Authority/ PIO/ APIO	Contact Number /EPABX Number
1.	Dr. Farooq Ahmed Peer	Secretary/1 st Appellate Authority	0191-2583601 0194-2494522
2.	Mr. Syed Abdul Roaf	Public Information Officer (PIO), K.D	0194-2494965
3.	Ms. Sarita Anand	Public Information Officer (PIO), J.D	0191-2583766 0191-2585732
4.	Mr. Ghulam Hassan Wani	Assistant Public Information Officer, Central Unit	9419101684
5.	Mr. Showkat Usman	Information Officer, K.D	9419000818
6.	Mr. Rajesh Jamwal	Information Officer, J.D	9419182422

List of Asstt. Public Information Officers (APIO's)

**Page under
construction**

List of Asstt. Public Information Officers (APIO's)

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construction**

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Procedure followed in Decision Making Process

Decision making is done by J&K State Board of School Education under the J & K State BOSE Act - 1975 and Regulations - 1992 made there under.

Name of the Officer	Name of the Present Post Held by the Officer	Phone No.
Prof. Veena Pandita	Chairperson	01912582704 01942491176 chairman@jkbose.co.in
Dr. Farooq Ahmed Peer	Secretary 1st Appellate Authority/ Director (Academics)	01912583601 01942494264 secretary@jkbose.co.in 01912585480 0191-2581176 0194-2494522 directorjkbose@gmail.com
Mr. Arif Ahmad Akhoun	Joint Secretary, Publications	0191-2581176 0194-2491280 9596187360 jpublication@jkbose.jk.gov.in
Mr. Abdul Wahid Makhdoomi	Joint Secretary, Secrecy/ Administration/ IT-K.D	0194-2491688 9796171555 jssecrecy_kd@jkbose.co.in
Mr. Syed Abdul Roaf	Joint Secretary, Certificates/ Verification/ Examination/ Estates/Accounts/Audit/ General/ Registration/ ETTC/ Records/ Legal/ PIO/ Forms- K.D	9419719267 0194-2494965 jsexamination_kd@jkbose.co.in
Mr. Altaf Hussain	Joint Secretary Secrecy/ Verification/ Administration/ Legal - J.D	01912581502 8717008404 jssecrecy_jd@jkbose.co.in
Ms. Sarita Anand	Joint Secretary General/ Estates/ Certificates/ ETTC/ Records/ PIO - J.D	jsgeneral_jd@jkbose.co.in 9419278998 0191-2585732
Mr. Roshan Lal Gupta	I/c Joint Secretary, Examination/ ETTC(Examinations)/ Registration/ Forms/ Audit/ Accounts - J.D	9419104438 9419133962 jssecrecy_jd@jkbose.co.in 0191-2582240

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Directory of Officers and Employees

The complete list of employees of the Board is enumerated in the seniority list which is available in the Board's website www.jkbose.jk.gov.in.

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**The Monthly Remuneration Received
by each of its Officers and Employees,
including the System of Compensation
as Provided in Regulations.**

*The monthly remuneration of the
Officers/Employees of the Department is
paid as per the 7th Pay Commission
adopted by the J&K BOSE which is based
on Central Pay Scales..*

Manual -11

BUDGET ALLOCATION

S.No.	Particulars	Funds Alloted (2007-08) (Figure in Lacs)
1	a) General Adm. (Salary) JD + KD + Central + TextBook)	1421.01
	b) Office Expenses JD+KD+Central + TextBooks)	1275.12
	c) Conduct of Exams Related Activities	868.72

	(ci) Refund of E.T.T	1820.00
	(d) Secrecy (Central, JD & KD Inc. Leh & Kargil	1270.25
	Total 1	6655.10
2	Cost of Paper and Printing of Text Books	1262.10
	Total 2	1262.10
3	a) CDR, Training and Human Resource Development.	106.00
	Total 3	106.00
4	a) Loans & Advances	21.05
	Total 4	21.05
	Grand Total (1 to 4)	8044.25
S.No.	Particulars	Funds Alloted (2008-09) (Figure in Lacs)
1	a) General Adm. (Salary) JD + KD+ Central + TextBook)	1303.45
	b) Office Expencies JD+KD+Central + TextBooks)	879.17
	c) Conduct of Exams Related Activities	855.40

	(ci) Refund of E.T.T	2200.00	
	(d) Secrecy (Central, JD & KD Inc. Leh & Kargil	1362.00	
	Total 1	6600.02	
2	Cost of Paper and Printing of Text Books	1461.00	
	Total 2	1461.00	
3	a) CDR, Training and Human Resource Development.	53.00	
	Total 3	53.00	
4	a) Loans & Advances	33.00	
	Total 4	33.00	
	Grand Total (1 to 4)	8147.02	
S.No.	Particulars	Funds Alloted (2009-10) (Figure in Lacs)	
1	Salary	2734.17	
2	Wages	}	
3	Retirement Benefits		886.35
4	Office expenditure		}
5	T.A		
6	POL	72.00	
7	Telephone	21.09	
8	Office Equipment/Machinery	115.60	
9	Conduct of Exam	1750.43	
10	Exam Stationary	81.00	
11	Printing of Text books	2814.00	
12	Research & Dev. Of human material resource.	62.50	

13	Land & Building	680.00
14	Loans & Advances	68.10
	CONFIDENTIAL	
a)	Printing of Question Paper	954.00
b)	Evaluation of Answer Scripts	619.00
	Total	10858.24

S.No.	Particulars	Funds Alloted (2010-11) (Figure in Lacs)
1	Salary	2931.80
2	Wages	*78.4
3	Retirement Benefits	994.59
4	Office expenditure	*527.00
5	T.A	*29.91
6	POL	62.25
7	Telephone	*12.72
8	Office Equipment/Machinery	20.00
9	Conduct of Exam	1309.57
10	Exam Stationary	61.00
11	Printing of Text books	2612.10
12	Research & Dev. Of human material resource.	69.50
13	Land & Building	6.00
14	Loans & Advances	60.00

	CONFIDENTIAL	
a)	Printing of Question Paper	725.00
b)	Evaluation of Answer Scripts	629.95
	Total	10129.79

*Funds reappropriated from other heads as per orders of the authority from time to time.

S.No.	Particulars	Funds Alloted (2011-12) (Figure in Lacs)
1	Salary	2473.71
2	Wages	*100.54
3	Retirement Benefits	*630.69
4	Office expenditure	*436.91
5	T.A	33.00
6	POL	64.25
7	Telephone	14.27
8	Office Equipment/Machinery	105.50
9	Conduct of Exam	1450.00
10	Exam Stationary	81.00
11	Printing of Text books	3304.10
12	Research & Dev. Of human material resource.	74.50
13	Land & Building	
14	Loans & Advances	50.00
	CONFIDENTIAL	
a)	Printing of Question Paper	910.00
b)	Evaluation of Answer Scripts	*614.15

	Total	10342.62
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*Funds reappropriated from other heads as per orders of the authority from time to time.

BUDGET ALLOCATION FROM THE YEAR 2013 to 2017

Under Construction

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Subsidy Programmes

SCHOLARSHIP Schemes:

1. The Academic Division looks after following Centrally Sponsored Scholarships Schemes.

- A. **NMMS (National Means cum Merit Scholarship)**: The objective of the scheme is to award Scholarships to meritorious students studying in Government Schools and Private aided Schools and to economically weaker sections of the society in order to arrest the dropouts at class VIII and to encourage them to continue their studies at least till class XII. Under this Scholarship scheme 1091 students of J and K State shall be selected with the eligibility of having passed class VII and studying in class VIII. The State quota of 1091 Scholarships is to be distributed among 22 Districts as per the norms of Ministry of Human Resource Development, New Delhi. The selected students will get scholarship from class IX and would continue till class XII @ Rs 6000.00 per annum, which will be distributed quarterly through nearby branches of State Bank of India and its associated Branches.
- B. **NTSE (National Talent Search Examination)**: National Talent Search Examination (NTSE) is a flagship activity of NCERT, New Delhi, aimed at identifying talent at a very young age. The purpose of this examination is to explore hidden talent in students and nurture it.

- C. INSPIRE (Innovation in Science Pursuit for Inspired Research):** Performance in top 1% in class XII Board Examination and Enrolment into education in Basic and Natural Science courses at B.Sc./Integrated M.Sc or MS levels, qualify automatically for scholarship for Higher Education of GOI valued at Rs .80,000 per year for five years.
- D. Centre Sector Scholarship Scheme (CSSS):** The Department of Higher Education has introduced a new scheme for meritorious students from low income families going to colleges / universities for implementation during the XI Five Year Plan period with an approved outlay of Rs. 1000 crore. This is a Central sector scheme titled “Central Sector Scheme of Scholarship for College and University Students.
- E. Special Scheme for Physically Challenged Students:** Foundation provides scholarship to top ten physically challenged students.
2. The J & K State BOSE awards Medal and Merit Certificates to the top position holders and meritorious students appearing in 10th & 12th examinations every year.
 3. Furthermore, School text books are supplied to State Sarv Sikhshiya Abhiyan as well as Booksellers of the J & K State.
 4. Textbooks are supplied free of cost to the two orphanages viz
 - i) Shri Ved Mandir Bal Niketan, Amphalla, Jammu.
 - ii) Welfare Educational Institute (Charitable Trust), JK Yateem Khana, Bemina Crossing, Chattabal, Srinagar, Kashmir.
- F. J&K State Open School :**The J&K State BOSE has been able to develop/compile the following:
1. Prospectus of J&K State Open School
 2. Manual of Accredited Study Centres for J and K State Open School
 3. Profile of J and K State Open School

G. Adolescence Education Project:-The J & K State Adolescent Cell, JK

BOSE is successfully conducting various programmes on Adolescence Education such as Role play activity, Question box activity, Debates, Quiz competitions, Lectures by experts, Material development and Advocacy programmes etc. This project is being sponsored by HRD Ministry, Govt. of India

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Budget provision for the year 2014-15

Under Construction

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Norms set by it for the discharge of its functions

For the discharge of its functions, the Board has framed regulations under the relevant clauses of the J&K State BOSE Act, 1975 which are available in JK BOSE website. Apart from this, executive orders/instructions are issued by the Board to its officers & employees from time to time for the discharge of functions.

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Information available in an electronic form

Information in electronic form is available on website

which is <http://www.jkbose.jk.gov.in>

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Particular of the facilities available to citizens for obtaining information

- *The J&K State BOSE Act -1975*
- *The J&K State BOSE Regulations*
- *Notice Board*
- *Concerned Offices*
- *System of issuing of copies of documents*
- *Website of the Jammu & Kashmir State Board of School Education*
(<http://www.jkbose.jk.gov.in>)
- *Public Enquiry Office*
- *Print and Electronic Media*

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Other Useful Information

TEXTBOOKS PUBLISHED BY J & K STATE BOSE

The J&K State BOSE is publishing Textbooks from classes 1st to 12th.

The complete list of textbooks is as under:

S. No.	Name of the Book / Title	Price per copy
1	Tulip Series 6 th	60.00
2	Mathematics 6 th	80.00
3	Science 6 th	75.00
4	<i>Our Past - I</i>	<i>45.00</i>
5	Geography 6 th	40.00
6	<i>Social & Political life</i>	<i>40.00</i>
7	Hindi Kishore Bharti 6 th	45.00
8	Bahristan 6 th	40.00
9	Dogri 6 th	40.00
10	Kashmiri 6 th	45.00
11	Tulip Series 7 th	55.00
12	Mathematics 7 th	135.00
13	Science 7 th	115.00
14	History 7 th	50.00
15	Geography 7 th	35.00
16	Civics 7 th	25.00
17	Hindi Kishore Bharti 7 th	35.00
18	Bahristan 7 th	55.00
19	Dogri 7 th	45.00
20	Kashmiri 7 th	50.00
21	Tulip Series 8 th	60.00
22	Mathematics 8 th	115.00
23	Science 8 th	95.00
24	History 8 th	55.00
25	Geography 8 th	50.00
26	Civics 8 th	40.00
27	Hindi Kishore Bharti 8 th	<i>60.00</i>
28	Bahristan 8 th	40.00
29	Dogri 8 th	40.00
30	Kashmiri 8 th	50.00

S. No.	Name of the Book / Title	Price per copy
1	Tulip Series 9 th	65.00
2	Mathematics 9 th	135.00
3	Science 9 th	110.00
4	History 9 th	90.00
5	Geography 9 th	25.00
6	Political Science 9 th	60.00
7	Disaster Management 9 th	40.00
8	Hindi Nav Bharti 9 th	35.00
9	Bahristan 9 th	55.00
10	Dogri 9 th & 10 th	15.00
11	Punjabi 9 th & 10 th	15.00
12	Tulip Series 9 th	85.00
13	Mathematics 10 th	100.00
14	Science 10 th	110.00
15	History 10 th	55.00
16	Geography 10 th	60.00
17		
18	Bahristan 10 th	95.00
19	Hindi Nav Bharti 10 th	60.00
20	Syllabus 9 th	40.00
21	Syllabus 10 th	35.00
22	Syllabus 11 th	70.00
23	Syllabus 12 th	50.00
24	Syllabus E.T.T.	100.00
25	Syllabus D.E.Ed.	18.00
26	Dogri (Reshma) 11 th	50.00
27	Dogri (Inderdanush) 12 th	90.00
28	Dogri (Sahitya Da Itihas)	245.00
29	Mansar Hindi 11 th	55.00
30	Mansar Hindi 12 th	30.00
31	Bahristan 11 th	80.00
32	Bahristan 12 th	95.00
33	Vedic Study 11 th	55.00
34	Vedic Study 12 th	50.00
35	Persian 11 th	60.00
36	Persian 12 th	60.00
37	Arabic 11 th	45.00
38	Arabic 12 th	45.00
39	Political Science 10 th	45.00
40	Disaster/Eco 10 th	30.00
41	English literature 11 th	60.00
42	Business Study 11 th	80.00
	TOTAL	

Sub/ Branch Offices of J & K State BOSE- J.D

S. No.	District/ Tehsil	Land Line no.	Cell No.
1.	Kishtwar	01995-261068	-----
2.	Doda	951996-233268	-----
3.	Ramban	951998-266719	-----
4.	Udhampur	951992-271141	-----
5.	Reasi	951991-244184	-----
6.	Rajouri	951962-263507	-----
7.	Bhaderwah	951997-244774	-----
8.	Gandoh	-----
9.	Sunderbani	951960-233133	-----
10.	Mendhar	-----
11.	Poonch	951965-221156	-----
12.	Samba	01923241050
13.	Vijaypur	-----
14.	Bahsoli	951921-251321	-----
15.	Billawar	951921-222383	-----
16.	Majalta	-----
17.	Ramnagar	-----
18.	Kathua	951922-234193	-----

Sub/ Branch Offices of J & K State BOSE- K.D

S. No.	District/ Tehsil	Land Line no.	Cell No.
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1.	Anantnag	01932226408	
2.	Kokernag	-----	
3.	Dooru	01932230154	
4.	Budgam	01951255378	
5.	Charar-e-Sharief	-----	
6.	Magam	01951272436	
7.	Beerwah	-----	
8.	Baramulla	01952235591	
9.	Sopore	01954223666	
10.	Uri	01956244011	
11.	Bandipur	01957225858	
12.	Sumbal	-----	
13.	Kupwara	01955-252544	
14.	Langate	-----	
15.	Kulgam	01931260140	
16.	Pulwama	01933241536	
17.	Shopian	01933261917	
18.	Srinagar	-----	
19.	Ganderbal	01942416149	
20.	Gurez	01957255384	
21.	Pampore	-----	

List of Sub and Branch Offices established by the JKBoSE, at District, Tehsil level

I. SUB OFFICES IN KASHMIR DIVISION

S.NO Name of the Sub Office

01.	Kupwara
02.	Baramulla
03.	Bandipora
04.	Ganderbal
05.	Budgam
06.	Pulwama
07.	Shopain
08.	Kulgam
09.	Anantnag

BRANCH OFFICES IN KASHMIR DIVISION

S.NO Name of the Branch Office

01.	Karnah
02.	Langate
03.	Uri
04.	Sopore
05.	Gurez
06.	Sumbal
07.	Magam
08.	Dooru
09.	Kokernag
10.	Chrar-i-shrief
11.	Beeru
12.	Pampore

II. SUB OFFICES IN JAMMU DIVISION

S.NO Name of the Sub Office

1.	Poonch
2.	Rajouri
3.	Kathua
4.	Samba
5.	Udhampur
6.	Reasi
7.	Doda
8.	Kishtwar
9.	Ramban

BRANCH OFFICES IN JAMMU DIVISION

S.NO Name of the Branch Office

01.	Mendhar
02.	Billawar
03.	Sunderbani
04.	Basoli
05.	Vijaypur
06.	Majalta
06.	Ramnagar
08.	Bhaderwah
09.	Gandoh
10.	Mahore
11.	Banihal
12.	Khour
13.	Akhnoor

III. SUB OFFICES IN LADAKH REGION

S.NO Name of the Sub Office

1.	Leh
2.	Kargil

BRANCH OFFICES IN LADAKH REGION

S.NO Name of the Branch Office

01.	Diskit
-----	--------

IV. Extended Windows.

01. Extended window of Board Sub Office Rajouri at Kotranka.

02. Extended window of Board Branch Office Magam at Kunzer.

Sub Offices	= 09 (KD) + 09 (JD) + 02	= 20	} Total = 46
Branch Offices	= 12 (KD) + 13 (JD) + 01	= 26	
Extended Windows	= 01 (KD) + 01 (JD)	= 02	