

SAINIK SCHOOL EAST SIANG
SCHOOL STANDING ORDER PART I DATED 23 JANUARY 2024

APPOINTMENT AND ALLOCATION OF DUTIES
AS CRAFT AND WORKSHOP INSTRUCTOR OF SAINIK SCHOOL EAST SIANG

1. Refer following:-
 - (a) The Official Secrets Act 1923.
 - (b) Para 5.02 of Sainik Schools Society Rules and Regulations January 1997 Edition vide which the school is authorised for Craft and Workshop Instructors (one for each of the separate trade/ Craft Workshops.
 - (c) Para 5.10 of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time which states that part time appointments will be made only against regular vacancies arisen out of leave including study leave of one month or more sanctioned to an employee, deputation of an employee to another organisation, suspension of an employee, unauthorised absence of an employee, dismissal of an employee which has been challenged in a Court of Law or against which an appeal is pending, delay in effecting a regular appointment and there will be no relaxation of the criteria regarding age, qualification or experience as applicable to regular appointment.
 - (d) Para 6.17 of Sainik Schools Society Rules and Regulations January 1997 Edition which states that the Members of staff may be permitted with the approval of the LBA to take up part time work in the school farm/ estate/ poultry farm, cinema, canteen etc, outside their normal duty hours. Their duty hours in the school will, however, not be varied to enable them to do this extra work. In all such cases, the honorarium, if paid, shall not be exceeding 10% of the basic pay.
 - (e) Para 9.01 (e) of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time.
 - (f) Para 12.03 of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time which states that the Principal of a Sainik School will be responsible for effective command and control, efficient administration and optimum training efficiency.
 - (g) Para 12.03 (b) of Sainik Schools Society Rules and Regulations January 1997 Edition with regard to evolve and introduce effective checks for discovering and removing lacunae, if any.
 - (h) Para 12.03 (k) of Sainik Schools Society Rules and Regulations January 1997 Edition with regard to build up and maintain healthy traditions essential for congenial atmosphere, perfect growth and proper inner discipline.
 - (j) Para 12.03 (t) of Sainik Schools Society Rules and Regulations January 1997 Edition which states that Principal is responsible for drawing up and issuing Standing Orders covering all aspects of school administration and to constantly review and update these orders

- (k) Para 12.04 (a) of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time which states that the Principal will also be responsible for all that is expected of him as the Head of a residential educational institution.
- (l) Central Board of Secondary Education (CBSE) Bye Laws 2018 on the subject.
- (m) Application Form dated 30 July 2018, Para 7 and 14 of letter No SSES/Adm/110 dated 04 September 2018, Acceptance Letter, Joining Report and Oath of Allegiance dated 26 August 2018 in respect of Shri Karlom Litin, GE (Regular).
- (n) Standard Operating Procedure of Sainik Schools Society for Recruitment of Staff in Sainik Schools circulated vide their letter No 7 (11)/SSS/2020 dated 12 November 2020.
- (o) Agenda Point No 14 (j) of 3rd Local Board of Administration Meeting of Sainik School East Siang held at school premises on 28 May 2022 under the Chairmanship of Major General Rajiv Ghai, SM***, GOC 56 Infantry Division 'for hiring of Skilled/ Semi skilled/ Non skilled/ Teachers, Instructors, Coaches, Ward Boys, Data Entry Operators, Writers, Mechanics, Contingent Workers, Casual Labour, Daily Wagers, Multi Tasking Staff etc' on adhoc/ temporary basis from time to time to overcome the shortage and running the school and Board's agreement and suggested school has to intimate measures to overcome the shortage from time to time, till authorised personnel posted to the school and their remuneration/ wages would be paid from State Govt Grant in Aid as per State Govt Daily Wages and by Board for fixing the remuneration where rates not fixed (approved vide Minutes dated 30 May 2022).
- (p) Agenda Point No 9 of 4th Local Board of Administration Meeting of Sainik School East Siang held at school premises on 03 June 2023 under the Chairmanship of Major General VK Purohit, YSM, SM, GOC 56 Infantry Division to appoint Academic and Administrative Staff/ General Employees on temporary basis for a period less than 179 days/ on part time basis for an academic year/ as short term Contingent and Daily Wage Employee for not exceeding 60 days (other than outsourcing) with an enhanced rates of remuneration/ wages which are to be higher than minimum rates of remuneration/ local wages to get quality and dedicated work force which is essential for a full time residential school to take care of Cadets' day to day and time to time care and concern and other day to day requirements of school (approved vide Minutes dated 12 July 2023).
- (q) Sainik Schools Society letter No 3 (9)/SSS/2020 dated 16 August 2023 which states that Principal is responsible for drawing up and issuing standing orders covering all aspects of school administration and to constantly review and update these orders in accordance with the rule mentioned in para 12.03 (t) of Sainik Schools Society Rules and Regulations January 1997 Edition.



2. Sainik School East Siang was raised as 28th Sainik School of India in Arunachal Pradesh under the aegis of Sainik Schools Society, Ministry of Defence, Govt of India. The school started its first academic session on 27 Aug 2018 with an initial intake of 60 Cadets and an initial crew of three Female TGTs, Matron, Nursing Assistant, UDC, three LDCs, Driver and seven General Employees on regular basis to impart full time CBSE quality residential education alongwith basic military training with an aim to develop sound character, team spirit, dedication to duty, patriotic outlook and desire to serve the state as well as country with efficiency among children and to prepare the Cadets academically, physically and mentally for entry into National Defence Academy, Naval Academy and other Officer Training Academies of Indian Army, Navy and Air Force including Para Military, State Police and Civil Services. The school was notified vide Ministry of Defence, Govt of India letter No 32 (33)/2015/D (SSC) dated 08 March 2019, Govt of Arunachal Pradesh Gazette Notification bearing No 12 dated 28 June 2019 and CBSE Regular Affiliation Number 228005 dt 30 September 2020 respectively.

3. The school being an establishment of Union Ministry of Defence, the President of India appointed Army/ Navy/ Air Force Commissioned Officers to run the school as they are known for discipline, patriotism, commitment and untiring spirit towards Nation and keeping all these in mind, the parents are leaving their bright children unconditionally with and among us who joined Sainik School East Siang after conquering prestigious and competitive national level All India Sainik Schools Entrance Examination (AISSEE) with a dream to join NDA.

4. Considering his five years of experience in General Employee Duties, various types of Craft Works in Sainik School East Siang from 26 August 2018 to till date and his association with Sainik School East Siang from day one as a Founder Member as part of Raising Team (Commisisoning Crew) and his rich experience in the fields of carpentry, caning, handcrafting, tailoring, rattan, art and artisanal Shri Karlom Litin, GE (Regular) is hereby appointed as Craft and Workshop Instructor of Sainik School East Siang with immediate effect under the authority of Agenda Point No 14 (ax) of 3rd LBA Meeting held at school premises on 28 May 2022 and Agenda Point No 9 of 4th LBA Meeting held at school premises on 03 June 2023 (Minutes approved on 30 May 2022 and 12 July 2023).

5. As a Craft and Workshop Instructor of the school he will provide Craft and Workshop Education to the Cadets to act as catalyst, inculcate time tested and enduring universal values among Cadets, integrate the community through art and craft to preserve the heritage and explore the community environment, local history, geography and tradition from the overall social perspective.

6. As a Craft and Workshop Instructor he will perform all duties mentioned at Para 9.01 (a) to (u) and 9.03 ((a) to (v) of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time and he will ensure complete transparency of assigned task in accordance with policy on the subject and maintain decency and decorum in performing their duties keeping the parents' faith at Sainik School East Siang.

7. The above assignment is an interim arrangement on temporary basis and will be continued till the recruitment of suitable permanent incumbent on contractual/ regular basis or during authorised absence of the permanent incumbent. To execute above mentioned fields in a phased manner the school will provide requisite men and material to the Craft and Workshop Instructor including a Workshop. However, the additional responsibility of Craft and Workshop Instructor does not infringe upon his duties of GE (Regular).


8. The assignment of Craft and Workshop Instructor will carry an Honorarium of 10% of his Basic Pay without any DA or NPS employer contribution etc on it from 23 January 2024 to till posting of permanent incumbent or during authorised absence of the permanent incumbent restricted to the number of days actually performed the duty as Craft and Workshop Instructor.

9. This Standing Order is issued under the authority of Sainik Schools Society letter No 3 (9)/SSS/2020 dt 17 Jul 2020 and paras 5.02, 12.01, 12.03, 12.03 (k), (t) and 12.04 of Sainik Schools Society Rules and Regulations January 1997 Edition as amended from time to time.

10. The other terms and conditions which are not specified herein shall be governed as per existing Government Rules and Regulations in force from time to time.

Place : Niglok Village
Dated : 23 January 2024
File No : 170/SSES/UMO/SO




(Praveen Kumar Pola)
Commander (Indian Navy)
Principal

Sainik School East Siang
Niglok Village, Ruksin PO PS
Pasighat HQ, East Siang District
Arunachal Pradesh - 791102

Mobile : 9436409766
E Mail : principal-sses@nic.in

Distribution:-

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|---------------------------------------|---|---|
| Shri Karlom Litin, GE (Regular) | - | for information and necessary action. |
| Senior Master | - | for allocation of classes accordingly. |
| PGT (Computer Science) Contractual | - | To update the Website Directory under MDPI of RTI Act 2005. |
| SSES Official and GEs WhatsApp Group- | - | for information of all group members. |
| Quartermaster | - | for information and necessary action and to upload in GEs WhatsApp Group. |
| LDC Accounts Section | - | for information and necessary action. |
| UDC Main Office | - | for information and necessary action. |