No. Acad/Misc/2/2015/1390
Government of Goa,
Directorate of Education,
Porvorim-Goa.

Dated: - 16/6/2016

CIRCULAR

The Government of Goa, has notified two new schemes for engaging “Watchman” and “Librarian” in Govt. and Govt. aided schools whose strength is more than 250.

The appointment shall be on contract basis and the remuneration for Watchman shall be Rs. 9500/-p.m. and for Librarian it will be 14000/- p.m.

Notification of both the schemes are enclosed herewith.

(G.P. Bhat)
Director of Education

To,
The Heads of all Govt./Govt. aided Secondary Schools in Goa.

Copy to:-
1. The Director, Directorate of Accounts, Panaji-Goa.
2. The Joint Director of Accounts, South Branch, Margao-Goa.
3. The Dy. Director of Education, North/Central/South Educational Zone, Mapusa/Panaji/Margao-Goa.
4. The A.D.E. I. of all 12 talukas.
5. Nodal Officer, IT, for uploading on website.
GOVERNMENT OF GOA
DIRECTORATE OF EDUCATION
PORVORIM-GOA

NOTIFICATION

No:DE/Acad/ Librarian Scheme /2015/1381

"SCHEME TO SANCTION LIBRARIAN TO THE GOVERNMENT & GOVERNMENT- AIDED SECONDARY SCHOOLS"

1. INTRODUCTION:

Directorate of Education, Porvorim-Goa designed a Scheme called "Sanction of Librarian to the Government & Government – Aided Secondary Schools" wherein Secondary Schools owned by Government & Government Aided Organizations are to be sanctioned 'Librarian' and also annual expenditure towards its salaries under the pattern of Assistance.

2. OBJECTIVE OF THE SCHEME:

a) The main objective of this Scheme is to inculcate the facility of the reading habits among the students of the Schools.

b) To provide the reading materials to the students and teachers of the Schools.

c) To enable the children to read and explore and thus reduce the dependence on e-content.

d) To facilitate availability of material used in the School and provide equitable access to books and reading information and to provide information technology.

e) To host special events such as author visit and book clubs.

f) To facilitate provision of a range of learning opportunities for both large and small groups as well as individuals with a focus on intellectual content and information literacy.

g) To play the role as a teacher, instructional partner and program administrator.

3. SHORT TITLE AND COMMENCEMENT:

1) This Scheme shall be called the Scheme to Sanction Librarian to the Government & Government- Aided Secondary Schools”

2) 'Librarian' means one who is appointed to handle the library books and maintain its registers

3) It shall come into force from the Academic year, 2016-2017.

Contd...
4. **SCOPE OF THE SCHEME:**

The Management of the schools is provided with the special post of 'Librarian' as the LDC cum librarian appointed in the Schools are handling the additional duties besides their own routine clerical work in the school.

5. **ELIGIBILITY & APPLICATIONS PROCESS:**

i) All the recognized Government & Non-Government-(Aided) Secondary Schools having enrolment of 250 and above in the State of Goa and with classes from Std. V\textsuperscript{th} to X\textsuperscript{th} will be eligible for the benefits under this scheme.

ii) Schools having the requisite number of minimum 5000 library books and a sufficient room/hall for library.

iii) The Management will have to procure the requisite number of minimum 5000 books for the library.

6. **FUNDING PATTERN:**

a) The Director of Education is the Authority for funding and implementation of this Scheme.

b) Director of Education on receipt of the application from the Management of recognized Government & Non-Government-(Aided) Secondary Schools having an enrolment of 250 students and above in the State of Goa, shall verify the particulars submitted by the Applicant School and the Officer of this Department not below the rank of Assistant Director of Education shall issue NOC for Sanctioning of 'Librarian' and its salaries.

7. **OTHER TERMS AND CONDITIONS:**

i) The grant of Financial Assistance under this Scheme cannot be claimed as a matter of right.

ii) The Grantee institution shall maintain separate account in respect of the grants released under this Scheme. The accounts shall remain open for Inspection to the Officers of Directorate of Education, Porvorim-Goa or his representative as and when required.

iii) The Government High Schools shall draw the bill for the payment of Librarian as per the order issued for the appointment by the concerned Head of the High Schools.

iv) The copies of the muster roll/Attendance book should be made available for inspections/check to the officer deputed by the Director of Education, Porvorim-Goa.

contd...pg.3/-
The Scheme is approved by the Government and concurrence of the Finance Department, Secretariat-Porvorim is obtained under U.O. No. 817, dated 12/4/2016.

By Order and in the name of the Governor of Goa

( G. P. Bhat )
Director of Education

Dated: 31/05/2016
GOVERNMENT OF GOA  
DIRECTORATE OF EDUCATION  
PORVORIM-GOA  

NOTIFICATION  
No:DE/Acad/ Watchman Scheme /2015/1380  

"SCHEME TO SANCTION WATCHMAN TO THE GOVERNMENT & GOVERNMENT- AIDED SECONDARY SCHOOLS"

1. INTRODUCTION:  
Directorate of Education, Porvorim-Goa designed a Scheme called "Sanction of Watchman to the Government & Government - Aided Secondary Schools" wherein Secondary Schools owned by Government & Government Aided Organizations are to be sanctioned 'Watchman' and also annual expenditure towards its salaries under the pattern of Assistance.

2. OBJECTIVE OF THE SCHEME:—  
i) The main objective of the scheme is to provide security measures to the schools children in the school's campus without any hardship.  
ii) To guard the School's main gates  
iii) To guard the entry of strangers in the School's Campus  
v) To guard the School's property/goods

3. SHORT TITLE AND COMMENCEMENT:  
1) This Scheme shall be called the Scheme to Sanction 'Watchman' to the Government & Government- Aided Secondary Schools”  
2) 'Watchman’ means one who is appointed to handle the Security of the Schools  
3) It shall come into force from the Academic year, 2016-2017.

4. SCOPE OF THE SCHEME:  
The Management of the schools are provided with the watchman, so as to be as Security Guards on the gates of the schools, to avoid the entry of strangers in the school’s campus and to guard the school property. The Watchman shall take utmost care that the Children are duly protected from any eventualities and disturbances and the watchman of the school as the case may be should inform the Management of the school of any eventualities and disturbances occurring immediately at the first instant.

5. ELIGIBILITY & APPLICATION PROCESS:  
All the recognized Government & Non-Government-(Aided) Secondary Schools having enrolment of 250 and above in the State of Goa and with classes from Std. V to X will be eligible for the benefits under this scheme.
6. **FUNDING PATTERN:**

a) The Director of Education is the Authority for funding and implementation of this Scheme.

b) Director of Education on receipt of the application from the Management of recognized Government and Government- Aided Secondary Schools having an enrolment of 250 students and above in the State of Goa, shall verify the particulars submitted by the Applicant School and the Officer of this Department not below the rank of Assistant Director of Education shall issue NOC for the said application to the Sanctioning of ‘Watchman’ and its salaries.

7. **OTHER TERMS AND CONDITIONS:**

i. The grant of Financial Assistance under the scheme cannot be claimed as a matter of right.

ii. The Grantee institution shall maintain separate account in respect of the grants released under this scheme. The accounts shall remain open for inspection to the Officers of Directorate of Education or his representative as and when required.

iii. The copies of the muster roll/Attendance book should be made available for inspections/check to the officers deputed by the Government.

iv. The management of Government & Non-Government – (Aided) Secondary Schools shall maintain separate account of the grants received under this Scheme. They shall always be kept open to check by an Officer deputed by the Government of Goa. This shall be open to a system of internal audit or concurrent audit.

v. The Government & Non-Government – (Aided) Secondary School shall maintain a record of all assets acquired wholly or substantially out of Government grants in the register and present these to the Auditor when required to do so.

vi. In case of delay in sanctioning the grant-in-aid by the Government the management of Non-Government – (Aided) Secondary School shall incur the expenditure from their own funds which will be adjusted subsequently.

vii. The management of Non-Government – (Aided) Secondary Schools shall spend the grants released to the ‘Watchman’ strictly as per the Guidelines/norms framed by the Government.

viii. The management of Non-Government – (Aided) Secondary School shall abide the stipulating conditions laid down strictly.

ix. The Government may relax any of the provision of this Scheme.

Contd..pg.3/-
The Scheme is approved by the Government and concurrence of the Finance Department, Secretariat-Porvorim is obtained under U.O. No. 816, dated 12/4/2016.

By Order and in the name of the Governor of Goa

(G. P. Bhat)
Director of Education

Dated: 31/05/2016