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**PROPOSAL FOR 10% SPECIAL ALLOWANCE TO NON TEACHING STAFF WORKING AT JNVS**

 In response to the letter no.F.12-17/02-NVS(Estt.) dated 29.12.2006 of the Commissioner, NVS, the 6th Central Pay Commissioner keeping in view of the service conditions of the employees of JNVs posted at remote rural areas and playing a vital role in the nation building process has recommended for grant of special allowance @ 10% of the basic pay and grade pay. The commission in its report at chapter 7.21.3 has clearly mentioned **‘the teachers and staff working in these schools will have to put in greater efforts vis-à-vis similar employees in day schools and recommended for special allowance.’**

**1. SERVICE CONDITIONS OF STAFF POSTED AT JNV**

The service condition and day to day life style of the teaching and non-teaching staff of JNVs viz.

1. All 586 JNVs across the country are located in rural areas. Some of them are in most remote places where there is no proper communication, suitable primary education, medical facilities and minimum market facility which is far from the main stream. Some JNVs are in North East Region, hard and very hard stations.
2. All employees both teaching and non-teaching are facing equal problems for primary education of their children and sending them to nearby schools through own/hired vehicles by spending huge expenses.
3. The standard of living in these rural areas is same for both teaching and non-teaching.
4. As per the NVS (Allotment of residence) Rules, 2011 Rule 6(I)- All employees of JNVs will have to stay in the Vidyalaya campus in the Vidyalaya quarters allotted to them.

Both teaching and non teaching are exempted from payment of license fee.

1. All teaching and non teaching staff are not granted 05 day week as per the Govt. of India orders as they have to work for all 7 days in the week in order to look after the children round the clock in residential school set up. The office staff are also not exempted from the duties during Sundays and gazette holidays as the mess store is being handled by the storekeeper and office superintendent as per circular no.F.no.2-17/05-NVS(Estt.) dated June 15,2005.

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1. No, over time allowance, compensatory leave/ weekly off (except mess staff, catering assistant, group “D” staff) or any type of incentive such as Rural Area Allowance, Tribal Area Allowance, Remote Locality Allowance, Bad Climate Allowance is being given to the employees (Teaching & non teaching).

Therefore, the service conditions of all teaching and non teaching staff posted in these JNVs are almost equal and sharing the taste & hurdles of the residential system equally with the longer hours of work every day of the week as compared to the staff working in day school. Considering the living conditions of the staff working in JNVs, the 6th Central Pay Commission has recommended 10% special allowance to teachers and residential staff to compensate the hardship.

Under the above circumstances ignoring the same special allowance to the non teaching staff is a great discrimination and denial of natural justice.

**2. JUSTIFICATION OF WORK LOAD ON NON TEACHING STAFF**

 In comparison to the staff strength of non teaching staff of JNVs with other residential schools like sainik schools and military schools the non-teaching staff of JNVs are over burdened due to very low staff strength. The detail study on the staff strength of sainik schools military schools and JNVs are as under:-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of post**  | **Santioned staff strength in Sainik schools** | **Santioned staff strength in Rashtriya Military School, Chail** | **Santioned staff strength in JNVs** | **Difference with Sainik School** | **Difference with Rashtriya Military school** | **Student Strength** |
| **Sainik School** | **Military School** | **JNV** |
| 1 | Office Supdt | 01 | - | **01** | 0 | -1 | **544** | **312** | **560** |
| 2 | Accountant | 01 | 01 | **0** | 01 | 01 |
| 3 | Quarter Master | 01 | - | **0** | 01 | 0 |
| 4 | Mess Manager | 01 | - | **0** | 01 | 0 |
| 5 | Hostel Supdt | 03 | 04 | **0** | 03 | 4 |
| 6 | UDCs | 03 | 02 | **01** | 02 | 01 |
| 7 | Catering Asstt. | 01 | - | **01** | 0 | -1 |
| 8 | LDCs | 05 | 03 | **02** | 03 | 01 |
| 9 | Medical Assistant/Staff Nurse | 01 | - | **01** | 0 | -1 |
| 10 | Drivers | 03 | 3 | **01** | 02 | 02 |
| 11 | Draft Attendant | 01 | - | **0** | 01 | - |
| 12 | Medical Attendant | 01 | - | **0** | 01 | - |
| 13 | Lab Attendant | 02 | 5(3+1+1) | **01** | 01 | 4 |
| 14 | Lib Attendant | 01 | - | **0** | 01 | - |
| 15 | General Employees | 46 | - | **0** | 46 | - |
| 16 | Sweeper | 07 | 12 | **02** | 05 | 10 |
| 17 | Chowkidar | 06 | 8 | **02** | 04 | 6 |
| 18 | Electrician cum Plumber | KN | - | **01** | -1 | -1 |
| 19 | Cook | - | 5 | **1** | -1 | 4 |
| 20 | Mess Helper | - | 15(5+10) | **2** | -2 | 13 |
| 21 | Store Keeper | - | 1 | **1** | -1 | - |
| 22 | Matron | - | 4 | **1** | -1 | 3 |
| 23 | Carpentor | - | 1 | **-** | - | 1 |
| 24 | Daftry | - | 1 | **-** | - | 1 |
| 25 | Peon | - | 4 | **-** | - | 4 |
| 26 | Mallies | - | 4 | **-** | - | 4 |
| 27 | Groundman | - | 3 | **-** | - | 3 |
| 28 | Dhobies | - | 8 | **-** | - | 8 |
| 29 | Tailor | - | 1 | **-** | - | 1 |
| 30 | Barbar | - | 1 | **-** | - | 1 |
| 31 | Bootmaker | - | 1 | **-** | - | 1 |
| 32 | NCC Lasear | - | 1 | **-** | - | 1 |
|  | **Total** | **84** | **88** | **17** | **66** | **70** | **544** | **312** | **560** |

**3. CATEGORY WISE DUTIES AND RESPONSIBILITIES OF THE NON TEACHING STAFF IN JNVS :-**

1. **Office Superintendent:-**

The Office Superintendent in Jawahar Navodaya Vidyalayas (JNVs) is basically the In charge of the Vidyalaya office and will be responsible mainly for its proper organization and smooth and efficient functioning with supervisory control. He is responsible for both establishment and accounts of the JNV where as in sainik schools there are 02 posts in same capacity i.e Office superintendent and accountant to look after establishment and accounts separately. As the Office superintendent in JNV has to handle the work of two posts in Sainik Schoolsts both establishment and accounts is obviously over burdened. Besides the duties and responsibilities of office the OS in JNVs are assigned the additional duties of maintenance of hostels and buildings procurement and distribution of articles to students and to maintain appropriate records in order to relieve teachers (teaching staff) from making physical arrangements for students in the hostels vide order No.2-17/05-NVS(Estt.) Dated June 15,2005.

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As such the O.S. is assigned the duties of warden/care taker/ hostel supdt. as an additional duty beyond the periphery of Vidyalaya office and beyond the prescribed working hours. As well, he has to handle the store of mess provisions at morning 08.30 A.M and night 08.30 P.M with the help of storekeeper.

Moreover, the distribution of articles to students is done normally after the academic hour i.e. after 04.00 P.M during working days and any time during Sundays & holidays which is beyond prescribed working hour for office.

Therefore, it is critically analysed and concluded that the duties & responsibilities of O.S. in JNVs is not like other day offices not even the NVS RO & Hqrt. offices. They have to work for about 11/12 hours in a day even Sundays & holidays for discharging the assigned duties for smooth management of the vidyalaya in general and to satisfy the students/ guardians in particular.

They are not given 05 day week like other offices of Govt. of India.

1. **Staff Nurse**:-

The duties of Staff Nurse in JNVs are more essential. She performs more hours of duty in a day and remains alert and vigilant round the clock. She looked after the health & wellness of about 500 students in the campus. She performs her duties in day time as well in night also. The duties of Staff Nurse comes under the emergency & exigency duties. In JNVs Staff Nurse performs the duties more than the librarian who are availing the facility of 10% SPA. Staff Nurse is bound to stay in the Vidyalaya campus round the clock. In comparison to the Staff Nurses in the hospitals she is performing the duties without nursing allowance, whereas the nurses in hospitals and other institutions are getting nursing allowance with 8 hours duty.

1. **UDC:**-

 As compare to the post of UDC in Sainik Schools & Military schools, there is only 01 post of UDC in comparison to 02 UDCs & 01 Accountant in Sainik School & Military School. The work load of UDCs in JNV is more than the prescribed limit. They are bound to stay in the Vidyalaya campus. They are debarred for getting posting in their native district. They work about 11 hours a day, 07 days a week without enjoying Sundays

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& Holidays. On most of the Sunday & Holidays they are called and assigned work to perform. As such the UDC has to handle the petty cash/ imprest of the Vidyalaya for which every odd hour his presence is required to meet the exigency/medical emergency etc. The UDCs in JNVs are not enjoying freedom of movement from campus like other offices. The KVS in its Finance Committee & Board of Governors meeting granted Non Functional Selection Grade to the senior UDCs which have not been done in NVS. They are debarred from the facilities of 5 working days in a week as enjoyed by their counter parts in other Govt. organizations.

1. **LDC/Store Keepers**:-

 As compare to the post of LDC/Store Keeper there are only 02 LDC & 01 Store Keeper in JNV whereas there are 05 posts of LDCs are sanctioned in Sainik schools. As like UDCs the LDCs in JNVs are also working 11 hours a day, 07 days a week without enjoying Sundays & Holidays. They are debarred from availing the facilities of 5 days a week as enjoyed by their counterparts in the other Govt. organizations. LDCs & Store Keepers are the store incharge of Vidyalaya Mess under supervision of Office Superintendent and also to assist the Office Superintendents in distribution of daily need items & uniform to the students. They are bound to work in the evening and on the Sundays and holidays for issue of daily needs items to the students and mess store to the Catering Assistant/Cook. For this purpose they use to attend the office after the normal duty hours. Despite the above they perform the duty as incharge of JNVST/ examinations (External /Internal) & they also perform the escort duty during Regional /National Sports & Cultural Meets. Apart from the above work the maintenance of academic records for FA & SA as per CBSE guidelines which are voluminous. The LDCs in JNVs with less number are overburdened with different type of work for which they are compelled to work beyond office hour.

1. **Mess Staff (Catering Assistant/Cook/Mess Helper):-**

The Mess staff working in Vidyalaya mess for more than 17 hours in a day. Navodaya Vidyalaya Samti initially tried to run the Mess on contract basis but failed. Therefore, it was reviewed and vidyalaya mess was started. It is imperative that to run the Vidyalaya mess efficiently and to provide quality food to

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the students the mess has to be managed by the Vidyalaya under its own administrative control. 01 Catering Assistant, 01 cook, 02 mess helpers have been sanctioned with some daily wage workers which may be 10/12 in Navodaya Vidyalaya in comparison to 01 Mess manager & 01 catering assistant with 46 general employees in sainik school, one of the residential school run by the Govt. of India. The student strength in both the organizations is less than the student strength of JNVs. The Mess workers are working more than 17 hours a day, 7 days a week without enjoying Sundays & other holidays. They start their duty at 5 AM in the morning & prepare Breakfast, Lunch and Dinner and wind up the work by 10.00PM in the night. Non- Teaching staff of the JNVs are also sharing the responsibilities of residential set up with the teaching staff round the clock and residing in the same hard condition in residential system in the rural and remote areas of the country.

**ECP**:-

The duties of ECP start at 06:00 am in the morning with the switch on of Water motor pump. He attends the morning assembly than move to the hostels for attending the complaints. He remains busy for the whole day for repair & maintenance of faults. In the evening hours he remains present in the sub- station during evening, night studies to ensure the proper electricity/generator supply. He is bound to stay till 10 pm on duty to ensure the smooth electricity/generator supply in the Vidyalaya. He remains on toe from morning 6 am to night 10 pm a day, 7 days a week without enjoying Sundays & holidays.ECP is the only person who is ensuring the proper supply of electricity & water in Vidyalaya campus.

1. **Drivers**:-

The duties of Drivers comes under essential duties in the residential schools like Navodaya Vidyalaya. 24 hours presence of the Driver in the Vidyalaya campus is essential. No prescribed duty hour has been allotted to the Drivers in Navodaya hence he is bound to stay in the Vidyalaya campus round the clock. He immediately rushes to take the sick students /staff to the hospital. The Driver in the navodaya vidyalayas work 7 days a week without Sundays, Saturdays & other holidays. The Drivers in other Govt. organizations have been prescribed duty hours with 5 working days in a week along with the facilities of overtime for performing duties above the prescribed duty hours. The importance of Driver in residential schools in such a condition is more important than a teaching staff.

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1. **Chowkidar/Sweeper-cum-Chowkidar**:-

 The Chowkidar in JNVs are working more than 12 hours a day, 7 days a week. There are only two posts of Chowkidar sanctioned in Navodaya Vidyalaya in such a vast area of 30 acres in comparison to 6 Chowkidars in Sainik schools and 8 in Military schools. Since there is no post of peon sanctioned in JNVs therefore the Chowkidar performs the duty of peon in day time in Vidyalaya office despite his night duty. The Chowkidars in other Govt. Departments are performing 8 hours duty with 5 days week & the facility of Over Time Allowance for the duties performed beyond 8 hours.

The Sweeper-cum-Chowkidars are working more than 14 hours in a day 7 days in a week without enjoying Sundays & Holidays. They performs the duties of cleanliness in 30 acre area campus consisting 08 boys hostel, mess, big academic & administration block and surrounding in the Vidyalaya campus. They resume duty at 05.30 A.M sweeping and cleaning the campus/academic block toilets/hostel rooms and toilets. In the evening after supervision study they are assigned to sweep the class rooms and keep ready for next day. Obviously the work load of sweepers is much more with few sanctioned strength as compared to Sainik school & military school. They have to clean 10 hostel buildings with corridor & toilets about 25 rooms, toilets and corridor in school building and cleaning the vast campus with open drains and sewerage line. Despite of his cleanliness work he performs gate duty in the evening and night time. Only 2 no. of posts of Sweeper-cum-Chowkidar has been santioned in Navodaya Vidyalaya in comparsion to 7 no. of Sweepers in Sainik Schools and 12 in Military schools.

1. **Lab Attendant:-**

 01 post of Lab Attendant is sanctioned in Navodaya Vidyalaya in comparison to 02 in Sainik School and 05 in Military School. He is the only employee who attends the entire Science Labs conducted Practical from morning to till evening. Despite his normal duties he has to attend the examination department for arrangement of examination papers (blank)/photo copies of the question papers/ up keeping the answer scripts after the exam. Besides the Lab and Examination duty he has to ring the bell periodwise during academic hour even at supervision study in school building up to 08.00 P.M.

Besides the above duties in the Lab he performs the duties of escorts to students during Regional/National /Cluster Sports

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meet. Thus he contributes a lot in residential system pertaining to safety & security of the students at par with the teaching staff.

**ANALYSIS**

The non teaching staff of JNVs is over burdened with voluminous work like teaching staff only because of minimum sanctioned strength in each category.

1. The Office Superintendent has to manage the work of office, hostels, stores including mess store, M & R buildings thus performs the duties of 03 posts such as Office Superintendent/ Hostel Superintendent or Caretaker/ Estate Manager as compared to the sanctioned posts of sainik schools and military schools. Ultimately the Office Superintendent is also to take care of the safety & security of the students in hostels so far as the physical arrangement like electricity, M & R buildings is concerned. He is assigned the additional duties with a view to relieve teachers from making physical arrangements for students in the hostels, thus the teachers got minimum relaxation.

Each JNV has a dispensary with one staff nurse and one part time doctor to look after 560 students. In a co-educational residential schools it is very difficult to take care of health & hygienic of all students without any medical attendant. The staff nurse remains more vigilant round the clock only to provide immediate medical assistance for the purpose of safety & security of the students.

UDC/LDCs & storekeeper are also overburdened due to the minimum staff strength as elaborated in para iii) & iv) above.

The relentless work of few mess staff as referred in para (v) above contributes a lot for smooth functioning of the mess.

All other staff like Driver, ECP and all Group “D” employees also performs duties for longer hours just to meet the requirement of the Vidyalaya.

2. The non-teaching staff are not provided with any sort of incentive neither in form of allowances (OTA) nor compensatory leave (except weekly off to mess staff) for performing extra duty in extra hour.

3. The teaching and non-teaching staff both has to stay in the Vidyalaya campus as per the NVS (allotment of Residence) Rules 2011. As the JNVs are residential schools and its employees can be assigned duties by the Principals any time as per letter No.4-Gen/10-NVS(RTI)/797 dated 02.11.2011.

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4. The non-teaching staff are also assigned the students escorting duties along with teaching staff and involved in all CCA activities, sports meets & exhibitions conducted at deferent levels. As like the teaching staff, the non-teaching staff also a part of the administration and responsible for the strength, weakness, opportunity and threat of the vidyalaya which is evident from the letter of the Principal’s Forum.

5. The Principals and Vice Principals holding administrative posts and part of the management are also granted the special allowance because of residential staff and performing higher hours of work in a day.

6. Hon’ble Central Administrative Tribunal, Ernakulam Bench in OA No.389/2009 has passed an order on dated 28.07.2010 in favour of the Catering Assistant and mess employees for grant of Special allowance @ 10% of the basic pay and grade pay.

7. Hon’ble Central Administrative Tribunal, Cuttack bench in OA No. 121/2011 has also passed an order on dated 16.03.2011 to consider the representation and pass a reasoned order for grant of Special allowance for all non-teaching staff working in JNVs.

**COMPARATIVE STUDY ON POST WISE EXPENDITURE & FINACIAL IMPLICATION**

**A- MONTHLY EXPENDITURE OF SAINIK SCHOOL/MILITARY SCHOOL AND JNVS AS REFERRED AT PARA.2 FOR ONE SCHOOL.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post wise description of work** | **Sainik School/Military School** | **JNVs** | **Savings** | **Excess** |
| O.S | Accountant | Hostel Supdt. | Total | O.S | Accountant | Hostel Supdt. | Total |
| **Office Establishment and over all supervision** | 23220 | 23220 | 19539 x 3 =58617 | 105057 | 23220 | -- | -- | 23220 | 81837 | -- |
| **OFFICE WORK** | UDC | No. of post |  |  | UDC | No. of posts |  |  |  |  |
| 17045 | 3 | -- | 51135 | 17045 | 1 | -- | 17045 | 34090 | -- |
| **Office & store** | Quarter master |  |  |  | Quarter master |  |  |  |  |  |
| 17045 | 1 | -- | 17045 | -- | -- | -- | -- | 17045 | -- |
| **Office store including mess store** | LDCs/Storekeeper |  |  |  | LDCs/Storekeeper |  |  |  |  |  |
| 13295 | 5 | -- | 66475 | 13295 | 3 | -- | 39885 | 26590 | -- |
| **Medical Unit** | Staff Nurse |  |  |  | Staff Nurse |  |  |  |  |  |
| 29480 | 1 |  | 29480 | 29480 | 1 | -- | 29480 | -- | -- |
| Medical Attendant |  |  |  | Medical Attendant |  |  |  |  |  |
| 12040 | 1 | -- | 12040 | -- | --- | -- | -- | 12040 | -- |
| **Mess Management** | Mess Manager |  |  |  | Mess Manager |  |  |  |  |  |
| 19539 | 1 | --  | 19539 | -- | -- | -- | -- | 19539 | -- |
| Catering Asst. |  |  |  | Catering Asst. |  |  |  |  |  |
| 17045 | 1 | -- | 17045 | 17045 | 1 | -- | 17045 | -- | -- |
| Cook |  |  |  | Cook |  |  |  |  |  |
| -- | -- | -- | -- | 13295 | 1 | -- | 13295 | -- | 13295 |
| Mess Helper |  |  |  | Mess Helper |  |  |  |  |  |
| Managed by 46 G.E | -- | -- | -- | 24080 | 2 | -- | 24080 | -- | 24080 |
| **Office & Library** | Draft Attd./ Lib. Attd. |  |  |  | Draft Attd./ Lib. Attd. |  |  |  |  |  |
| 12040 | 2 | -- | 24080 | -- | -- | -- | -- | 24080 | -- |
| **Driver** | 13295 | 1 | -- | 13295 | Driver |  |  |  | -- | -- |
| 13295 | 1 | -- | 13295 |
| **ECP** | 13295 | 1 | -- | 13295 | ECP |  |  |  | -- | -- |
| 13295 | 1 | -- | 13295 |
| **Sweeping & scavenging**  | Sweeper |  |  |  | Sweeper |  |  |  |  |  |
| 12040 | 7 |  | 84280 | 12040 | 2 | -- | 24080 | 72240 | -- |
| **Night Watchman Duty** | Chowkidar |  |  |  | Chowkidar |  |  |  |  |  |
| 12040 | 6 |  | 72240 | 12040 | 2 | -- | 24080 | 48160 |  |
| **Laboratory Duty** | Lab. Attd. |  |  |  | Lab. Attd. |  |  |  |  |  |
| 12040 | 2 |  | 24080 | 12040 | 1 | -- | 12040 | 12040 |  |
| **General work** | Gen. Employee on daily wage basis |  |  |  | Gen. Employee on daily wage basis |  |  |  |  |  |
| 4500 @150/- | 46 |  | 207000 | 4500 @150/- | 10 |  | 45000 | 162000 |  |
| TOTAL |  |  |  | 756086 |  |  |  | 295840 | 509661 | 37375 |

TOTAL SAVINGS = 756086-295840 = 460246

**B.PROFIT AND LOSS ON GRANT OF 10% SPECIAL ALLOWANCE JNV NON TEACHING STAFF**

|  |  |  |
| --- | --- | --- |
| Monthly savings as referred at para A above | Approximate monthly expenditure on 10% special allowance  | Profit & loss out of savings  |
| Basic Pay + Grade Pay | Special allowance @ 10% on gross pay | Profit | Loss |
| 460246 | 185040 | 18504 | 441742 | -- |

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**SUBMISSION**

In view of the above submission it is justified that in co-educational and residential schools like JNVs all staff both teaching and non teaching are sharing the equal responsibility, sustaining the hurdles of the remote locality so as to primary education of their children, unsuitable communication, health hazards, bad climate etc. keeping in view of the above the 6th CPC has recommended special allowance of 10% for teachers and other residential staff in Navodaya Vidyalayas. (Para 7.21.3).

 However, the same allowance is granted only to teachers and not to the other residential staff in JNVs. As per the NVS (allotment of residence) Rule 2011 at Rule 6(i) all employees of JNVs are residential staff.

 The financial implication for grant of special allowance @ 10% to non teaching staff for each JNV is only Rs.180504/- per month where as the profit per JNV per month is Rs.441742/-.

Therefore, the same benefit of Special allowance @ 10% of the basic pay & grade pay may also be granted to all non teaching staff for the benefit of the organization.