

No.M3/14240/2010/DPI

Office of the Director of Public Instruction,  
Thiruvananthapuram. Dated 07/08/2012

**CIRCULAR**

Sub : Kerala State Bharath Scouts & Guides – Utilization of special fee fund and Allied matters – General Instruction – Regarding

- Ref : 1. This office circular No. M3/41704/99/DPI dated 9.9.99  
2. This office circular of even no. dated 22.02.2010

Circular in the reference (1) cited was cancelled as per circular 2<sup>nd</sup> cited. Now certain modifications are required and so the circular 2<sup>nd</sup> cited is replaced by this circular. Following instructions are issued.

1. As per Rule (1) of Rule 10 of Chapter VIII of KER, scouting and guiding is one of the important co-curricular activities in the schools. Therefore, all heads of schools shall take effective steps for functioning of scouts and Guide units. Where such units are not existing, steps for starting new units is to be taken.
2. At least one scout troop/guide company is to be formed in all UP and High Schools. In LP schools, Cub and Bulbul units to be started. Where there is possibility of starting additional units, the same may also be opened.
3. KSBS&G is conducting regular training courses at various centers throughout the year. More than two teachers can be deputed to these courses to the nearest centre for training teachers to become scout Masters, Guide captains, Cub Masters and Bulbul Flock leaders. After successful completion of the training, they should take charge of the existing/new units.
4. Amount collected from special fee toward "Scouting & Guiding" shall be accounted in the concerned account only and this amount should not be utilized or diverted for any purpose other than Scouting and Guiding. The unutilized amount of a particular year can be carried over to the next years account. In schools having both units of Scout & Guide, the funds shall be equally utilized. 25% of sale proceeds of Scout and Guides token flags shall also be added to this account.
5. The senior warranted Scoutmaster and Senior warranted Guide Captain of the schools will be members of Advisory committee constituted for the utilization of Special Fee Fund.
6. The following expenses are to be met out of this fund.

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- a) Institutional Membership Fee (IMF) at the rate of Rs. 50/- per High School and Rs. 20/- per UP Schools every year (this fee should be paid to the State Headquarters even if there is no Scout and Guide Unit in the School)
  - b) Group Registration and Renewal Fees at the rate of Rs. 20/- per group in the School and Rs. 5/- per Group in the UP School every year.
  - c) Individual Registration Fee (IRF) at the rate of Rs. 10/- for Scout and Guide and Rs. 15/- for Scouters and Guiders of all ranks annually. For cubs and Bulbuls the IRF is only Rs. 3/- per head per year.
  - d) Registration and Camp Fees and actual travelling expenses of the members of the movement (Students as well as teachers) for attending meetings, camps, conference, seminars, hikes, camporee, jamborees etc,
  - e) Cost of uniform such as Shirt, Pants or Shorts, Salwar and Khameez or Frocks, Caps, Bells, Badges, Scarf, Haversacks, Whistles etc.
  - f) Cost of Training equipment like flags, knotting ropes, compass, staves etc.
  - h) Cost of Scout and Guide Bulletin published by the Kerala State Bharat Scout and Guides at the rate of Rs. 60/- for High Schools and at the rate of Rs. 50/- for UP schools.
  - i) Cost of reference Books and registers published by the Kerala State Bharath Scouts and Guides.
  - j) Camping expenses of Cubs, Bulbuls, Scouts and Guides Scouters and Guiders at the rate given for the participant in Sports and Games.
  - k) One Almirah for keeping equipments, books etc by getting orders from the AEO and DEO as the case may be.
  - i) Contribution to the State Comporee as per the decision of the State Executive committee of the Kerala State Bharat Scouts and guides from times to time.
7. Books and Articles supplied by the Kerala State Bharat Scouts and Guides can be purchased without inviting quotations.
  8. Active cub masters, Flock Leaders, Scout Masters and Guide Captains engaged in Scouting and Guiding activities are eligible for exemption from a maximum of 2 periods a week.

9. Heads of Schools will ensure that the Scout, Guide, Cubs and Bulbuls are given planned and progressive training in Scouting and Guiding. The detailed programme for the year is published in the Scout and guide monthly Bulletin.
10. Officers of the Department (both teacher and others) when attending conference, Rallies, Seminars. Training Camps or any other activity connected with Scouting and Guiding within and outside the State with the prior permission of Heads of School concerned will be considered as ON DUTY including the travel. The heads of Schools are empowered to sanction this duty leave on production of Duty Certificate from the Competent Authority.
11. Teachers who are serving as District Secretaries, District Training Commissioners (Scout) and (Guide) District Organizing Commissioners (Scout) and Guide, Local Association Secretaries of Kerala State Bharat Scouts and Guides will be allowed exemption from teaching duties for two afternoons in a week in order to enable them to carry out their duties pertaining to their respective offices.
12. The Kerala State Bharat Scouts and Guides are supplying Token Flags for sale among the pupils in Schools. The DEOs and AEOs will arrange to distribute these flags to the schools every year. 25% of the sale proceeds should also be added in to "Scout and Guide item of special fee fund" in the Schools. 1% of the sale proceeds can be utilized for meeting miscellaneous expenses and for giving incentives to the staff engaged in the distribution of flags in the offices of DEOs and AEOs. The balance 74% of the sale proceeds has to be remitted to the State Headquarters of the Kerala State Bharat Scouts and guides. The share of the District Association will be allotted from this by the State Headquarters.
13. Since there is no Special Fee Fund in Schools up to Std VIII, the School PTAs should take up the responsibility of providing adequate funds for running the cub and Bulbul, Scout and Guide units in addition to the assistance given by the Kerala State Bharat Scouts and Guides. In LP Schools where there is a Pack (cub unit) or Flock (Bulbul Unit) or both instead of 25%, 50% of the sale Proceeds of the token flags shall be utilized for such Units. This fund can be operated by opening a savings account in the nearest Post Office. The school Level Advisory Committee should be formed with HM as President and Senior Cub Master/Flock Leader as Convener. Cub master, Flock Leader will be members.
14. In Schools where there are no Scout and Guide Units, the funds available under Special Fees under "Scout and guide" Should be remitted directly to the State Headquarters of the Kerala State Bharat Scouts and Guides.
15. The Officers of Local/District/State Association of the Kerala Bharat Scouts and Guides will visit the schools periodically and the Heads of Schools will offer them facilities to see the Scout and Guide. Cub and Bulbul units during their visit.

16. The inspecting officers of the Department while visiting the schools will enquire about the working of Scout, Guide, Cub and Bulbul Units and give constructive suggestions for their proper and efficient functioning. The Officers of the Scout Movement will also attend the conference of Headmasters and officers convened by Deputy Directors of Education, District Educational Officers, Assistant Educational Officers etc. The progress of the movement will be referred as an agenda item.
17. Rajyapuraskar Souts and Guides and Rashtrapathi Scouts and Guides are eligible to get 5% and 10% grace marks respectively for S.S.L.C Examination.
18. Rashtrapathi Scouts and Guides are eligible for 10 additional marks for admission to Pre Degree/ Higher Secondary Courses. Such pupils are eligible for grade marks for admission to TTC Course also.
19. Teachers who have been trained at School expenses are bound to start units and continue the Scout/Guide, sub/Bulbul works. Those who fail to continue in the movement will have to refund the amount spent on them.

**Director of Public Instruction.**

To

All Deputy Directors of Education.

All District Educational Officers.

All Assistant Educational Officers.

Copy to :

1. The State Secretary, Kerala State Bharat Scouts and Guides. Thiruvananthapuram
2. CA to Director of Public Instruction/Additional Director of Public Instruction(Academic)/ Additional Director of Public Instruction(General)/ Joint Director of Public Instruction(Academic) / Senior Administrative Officer / Senior Finance Officer/ Deputy Director of Education (Employment)/ Deputy Director of Education (IEDC)/ Deputy Director of Education (QIP)/ The Chief Planning Officer.