

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No. 1786, CUTTACK, THURSDAY, OCTOBER 6, 2016/ ASWINA 14, 1938

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[No. 19547–SME-SSE-SSE-0075/2016/SME.]

## SCHOOL & MASS EDUCATION DEPARTMENT

### RESOLUTION

The 26th September, 2016

A good number of proposals are coming from different quarters for permission to use Government School campus/Class rooms/School play grounds for different types of activities. In this regard many letters of instructions have been issued in the past. Many a time proposals are coming to Government at the very last moment for granting such permission without assigning adequate justification. Thus, it became necessary to formulate detail guidelines for disposal of such requests at different levels. Hence, Government, after careful consideration, have been pleased to decide as follows:—

#### **(A) Activities organised/sponsored by School & Mass Education Department:**

- (1) The DEO in case of High Schools, the BEO in case of Elementary Schools and Principal in case of ETTIs/DIETs/DRCs shall decide use of School campus for S&ME Department sponsored/organized academic and co-academic activities.

#### **(B) Activities organised/sponsored by Govt. Departments other than School & Mass Education Department:—**

- (1) For eventualities of Disaster Management any instant use of the School campus/building including closure of School or rescheduling of Class timings up to 7 (seven) days shall be decided by the Collector and District Magistrate of the concerned District under intimation to School & Mass Education Department. Any further use of the School campus beyond 7(seven) days shall need the prior approval of S&ME Department.
- (2) For law and order purpose, like camping of police personnel, relocation of afflicted public etc., the School campus/building can be used as per orders of the concerned Collector & District Magistrate for a maximum period of 7 (seven) days without disturbing normal class room transactions or examination works. In such situations,

the Collector & District Magistrate shall take the views of the DEO into consideration. Any further use beyond 7(seven) days or deviation required shall need prior approval of the Government in School & Mass Education Department.

- (3) For use of the School campus/building for a public cause by any other Government Department other than School & Mass Education Deptt., like Eye camp, Health camp, Legal Awareness activities, conduct of camps for selection to Military services, Book fairs, Literary competitions/activities, observance of important days/events with a bearing on local culture/tradition without disturbing normal School works or without rescheduling of School timings for a maximum period of 3 (three) days, the DEO can take a decision on recommendation of the Local Authority of the concerned Government Department.
- (4) If a Government School building including that of ETTIs is requisitioned for conduct of any examination by any Public Board or Public Recruitment Body, improvement fee of Rs.10/- (Rupees ten only) per candidate for the total no. of allotted candidates will be collected by the concerned Head of the Institution. If the examination conducting body is not taking any fee from the candidates including general category candidates, relaxation in improvement fee or requirement for rescheduling of classes may be done by the DEO with approval of the Collector. The money so collected shall be first deposited in School account within next 3(three) working days and later used by the head of the School in any developmental work as decided by the SMC/SMDC.

**(C) Activities organised by Non- Govt. Bodies:—**

- (1) In case of requisition of School campus/building on holidays or vacations under Non-Govt. initiative for activities as shown in Para. B(3) above and without hampering the activities of the School during such holidays or vacation for a maximum period of 3(three) days, the DEO may accord permission with prior approval of the Collector and District Magistrate.
- (2) As per order of the Hon'ble High Court of Orissa dated the 24th April, 2007 in WP(C) No.2815/2003 the School playground or building shall not be used for holding/organising Opera (Jatra). Even if the School is closed or there is vacation, the School building/campus shall not be used for opera/orchestra activities. This shall be applicable to both Govt. and Non-Govt. Schools, if the land is in the name of the School.
- (3) As decided in the Cabinet meeting dated the 17th August,1980 and reiterated in GO No. 22516 dated the 17th August, 2001, under no circumstance any private

institution will be allowed to function in a Government School Campus. If there is still any such institution, it will be ensured by the DEO that they are vacated within next three months from the date of issue of this Resolution.

**(D) Other Activities:—**

- (1) For any other purpose not covered under A, B and C above, the School campus shall not be ordinarily used. However if the need of use is unavoidable and warrants priority, an application may be made to the Collector and District Magistrate concerned minimum 15(fifteen) days ahead of the date of need for preliminary preparation/entry and if the Collector and District Magistrate deems it proper, he shall refer the matter within 3(three) days to an **Allotment Committee** to be comprised with **Collector & District Magistrate (Chairperson), Superintendent of Police (Member) and DEO (Member Convenor)**. The Allotment Committee may recommend the proposal to Govt. leaving a clear gap of 7 (seven) days from the date of need for preliminary entry after due deliberations on all aspects including safety needs of the activity, access of emergency services to the venue etc. In such event of recommendation by the Allotment Committee the DEO-*cum*-Member Convenor shall forward the proposal to Govt. along with copy of proceedings of the Allotment Committee, background details and specific opinion on the probability of any future rival activity of similar nature. A copy of such proposal shall be necessarily forwarded to the Director of Secondary Education or Director of Elementary Education or Director of TE & SCERT under whose administrative jurisdiction the School/institution comes. If the Director concerned wants to offer his views, if any, it will be so communicated to Government within 3 (three) days of receipt of the copy of the proposal.

**(E) General Conditions:—**

It is to be ensured that in all cases of permission, conditions must be imposed in the letter of permission to see that the School will not have to spend any money later to clean the campus after its use by an external agency or to get back the School property to its previous state/shape. Where required, the condition of refundable caution money may be imposed by the approving Authority. The permission for Law and Order has to be obtained separately from the Competent Authority.

The Adarsha Vidyalayas under OAVS shall not be covered under this Resolution. The campus of such Schools shall not be utilised for any purpose other than the purpose for which such institutions have been built-up.

The Primary and Upper Primary Schools under the administrative control of the Director of Elementary Education , High Schools under the administrative control of the Director of Secondary Education and ETTI sunder the administrative control of the Director of TE & SCERT shall be covered under this Resolution.

**ORDER**

Ordered that the Resolution be published in the next issue of *Odisha Gazette* and copies there of extended to all concerned with 200 spare copies to this Department for reference.

By Order of the Governor

RANJANA CHOPRA

Commissioner-*cum*-Secretary to Government