

Sarva Shiksha Abhiyan, Telangana, Hyderabad
Guidelines on the utilization of Grants 2014 – 15

The following guidelines are issued for utilization of various grants released under Sarva Shiksha Abhiyan during 2014-15.

1. *School Grant (@ Rs. 5,000/- for PS, @ Rs. 12,000/- for UPS and @ Rs. 7000/- for UP Sections of HS)*

Provision:- The schools functioning under Government, Local Body, MPP, ZPP, Tribal Welfare (ITDA), Social Welfare, APRIES, APSWRIES, APTWRIES, Disabled Welfare and Aided Management will be released school grants. The provision for primary school is Rs.5000/- per school per annum.

❖ Upper Primary Schools having I to VII or VIII Classes are to be considered as two schools i.e. Primary School (I to V) and Upper Primary School (VI to VII or VIII) for sanction of School Grant. Hence, an upper primary school is eligible for an amount of Rs.12000/- (Rs. 5000/- for PS + Rs. 7000/- for UPS) towards school grant. Therefore, an amount of Rs. 12000/- has to be released to Upper Primary Schools (I to VII or VIII Classes) towards School Grant.

❖ High schools will be released Rs.7000/-

Utilization

- ❖ Purchase of games & sports material.
- ❖ Procurement of science lab material, games and sports material in case of upper primary and high schools.
- ❖ Utilizing grants to Independence Day and Republic Day celebrations
- ❖ Purchase of soap liquid and towels for hand washing of children.
- ❖ Stationery, Xeroxing, Procurement of Radio (if not available)
- ❖ Provision of stationary for conducting exams.

3. Maintenance Grant (@ Rs. 5000/- to 10,000/-)

Provision:- The Schools having own buildings and functioning under Government, Localbody, Tribal Welfare, Social Welfare, APRIES, APSWRIES, APTWRIES and Disabled Welfare Managements are eligible for maintenance grant. **(Maintenance grant shall not be released to aided schools).**

- ❖ The maintenance grant shall be released @ Rs. 5000/- to the schools having upto 3 classrooms and @ Rs. 10000/- to the schools having more than 3 classrooms. Upper primary schools having I to VII classes are to be considered as two schools i.e., primary school (I to V) and upper primary school (VI to VII) for sanction of maintenance grant. However, it should not exceed the approved budget.

Utilization:

The grant shall be utilized for the following items as per the priority shown below:

- Payment of electricity bills per month for primary for upper primary and upper primary sections of high schools.
- Maintenance of toilets: Not exceeding ₹300/- per month if the maintenance grant is ₹5000/- per school, if grant is ₹10000/- per school ₹500/- either on outsourcing basis or by hiring a local person until an arrangement is made by Government
- Maintenance of drinking water facility and providing potable water wherever permanent source of drinking water facility is not available.
- Maintenance of equipment (TV, Computer, Radio, fans, electrical hand switches, electrical motor etc.,)
- Minor repairs to floor, roof, compound wall, gate, furniture etc. and white washing

4. School Complex Grant (@ Rs. 22,000/- per annum)

a. Contingency Grant – Rs.10,000/-

- Procurement of DVD Player, CDs, DVDs Digital Camera and Radio, maintenance / procurement of ROTs for Mana TV programmes.
- Permanent TLM material for preparation of TLM.
- Procurement of Registers, Records, Stationary etc.
- Teacher Reference Books
- Conducting of cluster level competitions to children.

b. Meetings and TA Grant – Rs. 12,000/-

- Cell phone charges to School Complex Head Master @ Rs.200/- per month for 12 months – Rs. 2,400/- per year.
- Providing Tea and Refreshments to the participants @ Rs.300/- per month – on an average Rs. 3600/- per year.
- Conveyance for school visit to the School Complex HM @ Rs. 300/- per month – Rs. 3,000/- per annum (Minimum 10 days tour in a month) subject to furnishing school visit report to DPO / DEO
- Postage / Xerox etc – Rs. 1000/- per year
- Melas, Talent Search Examinations, Documentation, Water and other contingencies etc. prizes / food or chocolates to children – Rs.2000/- per year.
- Others if any as per requirement from the savings of the above items.

5. MRC Grant – Rs. 80,000/- per MRC per year (Comprising of A, B)

Contingent Grant – Rs. 50,000/- per annum

- Rs. 500/- per month for phone and internet - 6000
- Rs. 500/- per month for MEOs cell phone - 6000
- Drinking water charges @ ₹250/- per month - 3000
- Rs.1000/-per month for Electricity charges(12months)- 12000
- Stationery, Xerox, office maintenance, postage - 6000
- Maintenance of toilets @ ₹500/- for 12 months - 6000

- Minor repairs to floors, windows, doors, TV, radio, ROT, printers etc., - 5000
- Provision for purchase of Almarah, printer, digital Camera (As per need priority basis) - 6000

B. 1) TA and meetings – Rs. 20,000/- per annum

- FTA to MEOs (as per GO Ms.No.99, Dt:6.4.10)
For 20 days tour in a month Rs.1000/- for 12 months- MEO, MRPs should submit the school visit reports 12000
- Conduct of meetings, providing tea and snacks to the participants - 8000

2) TLM - Rs. 10,000/- per annum

- Procurement of permanent TLM / DVD, CDs, Radio Digital Camera etc., - 5000
- Reference books, magazines, News paper - 2000
- Melas, Talent Search Examinations etc - 3000
- Stock register should be maintained
- Particulars of procured item should be entered in the stock register.

6. General Guidelines

- ❖ All types of grants shall be utilized as per the guidelines during the Academic year
- ❖ The SMC shall make resolutions to utilize all types of grants (except MRC) on the above mentioned items and the resolutions shall be minuted accordingly.
- ❖ Social audit shall be done by SMC on utilization of the grants.
- ❖ Stock and Issue Registers shall be maintained for the items procured and utilized.
- ❖ Expenditure and balance available shall be displayed on the notice board.
- ❖ Discussion on utilization of grants shall be conducted at monthly SMC meetings.

- ❖ Cash book and vouchers shall be maintained for all the transactions.
- ❖ Headmasters are responsible for utilization of grants as per guidelines at school level; School Complex Headmaster & Asst. Secretary at Complex level and MEO at MRC level.
- ❖ School Complex and MRC grants shall be drawn every month as per monthly requirements only.
- ❖ The DIET, DPO staff, MEO shall monitor the utilization of grants and record in the academic guidance register and furnish report to the DPO and SPO. Necessary action may be taken based on the observations made during their visits.
- ❖ The State Level Observers shall also visit sample schools, MRCs and School Complexes and observe the utilization of grants and recommend appropriate measures and action.

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for State Project Director