

Rajiv Vidya Mission (SSA), A. P. Hyderabad **Guidelines on the utilization of Grants 2011 – 12**

The following guidelines are issued for utilization of various grants released under Sarva Shiksha Abhiyan during 2011-12.

1. Teacher Grant (@ Rs. 500/- per teacher per annum)

Provision:- The teachers working in the schools under Government, Localbody, Tribal Welfare (ITDA), Social Welfare, APRIES, APSWRIES, APTWRIES, Disabled Welfare and Aided Managements will be released teacher grant @ Rs.500/- per teacher per annum.

Utilization

- ❖ 50% of grant to be utilized for temporary TLM and 50% for permanent TLM.
- ❖ Xeroxing of TLM, etc. (paper clippings / puzzles / downloaded material from internet etc.,)
- ❖ Every teacher should prepare the list of required material, class-wise & subject-wise and submit the same to the HM.
- ❖ The material to be finalized by conducting a meeting by the HM with all the teachers duly considering lists prepared by the teachers subject-wise and class-wise.
- ❖ The Head Master should procure the permanent TLM with the help of a senior teacher.
- ❖ The Head Master should purchase the raw material and supply to the teachers for preparation of temporary TLM.
- ❖ TLM prepared by the teacher should be displayed in the school complex meetings also.
- ❖ Material purchased is to be entered in school stock register.

2. 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, 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 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 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 Classes) towards School Grant.
- ❖ High schools will be released Rs.7000/-

Utilization

- ❖ Purchase of games & sports material.
- ❖ Procurement of science lab material in case of upper primary and high schools.
- ❖ Procurement of children magazines like Balamitra, Chandamama, Bujjai, Bommarillu etc., (not exceeding ₹50/- per month)
- ❖ Procurement of 4 Trays for preserving the SLIM cards of Class-III (subject-wise).
- ❖ Meeting electricity charges.
- ❖ Purchase of soap liquid and towels for hand washing of children.
- ❖ Stationery, Xeroxing, Procurement of Radio (if not available)

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 ₹400/- per school, either on outsourcing basis or by hiring a local person.
- Maintenance of drinking water facility
- 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. 27,000/- per annum)

a. Contingency Grant – Rs.10,000/-

- Procurement of DVD Player, CDs, DVDs Digital Camera and Radio (priority should be given for DVD player and radio) .
- Procurement of Registers, Records, Stationary etc.
- Teacher Reference Books as per the list communicated by SPO.

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.250/- per month – on an average Rs. 2500/- 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. 1100/- per year
- Melas, Talent Search Examinations, Documentation, Water and other contingencies etc. prizes / food or chocolates to children – Rs.3000/- per year.
- Others if any as per requirement from the savings of the above items.

c. TLM Grant – Rs. 3,000/- per annum

- Procurement of material for preparation of TLM in the School Complex Meetings – Rs. 1,500/- per annum
- Procurement of Flexi - Charts and other permanent TLM– Rs. 1,500/- per annum.
- Material procured should be entered in the school complex stock register.

d. Maintenance Grant – Rs.2000 per annum

- Maintenance of DVD, Radio / Computer etc.
- Procurement of Radio batteries.
- Procurement of buckets, glasses, mugs etc., if necessary.

5. MRC Grant – Rs. 1,00,000/- per MRC per year (Comprising of A, B, C or D)

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

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| ➤ Rs. 750/- per month for phone and internet | - | 9000 |
| ➤ Rs. 400/- per month for MEOs cell phone | - | 4800 |
| ➤ Rs.250/- per month for MRPs cell x 3 MRPs | - | 9000 |
| ➤ Rs. 4500/- per month for Attender /messenger /watchman
(For 3 months) (Remaining months to be released from
DPO management cost) | - | 13500 |
| ➤ Rs. 600/- per month for Electricity charges | - | 7200 |
| ➤ Stationery, Xerox, office maintenance, postage | - | 2900 |
| ➤ Providing tea to the HMs during monthly meetings
(@ Rs.400/- per meeting x 9 meetings) | - | 3600 |

B. TA and meetings – Rs. 30,000/- per annum

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| ➤ FTA to MEOs & MRPs (as per GO Ms.No.99, Dt:6.4.10)
For 15 days tour in a month Rs.500/-
For 20 days tour in a month Rs.600/-
(MEO+MRPs 4 x 12 months x 600) | - | 28800 |
| MEO, MRPs should submit the school visit reports | | |
| ➤ Providing tea to the participants during meeting
(@ Rs.400/- per meeting x 3 meetings) | - | 1200 |

C. TLM grant - Rs. 10,000/- per annum

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| ➤ 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. | | |

D. Maintenance Grant – Rs.10,000/- per annum

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| ➤ White washing of MRC building and coloring of doors and windows | | |
| ➤ Maintenance of TV, DVD, Computers, Printers, Radio, ROTs etc. | | |
| ➤ Minor repairs to floor, doors, windows and furniture etc., | | |
| ➤ Maintenance of toilets and drinking water | | |
| ➤ Maintenance of display boards / wall boards etc., for displaying mandal
information | | |

6. *General Guidelines*

- ❖ All types of grants shall be released in the beginning of the Academic year i.e., during June, July of the year, as per the Implementation Plan.
- ❖ 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 & Joint Secretary at Complex level and MEO & MRPs at MRC level.
- ❖ School Complex and MRC grants shall be drawn every month as per monthly requirements only.
- ❖ In case of aided schools the electricity bills may be paid from the school grants as per norms given for other management schools.
- ❖ The DIET, DPO staff and MRPs, 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.

**Sd/- Mohd. Ali Rafath
State Project Director**

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Planning Coordinator