



## **Rajiv Vidya Mission (SSA), A.P., Hyderabad Guidelines on the utilization of Grants during 2012 – 13**

The following guidelines are issued for utilization of various grants released under Sarva Shiksha Abhiyan during 2012-13.

### **I. Teacher Grant (@ Rs. 500/- per teacher per annum)**

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

#### **Utilization**

- ❖ 50% of grant to be utilized for temporary TLM and 50% for permanent TLM.
- ❖ Photostat copies of TLM, etc. (paper clippings / puzzles / downloaded material from internet etc.,)
- ❖ Every teacher should prepare a list of required material, class-wise & subject-wise and submit the same to the HM.
- ❖ The material shall 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 meeting also.
- ❖ Material purchased should be entered in the school stock register.
- ❖ Vouchers, receipts should be preserved
- ❖ At Institution level teacher grant of all the teachers may be pooled up & procure the TLM of permanent nature.
- ❖ Preference may be given to purchase of TLM which will be helpful to teach more than one concept.

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

**Provision :-** The schools functioning under Government, Local Body, Tribal Welfare (ITDA), Social Welfare APREIS, APSWREIS, APTWREIS, 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 I to VIII Classes are to be considered as two schools i.e., Primary School (I to V) and Upper Primary School (VI to 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 I to VIII Classes) towards School Grant.
- ❖ High schools will be released Rs. 7000/-

**Utilization**

- ❖ An amount up to Rs 1500/- may be utilized for celebration of National Science Day, Maths Day, Annual Day and other important events organized under talent search activities.
- ❖ 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 Rs 50/- per month)
- ❖ Purchase of liquid soap and towels for hand washing of children.
- ❖ School Registers, Records, Stationery, Xeroxing
- ❖ Purchase of Radio set (Branded), if already available, procure one more additional set for Upper Primary schools and for secondary schools to listen Radio lessons and Meena Radio Programmes.
- ❖ Purchase of Chalks, dusters, buckets, mirrors, combsetc.
- ❖ Purchase of six maximum, minimum thermometer one for each schools
- ❖ May also be used for up keeping of toilets and for payment of Electricity bill as for (Proc. Rc. No A3/1256/(SSA)/Accounts/2012 dated : 02.06.2012.

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

**Provision :-** The Schools having own buildings and functioning under Government, Local body, Tribal Welfare, Social Welfare, APRIES, APSWRIES, APTWRIES and Disabled Welfare Management 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 or I to VIII classes are to be considered as two schools i.e., primary school (I to V) and upper primary school (VI to VII) or (VI to VIII) 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 every month for primary, upper primary and upper primary sections of high schools.
- ❖ Maintenance of toilets : Not exceeding Rs. 200/- p.m if the maintenance grant is 5000/- and Rs 400/- p.m in case of maintenance grant is Rs. 10,000/- either on out sourcing basis or by hiring a local person per school.
- ❖ 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, doors, windows 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 inverters to facilitate the functioning of ROT to ensure uninterrupted power supply during teleconference session.
- ❖ Procurement of Registers, Records, Stationary etc.
- ❖ Teacher Reference Books as per the list communicated by SPO.
- ❖ Procurement of DVD player, Digital camera if not purchased earlier.
- ❖ Purchase of Educational CDs
- ❖ Purchase of public address system
- ❖ Purchase of carpets
- ❖ Cupboards for Books and Records

**b. Meeting 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 of school visit report to DPO / DEO
- ❖ Postage / Xerox etc – Rs. 1100/- per year
- ❖ Melas, Talent Search activities, Documentation, amount to meet prizes / food or chocolates to children and other contingencies Rs. 3000/- per year.
- ❖ Other items 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 permanent TLM – Rs. 1500/- per annum.
- ❖ Purchase of Educational magazines
- ❖ Material procured should be entered in the school complex stock register.

**Note :** Other contingencies if any to meet from the savings of the above items.

**d. Maintenance Grant – Rs. 2000 per annum**

- ❖ Maintenance of DVD, Radio / Computer, Printer, ROTs etc.,
- ❖ Procurement of water purifier
- ❖ Procurement of buckets, glasses, mugs etc., if necessary.

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

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

❖ Rs. 800 per month for phone and internet	-	Rs	9600
❖ Rs. 400/- per month for MEOs cell phone	-	Rs	4800
❖ Rs 300/- per month for MRPs cell phone x 3 MRPs	-	Rs	10,800
❖ Rs. 750/- per month for Electricity charges	-	Rs	9000/-
❖ Stationary, Xerox, office maintenance, postage	-	Rs	5000/-
❖ Providing tea to the HMs during monthly meetings @ Rs. 400/- per meeting x 12 meetings)	-	Rs	4800
❖ Purchase of pen drives, CDs, Display Boards, white Boards	}	Rs	6000
❖ Inverter			
❖ Public Address system			
❖ DVD Player			
❖ Radio			
❖ ROT			

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

❖ 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
Procurement of chairs / carpets / water filter etc	-	1200

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

❖ Procurement of permanent TLM / CDs/ Radio / DVD etc	-	5000
❖ Reference books, magazines, News paper, Educational CDs	-	2000
❖ Melas, Talent Search Activities 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**

- ❖ 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, doors and furniture etc.,
- ❖ Maintenance of toilets and drinking water, water purifier
- ❖ Maintenance of display boards / wall boards etc., for displaying mandal information

#### **General Guidelines :**

- ❖ All types of grants shall be released in the beginning of the Academic year i.e., during June / July as per the Implementation Plan.
- ❖ The SMC shall make resolutions to utilize all types of grants (except MRC and school complex) on the above mentioned items and the resolutions shall be record accordingly.
- ❖ Social audit shall be done by SMC on utilization of the grants at every quarter.
- ❖ 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 at school level shall be conducted at monthly SMC meetings.
- ❖ Cash book and vouchers shall be maintained properly for all the transactions.
- ❖ Headmasters are responsible for utilization of grants as per guidelines at school level; School Complex Headmaster & Joint Secretary at school 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 funds available in preceding years, procurement of inverters to facilitate the functioning of ROT to ensure uninterrupted power supply during teleconference session with sufficient backup may be initiated.
- ❖ 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 during their visits to schools, MRCs and School Complexes observe the utilization of grants and recommend appropriate measures and action.

**Note :** Other contingencies if any may be met from the savings of the concerned grant.