

Rajiv Vidya Mission (SSA), A. P. Hyderabad
Guidelines on the utilization of Grants 2010 – 11

The following guidelines are issued for utilization of various grants being released under Sarva Shiksha Abhiyan during 2010-11.

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

- ❖ 50% of grant to be utilized for temporary TLM and 50% for permanent TLM.
- ❖ Xeroxing of TLM, Question Papers, etc.
- ❖ Every teacher should prepare the list of required material and submit the same to the HM.
- ❖ The material procured to be finalized by conducting a meeting with HM and all teachers
- ❖ Material procured by the teacher should be displayed in the school complex meetings also.

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

- ❖ During the current year Upper Primary Schools having I to VII Classes were 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 amount of Rs. 12000/- (Rs. 5000/- for PS + Rs. 7000/- for UPS) was sanctioned. Therefore, an amount of Rs. 12000/- has to be released to Upper Primary Schools (I to VII Classes) towards School Grant.
- ❖ Priority shall be given to utilize School grant to take up internal wiring for Electrification as per the norms communicated.
- ❖ The 50% of School Grant which was allocated for purchase of Library Books during 2009-10 plus balance amount if any available under this item shall be utilized first for internal wiring. The additional requirement of funds after exhausting the balances may be met from the School Grants released during this year.
- ❖ Savings if any after doing internal wiring the amount may be utilized for the following item:
 - Purchase of Library Books from 50% of Grant released during this year.

- ❖ The Schools which already have power supply may utilize School Grant for the following items.
 - Payment of arrears of electricity bills.
 - Payment of monthly electricity bills.
 - Procurement of 12 Trays for preserving the SLIM cards class-wise and subject-wise.
 - Stationary, Xeroxing, Procurement of Radio and minor repairs of radio, TV, Procurement of library books, children literature etc.

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

- ❖ 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 as per the budget approved in AWP&B 2010-11. But it should not exceed Rs. 7500/- per school on an average. The grant shall be utilized on the following items as per the priority shown below:
 - Utilizing the grant towards the cost of electricity connection and meter charges
 - During the review meetings held by the Principal Secretary with some of the District Collectors, a decision was taken to utilize the maintenance grant towards maintenance of toilets. Hence, an amount not exceeding Rs. 400/- per month may be spent towards maintenance of toilets. However the charges may be decided by calling tenders based on the no. of toilets duly taking the approval of the District Collector.
 - Minor repairs to floor, roof, compound wall, gate, furniture etc.

4. *School Complex Grant (@ Rs. 25,000/- per annum)*

a. Contingency Grant – Rs.10,000/-

- Procurement of DVD Player and CDs.
- Procurement of Registers, Records, Stationary etc.
- Teacher Reference Books as per the list communicated by SPO.

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

- Stationary and TLM for meeting @ Rs. 200/- per meeting for 10 months – Rs. 2000/-

- Providing Tea and Refreshments to the participants every month @ Rs. 6/- per participant per month – on an average Rs. 1500/- per year.
- Conveyance for schools visit to the School Complex HM @ Rs. 300/- per month – Rs. 3,000/- per annum
- Postage, Xerox etc – Rs. 1000/- per year
- Melas, Talent Search Examinations, Documentation, Water and other contingencies etc. – Rs. 4,500/- per annum
- 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. 2,000/- per annum
- Procurement of Charts and other TLM material – Rs. 1,000/- per annum.

5. MRC Grant – Rs. 90,000/- per MRC per year

The MRC grant may be released in two installments i.e., Rs. 45,000/- during June / July in the remaining balance of Rs. 45,000/- during December of the year

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

➤ Rs. 400/- per month for phone and internet	-	4800
➤ Rs. 300/- per month for MEOs cell	-	3600
➤ Rs. 2500/- per month for Attender /messenger /watchman	-	30000
➤ Rs. 500/- per month for Electricity charges	-	6000
➤ Stationary, Xerox, office maintenance, postage	-	2000
➤ Computer consumables	-	2000
➤ Maintenance of equipment	-	1600

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

➤ Rs. 550/- per month for payment of FTA for 4 persons for 12 months (MEO & MRPs)	-	26400
➤ Rs. 300/- per month for HMs meeting	-	3600

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

➤ DVD, CDs, Radio etc	-	5000
➤ Reference books, magazines	-	2000
➤ Melas, Talent Search Examinations etc	-	3000

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 Implementation Plan.
- ❖ The SMC shall make resolutions to utilize all types of grants on the above mentioned items and the resolutions shall be minuted accordingly.
- ❖ Social audit shall be done by AMC 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 discussed in the AMC meetings.
- ❖ Cash book and vouchers shall be maintained for all the transactions.
- ❖ 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 DPOs and SPO. Necessary action may be taken based on the monitoring observations.
- ❖ 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/- Dr. V. Nageswara Rao,
for State Project Director**

//T.C.Attested//

Planning Coordinator