

**Suggestive Guidelines on utilization of the Annual School Grants and Minor Repair Grant under AWP&B of Samagra Shiksha (Secondary) for year 2019-20**

The following pattern have been approved by the GoI, MHRD and accordingly sanctions will be done with regard to Annual School Grants for year 2019-20 to classes IX to XII.

Sl.No.	Annual Grant (up to Highest Class X or XII)	Final Approved Outlay	
		Physical	Unit Cost in Rs.
1	School Grant – (Enrol > 15 – 100)	642	25000
2	School Grant – (Enrol > 100 and <= 250)	2921	50000
3	School Grant – (Enrol > 250 and <= 1000)	3199	75000
4	School Grant – (Enrol > 1000)	77	100000

The above grants is been released to the School Management and Development Committees (SMDCs) basing on the releases of the GoI and GoAP to Govt./ZP/APMS/Mpl/KGBVs/APTWREIS/APREIS/APSWREIS Secondary Schools and Intermediate (Govt. Jr. Colleges) maintaining A/C in various Banks by way of Bank transfer from State Office of Samagram Shiksha (Secondary), AP.

The Grants are released to those schools who submitted the utilization the school grants released during 2018-19.

The details of the Annual School Grants and the Minor Repair grant released to the schools in 2019-20 are as follows

**1. Purchase of Books, periodicals, news papers etc. (20%):** To strengthen the library and enhance knowledge & information for teachers as well as students of Secondary schools and Higher Secondary schools, the grant will be utilized for

- a. Purchasing of reference books for teacher & students,
- b. Newspapers, periodicals/journals/magazines etc on need basis.

(Purchase of books with due reference to the lists of books recommended by the KVS (or) recommended by the State Governments (or) Text Books and Reference Books

for teachers should also be included or as per the scheme formulated by Raja Ram Mohan Roy Library Foundation, the nodal agency of Govt. of India to support public library services and systems.)

(Books may be purchased from the Book Fair which will be organized under Samagra Shiksha (Secondary) at district level.)

**2. Water, electricity, telephone charges etc. (@ 20%):** For smooth functioning of the school and to meet the daily expenses of the school, this grant will be utilized in Secondary and Higher Secondary (having secondary section) schools. The grant will cover

- a. Water,
- b. Electricity,
- c. Telephone charges, Internet charges/ other rates and taxes
- d. Equipments for Sports, music, dance, painting, culture etc.
- e. Teaching aids, instruments & appliances,
- f. Stationery etc.

**3. Grant for Minor Repairing (@ 20%):** To meet the urgent need for minor repairing and renovation of existing school buildings, this grant will be utilized and the suggestive works are

- a. Repair or School building,
- b. Toilets,
- c. Tanks
- d. Play Ground
- e. School Campus,
- f. conservancy Services
- g. Electrical fittings,
- h. Sanitary & other fittings, Furniture and fixtures etc.

**4. Sanitation and ICT (@ 30%):** To meet the expenditure of Sanitation worker not exceed Rs. 1000/- may be allowed. To meet the Allowance of Rs.500/- for teachers who allotted and to look after the activities of ICT in the school.

**5. Need Based works and Permission authority (@ 10%):** Other Expenditure time to time on need based : The suggestive items on need based to meet the expenditure with prior permission should be taken from the District Education

Officer for limitation of Rs.5000/- and Regional Joint Director is competent to provide permission up to 10000/- on detailed report and outcomes should be submitted by the SMDC chairman (Head Master) along with resolution copy so as to take the decision by the competent authorities.

<b>ANNUAL GRANTS FOR 2019-20 – 1<sup>ST</sup> INSTALLMENT ALLOCATION</b>						
<b>S.No.</b>	<b>Total Amount for 2019-20</b>	<b>1. Purchase of Books, Periodicals, News Papers etc</b>	<b>2. Water, Electricity charges etc</b>	<b>3. Minor Repairs</b>	<b>4. Sanitation &amp; ICT</b>	<b>5. Need Based Works</b>
	<b>Percentage of allocation</b>	<b>20%</b>	<b>20%</b>	<b>20%</b>	<b>30%</b>	<b>10%</b>
1	25000	5000	5000	5000	7500	2500
2	50000	10000	10000	10000	15000	5000
3	75000	15000	15000	15000	22500	7500
4	100000	20000	20000	20000	30000	10000

## **6. ROLE OF SMDCS**

To ensure the proper utilization of the grants, the SMDCs will have to organize their meeting and the resolutions are required to be taken as below

- (a) Proposal of works to be done through the specific grant with priority of works. Process for implementation of the works including timeframe should also be clearly mentioned in their resolution.
- (b) Resolution on community contribution & arrangement of Panchayat contribution etc either cash or kinds to support the grants are also required to be mentioned.
- (c) Process for maintenance of records, registers & vouchers etc against the each work
- (d) Submission of the utilization certificate of the grants to the District Programme Coordinator, Samagra Shiksha (Secondary) or Dy. Educational Officer of School concerned in the specified formats within stipulated timeframe

**In addition to resolutions of the SMDCs meeting, the following issues should also be strictly attended to:**

1. The SMDCs will have to maintain a separate cash book for recording the financial transaction of the grants separately under Samagra Shiksha (Secondary) programmes
2. SMDCs will have to up-date their Bank Passbook immediately after receiving information on Bank transfer of the fund and the same should be recorded in the cash book in detail.
3. In case of the problems related to credit in the SMDCS A/C & other transacting process of the bank, the SMDCS should inform the District Programme Co-ordinator, Samagra Shiksha (Secondary) concerned immediately.
4. The SMDCs will have to complete all works to be implemented through the grants within the stipulated period.
5. After Implementation of every work, cash book should be updated mentioning voucher numbers etc.
6. The SMDCS must be submitted the utilization certificate of the school grants along with photocopies of vouchers within 10 days from utilization of the grants to the concerned District Programme coordinator, Samagra Shiksha (Secondary) or Dy.Educational Officer of Schools in the specified format.
7. The SMDC will be legally duty bound for utilization of the grants as per guideline. Disciplinary action will also be initiated against the defaulter SMDC and HM/Principal of the school.

**6. Community Contribution:**

For effective implementation and better completion of the works, contributions of the Govt./ PRI/ Community/ Private sector (either through cash or kinds) are always encouraged and the SMDCs can receive such contributions. The details of contributions should be donated systematically and the contributions are required to be mentioned in the format for proposal of works

**Role of the District Programme Co-ordinator, Samagra Shiksha (Secondary) or Dy. Educational Officer of Schools and others:**

The Dy. Educational Officer of schools of the District will be the overall Coordinator for proper implementation of the Annual School Grants and Minor Repair grant and the responsibilities in utilization of the grants of the DPCs or Dy.E.O. are as follow:

1. To ensure receipt of the grants by the SMDCs timely, the DPCs or ISs will have to co-ordinate with the nodal Bank in the district.
2. In case of error found in the Bank details along with in the list of schools, the DPCS or ISs should inform the Mission Director, Samagra Shiksha (Secondary), Andhra Pradesh immediately.
3. The RID, DPC (DEO) and Dy.E.O. and other officials of Samagra Shiksha (Secondary) will have to monitor the proper and timely utilization of the grants as per guideline during their school visit.
4. The DPC (DEO) and Dy.E.O.s are also to ensure distribution of the guidelines & forms related to proposal as well as utilization of the grants and submission of utilization through the specified format to the Mission Director, Samagra Shiksha (Secondary), Andhra Pradesh.

**Director, RMSA**