

GUIDELINES FOR UTILIZATION OF GRANTS UNDER SSA **School Grants Under SSA**

Utilization of School Grant @ Rs 5000/- per school for Primary School @ Rs 7000/- per school for Upper Primary School per year under SSA

Important: - *This grant is to be utilized only through Vidyalaya Kalyan Samitis/School Management Committees/PTAs. Transparency is to be observed in the utilization.*

Schools to be covered

- ☛ All Government including RPVVs/MCD/NDMC/DCB schools and Aided Schools.

Amount to be given

- ☛ Rs 5000/- to each Primary School per year per school and Rs 7000/- to each Upper Primary School per year.
- ☛ Double shifted schools are to be given separate grants for each school.
- ☛ Sarvodaya Schools are to be given double grants i.e. Rs 5000/- for Primary classes and Rs 7000/- for Upper Primary Classes.
- ☛ Aided Schools having Primary and Upper Primary Classes in the same premises are to be given double grants i.e. Rs 5000/- for Primary classes and Rs 7000/- for Upper Primary Classes.
- ☛ NDMC/DCB Schools having Primary and Upper Primary Classes in the same premises are to be given double grants i.e. Rs 5000/- for Primary classes and Rs 7000/- for Upper Primary Classes.

Suggestive areas/heads of expenditure for utilizing the School Grant

- ☛ Repair/Replacement of equipments available in the school.
- ☛ Purchase of library books, newspapers, blackboards, public address system.
- ☛ Expenditure in the organization of Academic debates and competitions.
- ☛ Expenditure on the cleanliness of the school premises and purchase of dustbins.
- ☛ Schools are advised to procure a book self for keeping all Books and other Teachers Learning Material supplied / procured under Sarva Shiksha Abhiyan Delhi.

Repair & Maintenance Grants Under SSA

Utilization of Maintenance Grant @ Rs 7500/- per school per year under SSA

Important: - *This grant is to be utilized only through Vidyalaya Kalyan Samitis/School Management Committees/PTAs. Transparency is to be observed in the utilization.*

Schools to be covered

- ☛ All Government schools including RPVVs/MCD/NDMC/DCB schools having own buildings.

Amount to be given

- ☛ Rs 7500/- to each single shifted school.
- ☛ Double shifted schools are to be given separate grants of Rs 7500 to each school.
- ☛ Sarvodaya Schools are to be given double grants i.e. Rs 7500/- for Primary classes and Rs 7500/- for Upper Primary Classes.
- ☛ NDMC/DCB Schools having Primary and Upper Primary Classes in the same premises are to be given double grants i.e. Rs 7500/- for Primary classes and Rs 7500/- for Upper Primary Classes.

Suggestive areas/heads of expenditure for utilizing the Maintenance Grant

- ☛ Grant can be utilized for repair work of school building
- ☛ Painting of Blackboard and Display Board
- ☛ Repair of teaching learning equipments.
- ☛ Small repair including drinking water facilities and electrical fittings.
- ☛ Painting of SSA logo with original colours and design alongside the school name board **Compulsory. (Compulsory)**
- ☛ Creation / Painting of Display Board to shown all investment being made in the school and grants received from SSA. **(Compulsory)**
- ☛ Teachers Attendance should be publicly displayed on Display Board. **(Compulsory)**
- ☛ For improving the quality of school-level data regarding Enrollment, Attendance, Retention, Dropout, etc., beside the mandatory maintenance of VKS / PTA Meeting Registers, Retention Registers, and Pupil Progress Cards, any information sent to Cluster / Block / District level, has to be displayed on the School Display Board for public scrutiny. **(Compulsory)**

Teachers Grants Under SSA

Utilization of Teaching Learning Material Grant @ Rs 500/- per teacher per year under SSA

1. As per the guidelines of the MHRD, GOI, for implementation of Sarva Shiksha Abhiyan the TLM Grant @ Rs 500/- per year is being given to all the teachers working at Elementary Level as a support for Qualitative improvement in Education. Accordingly, all Teachers (Primary), Principal (Primary), TGT (English, Social Science, Maths, Science and Language teachers (Hindi, Sanskrit, Punjabi, Urdu and any other regional language) who are regular employee of the Directorate of Education /MCD/NDMC/Delhi Cantonment Board and Government Aided Schools of Delhi are entitled for the same.
2. Provision of TLM Grant under SSA is made for the purpose of Procurement and Development Teaching Learning Material, by the Teachers working at Primary and Upper primary level.
3. Given below is the suggestive list of items/material for procurement and development of Teaching –Learning material for improving the quality of classroom interaction.

For Languages: *Reference books published by Govt. agencies/National Book Trust, Dictionary, Flash Cards, Charts (preferably Laminated) for Alphabets and Numbers Worksheets for practice etc.*

For Social Sciences: *Printed Charts (preferably Laminated), Maps (Delhi, India, World), Globe, Compass, Atlas, Working and Stationary Models showing Day and Night Eclipses, Blocks etc.*

For Maths: *Geometry Box with wooden items (Big Size) for drawing figures on the Chalkboard, Meter and half meter Scales with handle (Plastic and Wooden), Containers for measuring different Volumes (Plastic), Clay for making different shapes and weights, Ply Board or Cardboard for developing grids and fractional strips, Sticks & Rubber tubing (Cycle valve tube) for developing three dimensional models and geometrical shapes, Dominoes, Abacus, Graph Paper Copy (Big Size Paper), Flash Cards, Printed Charts (Laminated), Log Table Books and other material for developing low cost teaching learning aids and equipments such as Magic squares and Ludo Games for teaching learning of mathematical concepts etc.*

For Science: *Printed Charts (Laminated) for teaching learning of different systems of Human Body & Plant Parts, Plastic Models, Blocks, Dictionary of Scientific Terms, Stick & Ball Models, Sticks & Rubber tubing (Cycle valve tube) for developing three dimensional models and geometrical shapes, Periodic Table, Magnets, Compass, Magnifying Glass, Bio-viewer, Lenses and Mirrors, Toys to demonstrate the concept of Energy and its transformation from one form to the other, Variety of material for developing low cost teaching learning aids and equipments etc.*

Teachers are supposed to maintain a record of expenditure in their Teacher's Diary for ready reference. Head of the school may obtain a certificate/ report from the concerned teacher to the effect that TLM has been utilized for the purpose for which it was provided.

Maintenance of Accounts by the Schools: -

Since, all the grants released by the UEE Mission are **AUDITABLE** therefore; each school is required to maintain *a separate register for accounts/utilization of funds given by UEE Mission* for School Grant, Repair & Maintenance Grant & TLM Grant. Some guidelines for the maintenance of accounts at the school/zonal/district level are as under: -

1. The amount received along with the Cheque No. and the purpose of grant should be clearly indicated in the register.
2. The money should be released to the school through Cheques only (for the school having its own bank account). This condition may be relaxed for the schools having no bank accounts. However, in such cases the specific reasons should be indicated.
3. Head of school will be personally responsible for maintenance of the accounts, which will be audited at any time. It is suggested that the Head of School/Principal maintain the separate register for each grant.
4. Account of each teacher will be maintained in the register on two pages allocated to the teacher concern.
5. Education Officers of the concerned department (Distt/Zonal incharge/NDMC/Delhi Cantonment Board) will be responsible for monitoring the maintenance of records in schools about the expenditure of the above said grants.

Maintenance of Accounts for TLM Grant

1. The account of TLM Grant utilized by the teachers may be maintained in the following format.

1. Name of the Teacher:

2. Designation:

3. Classes taught:

4. Date of receipt of the Grant:

S.No.	Items Procured	Date of Procurement	Agency	Cost (*Voucher No.)	Usefulness (Indicating Subject, Topic, etc.)
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*** All Vouchers are to be pasted or attached to the pages for each teacher.**

5. Signature of the teacher (On each page or against each entry with date)

6. Certificate from the teacher concern to the effect that the items procured or developed are not available in the school and very much needed for Classroom Interventions.

7. All the entries to be countersigned by the Head of the School on each page of the register.

6. The concerned teacher will verify vouchers & counter signed by the Head of The School and same will be pasted in the register for Audit purpose.
7. The records/registers showing utilization of grant will be made available to audit teams, UEE Mission State, District and Cluster level officer.
8. Education officer of the concerned department (Distt./Zonal incharge/NDMC/Cantt. Board and zonal Dy. Education Officer of M.C.D) will be responsible for monitoring the maintenance of records in school about the expenditure of the above said grant.
9. The grants may be utilized at the earliest and the Utilization Certificate is to be submitted by the concerned school to the DDE/Director/CEO concerned for onward submission to the **Office of the UEE Mission, 1st Floor, near Estate Branch, Directorate of Education, District – North, Lucknow Road, Delhi – 110054** as early as possible.

Annexure

Name of the School _____

Detail of Grants Received from UEE Mission Delhi

Amount in Rupees

Year	School Grant	Maintenance & Repair Grant	TLM Grant
2003-04			
2004-05			
2005-06			
2006-07			
2007-08			
2008-09			
2009-10			
2010-11			

(Signature of Principal)