

# **CIRCULAR**

No. 14A

Dated: 26-03-09

(Corrigendum for circular no. 11 to 14 dated. 17-03-09 SPD- SSA)

With Ref. to circular no.11-14 dated- 17-03 -09 issued by SPD(SSA )regarding TLM Grant it is submitted to the notice of all concerned that the teacher grant @ Rupees 500-/ per annum is to be given to all teachers of miscellaneous categories also.

Sd/  
SPD (SSA)



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No.11-14

Date: 17-03-09

**CIRCULAR**

**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 TLM Grant given by UEE Mission* . 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** by the Internal and External Auditors. It is suggested that the Head of School/Principal maintain the separate register for each grant.
4. A Separate register for keeping the account of utilization of TLM Grant for each year will be maintained by each Head of School.
5. At least two pages of the said register may be used for maintaining the account of the TLM Grant utilized by each teacher.
6. 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.**

7. The concerned teacher will verify vouchers & countersigned by the Head of The School and same will be pasted in the register for Audit purpose.
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 schools and also at Zonal/District Level 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 concerned Education Officer/DEO (in case of MCD)/DDE/Director Education (MCD), NDMC & CEO of Delhi Cantonment Board for onward submission to the **Office of the UEE Mission, 1<sup>st</sup> Floor, near Estate Branch, Directorate of Education, District – North, Lucknow Road, Delhi – 110054**, as early as possible but before the closure of the current financial year.

**Please submit the utilization certificate to UEE Mission within one month from the receipt of grants for the financial year.**

*Please ensure that copies of these guidelines are sent to all HOS and concerned officers.*

Sd/-  
**(Dr.V.P.Singh)**  
**S.P.D (UEEM)**