



## RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN

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Memo. No. 62(40)/37 -RMSA

Dated Kolkata the 19<sup>th</sup> March, 2015

From : The State Project Director  
RMSA

To : 1. The District Project Officer, RMSA  
2. The District Inspector of Schools (S.E.) \_\_\_\_\_  
P.O. \_\_\_\_\_ District \_\_\_\_\_

### Sub: Release of Guidelines for different grants and Utilization of fund

Madam/Sir,

In drawing your attention to the above noted subject I am to inform you that various kinds of Grants were released to the Govt. & Govt. Sponsored schools and DPO of the District in the current financial year 2014-15 through Bank Transfer. In this connection following 7 guidelines are hereby enclosed for your information and guidance.

It may be noted that the same guidelines were sent to you earlier by e-mail.

#### **Guideline of :**

- i) Annual Grant
- ii) Civil Grant
- iii) Dalit Shiksha Utkarsha Abhiyan
- iv) Provision of Sports Equipment to schools
- v) Sankhalaghu Utkarsha Abhiyan
- vi) Science Exhibition & Book Fair
- vii) Self Defence activities for Girls

Grants vide Sl. i) and ii) (50 % of the total allocation) above have been released to the school authorities.

The list of such schools has been sent to the DPO, RMSA through e-mail. As soon as the grant is released further the list will be sent accordingly.

Grants vide Sl. iii) to vii) have been released / are being released to the DPO.

Receipt confirmation please be made. The funds are to be spent as per guideline only. Necessary utilization certificates are to be submitted in due course.

Yours faithfully,

  
State Project Director  
RMSA

Encl: As stated

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Dated Kolkata the 19<sup>th</sup> March, 2015

Copy forwarded for information to the District Project Director & District Magistrate

  
State Project Director  
RMSA

## Guidelines for utilization of School Grant under RMSA (2014-15)

The fund of Rs.50, 000/- is placed directly to the Heads of the Institutions. The funds placed will be utilized on approval of the Managing Committee of the school.

Activities to be undertaken:-

- i. Sports, music, dance, painting, culture, teaching aids(for classes IX-X).
  - Equipment for teaching geography as elective.
  - Drawing equipments and painting materials.
  - Maps, charts, specified instruments and appliances.
  - Sports equipments, uniforms etc.
- ii. Petty and contingent expenditure like organizing meetings, conveyance, stationaries.
- iii. Petty repairs and maintenance.
- iv. Water, electricity and telephone charges, internet charges/ other rates and taxes.  
Ceiling limit to meet water and electricity charges is Rs. 15000/-
- v. Purchase of books, periodicals, newspapers etc. (periodicals should not exceed Rs. 5000).  
The lists of books to be approved/ recommended by the State Govt.
- vi. Purchase of need based educational materials for students with disabilities (for classes IX-X).
- vii. Repair/ replacement of laboratory equipments and purchase of laboratory consumables / chemicals, upkeep of laboratory or any other activity related to the study of Science / Mathematics / Geography (for classes IX-X).

Prohibited Expenditure:-

The expenditure on the following accounts can never be made.

- ❖ Hiring of vehicle
- ❖ Petroleum, oil and lubricant (POL) charge
- ❖ Any sort of remuneration / wages & etc.

Norms of Expenditure & Accounting:-

- i. Expenditure is to be made within 31<sup>st</sup> March, 2015.
- ii. All procurement shall be made observing guidelines as prescribed in the Financial Management and Procurement (FMP) Manual.
- iii. All the vouchers are to be kept with the school.
- iv. Utilization Certificate along with an expenditure statement is to be sent to the State Project Office RMSA through DPO, RMSA within 30-04-2015.

These guidelines are issued with the approval of Hone'ble MIC, School Education.  
Department.

  
SPD  
R.M.S.A

