

APPLICATION FOR DIFFERENT GRANTS INCLUDING CAPITAL GRANT

To : The Commissioner of School Education, W.B

Through : The District Inspector of Schools (SE), _____

Purpose : Capital Grant for Classrooms / Library / Laboratory/Renovation /Boundary Wall/Electrical Work

1. Name of the School :
2. Address :
3. Telephone No. :
4. Mobile No, if any
Of the HM :
5. Sub Divn, Block, Panchayat :
6. Status:
 - i) First Recognition as _____ w.e.f. _____ Memo No. &Date _____
 - ii) Upgraded to _____ w.e.f. _____ Memo No. &Date _____
 - iii) Upgraded to _____ w.e.f. _____ Memo No. &Date _____
 - iv) Upgraded to _____ w.e.f. _____ Memo No. &Date _____
 - v) Vocational courses, if any, introduced w.e.f. _____
7. Teaching Staff:

Posts	H.M	Upper Primary & Secondary Section				Higher Secondary Section			
		Language Gr.	Scienc& Math Gr.	Social Science Gr.	W.E & P.E Gr.	Science	Arts	Commerce	Total
No. of Sanctioned Post									
No. of Existing Post									

8. Non – Teaching Staff:

Posts	Librarian	Clerk	Hostel Super	Group - D			Total
				Peon	Lab attendant	Others	
No. of Sanctioned Post							
No. of Existing staff							

9. Class-wise & Section-wise No. of Students as on the date of inspection :

Class	V		VI		VII		VIII		IX		X		XI		XII		Total		
Section	T	O	T	O	T	O	T	O	T	O	T	O	streamwise breakup (if applicable)	T	O	streamwise breakup (if applicable)	T	O	
	A	L	A	L	A	L	A	L	A	L	A	L		A	L	A	L	A	L
As per Attendance Register																			
Attendance on the date of inspection																			

10. Subject introduced / Taught in H.S. Section :

11. Status of present Management w.e.f (if not managed by the Managing Committee Please state in detail. Please mention dates) :

12. a) Own Building / Rented Building : (Pl. Tick)
 b) Area of free land for the proposed purpose : (in decimal) : _____

13. Existing no. of Rooms : i) Class Rooms :
 ii) Laboratory Rooms :
 iii) Library Room :
 iv) H. M. Room :
 v) Teachers' Room :
 vi) Conference/Auditorium Hall :

14. Condition of Building / Classrooms etc and photograph of the portion required civil work [Photograph(s) should be authenticated by the HM & Secretary of the School] :

Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>
Average	<input type="checkbox"/>	Poor	<input type="checkbox"/>

15. i) Details of water source :
 ii) Further Provision for Drinking Water required or not : Yes / No

16. i) Details of Power Supply
 ii) Grant for Electrical Works required or not : Yes / No

17(a). Specific Proposal and proper Justification (additional sheet may be attached) (Give ✓)

ACR	Renovation Work	Boundary Wall	Lab. Grant	Lib. Grant	Drinking Water	Electrical Work

- 17(b). In case of ACR, mention No. of ACR Required :
(Considering PTR 40 : 1)
18. Funds received from MPLAD / MLALAD :
/ SSM etc. during the last five years
(if yes please state in detail including status
of Utilization Certificate)
19. (a) Whether Audit Report of the :
school's accounts for last five
years or since establishment
of school, whichever is less, is
enclosed with this application
- (b) Mention audit queries and :
action taken thereof
20. Whether Sanctioned Plan and :
estimated cost of the proposed
work is duly vetted by the competent
authority and enclosed (in original)
with this application (in case of
Renovation Work & Boundary Wall only)
21. Whether attested photocopy of :
the Managing Committee
Resolution regarding present
proposal is enclosed with this
application
22. Any other relevant information :

(_____)
Headmaster / Headmistress

REMARKS OF THE DISTRICT INSPECTOR OF SCHOOLS (S. E), _____ District

(Please refer to S.E. Deptt., WB Memo No. 238-SE (P & B); dtd. 28.5.2012) :

District Inspector of Schools

(SE), _____