

773/Cont/S  
17.06.14

Government of West Bengal  
School Education Directorate  
Grant-in-Aid Section  
Bikash Bhavan, 7th floor, Salt Lake City, Kolkata-91

Memo No. 690(20)GA /  
OM-15/GA/2014

Dated: 03/06/14

From : The Commissioner, School Education,  
West Bengal.


To : The D.I. of Schools(SE), \_\_\_\_\_,

P.O. \_\_\_\_\_, Dist. \_\_\_\_\_  
PIN: \_\_\_\_\_

Sub : Regarding Capital Grant to Schools.

With reference to the subject noted above the undersigned has to request him to prepare a list of schools in prescribed format [copy enclosed] filled up by the Headmaster/Headmistress of the schools on priority basis. Then send those to this Directorate positively by 7<sup>th</sup> July, 2014 in triplicate for recommendation from this end and onward transmission to the School Education Department for approval. This is in pursuance of School Education Department's Order vide No.238-SE(P&B) dated 28/05/2012 (Copy enclosed).

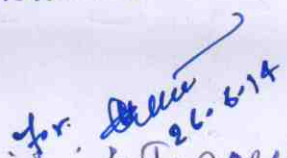
Encl.: As stated.

  
Commissioner, School Education,  
West Bengal.  
28/5

Memo no 3080 /1(802)/8

Date 26.06.14.

Copy forwarded to the Headmaster/Headmistress/TIC of High/HS/Pr. Mg Schools of this district with a request to submit the application for different grants including Capital grant in triplicate within 2nd July 2014 positively for selection and onward submission.

  
District Inspector of Schools (SE)  
Bansura.

## 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 Building / Classrooms / Library / Laboratory/ Playground / Furniture & Instruments etc.

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	Upper Primary & Secondary Section					Higher Secondary Section			Total
	H.M	Language Gr.	Science & Math Gr.	Social Science Gr.	W.E & P.E Gr.	Science	Arts	Commerce	
(a) Regular									
(b) Para Teacher						X	X	X	
(c) Contractual	X	X	X	X	X				
No. of Existing teacher									
(a) Regular						X	X	X	
(b) Para Teacher									
(c) Contractual	X	X	X	X	X				

8. Non - Teaching Staff :

Posts	Librarian	Clerk	Hostel Super	Group - Ds					Total
				Peon	Night Guard	Lab attendant	Matron	Others	
No. of Sanctioned Post									
No. of Existing staff									

9. Student Enrolment as on the date of inspection :

Class	V	VI	VII	VIII	IX	X	XI	XII	Total
As per Admission 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) Building on own land / Rented Building :  
 b) Area of free land for the proposed purpose out of total :
13. Existing no. of Rooms (pl. specify, Halls Labs etc. ) :
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 ] :
15. Details of water source :
16. Details of Power Supply ( When grant Is sought for Electrical Works ) :
17. Details of existing Furniture & Instruments / Laboratory / Library/ Playground etc. ( when grant is sought for Furniture / Instruments/ Laboratory/ Library / Play ground etc. ) :
18. Specific Proposal and proper Justification ( additional sheet may be attached ) :
19. Funds received from MPLAD / MLALAD / SSM etc. during the last five years (if yes please state in detail including status of Utilization Certificate) :
20. (a) Whether Audit Report of the school's accounts for last five years or since establishment of school, which ever is less, is enclosed with this application :  
 (b) Mention audit queries and action taken thereof :
21. Whether Sanctioned Plan and estimated cost of the proposed work is duly vetted by the competent authority and enclosed (in original) with this application :



- 22. Whether attested photocopy of the Managing Committee Resolution regarding present proposal is enclosed with this application :
- 23. Any other relevant information :

( \_\_\_\_\_ )  
Headmaster / Headmistress

REMARKS OF THE DISTRICT INSPECTOR OF SCHOOLS (SECONDARY EDUCATION), \_\_\_\_\_ District  
(Please refer to S.E. Deptt., WB Memo No. 238-SE ( P & B), dtd. 28.5.2012) :

( \_\_\_\_\_ )  
District Inspector of Schools  
(SE), \_\_\_\_\_

T

Government of West Bengal  
School Education Department  
Planning & Budget Branch,  
Bikash Bhavan, Salt Lake, Kolkata - 700091

No:23B-SE (P&B)/10M-18/2011 (Pt-1)

Dated : 28<sup>th</sup> May, 2012

From: Sri G.P. Sen  
Officer-on-Special Duty & Ex. Officio Deputy Secretary

To: Commissioner, School Education, West Bengal.

Sub: Capital Grant.

The undersigned is directed to say that the Government has been receiving a number of applications from different schools for grants in respect of Building, Library, Laboratory, Furniture & instruments in the form of capital grant.

After consideration of financial resources, it will be decided to provide a limited/ admissible capital grant after proper examination & justification of the prayer.

The applicant institution will submit their prayer to the concerned District Inspector of Schools (Secondary Education) with detailed statement on existing number of class room, condition of school building with photographs, details of power supply, availability of furniture, laboratory, library, student strength status of the school, along with the audited report of the school's accounts for last 5 year or since the establishment of school whichever is less. Reflection of funds received from MPLAD, MLALAD, SSM etc. must be shown in the audited report. Sanctioned plan with estimated cost of construction duly vetted by competent authority will have to be submitted with the prayer.

Having received the application, concerned D.I. of Schools (Secondary Education) will cause an enquiry on the status, existing condition, requirement for additional construction, reserve fund, student strength, audited report of the school and will send the prayer to the Commissioner of School Education, West Bengal with proper justification and recommendation. There after the Commissioner, School Education, West Bengal will prepare a detailed district wise list as received from District Inspector of Schools (Secondary Education) and send it to School Education Department with specific recommendation.

After receiving the list of schools with enclosures School Education Department will justify the overall reports and may release the fund at the disposal of C.S.E. after approval of the authority according to the availability of fund. Subsequently the C.S.E. will release the fund to the School and collect the utilization certificates from School Authority accordingly.

Sd/- G.P. Sen  
OSD & Ex-Officio Deputy Secretary