

**Sarva Shiksha Abhiyan, Telangana, Hyderabad**  
**Guidelines on the utilization of School Complex Grants 2017 – 18**

The following guidelines are issued for utilization of School Complex grants released under Sarva Shiksha Abhiyan during 2017-18.

***School Complex Grant (@ Rs. 22,000/- per annum)***

**a. Contingency Grant – Rs.10,000/-**

- Repairs and maintenance of computer peripherals & internet charges for 12 months.
- Material for preparation of Teaching Learning Material (Permanent).
- Procurement of Registers, Records, Stationary etc.
- Teacher Reference Books
- Conducting of cluster level competitions to children.

**b. Meetings and TA Grant – Rs. 12,000/-**

- Cell phone charges to School Complex Head Master @ Rs.300/- per month for 10 months.
- Providing Tea and Refreshments to the participants @ Rs.300/- per month for 10 months.
- Conveyance for school visit to the School Complex HM @ Rs. 400/- per month for 10 months. (Minimum 10 days tour in a month) subject to furnishing school visit report to DEO
- Melas, Talent Search Examinations, Documentation, Water and other contingencies etc. prizes / food or chocolates to children – Rs.2,000/- per year.

### ***General Guidelines***

- ❖ Grants shall be utilized as per the guidelines during the Academic year
- ❖ Stock and Issue Registers shall be maintained for the items procured and utilized.
- ❖ Expenditure and balance available shall be displayed on the notice board.
- ❖ Discussion on utilization of grants shall be conducted at monthly meetings.
- ❖ Cash book and vouchers shall be maintained for all the transactions.
- ❖ School Complex Headmaster is responsible for utilization of grants as per guidelines at School Complex level.
- ❖ School Complex grant shall be drawn every month as per monthly requirements only.
- ❖ The DIET, DPO staff, MEO shall monitor the utilization of grants and record in the academic guidance register and furnish report to the DEO and SPO. Necessary action may be taken based on the observations made during their visits.
- ❖ The State Level Observers shall also visit School Complexes during their visits to districts and observe the utilization of grants and recommend appropriate measures and action.

**Commissioner and Director of  
School Education & Ex-Officio  
Project Director, TSSA**