

BMC – Education Department

No. SSHIA/2013-14-OD317

From:
Development officer
City Sadhan centre no. 1 to 12

Circular

Sub: Guidelines for spending thethe Aid funded for Maintenance and repairs

Ref: MPRASHIP/SSHIA/Maintenance/2013/14/J940 Dt. 16.05.2013

- 1) Maximum Rs. 5000/- should be noted to the deserving school if it has 3 or less classrooms.
- 2) For Zilla school, average Rs. 7500/- should be the limit.
- 3) If a school has Std I to VII, it should be considered as having two different schools, one from Std I to IV and the other Std V to VII.
- 4) If Government/Local Govt run institutes have their their own or rented buildings only then the Aid should be given.
- 5) The Aid should be given not on the basis of number but on the basis of classrooms.
- 6) The Aid should be given after counting the classrooms that are actually used for teaching
(excepting Principal's room, kitchen, library, staff room and computer lab).
- 7) The Aid should be deposited in the account of the Managing Committee of the school concerned.
- 8) The date of receipt of the Aid should be recorded/registered with the Managing Committee
- 9) Before spending the Aid, the school concerned should get the proposal passed realising the needs of the school and then spend it meticulously.
- 10) Aid given for Maintenance and Rwpairs under Sarva Shiksha Abhiyan should be used for school's interior and exterior as well as surrounding area and minor repqirs.
- 11) Aid fro Maintenance and Repairs should be used for toilets, minor repairs of computers, paying electrical bills, electrical appliances etc.
- 12) After using the Aid, School Managing Committee should submit the bills of the school concerned to the Development Officer before the year 2013-14 ends.

Ependiture will be done i the following way. SOP (Standard Operating Procedure)

| Repairs Nature of work Name of the thing | Expected expenditure | Expected expenditure | If it is expected to be more than Rs. 1000 Method of getting the Fare card | | SMC Approval | Bying procedure Period | Remark |
|--|-------------------------|-------------------------|---|--|-----------------|------------------------------|--------|
| Window repairs | | | | | | | |
| Doors and benches repairs | | | | | | | |
| Plaster | | | | | | | |
| Toilets | | | | | | | |
| Tap repairs | | | | | | | |
| Electrical repairs and appliances | | | | | | | |
| Computer repairs | | | | | | | |
| Fence/protecting wall | | | | | | | |
| Doors/windows Painting | | | | | | | |
| Chalks/blackboards | | | | | | | |
| Inbuilt cupboards | | | | | | | |
| Ventileters for light and air | | | | | | | |
| Descending road | | | | | | | |
| Minor changes | | | | | | | |
| Study corners | | | | | | | |
| Dustbin (garbage bin) | | | | | | | |
| Soaps for washing hands | | | | | | | |
| First aid box | | | | | | | |
| Undertakings suggested by children's welfare | | | | | | | |
| In the absence of repair work | | | | | | | |
| To prepare flower bed To prepare flower bed | | | | | | | |
| Painting of school's exterior and interior | | | | | | | |

According to RTE the requirements should fulfilled using the Maintenance Repairs Aid in the following way.

- 1) Availability of a dustbin in each classroom and its regular use
- 2) Soap and water for washing to be provided in toilets
- 3) A first aid box with the medicines which are not expired, should be kept ready.
- 4) School's display boards should have latest information. (e.g. the schedule of School Management Committee, Aid received, Decisions of SMC, attendance etc)
- 5) Some arrangement in school building to be made to change it into reading material. For example -
 1. The stickers of weight to be pasted on furniture
 2. Height measuring charts to be put up in every classroom and verandas
 3. Drawing a meter scale on benches
 4. Drawing Snake and Ladders with oil paint with permanent effect
- 6) Educational material such as clock, charts should be placed at children's level
- 7) New subject corners should be created/and made operational. Corner for exploration and experiments should be created.
- 8) Boards etc should be provided for children's free expression.
- 9) A suggestion box should be provided for children to express their expectation from school, teaching and working of school