

# BIHAR EDUCATION PROJECT

FINANCIAL  
REGULATIONS

## प्रस्तावना

बिहार शिक्षा परियोजना परिषद की स्थापना सोसाईटी रजिस्ट्रेशन एक्ट १८६० के अन्तर्गत वर्ष १९९१ में की गई है। इसका मुख्य उद्देश्य राज्य के शिक्षा प्रणाली में गुणात्मक सुधार लाना है। बिहार शिक्षा परियोजना के लिए वित्तीय नियमावली तैयार की गई है। इसका अनुमोदन इसकी कार्यकारिणी समिति द्वारा किया गया है। वित्तीय नियमावली आपके मार्गदर्शन हेतु प्रस्तुत की जा रही है। आवश्यकतानुसार क्षेत्र अनुभव के आधार इस नियमावली में समय-समय पर संशोधन किया जा सकेगा। आशा है यह विचार शिक्षा परियोजना से सम्बंध व्यक्तियों का मार्गदर्शन कर सकेगा।

ए. वि. ज. रा. घ. व. न.

(एस. विजयराघवन)

निदेशक,

बिहार शिक्षा परियोजना परिषद,

पटना-२३

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## **CHAPTER I**

### **SHORT TITLE AND COMMENCEMENT**

In exercise of the power under Rule 44 of the Rule of the Bihar Shiksha Pariyojana Parishad (BSPP) the Executive Committee, with the approval of the Government of Bihar, hereby makes the following Financial Regulations of the Bihar Shiksha Pariyojana Parishad for the administration and management of its affairs and to achieve its objective under Rule 3 of the Memorandum of Association of BSPP.

2. These Regulations shall be deemed to have come into effect from the date these Regulations are adopted by the BSPP and approved by the State Government of Bihar.

3. The Financial Regulation are continued in Chapters I to IX.

4. Any matter having financial implications and not covered under these Regulations, shall be decided by the Executive Committee subject to approval of the State Government of Bihar. In emergent circumstances, the Chairman shall have the powers to take decisions in such matters and report the same to the Executive Committee at its next meeting.

## **CHAPTER II**

### **DEFINITIONS**

Unless otherwise provided, the terms defined under Rule 4 of the Bihar Shiksha Pariyojana Parishad (BSPP) are adopted mutatis mutandis under these rules.

2. Unless there be anything repugnant to the subject or context, the terms which are defined below, have been used in these rules in the sense explained hereunder:-

- i. 'Rules' means rules of the Bihar Shikha Pariyojana Parishad registered along with the Memorandum of Association of Parishad and as modified from time to time in accordance with the procedures laid down in this regard.

ii. 'Regulations means the Financial Regulations of BSPP framed under Rule-44 of the Rules with the prior approval of the Government of Bihar and adopted by the Executive Commit

iii. **Officers and authorities of Parishad:**

A. Officers:

For the purposes of the Regulations, the officers shall be

- (a) The Chairman
- (b) The State Project Director
- (c) Accounts Officer
- (d) Administrative Officer
- (e) District Administrative-Cum-Accounts Officer
- (f) District Programme Coordinator
- (g) The Principal
- (h) The Headmaster

Accounts Officer means an officer of the Parishad appointed by the State Project Director for dealing with all financial and accounting matters of the Parishad. He will (i) advise the State Project Director for dealing with all financial, accounting and audit matters and act under his control, direction and guidance; (ii) supervise the day-to-day work of the Budget, Finance, Audit & Accounts Sections in the office of the State Project Director; (iii) inspect the accounts at the district level or act in other place where the accounts of the Parishad are maintained; (iv) call for such information from any authority as may be required for the preparation and sanction of the budget estimates, preparation of annual accounts and processing of objections raised by the Audit. All matters concerning financial advice of the Parishad shall be referred to Accounts Officer.

**District Administrative-Cum-Accounts Officer:**

An officer in the District Programme Coordinator's office dealing with financial and accounting matters.

**Headmaster** means the administrative head of a primary/Upper primary school and includes such persons as may be assigned the duties and responsibilities of the Head of a primary/upper primary school.

**B. Authorities:**

The following shall be the authorities under the Regulation:

- (a) Executive Committee
- (b) Finance Committee
- (c) State programme Committee
- (d) Grants-in-aid Committee
- (e) Zilla Karyakarini
- (f) District Finance Committee
- (g) District Programme Committee

**Executive Committee** means Executive Committee of the Parishad in accordance with Rules of the Rules of the BSPP.

**The Finance Committee** will consist of the following:

- i. State Project Director -Chairman
- ii. A representative of the Central Govt.
- iii. A representative of the Finance Deptt., Govt. of Bihar.
- iv. A member of the Executive Committee to be nominated by the chairman.

v. Accounts Officer

-Member Secretary.

Subject to guidance provided by EC, the Finance Committee shall have overall responsibility for observance of financial rules, norms and propriety of cost effectiveness and further shall exercise such powers as provided by these regulations.

### **State Programme Committee**

There shall be a State Programme Committee and if need by such other Programme Committees as may be decided by the Executive Committee may be formed. The membership of each State Programme Committee will comprise if the following:

- (a) State Project Director
- (b) Accounts Officer
- (c) A nominee of the Central Government
- (d) A head of the Department of the State Government concerned with the programme area of the Committee.
- (e) A person responsible for the programme area in a Zilla Karyakarini to be nominated by the Chairman.
- (f) A member of the Executive Committee
- (g) The person incharge of the programme area in  
BEP

-Member Secretary.

### **Grants-in-Aid Committee**

The Grants-in-Aid Committee means a committee appointed by the Executive Committee of the BSPP and will include the following:-

- (a) State Project Director.
- (b) Accounts Officer.
- (c) A nominee of the State Govt.
- (d) A nominee of the Zilla Karyakarini to be nominated by the Chairman.
- (e) Three points in programme are as to be invited by the State Project Director.

**Purchase Committee:**

Purchase Committee means a Committee appointed by the Executive Committee of the Bihar Shiksha Pariyojna Parishad and will comprise of the following:

- a) State Project Director.
- b) Accounts Officer.
- c) A nominee of the Education Deptt. of the State Govt.
- d) Person Incharge of purchase in the SLO

**Zilla Karvakarni:**

Means the Samiti constituted by the State Executive Committee at the district level in accordance with the Rule 51 of rules of Bihar Shiksha Pariyojna Parishad.

**District Finance Committee:**

The membership of the District Finance Committee will consist of the following:

- a) District Programme Coordinator -Chairman
- b) District Administrative-cum-Accounts Officer.
- c) A nominee of the State Project Director.
- d) A member of the Zilla Karyakarni to be nominated by its chairman.

**District Programme Committee:**

There shall be a District Programme Committee in addition, such programme committee as may be decided by the Zilla Karyakarni Samiti may also be constituted. The membership of the District Programme Committee will consist of the following:

- a) District Programme Coordinator Chairman
- b) A nominee of the State Programme Director
- c) A nominee of the Zilla Karyakarni to be nominated by the chairman.
- d) The person Incharge of the programme in the area at district level in the BEP-Member Secretary.



For convening the meetings of the committee's seven days clear notice to all members will be necessary. But in emergency situation this requirement may be waived by the State Project Director of the Committee's of the State Level and by the District Programme Coordinators in respect of the meetings of the District Level Committee.

**District Purchase Committee:**

A District Purchase Committee will be consisting of the following:

- a) District Programme Coordinator.
- b) A nominee of the State Programme Director
- c) A nominee of the Zilla Karyakarni to be nominated by the chairman.
- d) Person Incharge of purchase in the District level office.
- e) Accounts Officer of the District level office.

**Bank:** Means a nationalised public sector bank in which the funds of the Parishad may be kept in Current/Saving or fixed deposit account.

**Financial year:** Means the year beginning on the 1st April of a calendar year and ending on the 31st March of the following calendar, year.

**Head of office:** Means an officer declared as such under an order issued by the State Project Director or the District Programme Coordinator as the case may be.

**Budget:** Means the statement of estimated income and expenditure of the Parishad for any financial year as approved by the competent authority.

**Head of Account:** Means the sector of component programmes provided in the budget with the object of classifying the income and expenditure of the Parishad. Head of Account generally correspond to the objects of the Parishad.

**Sub-Head:** Means a head subordinate to head of Account indicating a series of activities within a programme.

**Detailed Head:** Means a break up below a sub-head. A detailed head indicates the nature of expenditure on a scheme activity in terms of inputs such as 'salaries' office Expenses.

## CHAPTER III BUDGET FORMULATION

1. The Budget Estimate of the Bihar Shiksha Paryojana Parishad will be prepared annually on the basis of guidelines of the Executive Committee.

The budget for the financial year shall be prepared by the incharge Accounts of BSPP under the overall guidance of the Project Director. The Incharge Accounts of the state level office will be assisted by the District Accounts Officer and other concerned officers of the Parishad.

2. The budget estimates will consist of the following:-

1. A Statement of Budget proposals at a glance.

2. A statement of Income of the Parishad for the relevant financial year.

3. A statement of Expenditure of the Parishad for the relevant Financial year which will comprise of capital Expenditure and Revenue Expenditure including Management Expense.

3. The Bihar Shiksha Paryojana Parishad will receive grant from (i) UNICEF (ii) Department of Education of Government of India (iii) Department of Education of Government of Bihar.

The Parishad may derive income from

(a) Assets of the Parishad (b) Donation of assistance of any kind received from Foreign Governments or multi-lateral agencies under bilateral agreements or multi-lateral agreements and (c) contribution from other sources etc.

4. The fund of the BSPP shall not be reappropriated to meet expenditure, which has not been sanctioned by the competent authority in this regard. For purposes of permissible reappropriations the following general conditions would be kept in view proposing reappropriation of funds:-

(a) Reappropriation of funds from one unit to another unit may be sanctioned by the authority so empowered under delegation of Financial Power Rules of the BSPP any time during the year but before

the close of Financial year.

(b) Reappropriation of fund shall be made only when it is known or anticipated that fund to be transferred from one unit to another unit will not be utilised in full and that savings under that Head of accounts are likely to become available.

(c) Fund shall not be reappropriated to meet expenditure on any item not provided for or contemplated in the sanctioned Budget Estimates.

(d) No reappropriation shall be made to utilise the savings or to meet the excess in respect of provisions for pay and allowances and other administrative excess.

#### 5. Time-Table.

The following time table for preparation of Budget Estimate based on Action Plan will be observed:-

- |  |                         |
|--|-------------------------|
| i. Assessment of activities and Requirement of Funds at Dist. Level.       | 2nd Week of September.  |
| ii. Considering of Budget Proposals by the District Programme Committee.   | Last Week of September. |
| iii. Considering of the Budget proposal by the Zilla Karyakarini.          | 2nd week of October.    |
| iv Transmission of Budget Proposal by the District Programme Co-ordinator. | 3rd week of October.    |
| v Consideration of Budget Proposals by the State Programme Committee.      | 1st week of November.   |

- |  |                       |
|--|-----------------------|
| vi. Consideration of Budget Proposal by Finance Committee.   | 2nd week of January.  |
| vii. Consideration of the Budget Proposals by the Executive Committee.   | End of January.       |
| viii. Transmission of Budget Proposals approved by the Executive Committee along with the Action Plan to Govt. of India/Govt. of Bihar/UNICEF.   | 2nd week of February. |
| ix. Communication of the approved Budget proposal to the heads of all Divisions of the State Mission Task Force, District Programme Co-ordinator and other Programme implementing authorities. | 2nd week of March.    |

6. Budget Estimate sanctioned by the Executive Committee will be reviewed in the month of December and actual expenditure will be compared with the Budgetted Estimate and will be revised accordingly so as to show realistic picture of the Budget.

Format & Financial Norms for preparation Budget estimate is enclosed, in the annexure and the format may be changed as per requirement by the P.D. B.E.P.P.

**FORMAT FOR PREPARATION OF BUDGET ESTIMATE**

S. No.	Category	Actual for last year	Current Financial year	Next Financial year
<b>A.</b>	<b>PROJECT MANAGEMENT</b>			
1.	SALARIES/HONORARIUM/ ALLOW. FOR TERCHNICAL/ MANAGERIAL, SUPPORT. & CLASS IV STAFF & DRIVERS.			
2.	MANAGEMENT INFORMAT- ION & MONITORING SYST- EM RECURRING EXPENDI- TURE >> ON MIS (FLOPP- IES PRINTING OF FORMATS etc.)			
3.	RENT, TAXES ETC FOR OFFICE			
4.	OFFICE EXPENDITURE ON CONSUMABLES			
5.	OTHER ADMINISTRATIVE OFFICE EXPN. (TELEPHO- NE, TELEGRAM, TA, DA. etc.)			
6.	BASIC MOBILITY REQUIRE- MENTS FOR PROG. MANAG- EMENT AND MONITORING RECURRING >>>			
7.	ADVOCACY: OFFICE EXPE- NSES ON A/C OF MEETINGS OF PARTICIPATORY AGEN- CY CONNECTED WITH THE PROJECT, OTHER STATES, DONORS AGENCIES. EXPE- RTS, NGOs TO PROMOTE GREATER UNDERSTAND- ING OF BEP CONCEPTS, PROJ. FORMULATION & IMPLIMENTATION			

Sub Total :

## **B. PRIMARY FORMAL EDUCATION**

1. WORKSHOP ON UPE MICRO PLANNING, SCHOL. MAPPING, VECs & MINIMUM LEVELS OF LEARNING TO INITIATE MICROPLANNING, RATIONALISATION OF TEACHER UNITS & AT RS. 15000/- PER WORKSHOP FOR 40 PARTICIPANTS
2. COMPREHENSIVE BENCHMARK SURVEY FOR UPE & EFA (THROUGH MOBILISATION OF COMMUNITY VOLUNTEERS TEACHERS) (@ Rs. 4000/- PER BLOCK
3.
  - a. CONFERENCES WITH TEACHERS ORGN. TO STRENGTHEN PARTNERSHIP FOR EDUCATION FOR ALL
  - b. WORKSHOPS FOR ENROLMENT DRIVE AND ALLIED ACTIVITIES FOR UPE
  - c. REVEITALISING THE EXISTING AND ESTABLISHING NEW VECs. TRG. OF VEC MEMBERS (NON. RES.)
4. SUPPLY OF INNOVATIVE SCHOOL EQUIP AND INSTRUCTIONAL AIDS FOR QUALITATIVE IMPROVEMENT OF EDUCATION  
(@ Rs. 10000/- PER SCHOOL
5. SPORTS MATERIAL  
(@ Rs. 1500/- PER SCHOOL
6. PROMOTING ACCESS/ PARTICIPATION OF 6-11 AGE GROUP CHILDREN BY PRO OF TEACHING/LEARNING MATERIALS  
(BOOKS, BAG, etc.  
(@ Rs. 55.00 PER CHILD)

7. ASHRAMSHALAS
8. AWARD TO SCHOOLS @  
2000/- PER SCH
9. ESTABLISHMENT OF SCHOOL  
LIBRARIES Rs. 3000/- per school
10. PROV. OF INFRASTRUCTURE  
FOR UPE
  - a. CONST. OF SCHOOL BUILD-  
ING
  - b REPAIR OF SCHOOL BUIL-  
DING
  - C. SCHOOL AMMENITIES
    - i. LATRINE (@ 17500/P.S.)
    - ii. DRINKING WATER @ RS.  
5000/- 18000/HP AS PER AN-  
NEXURE
    - d. SCHOOL FURN. @ Rs. 5000/-  
PS
11. SCHOOL HEALTH PROGRAM-  
ME
12. SCHOOL BASED ACTIVITIES
13. BLACK BOARD TO ALL SCH-  
OOLS @ 300/- PER SCHOOL
14. AWARD TO TEACHERS @  
500/- PER TEA.
15. STUDY TOURS
16. ASSISTANCE TO HANDICAP-  
PED CHILDREN
17. MLL (MONITORING, EVALN.,  
TESTING)
18. SHIKSHADATA SCHEME

19. ASSISTANCE TO BASIC SCHOOLS IN BEP DISTRICTS
20. EFA/UPE-2000-PREPARATION OF PROJ. REPORT AND RELATED ACTIVITIES
21. MEETINGS/CONF/CONVNS./SEMINARS

Sub Total :

**C. TRAINING**

- 1 IN-SERVICE TEACHER TRAINING (10+11) DAYS TWO PHASE OUTSIDE DIET)
2. IN-SERVICE TEACHER TRAINING (11 DAYS 2nd COURSE OUTSIDE DIET)
- 3 DISTRIBUTION OF TEACHING KITS
4. DIETS
  - i. STRENGTHENING & UPGRADATION
  - ii MANAGEMENT ACTIVITIES
  - iii PROGRAMME ACTIVITIES
    - a. INSET TRAINING
    - b. SHORT DURATION COURSES
    - c. H.M.'s TRAINING
    - d. EDU. OFFICERS TRG.
    - e. SEMINAR/WORKSHOP
  - iv. DISTRICT RESOURCE UNIT
  - v. TEACHERS CONTACT PRO-



GRAMME

- a. MAGAZINE
- b. MEETINGS (GURU GOSTHI)
- 5. H.M.'s TRAINING OUTSIDE DIET
- 6. EDU. OFFICERS TRG. OUTSIDE DIET
- 7. STUDY TOUR & TRG. OF TEACHERS/ TRAINERS OUTSIDE BIHAR
- 8. ROLLING FUND ASSIS. TO SCERT (TRG OF RES. PERSONS IN NON BEP DISTS)
- 9. BEP FUNCTIONARIES TRAINING
- 10. MIS TRAINING
- 11. WRITERS WORKSHOPS FOR LOCAL DIALECT DEVELOPMENT FOR LANGUAGE TEACHING AND CURRICULUM DEVELOPMENT INCLUDING FIELD TESTING  
@ Rs. 10,000/- PER WORKSHOP
- 12. MEETINGS/CONF/CONVNS./ SEMINARS

Sub Total :

**D. PRIMARY NON FORMAL EDUCATION**

- 1. a. NFE CENTERE COSTFOR RUNNING OF OLD NFE CENTERE-(REC) @ 5979 PER CENTRE
- b. FOR OPENING AND RUNNING OF NEW NFE CENTRE -(REC +NR)

(a) Rs. 1600 (NR)  
(@) Rs. 10894 (REC)

2. WORKSHED (@ Rs. 15000)
3. WORKSHOPS FOR DEFINING STRATEGIES STEPS, RELATED ACTIVITIES  
(@ Rs. 15000/- PER W.S.)
4. KEY RESOURCE PERSON/ MASTER TRAINERS TRAINING (@ PER DAY FOR 5 DAYS
5. AWARDS TO INSTRUCTORS  
(@ 3 INSTR. PER 100 CENTRE,  
@ Rs. 500/ INSTR.)
6. FIELD VISITS/STUDY TOURS
7. NFE PROJECT COST (@ 42400 PER 100 CENTRES
8. ANY OTHER INOVATIVE PROGRAMME/ACTIVITIES
9. STRENGTHENING AND SUPPORTING ACTIVITIES IN DRUs AND OTHER RESOURCE CENTRES THROUGH MATERIALS DEVELOPMENT & TRAINING-
10. MEETINGS/CONF/CONVNS./ SEMINARS

Sub Total :

**E. MAHILA SAMAKHYA**

- 1 ESTABLISHMENT COST OF M.S. COMPONENT IN THE BEP OFFICE (HONORARIUM, SALARIES, TA/DA etc.)
2. RENT, HIRE CHARGES etc. ON A/C OF THE PROGRAMME
- 3 TRAINING (ALL COSTS INCLUDED)

- a. M.S. CORE TEAM
- b. SAHAYOGINIS
- c. SAHELI
- d. SAKHIS
- e. TRAINERS
- 4 JAGJAGI KENDRA  
NON RECURRING  
RECURRING
- 5 BALAJAGJAGI KENDRA  
NON RECURRING  
RECURRING
- 6. WORKSHOPS/MEETINGS/  
CONVENTIONS & OTHER  
M.S. RELATED ACTIVITIES.
- 7 STUDY TOUR etc.
- 8 ESTB. OF MAHILA SHIKSH-  
AN KENDRA
  - a. NON RECURRING
  - b. RECURRING
- 9. M.S. RESOURCE CENTRE
  - a. RECURRING
  - b. NON RECURRING
- 10 PUB./ DOCU./PRINTING OF MATERIALS
- 11 ESTB. OF FIELD CENTRES
  - a. RECURRING
  - b. NON RECURRING
- 12 MAHILA SAMAKHYA KUTIR
- 13 SUPPORT TO NGOs FOR M.S.  
RELATED ACTIVITIES

14 TRAINING MATERIALS FOR  
M.S.

15 OTHER MS RELATED ACT-  
IVITIES

- a SKILL DEVELOPMENT
- b INCOME GENERATION  
ACTIVITY
- c. ANY OTHER ACTIVITY

16 MONITORING & EVALUA-  
TION

Sub Total :

**F. EARLY CHILDHOOD CARE  
& EDUCATION**

1 PRE PRIMARY CENTRES  
@ Rs. 13680.00 (REC)  
@ Rs. 7320.00 (NR)

2. WORKSHOPS/ MEETINGS @  
5000 PER

3. FIELD VISITS/STUDY TOURS

4. AWARD FOR BEST CENTRES

5. STRENGTHENING OF EXIST-  
ING ICDS PROG. (TRG. & NET  
WORKING EXPNS.)

6. SUPPORT FOR ESTABLISHIN-  
G ECCE RESOURCE CENTRE

Sub Total :

**G CULTURE COMMUNICATI-  
ON & CONTINUING EDUC-  
ATION.**

1 ENVIRONMENT BUILDING  
FOR EFA/BEP SCHOOL CEN-  
TRED MOBILISATION PAC-  
KAGE OF BALMELAS, PU-  
PPET SHOWS, CULTURAL  
SHOWS, CELEBERATION  
OF IMPORTANT DAYS, CO-

MPETITIONS (SPORTS/CUL-  
TURAL PROGRAMMES, TA-  
BLEAUX, EXHIBITION etc.)

2. a. IDENTIFICATION & TRAIN-  
ING OF CULTURAL TROUPE-  
S/LOCAL ARTISTS  
  
b. UTILIZATION OF CULTUR-  
AL TROUPES THROUGH WO-  
RKSHOPS, PROD. CAMPS
- 3 PRODUCTION OF AV MATER-  
IALS FOR MOTIVATION, EDU-  
CATION, TRAINING  
  
a. VIDEO FILMS  
  
b. AUDIO TAPES  
  
c. POSTERS, STICKERS,  
BANNERS  
  
d. EXHIBITION KITS  
  
E. SLIDES/16 mm ADVOCACY,  
& PUBLICITY FILMS
- 4 ESTABLISHING COMMUNI-  
CATION CENTRE (PURCHA-  
SE OF BOOKS, PERIODICALS,  
AUDIO TAPES, VEDIO FILMS  
etc)
- 5 PUBLICATION S  
HOUSE JOURNAL/NEWS  
LETTER/ PAMPHLETS/B-  
OOKLETS etc
- 6 NETWORKING WITH OTHER  
COMMUNICATION/MEDIA  
AGENCIES  
  
a. PRESS  
  
b. AIR {SERIALS SPOTS, QUIC-  
KIES ON UPE FOCUS}  
  
c. DDK .....do.....

d. SONG & DRAMA DIVISION/  
FIELD PUBLICITY

e. OTHERS

- 7 MOBILISING MEDIA SUPPORT
- 8 ESTABLISHMENT OF J.S.N.
- 9 DOCUMENTATION OF IMPO-  
RTANT BEP ACTIVITIES (VID-  
EO/AUDIO/PRINT)
- 10 MONITORING & EVALUATION  
OF COMMUNICATION ACTIV-  
ITIES
- 11 NGOs NETWORK & TRG. IEC  
SUPPORT. WORKSHOPS, SE  
MINARS, CONFERENCES ST-  
EERING COMMITTEE MEET-  
ING
- 12 PREPARATION OF SOFTWA-  
RE FOR MOBILE VIDEO VAN

Sub Total :

**H SUPPORT TO NGOs & INDIV-  
IDUALS**

1. FELLOWSHIPS ON SUBJECTS  
RELATED TO BEP OBJECT-  
IVES
2. SUPPORT TO NGOs FOR  
INNOVATIVE MICA  
PROJS.
3. WORKSHOPS WITH NGOs TO  
PROMOTE NETWORK OF  
VOLUNTARY AGENCIES
4. MONITORING AND EVALUA-  
TION OF PROGRAMME CO-  
MPONENTS (INTERNAL)
5. MONITORING AND EVALUA-  
TION OF PROGRAMME COM-  
PONENTS (EXTERNAL)

6. ASSISTANCE TO DRUs FOR  
SP. PROJS., FOR DRUS MEE-  
TINGS ETC.,

Sub Total :

**I CONSULTANCIES AND STUDIES**

**J. STRENGTHENING OF STATE  
LEVEL INSTITUTIONS & ASS-  
ISTANCE TO DIRECTORAT-  
ES/DEPT.**

i) DEPARTMENTS

ii) PRIMARY EDN. DIRECTO-  
RATE

iii) AE DIRECTORATE

iv) SCERT

v) SRC-NFE

vi) DEEPAYATAN

Sub Total :

**K. NON RECURRING EXPENDIT-  
URE FOR PROGRAMME ACT-  
IVITIES >>**

1. SOFTWARE DEVELOPMENT  
& PROCUREMENT FOR PRO-  
GRAMME MONITORING &  
OFFICE MANAGEMENT
2. BASIC REQUIREMENTS FOR  
OFFICE FURNITURE & FIXT-  
URES
3. BASIC REQUIREMENTS FOR  
OFFICE EQUIPMENTS (TYP-  
EWRITERS etc.)
4. EXPENDITURE ON A/C OF  
SUPP. ITEMS FROM UNICEF  
OTHER THAN ABOVE

Sub Total :

**GRAND TOTAL :**

**ANNEXURE-2**

**STATEMENT OF DETAILS OF INCOME (Rs. in Lakh)**

Actual for last year.	Current Financial year.	Next Financial year.
<u>1</u>	<u>2</u>	<u>3</u>

1. Grants from the UNICEF.
  - (a) Cash
  - (b) Grant in kind
2. Grant from Central Govt.
3. Grants from State Govt.
4. Object specific grants from other sources.
5. Other grants.
6. Income from Investment
7. Income from Building lands and other properties.
8. Trusts, bequests, donations.
9. Miscellaneous Receipts.



**FINANCIAL NORMS**

On the basis of the Norms of Govt. of India as modified after discussion with the representatives of Govt. of India, UJNICE D.L.Os.

**A- PRIMARY FORMAL EDUCATION:**

01. Workshop	Rs. 15000/-	Per workshop for 40 persons.
02. Bench mark Survey per block.	Rs. 4000/-	Details enclosed
03. Innovative School equipment:-	Rs. 10000/-	Details enclosed
04. Sports material per school.	Rs. 1500/-	Items to be decided at the district level as per need and regional requirement.
05. Teaching and learning material	Rs. 50/-	(Details Enclosed).
06. Writers workshop for local dialect Dev.	Rs. 10,000/-	Per workshop.
07. Establishment of school library	Rs. 2000/-	Details enclosed
08. Provision of infrastructure for UPE.		
i. Construction of school building (III classes & Head master's Room & library and verandah).	Rs. 177500/-	Per school building

ii. School amenities	Rs. 17500/-	Per school
iii. Drinking water- Tubewell (Rs. 18000/- per drill Tubewell)	Rs. 5000/-	Per Tubewell
iv. School furniture	Rs. 7200/-	Details Enclosed
09. School Health programme	To be decided at District Level.	
10. School based activities.		
11. Black Board to Schools	Rs. 300/-	(cost of one blackboard)
12. Award to teacher	Rs. 500/-	Per block
13. Award to School	Rs. 1000/-	Per School per block

**Support to boys/Girls student****(1994-95)**

1.	Text Books	36.00
2.	Note book, pen/pencil bags	<u>19.00</u>
		<u>55.00</u>

**Establishment of school Library**

(i) Cost of ordinary wooden almirah  
(1675x840x308)mm

(ii) Cost of books 2000.00

**School furniturce**

i . . .	Cost of two chairs with arms and three chairs without arms:-	1500
ii	cost 2 tables ordinary	1000
iii)	Cost almirah wooden (1675x840x308)mm	1500
	Two boxes	1700
iv)	Cost two jute Mat 6'x1.5	<u>1500/-</u> <u>7200/-</u>

**BENCH MARK SURVEY PER BLOCK**

1	Printing of Format including cost of paper	Rs. 2000/-
2.	Collection of Data	Rs. 1500/-
3.	Analysis and preparation of Final Report	Rs. 500/-

## B. Cost Estimate per NFE

A. Estimated cost of 25 children in 1 centre and a project of 100 centre (90 primary & 10 upper primary).

### I. Primary Centre Cost:

<u>Non-Recurring</u>	<u>Recurring</u>
<u>1994-95</u>	
Item	(Amount in Rs.)
(a) Equipment: (Box 450.00 750. Blackboard, 300.00  (b) Teaching learning Materials in the centre (Map, Charts, books, games materials etc.) 850.00	(a) Honorarium 2400.00 (b) TA on account of Training in 3 Phases 60.00 (c) Training learning materials (books-Pencil, Slate etc.) 1875.00 Books from BEP Rs.40/- Learning Materials Rs. 35/-  (d) Training of instructors. 900.00 30 days @ 30/- per day towards boarding and loading (e) Honorarium to Master trainer 30.00 @ Rs. 40/- per master trainer -for 30 persons training per course five master trainer for 30 days training. $\frac{50 \times 40 \times 30}{30}$ 200.00  (f) Supervisor training cost @ 500.00 Rs. 30/- per day for boarding and lodging per days (1 supervisor for 10 ten Centres. $\frac{360}{10}$ 36.00  (g) Honorarium to master trainer per supervisor training @ Rs. 40/- per days for 12 days training 30 supervisors per centres five master trainer. $\frac{12 \times 40 \times 5}{300}$ 8.00  <div style="text-align: right;">Total:- 5479.00</div> (h) Supervision cost:- 500.00
Grand Total 5979.00	

ii) UPPER PRIMARY CENTRE

Non Recurring

a) Furniture	950.00
b) Teaching and learning material	<u>850.00</u>
	<u>1800.00</u>

Recurring

ITEM Amount in Rs.

a) 2 Instructors Honorarium		
	Rs. 250x2x12=	6000
b) Teaching and learning material @ Rs. 100/-		2500
c) Training of 2 Instructor		1400
d) Supervision		500
e) Contingency expenses		<u>250</u>
f) Honorarium to Master Trainers @ Rs. 40/- per master trainer-for 30 persons training per course five master trainer for 30 days training.		
	$\frac{50 \times 40 \times 30}{30} = 200$	200
g) Supervisor training cost @ Rs. 30/- per day for boarding and lodging for per days (1 supervisor for 10 ten Centres.		
	$\frac{360}{10}$	36
h) Honorarium to master trainer per supervisor training per supervisor training @ Rs. 40/- per days for 12 days training 30 supervisors per centres five master trainer.		
	$\frac{12 \times 40 \times 5}{30}$	8

Total:- 10894

iii) Cost of Supervision for 100 Nos. of NFE Centres

1.	Project officer @ Rs. 1800/- per month	21600.00
2.	Accounts clerk @ Rs. 900/- per month	10800.00
3.	T.A. D.A. and Contingency expenses	<u>10000.00</u>
		<u>42400.00</u>

### C. TRAINING

<b>In-services Teachers Training 21 days course</b>	Rs. 1400.00 each trainee.
<b>In-service Teachers Training. 11-days course (92-93 batch)</b>	Rs. 900.00 each trainee.
<b>H.M.'s training (5-days) outside DIET</b>	Rs. 350.00 each trainee.
<b>Education field officer's training. outside DIET</b>	Rs. 400.00 each trainee.
<b>Training of VEC. functionaries. outside DIET</b>	Rs. 50.00 each trainee.
<b>DIET: upgradation &amp; strengthening. (non-recurring)</b>	Rs. 9,30,000.00 each DIET.
<b>DIET: Management expenses (recurring)</b>	Rs. 3,60,000.00 each DIET
<b>In-service Training. (21 day Course) in DIET</b>	1,000.00 each trainee
<b>H.M.'s Training (5 days) in DIET</b>	Rs. 200.00 each trainee.
<b>Education field officers (5 days) in DIET</b>	Rs. 200.00 " "
<b>Magazine Production</b>	Rs. 10.00 each Magazine.
<b>Provisions made under items 1, 2, 3, 4, 5 &amp; 11 cover management expenses.)</b>	

## **RECURRING EXPENSES.**

### **A. MANAGEMENT EXPENSES:**

i) Pay & Allowance	Rs. 70,000.00 PM	3.000
ii) Fees & Honorarium (Fee for Resource persons Honorarium to Guest Faculty)	Rs. 2,500.00 PM	0.300
iii) Office expenses	Rs. 2,500.00 PM	0.300 3.600

### **B EXPENDITURE ON IN-SERVICE TEACHER'S TRAINING/ORIENTATION/WORKSHOP**

#### **1. In-Service Teachers training programme.**

i) Boarding arrangement for 700 teachers for 10+11 days training programme @ Rs. 30.00	4.410
ii) On stationary, printed materials for 700 persons @ Rs. 25.00	0.175
T.A. 700 persons @ Rs. 40.00	0.560
On field visit @ Rs. 2000.00 for 21 days course 20	0.400
iii) Teaching kit @ Rs. 200.00 per trainee Expenditure per trainee 1000.00	1.400 6.945

#### **2. WORKSHOPS (6 in a year)**



I. Boarding arrangement @ Rs. 30.00 per day. 20 participants in workshop (30 20 4 6)	0.144
ii) T. A. @ Rs. 100.00 per participants (100 20 6)	0.120
iii) Stationery @ Rs. 15.00/ participants (15 20 6)	0.018
iv) Contingency @ Rs. 250.00/ workshop (250 6)	0.015
	0.297

**3. HEADMASTER TRAINING PROGRAMME 20 PER  
COURSE 4 COURSES IN A YEAR OF 5  
DAYS DURATION.**

i) Boarding @ Rs. 30.00 (30 20 4 5)	0.120
ii) T. A. @ Rs. 40.00 (40 20 4)	0.032
iii) Stationery @ Rs. 15.00 (15 20 4)	0.012
	0.164

## INDEPENDENT OF DIET

### Expenditure Per Course (35 Trainees/Course)

	10 day course	11 day course
I. T.A. to participants	(@ 40x35 Persons) 1400.00	1400.00
2. D.A. to ,,	(@ 30x35 Persons) 10500.00	10500.00
3. Stationary to ,,	(@ 10x35 Persons) 350.00	350.00
4. T.A. Resources persons	(@ 100x5 Persons) 500.00	500.00
5. D.A. to resources persons	30x5 Persons <u>1500.00</u> 14250.00	<u>1650.00</u> 15450.00
II Course Management expenses	2750.00	3025.00
III. Refreshment & Tea (@ 5 Rs. persons- per Person 35 participants+5 Resource Persons + 10 extra	2500.00	2750.00
IV. Course Contingency	500.00	500.00
V. Teaching kit (@ 200/- each trainee (at the end of 21 day Training)	<u>          </u> <u>20000.00</u>	<u>2000.00</u> <u>30725.00</u>
Training cost/each trainee	571.43	877.86
Training cost arrived as per deliberation	550.00	850.00

does not include cost of training manual.

#### Training Manual Cost.

Ist Manual @ Rs. 12/- per trainee.

II Manual @ Rs. 15/- per trainee.

4. INJUCTURE PICTURE TRNG.  
 PROGRAMME 15 PER COURSE  
 3 COURSE IN A YEAR OF 5  
 DAYS DURATI.ON.

i) Boarding	Rs. 30.00 (30 15 3 5)	0.06750	
ii) T.A.	Rs. 40.00 (40 15 3)	0.02250	
iii) Stationary	Rs. 15.00 (15 15 34)	0.00675	
			<u>0.09676</u>

NON RECURRING EXPENSES

1. Repair & Alteration, i.e. water  
 supply sewerage and electricity.

i) Quarter		
ii) Dormitory/Hostel		5.00

2. FURNITURE AND FIXTURES 2.00

3. EQUIPMENTS BOOKS

i) Library (Books)	0.50
ii) Work Experience Laboratory	0.10
iii) Class/officer/faculty room	1.00
iv) Laboratory	0.25
v) AV and other needs	0.25
Special education cell (e.g. for handicapped children)	<u>2.30</u>

Total 9.30

**D. MAHILA SAMAKHYA RESOURCE CENTRE**

1994-95

<u>Non Recurring</u>	<u>SLO</u>	<u>DLO</u>
Furnishing/Furniture equipments	2.00	1.50

**Recurring :**

1. Library (Books, AV materials periodicals etc.	1.00	.55
2. Rent/ Hire etc.	.50	.30
3. Miscellaneous	<u>.25</u>	<u>.15</u>
	<u>3.75</u>	<u>2.50</u>

**FIELD CENTRES**Non Recurring (Rs. in lakh)1. **Building:**

1 large hall, 2 small rooms,  
kitchen, storeroom, verandah,  
sanitary wing: 6.00

2. Equipments/furnishings/  
furnishing etc 2.00  
8.00

**Recurring:**

Honorarium to full time persons  
to look after the centre: .24  
1000x12x2

Lib. books, newspaper, periodical .50

Miscellaneous .26  
1.00

Total recurring & non recurring: -9.00

**COST ESTIMATE FOR ONE MS UNFI/  
CONSISTING OF 50 VILLAGES.**

**PHASE-I  
YEAR-1**

**PHASE-II  
(Year-2)**

**MAHILA KUTIR**  
10 Kutirs x 30,000

**Non Recurring**

Non recurring= 3,00,000.00

Typewriter (Hindi) -1 Rs. 5500/-

Chairs -4 Rs. 3000/-

Tables (small size) -2 Rs. 6000/-

Almirah -1 Rs. 8500/-

Darries 15' x 20' -1 Rs. 2000/-  
25000/-

Year I & II

Jag jaggi - 1.79.370/-  
Kendras- 30  
centres per  
kendra expenditure  
Rs. 5979/-

**YEAR I & YEAR II**

**Recurring (Per year)**

Honorarium to Sahayogini  
750 x 5 x 12= Rs. 45000/-

Honorarium to R. Person  
2500 x 12= Rs. 30000/-

Stipend to Mahila Samoohs  
50 x 2400= Rs. 1,20,000/-

Typist vum secretary  
1000x12= Rs. 12000/-

Workshops  
5x 4000= Rs. 20,000/-

**-Training:**

a) Sahayoginis-24x30x5= Rs. 3600/-

b) Sakhies-50x30x10= Rs. 15,000/-

Honorarium to Trainers &

Training materials: Rs. 5,000/-

Field Tour for net working and experience sharing:	Rs. 5,000/-
Meeting and other expenses	Rs. 5,000/-
Contingencies.	Rs. 5,000/-
Office expenses. (Files Stationary etc.)	Rs. 5,000/-
Office rent 1000x12=	Rs. 12,000/-
Book/ periodicals	Rs. 2500/-
Total:- Rs. 2,85,100/-	

### **FINANCIAL NORMS FOR MSK**

(For ONE YEAR for a intake of 30-35 Trainees)

A. NON-RECURRING INFRASTRUCTURE	AMOUNT ((IN Rupees)
Repair/additions/Sanitory Block etc	1,00,000.00
Furniture/Equipments/Hostel Furnishing (Dhjurries, beddings, bedsheets etc.) TV-VCR, Two in one, Camera, typewriter, sewing machines etc.	<u>2,00,000.00</u> <u>3,00,000.00</u>

### **B. RECURRING COST**

Food and Lodging for trainees (Toilet articles included)	
500x30x11	1,65,000.00

<b>Salaries Co-ordinator, 2 teachers, Vocational Instructors)</b>	78,000.00
<b>Salary to Two Watchmen 1000x12x2</b>	24,000.00
<b>Teaching-Learning Materials</b>	6,000.00
<b>Training of MSK Staff and Development of Teaching/ learning Materials etc)</b>	20,000.00
<b>Library Books, Periodicals, A-V aids, other Educational materials</b>	16,000.00
<b>Health Care</b>	5,000.00
<b>Office and other Administrative expenses</b>	25,000.00
<b>Extra Curricular Activities, Field Tours, Cultural &amp; Sports meets etc</b>	10,000.00
<b>Contingency</b>	<u>5,000.00</u>
	3,77,000.00

A. 3,00,000.00

B. 3,77,000.00

6,77,000.00

**\*\* Where there is no own structure the provision made for repair etc. under N.R. expenses will be transferred to Recurring Expenses Head on a/c of Rent etc.**

**MAHILA SAMAKHYA**  
**JAGJAGI CENTRES-FINANCIAL NORMS**

(Per Unit Cost as per BEP-NFE norms)

Non Recurring:

- |    |   |  |           |
|----|---|--|-----------|
| a) | Equipment:  |  |           |
|    | Box.....  |  | Rs. 450/- |
|    | Blackboard .....  |  | Rs. 300/- |
| b) | Teaching-Learning Materials for the Centre<br>(map, charts, books, games materials etc... |  | Rs. 850/- |

Recurring:

- |    |  |  |             |
|----|--|--|-------------|
| a) | Honorarium to Sahelis<br>200x 12=  |  | Rs. 2,400/- |
| b) | TA on account of training in 3 phases  |  | Rs. 60/-    |
| c) | Training, learning materials, books,<br>pencils, states etc. (Books from BEP<br>@ Rs. 40/- Learning materials @ Rs. 35/-)                                      |  | Rs. 1,875/- |
| d) | Training of Sahelis 30 days @ Rs. 30/-<br>per day towards boarding & lodging   |  | Rs. 900/-   |
| e) | Honorarium to master Trainers @ Rs. 40/-<br>per trainer per day for 30 persons trg. per<br>course 5 master trainer for 30 days training<br>(5 x 40 x 30 - 30 = |  | Rs. 200/-   |
| f) | Supervisor training cost @ Rs. 30/- per day,<br>per supervisor. (One supervisor for 10<br>centres) 360-10  |  | Rs. 30/-    |
| g) | Honorarium to master trainer per supervisor<br>trg. @ Rs. 40/- per day for 12 days trg. (30<br>supervisors and 5 master trainers) 12x40x5=<br>300              |  | Rs. 8/-     |
| h) | Honorarium to supervisor (1 Sup. per 10<br>centres)  |  | Rs. 500/-   |

**Note:** Ordinarily the Samooh women supervise the Jagjagi centres.

TOTAL, Rs. 5,979/-

P.T.O.



## BAL-JAGJAGI PER CENTRE OF 30 CHILDREN

(3-6)

### (AS PER BEP-ECCE NORMS)

1. Honorarium (Rs. 200/- per month for 2 Jagjagi Sevikas	- 4,800/-
2. Educational Material (Toys, books, etc.)	- 5,000/-
3. Health care	- 2,500/-
4. <b>Supervision</b> will be done in almost all cases by the Samooh. On such situations the amount allotted for supervision will be given to the Samooh who will take collective decision regarding the use of this amount for the Baljagjagi	- 500/-
5. Training of Jagjagi Sevikas/Supervisors	- 4,200/-
6. Non Recurring dhurries, Blackboard, Table, Stools, Bucket, Tin box etc.	- 2,320/-
7. Contingency Rs. 40/- P.M.	- 480/-
8. Rent (Rs. 100/- p.m.)	<u>1,200/-</u>
	<u>21,000/-</u>

## E-E.C.C.E.

Balwadi per centre of 30 children                      1994-95

1.	Honorarium (Rs. 200/ per month for workers)	4800/-
2.	Educational material	5000/-
3.	Health	2500/-
4.	Supervision	500/-
5.	Training	4200/-
6.	Non-recurring	2320/-
7.	Contingency (Rs. 40/- P.M.)	480/-
8.	Rent (Rs. 100.00 P.M.)	<u>1200/-</u> 21000/-

## **CHAPTER-IV**

### **Delegation of power to SPD & DSPC**

Clause 47 of the memorandum of association has defined functions and powers of the State Project Director which is as under:-

The State Project Director shall be the Principal Executive Officer of the Parishad and shall be responsible for proper administration of the affairs and funds of the Parishad and implementation of various activities of the Pariyojna in a mission made under the directions and guidance of the Chairman of the Executive Committee. For the effective discharge of his function he shall have powers to:

- a) Constitute Steering Group for each of the programme components and functional areas.
- b) Constitute a Task Force, comprising heads of the Steering Groups which would function as a cohesive team for achievement of the objects of the Pariyojna.
- c) Prescribe the duties of all officers and staff of the Parihsad/
- d) Exercise such supervision and disciplinary control as may be necessary.
- e) Coordinate and exercise general supervision over the activities of the Parishad including its branches and units.
- f) Conduct meetings of the Parishad and its Executive Committee and keep a record of proceedings of these meetings in accordance with these Rules and
- g) Discharge such other functions as may be assigned to him by the Executive Committee in furtherance of the objects of the Parishad.

The powers as defined above are not exhaustive. It is, therefore, considered necessary to delegate the following financial powers by the Executive Committee in respect of common services and general management activities -

<b>Items of expenditure</b>	<b>Powers of State Project Director</b>	<b>Power of District Programme Coordinator</b>
Advertisement charges.	Full Powers	Full powers subject to i) prior approval of State Project Officer. ii) Budget provision iii) Guideline issued by the State Govt. from time to time.
Conveyance hire Reimbursement of conveyance charges to officers and staff.	Full power to the conditions, rates & limits approved by Executive Committee from time to time.	subject Full power subject to the conditions, rates & limits approved by the Executive Committee from time to time.
Hire of Taxis.	Full powers.	Subject to budget provision and approval of Chairman in anticipation of finance Committee.
Electricity and water.	Full Powers	Full powers.
i) Freight charges.	-do-	-do-
	Remarks: Air lifting of stores should be resorted to in case of extrens urgency.	
Demurage/wharfage.	Full powers.	Full powers.
Insurance for building and electricity.	-do-	-do-
Furniture and fixture purchase including air conditionars fans, heater, collers.	Full power, subject to budget provision.	Full power upto Rs. 10,000/- in case subject to budget provision.

7. Legal charges.	Full power	Upto Rs. 2500/- in each case
8. Motor vehicles.		
i) Purchase	Full power, subject- to budget provision.	
ii) Repair and main- tenance.	Full power	Full power
9. Municipal taxes and and rates.	Full power	Full power.
10. Post and Telegraph charges.	Full power	Full power.
11. Printing and binding	Full power	Full power
12. Hiring of accomod- ations and rent.	Full power for hiring of building for off- ice accomodation/ guest house.	Full power for payment of rent of building hired with the approval of SPD.

Remarks: No building will be hired unless

i. Rent is certified as reasonable by a committee of senior officers including an Engineer reported to Executive Committee

ii. Area is approved by Executive Committee.

iii. Lease will not exceed 5 years.

iv. Lease deed/agreement are in accordance with prevalent law.

v. All cases involving rental of Rs. 5 lakhs per annum.

3. Staff paid from contingencies.	Powers upto six months	Powers upto three months in each case.
Remarks: At the rates notified by the local administration		
4. Stationary stores	Full powers	Upto Rs. 10,000/- in each case
5. Stores required for working of the Parishad	Full power	Upto 10,000/- in each case
6. Office equipment including typewriters, electronic or manual intercom equipment, calculators, electronic Stencil Cutters, photocopier, Franking machines, dictaphones, filing and indexing systems etc. (excluding computers)	Full power subject to budget provision	Subject to budget provision, prior approval of SPD will be required purchase beyond Rs. 10,000/-
7. Telephone and Telex Charges.	Full powers including sanctioning and installation of residential and office telephones.	Full powers for payment of rental and call charges.
Remarks: The call charges for residential telephones will be within the limits prescribed by the Executive Committee.		
8. Repair and maintenance of office equipments, air conditioners.	Full powers.	Full powers in respect of agreement approved by the State Project Director. Rs. 10,000/- in other case (per annum).
Remarks. Full powers where maintenance is entrusted to the same party who originally installed/supplied the equipment		

- |   |  |   |
|---|--|---|
| 19. Uniforms and liveries.  | Full powers  | Full powers.  |
|   | Remarks: The general instructions issued by the Govt. of Bihar will be followed  |   |
| 20. i. Purchase of computers, printers and other computer hardware.   | Full powers upto Rs. 5 lakhs in each case.   |   |
| ii. Maintenance.  | Full powers.   | Full power, upto Rs. 10,000/- in each case.   |
| iii. Computer Stationary, peripherals, floppy dis., tapes etc.  | -do-   | -do-  |
| 21. Approval of drawing, designs, estimates, specifications, tender, extra/substituted/derived items and all other matters connected with the execution of works including administrative approval accord of financial sanctions, purchase. | (i) Full powers upto Rs. 5 lakhs without refrence to the building and works committee.   | Remarks: Schedule i. of rates prescribed by the PWD will be followed.                                       |
| ii. The tender procedure hire/repair of stores, tools and plants and hiring of daily rates staff for works purposes.  | (b) Full powers in case of works exceeding Rs. 25 lakhs on the recommendations of building and works committee. These cases will be reported to the Finance Committee/Executive Committee. | ii. The tender procedure followed by PWD will be adopted.   |
|   | C. Prior approval of the Finance Committee will be necessary in case of works exceeding Rs. 25 lakhs.  | iii. For any other items relating to works not covered hereunder procedure followed in PWD will be adopted. |
| 22. Grants of extension of time for completion of works and waiver of liquidated damages.   | Full powers.   |   |

23. Advance payments to contractors. Full powers. -
24. Repayment of Earnest money/security deposits Full powers. -
25. Irrecoverable losses of stores or of Parishad money. Upto Rs. 25,000/- for losses not due to theft, fraud or negligence, Rs. 5,000/- in other cases. -Remarks: Where the loss discloses a defect in rule of procedure, the matter will be reported to the Executive Committee in the case of loss on account of serious negligence, disciplinary action will be taken and reported to Executive Committee
26. Condemnation of motor vehicle and motor cycle. Full powers in respect of any one vehicle, subject to the lives of vehicles in terms of distance run (in kilometres) and length of use (in year) whichever is reached later. --
- Remarks: 1. The lives have been fixed as under.
- | Type of vehicle                                     | KM.      |
|---|----------|
| i. Heavy commercial motor vehicle.                  | 3,00,000 |
| ii. Motor vehicles with less than 18 HP.            | 1,50,000 |
| iii. Motor cycles with engines of 3.5 HP and above. | 80,000   |
| iv. Motor cycles.                                   | 60,000   |
2. The disposal will be decided by the Committee constituted for the purpose, in which an automobile expert will be associated.



27. Bicycles.	Full powers.	Full powers.	
28. Advance in connection with natural calamities	Full powers.	Full powers.	
29. Festival advance	Full powers	Full powers.	
30. Advances in connection with transfer and retirements etc.	Full powers	Full powers.	
			Grant of advance under Government of Bihar Rule
i) Advances in connection with official tours.	Full Powers	Full powers	-do-
ii) Advance in connection with attendance at conference, symposia etc.	Full Power	Full Power	-do-
Advance in lieu of leave salary	Full	Full	-do-
Lump-sum advance to provide immediate financial relief to families of employees who die while in service.	Full Powers	Upto a maximum of Rs. 1500/- in each	do
Grant of permanent advance imprest	Full powers	Full powers	

Temporary departmental advances	Full Powers	Full Powers	Upto Rs 10,000 in each case
Grant of daily allowance on tour/field work in relaxation of rules.	Full Powers	-	Guidelines for this purpose will be laid down by the Executive Committee.
Permission for Air Travel.	Full Powers	-	Subject to guidelines prescribed by State govt.
Payment of road mileage for travel between places connected by rail or taxi fare in lieu of road mileage from point of duty to railway station/airport or vice-versa.	Full Powers	Full Powers	Subject to rules laid down by State government or as per terms and condition of diputation as the case may be
Payment of TA/DA incidental expenses to members of the Institute, its Executive Committee and such other persons as are invited/authorised to attend specific assignment on behalf of the parishad including	Full Powers		
Participation in international conferences, seminars and symposia in India.			
Invetments in	Full Powers	-	1) In nationalised Banks only where the Bank accounts are maintaines.

(a) Call and short term deposits	Full Powers		2) A report of the investment made shall be made to the Executive Committee.
Execution of documents relating to contracts for works, supplies, hiring of residential or office accommodation maintenance agreements, service contracts with the employees, agreements relating to advances.	Full Powers	Full Powers	Subject to the general terms and conditions and form of documents to be laid down by the Executive Committee.
Execution of documents relating to sale, endorsement transfer, negotiation, etc. of securities standing in the name of the parishad.	Full Powers	Full Powers	do
Obtaining security deposit from Staff handling cash/stores and exempting a permanent member of staff from furnishing security deposit.	Full Powers	Full Powers	
Visiting fellows	Full Powers with the approval of Executive Committee.		Fellowship may be Subject to rules and procedures laid down by the Executive Committee. These will be in consonance with the guidelines issued by the University Grants Commission from time to time Central Universities.
			In cases where it is not possible to obtain prior approval of the Executive Committee's Chairman may offer the fellowship subject to Executive Committee's approval in due course.

**FOR ACADEMIC PROGRAMMES**

Items of Expenditure	Powers of State Project Director	Powers of District Programme Coordinator	Remarks
1. Equipment and materials	Up to Rs. 5 lakhs in each case subject to budget provision	Up to Rs. 10,000/= in each case For amount Exceeding Rs. 10,000/- prior approval S.P.D. will be required. In both the case this expenditure will be subject to Budget provision.	
2. Honoraria/Fee to outside experts resource persons and specialists for various academic programmes including media and communication.	Full Powers	Full powers	Subject to the rates approved by the Executive Committee.
Repairs and maintenance of equipment	Full Powers	Full powers in respect of agreement approved by Director; up to Rs. 10,000 in other cases	Full powers where maintenance is entrusted to the same party which originally supplied/installed the equipment; subject to invitation of tenders in other (per annum) case.
4. Hiring the services and facilities of outside agencies (including Government departments, autonomous organisations and un-	Full Powers	Full Powers for video/ audio programmes.	Subject to Budget provision and recommendation of screening committee to be set up by the executive committee

- iversities) for studio production facility including hiring of equipment, like cameras, CCU lights, etc, and for production of films.
5. Payment of copyright charges for video/Audio programmes and print Material. Full Powers On the recommendation of a standing Committee/screening committee constituted for the purpose.
  6. Conveyance and Incidental expenses in connection with production of programme. Full Powers Upto Rs. 5,000/- for each video Rs. 2000 for each audio programme. The expenditure will be within the ceiling for approval each programme.
  7. Purchase of books and journals (Both indigenous and foreign) Full Powers Full Powers Subject to Budget provision and recommendations library committee consisting of Heads of the Divisions concerned and the Librarian.
  8. Special equipment and furniture fittings for the library, including micro filming. Full Powers Full powers upto Rs. 10000 each case; for amount Rs. 10,000/- prior approval of SPD will be required In both these cases the expenditure will be subject to budget provision. do

9. Material for packing, binding, indexing library cards, special registers, paper, art card, envelopes etc.	Full powers	Full Powers up to Rs. 10,000 in each case.
10. Dissemination of documents both in India and abroad	Full Powers	Full Powers ----
11. Outside printing including designing and binding.		
(a)Empanelment of Printers	Full Powers for empanelment and fixing of rates.	Full Powers

**Delegation of Financial Power to Officer-in-charge  
Administration/Officer On Special Duty at district level.**

<b>Items of Expenditure</b>	<b>Delegation of Power</b>
01. Conveyance hire	Full power subject to conditions rates and limits approved by the Executive Committee from time to time.
02. Reimbursement of Conveyance charges to Officers and staff.	-do-
03. Hire of Taxies.	Subject to Budget Provision and approval of Chairman.
04. Electricity and water.	Full Power.
05. Freight charges.	-do-
06. Demurrage/ wharfage.	-do-
07 Insurance for building furniture.	-do-
08. Legal charges.	Upto Rs. 2500/- in each case.
09. Repair and maintenance of vehicle.	Full power upto Rs. 15,000/-
10. Municipal Taxes and rates.	Full power.
11. Post and Telegraph charges.	Full power.
12. Printing and binding.	Full power.

- |   |  |
|---|--|
| 13. Hiring of accommodation and rent.                                     | Full power for payment of rent of building hired with the approval of S.P.D.   |
| 14. Purchase of stationary.   | Full power upto Rs. 10,000/- in each provided purchase procedure laid down by BSPP has been followed.  |
| 15. Stores required for working of Parishad.                              | -do-   |
| 16. Telephone and Telex charges.  | Full power for payment of rental and call charges of BSPP office. Call charges for residential Telephone will not be within the delegated power. |
| 17. Repair and maintenance of office equipment, air conditioners.         | Full power where maintenance entrusted to the same party who originally installed/ supplied the equipment.                                       |
| 18. Uniform and liveries.   | Full power. The general instructions issued by the Govt. of Bihar will be followed.  |
| 19. Maintenance of Computer, Printers etc.                                | Full power upto Rs. 10,000/- in each case.   |
| 20. Purchase of Computer, stationary, Peripherals floppy disc. tapes etc. | -do-   |
| 21. Repayment of Earnest money, Security deposit.                         | Full power subject to approval of State Project  |
| 22. Festival advance.   | Full power.  |
| 23. Payment of monthly salary and wages.                                  | Full power to disburse subject to condition that the salary and wages already fixed by competent authority.                                      |
| 24. T.A. & D.A. of Class III and Class IV staff.                          | Full power for sanction of Tour and payment of the bill.   |



## Project Officer/Programme Officer/Component In-charge

For undertaking the activity and the concerned component under the Action Plan duly approved by the Executive Committee after approval of the District Task Force/ State Level Task Force as the case may be.

Full power to sanction the expenses as per details approved by the DLO/SLO Task Force.

### Note:

For any purchases, the concerned I/C will have no powers to directly purchase himself, but place requisition to the BEP office. If need arises in exceptional circumstances, Chairman, Ex-Committees in the district units and Directors' SLO respectively approval shall be taken for such direct purchase.

**PRINCIPAL, DIETS UNDER BIHAR  
EDUCATION PROJECT COUNCIL.**

Item of Expenditure.	Power of Principal DIET
01. Reimbursement of T. A. within the State & Convenience charges to Officers and staff.	Full power subject to the budget provision and norms fixed by BEP.
02. Electricity and water.	Full powers subject to budget provision.
03. i) Freight charges.	-do-
ii) Demurrage/Wharfage.	-do-
04. Municipal Taxes.	-do-
05. Post & Telegraph charges.	-do-
06. Printing & Binding.	Full powers upto Rs. 25,000/- in each case.
07. Stationary stores.	Full powers upto Rs. 5000/- in each case.
08. Telephone charges.	Full powers for payment of rental and call charges.
09. Repair & maintenance of office	Rs. 2000/- (Rs. two thousand) per annum.
10. Salary and Wages.	Full powers provided the appointment of the employee is approved by the District Project Co-ordinator/Executive Committee.

11. Purchase of Books and Journals  
(both indigenous and foreign).

Subject to provisions and recommendations of Library Committee consisting of the Heads of the Divisions concerned and the Librarian.

12. Expenditure on training  
programme/ workshops/  
Seminars etc.

Full powers subject to budget provision and norms fixed by the BEP.

13. Contingent Expenditure.

Full powers upto Rs. 3000/-  
(Rs. three thousand)  
per annum.

## CHAPTER V

### PURCHASE, RECEIPTS AND CUSTODY AND ACCOUNTING PROCEDURE FOR STORES

The requirement of stores like vehicles, stationery, office equipment, furniture, electronic media equipment, printing/publications, other heavy equipment and supplies etc. may, as far as possible, be obtained as assistance in kind, from the UNICEF.

2. Stores not received as grant in kind shall be purchased subject to observance of norms and scales and general or special orders, directions, conditions or stipulations which may be issued or prescribed by the Executive Committee or other relevant authorities. These will be subject to the following further conditions:-

- (i) A specific budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
- (ii) Purchase procedures approved by the Executive Committee will be observed.

3. All the bulk requirements of stores, etc. to be purchased for the headquarters of the Parishad (State Mission Task Force) and the District Programme Coordinator Office (District Task Force) will be assessed at the beginning of each financial year and submitted to the State Project Director/ District Programme Coordinator for his approval.

4. As soon as the bulk requirement of stores are assessed and approved at the beginning of the financial year, the State Project Director/Distt. Programme Coordinator will initiate action to prepare a panel of suppliers of different items. He will also fix the price of the supplies of stores. For this purpose, the competitive prices will be obtained after following the tender procedures in the following manner:-

- |  |   |   |
|--|---|---|
| <p>(i) Open Tender system i.e. inviting tender by public advertisement<br/>OR<br/>A list of approved suppliers of the Departments of the Govt. of Bihar and /or of the autonomous organisations of the</p> | <p>For purchase of stores, etc. of the value of Rs. 1,00,000 and above.</p> | <p>Reasons for relaxation, if any, may be placed on record with the approval of the State Project Director of the Parishad. These cases along with details thereof may be reported to Finance Committee at its next meeting for ratification.</p> |
|--|---|---|

State / Govt. or of the Central Govt. located in Bihar may be availed of to prepare the panel of suppliers and to fix the price of supplies.

- |  |   |
|--|---|
| <p>(ii) Limited Tender System i.e. invitation of tenders from a limited number of firms.</p> | <p>All purchases of the value of less than Rs. 1,00,000.</p>  |
| <p>(iii) Single tender i.e. invitation to one single firm only.</p>                          | <p>Single tender may be invited in respect of articles of stores, which are certified as propriety items or when it is to the knowledge of the Purchase Committee that only a particular firm of the manufacturer of stores demanded.</p> |

However, if the State Project Director or the District Programme Co-ordinator, as the case may be decides to obtain the items from a public sector firm or Corporation he may do so directly without calling for tenders but on the basis of firm negotiations on price and quality.

5. All purchases will be made through the State Level purchase committee for the requirements of Head quarter and for the requirements of District Offices purchases will be made through the district level purchase committee.

On the recommendation of Purchase Committee the competent authority will approve/sanction purchases to be made which should be within budget allocation approved by the Executive Committee for the purpose. Competent authority for State level office is State Project Director and for District Level Office is the District Project Coordinator.

6. For purchase of stores valuing less than Rs. 10,000/- recommendation of the purchase committee will not be necessary.

7. The Administrative Officer of the Head Quarter and Administrative-Cum-Accounts Officer for District Offices will be responsible to ensure the quality of stores purchased and their proper accounting.

8. The miscellaneous items of stores, not covered by bulk requirement stores, will be purchased by the State Project Director or District Programme Coordinators as the case may be accounting to their requirements at different point of time during the year provided (i) expenditure is not within the overall Budget allocations for the specific items (ii) the purchase is limited to Rs. 10,000/- in each case.

9. The value of stores to be purchased shall not be splitted so as to exercise the delegated powers.

### **Receipts and custody procedure for stores.**

Each indenting Officer of the Parishad who has been authorised to issue indents to the Purchase Committee shall nominate a member of the staff to be incharge of stores, where a separate store keeper has not been appointed. Administrative Officer for S.L.O. Patna and Administrative-Cum-Accounts Officer for D.L.O.S. will be indenting Officers. There will be separate Purchase Committees both for S.L.O. and also for D.L.O.S., Stores Incharge/Store Keeper shall make all entries in the stock Register, certificate on supplier's bills will also be signed by him. He will also be responsible for custody of stores and upto date maintenance of stock Registers.

ii) All stores shall on receipt be thoroughly checked to ensure that quantities are correct. Quality good and the articles are in accordance with the approval and specifications where prescribed.

iii) It shall be the responsibility of the store keeper or the person nominated as such, to keep the stores in safe custody and in good condition and protecting them from any loss or damage.

### **Accounting of Stores.**

1. Each indenting Officer entrusted with the custody of stores shall maintain Accounts and inventories and also purchase correct returns in respect of stores in his charge with a view to preventing losses through theft, accident fraud or otherwise, thus making it possible to check the actual balance with the book balance at any time.

ii) All issues from stores shall be made on issue slips duly approved by competent officer.

iii) All receipts and issues of articles from time to time shall be entered in the stock Registers without any delay.

### **Stock verification.**

1. Physical verification of all stores shall be made at least once a year.

2. The verification of quantity balance with those shown in the Stock Registers for each item of stores shall be made by a nominated person other than this store keeper or person in charge of stores.

3. A certificate of verification of stores with its results, shall be recorded in the stock Register itself over full signatures, with date, of verifying officer. Any shortage or excesses noticed during verification should be recorded and a report thereof submitted to the Head of the office.

### **Payment for stores and supplies.**

1. The following points shall be kept in view while presenting bills for stores and supplies to Accounts section of the Parishad:-

i) That the bills are signed by the persons who are entitled to receive payments for supplies made or service rendered.

- ii) That the sub. vouchers are attached to bills.
- iii) That the amount of a bill is expressed in figures as well as in words.
- iv) That the expenditure is supported by a proper sanction and is not beyond the power of the sanctioning authority.
  - a) The articles detailed in the voucher have actually been received and their quantities are correct and quality good.
  - b) The rates and other conditions of supplies or services are in accordance with the terms agreed upon
  - c) Suitable notes of payment have been made in the purchase order and invoices concerned to prevent double payment.
  - d) Supplies have been recorded in the relevant stock Register.



## CHAPTER VI

### Opening of Bank Account, its operation and investment of fund.

All the money received by the Parishad shall be deposited in the Saving Bank Account in any nationalised bank/State Bank. The District Project Coordinator will also maintain Savings Bank Account in State Bank/ in any Nationalised Bank for the fund released from S.L.P. to the District Project Coordinator. The Bank Account will be operated by cheques drawn by the authorised officers. The authorised officers for the operation of Bank Account will be as under. Cheque issue register may also be maintained so as to indicate details of each cheque issued. Proforma of cheque issue register is enclosed.

1. State Project Director's office - State Project Director.
2. District Project Coordinator Under the joint signature of
  1. The District Project Coordinator and
  2. Administrative-Cum-Accounts Officer.
3. D.I.E.T. Under the joint signature of
  1. The Principal of DIET and
  2. Accounts officer.

It at any stage, during the Financial year, the State Project Director finds that some surplus funds are available for investment, he may investment same in short term deposit with any nationalised bank. All investment of funds shall be made in the name of the Parishad and shall be operated by State Project Director.

2. The Accounts Officer shall be responsible for timely encashment of the term deposit. The State Project Director may if the circumstances so warrant, reinvest these funds in term deposits.

3. Income from such investments shall be deemed to be the income of the Parishad and shall be credited to interest Account.

4. The term deposit receipts shall remain in the custody of the Accounts Officer or any other officer of the Parishad so authorised by the State Project Director in this regard. The Accounts officer/any other officer as the case may be shall be responsible for their safe custody.

## CHAPTER VII GRANT-IN-AID TO NON-GOVERNMENTAL ORGANISATIONS

Investment of non-governmental organisation/ i.e. registered societies/ village education committee and academic institutions etc. is imperative. with the matter of implementation of the Plans/schemes of the Parishad. In order to ensure the involvement of non-governmental organisations/voluntary agencies/the Parishad may, with the approval of the Executive Committee formulate schemes for financial assistance to the NGOs, VAs etc. The Schemes to be formulated may inter-alia include the following general conditions of grant-in-aid:-

(a) Registered voluntary societies, public trusts and non-profit making companies would be eligible for assistance under this scheme. Ordinarily, agencies which are not legal entities would not be eligible. However, even agencies and social activist groups which are not legal entities may be considered for assistance provided the Collector/ Deputy Commissioner certifies regarding the practical difficulties owing to which they could not be registered and also certifies the bonafides of such organisations.

(b) In order to be eligible for financial assistance under this scheme an agency should

- i. have a proper constitution or articles of association
- ii. have a properly constituted managing body with its powers and duties clearly defined in the constitution;
- iii. be in a position to secure the involvement, on voluntary basis, of knowledgeable persons for furtherance of its programmes;
- iv. not be run for the profit of any individual or a body of individuals;
- v. not discriminate against any person or group of persons on the ground of sex, religion, caste or creed;
- vi. not in any manner incite communal disharmony;

vii. not proselytise and

viii. eschew violence.

(c) Only those eligible agencies which have been in existence for 3 years would be considered for assistance under this scheme. This requirement may be waived in respect of agencies with specially qualified workers or which can otherwise justify a special consideration.

### **The Procedure.**

(a) **Application:** Any agency eligible to receive assistance may make an application in the prescribed form. The applications should be addressed to the State Project Director, Bihar Shiksha Pariyojana Parishad, Patna through the Deputy Commissioner/Collector of the area (with a copy endorsed directly to the BSPP). The Deputy Commissioner/Collector should give his/her views, within a period of three months, regarding the agency's eligibility, suitability, relevance of the proposal and the capacity of the agency to implement it, etc. Comments should be sent by the Deputy Commissioner/Collector even if the proposal is not recommended, giving reasons therefor.

(b) **Grant-in-aid Committee:-** The applications for grant-in-aid would be considered by a Grant-in-aid Committee to be appointed by the BSPP. Ordinarily, the Committee will go by the advice of the Deputy Commissioner/Collector. However in the event of the Deputy Commissioner/Collector not making any recommendations, or while considering cases in departure from the advice of the Deputy Commissioner/Collector and, if necessary also of the Deputy Commissioner/Collector and, if necessary also of the agency making direct application, the representative of the Deputy Commissioner/Collector and or Voluntary Agency will be invited to discuss the proposal with the Committee.

(c) **Release of Grant:** On approval of the Project the grant will be released to the agency on annual basis in two instalments--the first



(11) व्यवसायिक प्रशिक्षण की विवरणी :-  
प्रकृति

उपलब्धि :-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(12) वितरित पढ़न-पाठन सामग्री एवं अन्य संसाधन की विवरणी :-

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(13) लाभान्वित व्यक्तियों की विवरणी :-

3-6 वर्ष			6-14 वर्ष				15-35 वर्ष				35 वर्ष से उपर			
बालक	बालिका	अनु जाति	अनु जन जाति	बालक	बालिका	अनु जाति	अनु जन जाति	पुरुष	महिला	अनु जाति	अनु जन जाति	पुरुष	महिला	अनु जाति
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

14. खर्च की गई राशि की मदवार विवरणी :-

मद का नाम

खर्च की गई राशि

- 1.
- 2.

(आवेदन-पत्र पाँच प्रतियों में प्रस्तुत करें)

बिहार शिक्षा परियोजना के अन्तर्गत  
माइक्रो-परियोजनाओं का संचालन हेतु  
स्वैच्छिक/सरकारी एजेन्सियों को  
सहायता देने की योजना

आवेदन-पत्र

भाग - I

(प्रार्थी द्वारा भरा जाए)

1. एजेंसी का नाम
2. इसके उद्देश्य तथा कार्यकलाप  
(संक्षिप्त विवरण दीजिए)
3. क्या भारतीय सोसाइटी पंजीकरण अधिनियम 1860  
(अधिनियम XX1, 1860) सार्वजनिक न्यास या लाभ  
निरपेक्ष कम्पनी के अन्तर्गत पंजीकृत है। पंजीकरण संख्या  
दें तथा सम्बंधित दस्तावेज की प्रति संलग्न करें।
4. संगठन का क्या अनुभव है और किस प्रक्षेत्र में है (विवरण दें)  
आयोजित कार्यक्रमों के वर्ष, प्रकार आकार तथा स्थान का  
संक्षिप्त वर्णन दें।
5. क्या संगठन का कार्यालय इसकी अपनी या किराये की इमारत  
में है?

6. क्या माँगी गई सहायता शिक्षा केन्द्रों का संचालन के लिए है ?  
यदि ऐसा है तो-
- क- कुछ विशेषताओं सहित कम्पोनेन्टवार आपरेशनल मॉडल का संक्षिप्त विवरण ।
  - ख- आच्छादन क्षेत्र
  - ग- क्षेत्र जहाँ परियोजना प्रारम्भ की जायेगी (क्षेत्र का मानचित्र दें) जिसमें माइक्रो प्रोजेक्ट के अन्तर्गत संचालित किए जाने वाले शिक्षा केन्द्र दर्शाए गये हैं ।
  - घ- चलाए जाने वाले केन्द्रों की संख्या केन्द्रों की प्रकृति के अनुसार कम्पोनेन्टवार संख्या अंकित करें ।
  - ङ- सुविचारित निरीक्षणात्मक प्रबंध पर विचार
  - च- उपयोग की जानेवाली अध्ययन/शिक्षण सामग्री की किस्म तथा
  - छ- माइक्रो प्रोजेक्ट की अवधि
  - ज- नवाचार के क्षेत्र
  - झ- अन्य सम्बंधित ब्योरे-
- ( टिप्पणी : परियोजना प्रस्ताव विस्तृत रूप में अलग से संलग्न करें)
7. प्रस्तावित अवधि सहित माइक्रो प्रोजेक्ट का प्रतिफल एवं अन्य क्षेत्रों में उसका उपयोग की संभावनाएँ सहित संक्षिप्त विवरण दें ।

8. क्या परियोजना से सम्बंधित व्यय की राशि में से कुछ राशि किसी अन्य सरकारी, गैर सरकारी या विदेशी श्रोत द्वारा प्रदान की जा रही है या प्रदान किए जाने की सम्भावना है? यदि ऐसा है तो एजेंसी का नाम तथा राशि बताएँ।
9. क्या संस्था को प्रस्तावित परियोजना के अलावे अन्य परियोजनाओं के लिए विचाराधीन वर्ष में आर्थिक अनुदान मिल रहा है? एजेन्सियों/सरकारी विभाग का नाम एवं अनुदान की राशि एवं परियोजना की अवधि अंकित करें।
10. परियोजना पर कुल अनुमानित व्यय :-₹0
- |              |    |
|--------------|----|
| 1. अनावर्ती- | ₹0 |
| 2. आवर्ती-   | ₹0 |
11. माँगे गये अनुदान की राशि
- |              |    |
|--------------|----|
| 1. अनावर्ती- | ₹0 |
| 2. आवर्ती-   | ₹0 |
12. क्या संस्थान के पास परियोजना की देख-भाल के लिए उचित कार्मिक है? यदि ऐसा है तो उनका संक्षिप्त विवरणी अनुभव प्राप्त प्रशिक्षण आदि के बारे में दें।
13. संलग्न किए जाने वाले पत्रों/विवरणी की सूची-
- क. एजेंसी का विधान
  - ख. प्रत्येक सदस्य के ब्योरे सहित प्रबंध बोर्ड का विधान।
  - ग. वर्तमान उपलब्ध वार्षिक रिपोर्ट
  - ध. प्रोजेक्ट संचालन हेतु प्रस्ताव के अनुसार कर्मियों का चयन की प्रक्रिया एवं विवरण।



- इ. प्रशिक्षण प्रबंध कर्मियों का तथा अन्य स्टाफ को दिये जानेवाले प्रशिक्षण के दिनों का विवरण दें ।
- च. पहले वर्ष के प्रमाणित तुलन पत्र की प्रति सहित गत तीन वर्षों के परीक्षित लेखे ।
14. अतिरिक्त प्रपत्रों की सूची यदि है ।
15. अतिरिक्त सूचना यदि है-

अधिकृत व्यक्ति के हस्ताक्षर  
पदनाम और मोहर

भाग-II

उपायुक्त / समाहर्ता की सिफारिशें

आवेदन-पत्र की जाँच कर ली गई है और यह प्रमाणित किया जाता है कि संगठन सहायता का पात्र है तथा आवेदित परियोजना को प्रारम्भ करने की क्षमता रखता है।

हस्ताक्षर .....

पदनाम उपायुक्त/समाहर्ता .....

कार्यालय की मोहर .....

**CHAPTER VIII**  
**MAINTENANCE OF ACCOUNTS AND AUDIT**  
**GENERAL PRINCIPLES OF FINANCIAL MANAGEMENT AND CONTROL**

**I. General**

1. An Officer required by these regulations, or any other person authorised by the Executive Committee or any other authority competent to act in this matter, is responsible for the proper collection and application of funds at the disposal of the Parishad at HQ., Distt., Block and Village. In exercising this responsibility, the officer of the Parishad responsible must keep in mind the rules in these Regulations to ensure optimal use of resources of the Parishad and to safeguard Parishad funds against injudicious spending, wastage, misuse or misappropriation, etc.

2. All transactions involving cash, stores, other properties, rights, privileges and concessions which monetary value, should be brought to account at once under proper head of accounting. Every Officer of the Parishad is personally responsible for the money which passes through his hands and for the proper record of receipt and payments in the prescribed accounts as well as for the correctness of the accounts in every respect.

3. The financial records and accounts of the Parishad shall be maintained separately for each accounting year.

4. The financial records and accounts of the Parishad shall be maintained in the forms and registers prescribed by the Executive Committee.

**II. Receipt of Money**

5. It is the duty of the State Programme Director/District Programme Coordinator or any other officer of the Parishad authorised by the State Project Director responsible for realisation of any particular type of dues to ensure that the dues of the Parishad are correctly and promptly assessed collected and deposited in to the Parishad accounts under

proper head of accounting. He should satisfy himself that the Parishad dues are being recovered at the earliest and that cash has been correctly accounted for.

6. The Accounts I/c under the supervision of State Project Director of the Parishad and the income accruing from investments are received without delay.

**Bank Account:**

7. The sums received on behalf of the Parishad shall forthwith be paid into the Parishad's accounts with the accredited Bank.

8. An officer or employee of the Parishad authorised by the State Project Director to receive moneys on behalf of the Parishad must give the payer a receipt duly signed by him. The receipt must be in the prescribed form and from the printed Receipt Book, pages being serially and consecutively numbered supplied to the employee for the issue of receipts.

9. No duplicate copy of a receipt granted for money received or of a bill or other document for the money already paid, shall be issued on the ground that original has been lost. If any necessity arises for such a document, a certificate may be given that on specified day a certain sum was received from or paid to a certain person or body.

10. Moneys which are not Parishad dues or deposit, custody of which in the Parishad accounts has not been authorised under any rules or orders, shall not be accepted. Private cash or accounts of the staff shall not be mixed up with Parishad cash or account under any circumstances.

11. The receipts for the money received shall be prepared in triplicate. The duplicate and triplicate copies shall be made out with copying pencil by using carbon paper or double side variety. The original copy shall be given to the payer, first carbon copy shall be sent to the concerned Deptt./ Division/Section and the triplicate copy shall be retained as office copy.

### **III. Expenditure and Payment of Moneys.**

12. No officer shall incur expenditure or enter into any liability involving expenditure or transfer of moneys or investment of deposit from Parishad account unless such expenditure or transfer has been sanctioned by general or special orders of the competent authority.

13. The following should be the general principles governing all expenditure incurred from Parishad funds:-

- i. That there should be provision of funds authorised by competent authority fixing the limits within which expenditure can be incurred.
- ii. That the expenditure incurred should conform to the relevant provisions of the Regulations of the Parishad.
- iii. That there should exist sanction either general or special, accorded by the competent authority, authorising the particular item of expenditure.

14. All sanctions of expenditure shall indicate the details of provisions under the relevant budget head. A sanction or order shall come into effect from the date of issue unless any other date is specified by the competent authority.

15. No money should be drawn from the Bank unless it is required for immediate disbursement.

16. Every Officer incurring or authorising expenditure from Parishad funds should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following.

17. Every officer shall exercise the same vigilance in respect of expenditure incurred from the Parishad funds as a person of ordinary prudence would exercise in spending his own money.

18. The expenditure should not be prima more than what the occasion demands.

19. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.

20. Parishad moneys should not be utilised for the benefit of a particular person or a section of the people, unless:

(a) A claim for the amount could be enforced in a court of law,  
or

(b) the expenditure is in pursuance of a recognized policy or custom.

21. The amount of allowance granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

No officer of the Parishad shall pass his own expenditure except as otherwise provided.

22. Each head of office is responsible for enforcing financial order and strict economy at every step and also for observance of all relevant financial rules and regulations by all.

23. A head of office must see not only that the total expenditure is kept within the limits of the authorised appropriation but also that the funds allotted are expended in the interest of the Parishad and only upon the objects for which the money was provided.

24. Every claim received in the Parishad Office shall be checked before payment.

25. All bills presented for payment shall be examined in accordance with the relevant provisions in the rules and the Disbursing Officer

shall, if the claim is admissible, if the authority is proper, if the signature is true and in order and if the receipt is a legal acquittance, make an order to pay under his signature on the bill (s). The order shall specify the amount payable both in words and in figure.

26. No claim against the Parishad which is not presented within the time limit prescribed by the E.C. will be entertained without a special sanction of the competent authority.

27. No cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than the actual payee.

### **Delays in payment**

28. Delay in the payment of money indisputably due by the Parishad is contrary to all rules and budgetary principles and should be avoided.

29. That money paid from Parishad funds should under no circumstances be kept out of accounts a day longer than is absolutely necessary.

30. Periodical review of Parishad revenue, expenditure, investments etc. should be done.

31. The Bank balance as at the close of the month shall be promptly but in no case later than one week from the close of the preceding month, reconciled with book balance. Difference, if any, shall be promptly settled.

32. Keeping a constant watch over the progress of expenditure is an important step towards financial and budgetary control. It should be always ensured that the expenditure is kept within the budget provision and, where necessary timely action be taken to obtain funds by permissible reappropriation of funds from the available savings or the approval of the Executive Committee.

#### **IV. Financial Advice/Concurrence**

33. The Accounts I/c is responsible for exercising general supervision over the fund of the Parishad. He is also to advise the Parishad as regards its financial policy and management.

34. If any Division/Section of the Parishad requires advice on financial or accounting matter, it should be referred to the Accounts-Cum-Administrative Officer.

As a general rules:-

a) In all important matters and transactions with financial implications, advice of the P.O. should be obtained.

b) The proposals for financial sanction should be routed through the Account-cum-Administrative Officer.

35. All Divisions or Sections of the Parishad shall afford all reasonable facilities to Auditors for the discharge of their functions and furnish all possible information required by them for the preparation of any official account or report. No information, books or other documents shall be withheld from presentation to the Auditors as and when required by them.

#### **Prompt Disposal of Audit Observation**

36. It shall be the responsibility of the Accounts-cum-Administrative Officer under the supervision of the State Project Director that replies to Audit observations are furnished within the prescribed time and no objection is allowed to remain unsettled for an unduly long period.



**CHAPTER IX**  
**BIHAR EDUCATION PROJECT COUNCIL**  
**PATNA:**  
**TRAVELLING ALLOWANCE RULES 1991**

**1.0 PREFACE:**

- (I) These rules shall be called the Bihar Education Project Council Travelling Allowance Rules, 1991 and shall be deemed to have come into force from 27.8.91.
- (ii) These Rules shall be applicable to all employees of the Bihar Education Project Council including probationers and shall also be applicable to casual employees and employees appointed on adhoc salaries.

**2.0 DEFINITIONS:**

- (i) **"EMPLOYEE"** means an employee of the Council including one on deputation but does not including casual employees.
- (ii) **"FAMILY"** means an employee's wife or husband, as the case may be and the legitimate children and the parents who are residing with and are wholly dependent on the employees.
- (iii) **"PAY"** means the basic pay and will include deputation pay, special pay and personal pay.
- (iv) **"CASUAL EMPLOYEE"** means an employee appointed on daily or consolidated wages.
- (v) **"TRANSFER"** means the movement of an employee from one headquarter station to another station to which he is posted.
- (vi) **"COMPETENT AUTHORITY"** in relation to exercise of any power means the Director or any other office authorised by him.
- (vii) **"COUNCIL"** meanse the Bihar Education Project Council Ltd.
- (viii) **"DAY"** means a calender day begining and ending at midnight but an absence from Headquarter's which does not exceed twenty four hours shall be reckoned for all purposes as one day at whatever the absence begins and ends.
- ix) **STATE PROJECT DIRECTOR** means the State Project Director of Bihar Education Project appointed in accordance with the provision of rule 19 of Memorandum of Assoiation of Bihar Education Project.
- x) **EXCECUTIVE COMMITTEE** means Executive Committee of Bihar Education Project constituted as such under Rule 22 of Memorandum of Association.

3.0 Travelling allowance shall be admissible only for journey in connection with bonafide work of the Council. All such journeys shall be authorised by the controlling officer as may be nominated for the purpose by the Director.

3.1 Travelling allowance is a compensatory allowance granted cover the expense which be includes on tour in the interest of Bihar Education Project. It shall be so regulated that on the whole it is not a source of profit to the reciepent.

#### 4.0 **GRADING OF EMPLOYEES:**

For the purpose of calculating travelling allowance, the employees shall be classified into the following grades.

Note		PAY
In case of persons who are not on any regular pay scale, Director may decide the grade for the purpose of T.A., D.A. and other rates.	Grade I	Rs. 5100/- & above including the council Director.
	Grade II	Rs. 2800/- and above but less than Rs. 5100/-
	Grade III	Rs. 1900/- and above but less than Rs. 2800/-
	Grade IV	Rs. 1400/- and above but less than Rs. 1900/-
	Grade V	Less than Rs. 1400/-

5.0 Travelling allowance shall be admissible for travel in the following circumstances:

- I. Travel on tour to an outstation
- (ii) Travel on transfer
- (iii) Travel within the headquarter station
- (iv) Travel on occasions other than above, such as
  - (a) recall from leave,
  - (b) retirement
  - (c) any other occasion authorised by the Director.

#### 6.0 **TRAVELLING ALLOWANCE ON TOUR:**

The following allowances are admissible

A. Mileage allowance: To cover actual expenses incurred for journey by air/train/road/steamer or boat

6.A. Actual/fare paid includes:-

- (i) Charges collected by air/Transport agency from city booking office to airport and vice-versa or
- (ii) Charges separately paid for sleeping accommodation in rail in second class.
- (iii) Reservation charges for travel by air, rail or by bus shall be reimbursed to the employees subject to their restrictions regarding entitlement.

B. Halting allowance To cover expenses incidental to a journey and cost of living while away from the head qr.

### 6.A.1. MILEAGE ALLOWANCE:

The class of Air/Rail/Steamer/Road accommodation and the category of public transport to which an employee is entitled shall be.

Grade of the Employee	Rail	Steamer	Air	Road
i. Grade I	AC First Class	First Class	Eligible	AC Bus
ii. Grade II	AC Second Class	do	-	do
iii. Grade III	First Class/ AC Chair car	Tourist	-	Deluxe, (Non AC)
iv) Grade IV	First Class /AC Chair car	do	-	Deluxe, Bus
v) Grade V	Second Class	Deck	-	Exp. Bus.

The Director may authorise any employee in exceptional circumstances to undertake a journey by means of conveyance to which the employee is not normally entitled. If two or more employees travel together in a conveyance belonging to one of them, the owner may draw travelling allowance as if he traveled alone and others will be entitled to daily allowance only.

For the purpose of calculation of actual duration of journey while on tour, the scheduled time of departure and arrival of bus/train/plane will be considered.

An employee who proceeds in tour in a vehicle provided by Bihar Education Project will be entitled to daily allowance of his grade from the time of departure till the time of arrival back to his headquarters.

### 6.A.2. JOURNEY BY ROAD ON PERSONAL VEHICLE:

Except where free transport is provided by the Council or any other agency, an employee may draw mileage allowance at the following rates, when he uses his own vehicle for the purpose.

- (i) Grade I Rs. 2/- per K.M. (Car)  
Rs. 0.75 per K.M. (Two wheeler)
- (ii) Grade II and III Rs. 0.50 per K.M. (Two wheeler)  
Rs. 0.25 per K.M. (By cycle or on foot)
- (iii) Grade IV and V. Rs. 0.25 per K.M. (Bicycle or on foot)

HOWEVER (i) The mileage allowance by Road for the places connected by Rail and Road, both shall be restricted to the fare or entitled class by rail.

ii) An employee shall use his personal conveyance, between the places connected by public transport system, only with the prior approval of the Controlling Officer. Such journeys would be undertaken only in the exigencies of work.

#### **NOTES**

(i) While on tour an employee shall be paid a single fare or the class of accommodation to which he is entitled by the shortest route. If he travels in a lower class, he will be entitled to the actual fare of the class by which he travels.

(ii) In the case of journey, when a particular class of accommodation to which an employee is entitled is not available he should travel by the next lower class of accommodation. Travel by a class higher than the entitlement may be permitted by the Director depending on the case.

(iii) a. Charges for reservation of seats and sleeping berths where such facility is available, shall be borne by the Council. Agency charges and other incidental expenses thereto incurred by the employees shall also be admissible.

b. Where a journey is cancelled solely due to official reason or reasons beyond the control of the employee the cancellation charges paid to railways or airlines, may be reimbursed with the approval of the Controlling Officer.

(iv) The employee who are entitled to travel in First Class are entitled to travel by AC chair Car or AC Second class sleeper wherever provided

#### **6.B. HALTING ALLOWANCE:**

Halting allowance will be admissible at the following rates for each day of absence from headquarters at a distance of 8 KMs or more. This is intended to cover ordinary daily charges incurred by an employee in consequence of such absence. However, no halting allowance will be admissible for the period of leave like Casual/Earned/Medical leave etc. availed of while on tour.

Cash allowanceLodging allowance ActualSubject to a ceiling of

Grade of Employees.	Localities B-1 Class other than cities those mentioned in Col. 3+4.		A-Class Cities.		Localities B-1 class cities other than those mentioned in Co. 3+4		A Class cities.	
	1.	2	3	4	5	6	7	
Rs. 5100/- and above.	Rs. 60/-	Rs. 65/-	Rs. 80/-	Rs. 75/-	Rs. 85/-	Rs. 95/-		
Rs. 2800/- and above but less than Rs. 5100/-	50/-	60/-	75/-	55/-	60/-	75/-		
Rs. 1900/- and above but less than Rs. 2800/-	40/-	50/-	65/-	35/-	40/-	55/-		
Rs. 1400/- and above but less than Rs. 1900/-	35/-	45/-	55/-	15/-	15/-	25/-		
Less than Rs. 1400/-	30/-	40/-	50/-	10/-	10/-	15/-		

NOTE: (i) While claiming lodging allowance on total ceiling claimant has to produce money receipt.

(ii) The employee who are normally on tour for about 20 days a month within the State shall be entitled to a fixed travelling allowance as follows.

Grade-I	Rs. 450/-	Fixed travelling allowance would be proportionately deducted from the cash allowance if a tour is under taken outside the state. Proportionate deduction would also be made for leave of absence exceeding seven days in a month.
Grade-II	250/-	
Grade-III	350/-	
Grade-IV	300/-	
Grade-V	250/-	

(iii) An employee who is required to remain outside the radius of 8 K.M. from his headquarter on tour shall be entitled to get daily allowances as follows:- (a) For a period of more than 12 hours but less than 24 hours. Full.

(b) For a period more than 6 hours but less than 12 hours. 50%

(IV) For the purpose of calculation of actual duration of journey while on tour the scheduled time of departure and arrival of bus/train/plane will be considered.

(V) Daily allowance may be drawn for holidays falling during the period of tour, if such holidays were spent in doing official work of Bihar Education Project. But no daily allowance shall be admissible during casual or other leave (unless the leave necessiated by illness and is supported by medical certificate).

(VI) The rate of Cash allowance and lodging allowance payable to employees on consolidated salary has been placed as annexure

VI) When free boarding is provided by any institution/ organisation deduction would be made from the Cash allowance as per the following rates:

A. Free breakfast: 15% of cash allowance

B. Free lunch/Dinner: 30% of cash allowance.

VII) "Halting allowance should be admissible at the above rates to the employees on training, for attending seminar/conference etc, for periods not exceeding 30 days -If the number of days exceeds 30, the rate admissible will be only 50/- of the rates prescribed for the period exceeding 30 days."

#### EXPENSES ALLOWANCE:

Miscellaneous expenses, such as Telephone, Telegram charges, conveyance charges incurred while on tour by an employee will be reimbursable with the special sanction of the Controlling Office

Conveyance charges (for official purpose) duly approved shall be reimbursed at the following rates/ceiling, whichever is less, subject to the furnishing of information related to places and parties visited, purpose, the vehicle number and the amount actually spent.

Grade	Entitled mode of Conveyance	Ceiling per day.
Gr. I & II	Taxi fare	Rs. 80.00
Gr. III	Auto Rickshaw Fare	Rs. 40.00
Gr. IV & V	Bus fare or other public conveyance charges	Rs. 20.00

0 Travelling Allowance for Apprentices, Daily/Consolidated wage staff and staff on contract.



7.1 Mileage allowance, lodging allowance, expenses allowance:

The Allowance to all the Apprentices would be required as per the Grade in which they would be finally absorbed on completion of their apprenticeship. For other categories of staff mentioned above these allowances shall be as per the entitlement of their equivalent grade of regular employees.

7.2 Cash Allowance & for trainers/probationers/apprentices. The Cash allowance for all these categories of staff shall be equal to 50% of the cash allowance admissible for the grades in which they would be absorbed/equivalent grade of regular employee, as the case may be defined at (1) above. However, the cash allowance to the apprentice shall be subject to a maximum of Rs. 200/- per month for apprentice for Grade-II, Rs. 150/- p.m. for apprentices for Grade-III and Rs. 100/- p.m. for apprentices for Grade-IV respectively.

8.0 Travelling Allowance under this rule will be admissible to an employee provided he is transferred from one Station to another in the interest of the Council and he is entitled to draw pay during the period of journey where no change of residence is involved consequent to the transfer of an employee, no travelling allowance is admissible.

8.1. Journey by Rail/Road/Air or Steamer: An employee may draw actual fare by Air/Mail/Road /steamer not exceeding the entitled class as indicated in Rule 6A.1. one for self and one for each member of his family as per the age limits specified according to rules and regulations of the Roadways/Railways/Airline/Steamer. In addition, he will be entitled to one cash allowance for every 24 hours of journey or part thereof.

8.2 If an employee travels by road in his own vehicle. on transfer, he may draw mileage allowance for self only as per rule 6. A. 2. or the rail fare of the entitled class (for places connected by rail). for self and family members, whichever is less plus cash allowance for every twenty four hours of journey or part thereof.

8.3 Transportation of personal effects:

1. For the transportation of personal effects, an employee may draw the actual cost of carriage of personal belongings upto the following limit.

- |                             |   |
|-----------------------------|---|
| (i) Grade I & II Employees: | Full wagon load by goods train (QTS) 60 quintals.       |
| (ii) Grade III Employees:   | 1/2 of the wagon load by goods train 30 quintals. (QTS) |
| (iii) Grade IV Employees:   | 1500 Kgs by goods train (QTS)                           |
| (v) Grade V employees:      | --Do--  |

If however, an employee wishes to transport his personal effects by road, the actual expenditure incurred thereon subject to the maximum amount admissible by Q.T.S. goods train as mentioned above, shall be reimbursed. For places not connected by Rail, the reimbursement would be limited to the amount admissible by Q.T.S. goods train for equivalent distances.

8.4 Transfer Grant:

An employee will be entitled to the following lump sum payment to cover expenses for breaking and setting up establishment etc.

including transport to & for railway station, portage etc.

Grade	Grant
I & II	(1/3rd of the basic pay)
III	-do-
IV	-do-
V	-do-

### 8.5 Joining Time:

0.5.1 An employee on transfer from one station to another will be eligible for joining time of six days for preparation and journey time as under:

- (a) By Air-Actual time taken for the journey
- (b) By Rail-One day for 500 KM or part thereof
- (c) By Steamer-Actual journey time
- (d) By motor, vehicle-One day for 300 KMs or/part thereof

**NOTE:**

- (i) Sundays are excluded in the calculation of joining time. However, other holidays are included in Calculation of joining time.
  - (2) An authority ordering the transfer may curtail joining time.
- 8.5.2 Pay during joining time: During joining time an employee will be entitled to the pay he would have drawn if he had continued in his old post or the pay which he will draw on taking charges of his new post, whichever is less.
- 8.5.3 Allowance during joining time.
- (a) During joining time an employee continues to draw HRA, CCA, at the same rate at which he was drawing at the station from which he has been transferred.
  - (b) Conveyance allowances: No conveyance allowance is admissible on transfer.
- 9.0 Travelling Allowance at headquarters.
- (i) For journeys on Council's duty undertaken at the headquarters station. Employees travelling by public transport shall be reimbursed actual expenses, subject to the following ceiling, provided they are not in receipt of conveyance allowances:
    - (a) Grade I Employees: Taxi
    - (b) Grade II & Employees: Auto-rickshaw fare.
- III
- (c) Grade IV & V. Employees: Bus fare or ordinary rickshaw fare.
- (ii) Persons using their own vehicles with prior permission of controlling authority can claim conveyance as specified in Rule 6.0 auto Employees using their own vehicles for official work with the prior approval of authorising authority, shall get their driving licences verified and licence number noted in their personal record
- 10.0 Travelling allowance for proceeding on or returning from leave:
- No travelling allowance is permissible for proceeding on or returning from leave. However, when an employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than 7 days he is entitled to draw traveling allowance as for a journey on tour from the place at which the order of recall reaches him to the station of his headquarters.

11.0 Travelling allowance on retirement:

On retirement an employee is entitled to T.A. as on transfer for himself and members of his family for journey to his home town or to the place where he intends to settle after retirement from the last station of his duty.

12.0 T.A. For attending Seminars, Conferences etc.

As a general practice, when an employee is permitted by the Director to attend meetings, seminars and conferences in the interests of the Council he will be entitled to T.A. as on tour.

13.0 Competent Authority/Sanctioning Officer:

Competent Authority/Sanctioning Officer for the purpose of these rules shall be as indicated below:

Category	Sanctioning Authority
1. Director of the Council, if he is a deputationist from Govt.	Self
2. In case where Director is selected and appointed as per the provision of the Bye-law.	Self.
3. For all other employees	Director of the Council or the person authorised by him.

14.0 T.A. advance:

The competent authority when satisfied that the tour advance is necessary may sanction an advance to an employee proceeding on tour or transfer. The advance will normally be restricted to 90% of the estimated expenditure on tour or entitlement of an employee on transfer. No advance will be granted if a previous advance has yet to be adjuste.

15.0 Submission of T.A. Bills:

T.A. Bills together with approved tour programme will be submitted within 15 days of return from tour. In case of transfer, T.A. Bills should be submitted within 3 months from the date of completion of journey. Bills not submitted within the time in limit stipulated above shall stand lapsed and shall not be entertained unless authorised by the Director as a special case.

- 16.0 Change in Rule. Any new rule or any alteration in the existing rule shall be made by the decision of the Executive Committee. Such decision shall be in conformity with the Memorandum of Association and direction if any issued by State Government.
- 17.0 In case of any doubt regarding interpretation of any rule or any terms not defined in rule, the decision of the State Government shall be final.

### **TA/D.A. Rules for Non-Officials.**

1. The Non-officials invited to attend the meeting or to perform other duties on behalf of the Council will be paid TA/DA as following:-

#### **Travelling**

2. The members of the Executive Committee or other Committees of the Council invited to attend the meetings of such Committees or invited to attend to other affairs of the Council will be eligible to travel by rail first class/AC 2-tier. The State Project Director may be discretion allow them air travel also wherever considered necessary by him. In very exceptional cases the SPD may authorise the non-official members of the Committees to travel by AC 1st class also.
3. The other non-official members invited with the approval of the Chairman or the State Project Director or the District Programme Co-ordinator will normally be allowed to travel by rail second class/delux bus. In exceptional cases, these non-official members may be allowed to travel by first class/AC 2-tier by the Chairman or the State Project Director or the District Programme Co-ordinator, as the case may be. In very exceptional cases, these non-official members may be allowed to travel by air also.
4. The travel may be allowed from the place of ordinary residence of the non-official to the place of duty and back.

### Local Conveyance

5. Local non-official members of the Council or other local non-official invitees will be allowed payment of local conveyance of the actual amount paid by them for the journeys by bus/auto/taxi limited to 25/- only.

### Daily Allowance

6. The non-official members, excepting those from the same district, will be entitled to Daily allowance @ Rs. 50/- per day for each day of stay and duty performed by them.
7. The non-official invitees excepting from those from the same district will be entitled to same rate as payable.
8. In exceptional cases, the Parishad may make arrangements of stay in a hotel of reasonable standard and the expenditure will be met by the Council.

### Tours abroad

9. The tours overseas of the officers of the Council and the non-officials will require the approval of the Chairman.

**ANNEXURE-5**

**BIHAR EDUCATION PROJECT COUNCIL**

**PATNA: 800 003**

Grade of employee	Cash Allowance			Lodging allowance Actual Subject to a ceiling of	
	Localities other than those mentioned in Col 3+4 (outside 3+4 Cities	B-1 Class	A Class	Localities other than those mentioned in Col 3+4 (within state)	
(1)	(2)	(3)	(4)	(5)	(6)
Rs. 4000/- and above	50	60	75	110	210
Rs. 2500/- to Rs. 3999/-	40	50	65	80	160
Rs. 2000/- to Rs. 2499/-	35	45	55	60	120
Rs. 1200/- to Rs. 1999/-	30	40	50	40	80
Rs. Below Rs. 1200/-	20	25	35	25	50

**NB: Applicable to employees on consolidated salary.**