

J & K Education Department

BUILDING FUND RULES

1973



**(Promulgated vide Finance Department's
No. FB - 900/73 - 53/73 - Edu
dated 23rd August, 1973).**

JAMMU AND KASHMIR GOVERNMENT EDUCATIONAL INSTITUTIONS BUILDING FUND RULES, 1973.

1. *Short title and commencement.*—These rules shall be called "J&K Government Educational Institutions Building Fund Rules, 1973"

(ii) They shall come into force from 1st May, 1973.

2. *Definitions*—In these rules, the expression—

(i) "Fund" means the "Government Educational Institutions Building Fund" and includes allocation out of the collections from students to the common pool with the Tehsil Education Officer, District Education Officer and Director Planning and Colleges.

(ii) "Government Educational Institution" includes a Government Primary School, a Government Middle School, a Government High/Higher Secondary School, a Government Teachers Training Institute, a Govt. College and such other institutions as may be declared as such by the Government in the Education Department from time to time.

(iii) "Competent Authority" means the authority specified in Rule 8 of these Rules.

(iv) "Government" means Government of Jammu and Kashmir in Education Department.

(v) President of the Urban Local Body shall include the "Administrator" in case of a superseded local body.

3. *Constitution of the Fund.*—The following incomes shall constitute the fund:—

(a) Subscriptions to the fund by students of Government Educational Institutions.

(b) Receipts from any other source.

4. *Rates of subscription.* Every student of a Government Educational Institution shall subscribe to the Fund at the following rates in the first month of the academic session, or at the time of first admission to a Government Educational Institution.

i) Primary Classes (I to V) Rs. 1/- per annum.

ii) Middle Classes (VI to V.II) Rs. 2/- per annum

iii) High /Higher Secondary Classes, PUC (IX to XI) and Teachers Training Institute Rs. 4/- per annum.

iv) College Classes (TDC and above) Rs. 5/- per annum.

Notes: (1) Subscription to the fund shall be charged from each student at full rate irrespective of the fact that he/she is enjoying any fee concession.

(2) Subscription to the Fund shall not be charged from a student for the second time on migration from one Government Educational Institution to another during the same academic year.

~~Custody of the Fund:~~ ^{are to} The funds shall be in the nature of local Fund Deposit. The balance of the fund shall be credited in a local branch of the Jammu and Kashmir Bank if one exists as personal Ledger Account otherwise in the local or the nearest Post Office ^{is to} as a Saving Bank Account and the Fund shall be operated upon by the authorities specified in the following tables: ~~II~~

S. No.	Particulars of Institution/ Common Pool	Balance of Fund where to be kept	By whom to be operated
1.	Institutions the Head of which are not drawing and disbursing officers or institutions as are situated beyond 8 Kilometers radius of a branch of the Jammu and Kashmir Bank.	In the local or the nearest branch of the Jammu & Kashmir Bank in the personal ledger account of the depositor otherwise in a Post Office.	Head of the Institution.
2.	Common Pool of the Tehsil Education Officer/District Education Officer/Director Planning and Colleges.	do.	Tehsil Education Officer/District Education Officer/Director Planning and Colleges.
3.	Institutions, the Heads of which are drawing and disbursing Officers and the Institutions are situated within 5 kilometers of Jammu and Kashmir Bank.	In the personal Ledger Account in the Jammu & Kashmir Bank.	Head of the Institution.

6. *Application of The Funds*:—The fund shall be utilised for the following objects:—

- i) On Govt-owned buildings;
- ii) On rented buildings; and
- iii) On rent free public buildings.

i) *In case of Government-Owned Buildings*:—

(a) To carryout, as first priority, ordinary/ special repairs.

(b) To improve the campus by providing additional accommodation, making alternations, constructing boundary walls, urinals and lavatories, providing drinking water facilities, electric installations and providing such other amenities and facilities as Government may approve.

ii)

(ii) *In case of Rented Buildings to provide resources for*

(a) Purchase of a site.

(b) Construction of a building.

(c) Purchase of a building to house the Educational Institution.

(d) To provide minor repairs and such amenities and facilities in the rented buildings as Government may approve, provided the amount so incurred is deducted from rent payable to the owner in respect of buildings which may be rented on or after the date from which these Rules come into force by making suitable provision in the agreements while renting the buildings.

(iii) *In case of Rent Free Public Buildings*—To carry out repairs and to provide such essential amenities and facilities as Government may approve.

COMMON POOL

7. (a) *Creation*:— 80% of the total collection made in any Government Educational Institution in any academic year shall be reserved for being spent on that institution and the balance of 20% shall be remitted twice a year viz in the months of May and February as follows:—

Classification of Institution.	Officers to whom remittance is to be made
1	2
i) Government Primary Schools	Tehsil Education Officer.
ii) Government Middle Schools	
iii) Government High/Higher Secondary Schools and Teachers Training Institutes.	District Education Officer
iv) Government Colleges	Director Planning and Colleges.

(b) *Utilisation of the Common Pool*:—The collections received in the Common Pool by the Tehsil Education Officer /District Education Officer from the Schools in his jurisdiction shall be spent on repairs/improvement of Schools in the same Tehsil and District, respectively, but the collections received by the Director Planning and Colleges may be spent on repairs/improvement of any Government College in the State.

8. *Executive Committee*:—(i) Every Government Educational Institution shall have an Executive Committee for carrying out repairs and improvements in the camps, provided that in the case of Common Pool allocation of funds to be utilised shall be made by the Advisory Committee (Constituted in the manner detailed herein-after).

(ii) *Constitution*:—The Executive Committee shall consist of the following:—

(a) *In case of Primary Schools*:—Sarpanch of the panchayat or any respectable person of the village/town in case of a rural school and president of the Urban Local Body or a member thereof nominated by the President or any respectable person of the locality in case of an Urban School, nominated.

(Chairman)

2. A Social worker or retired Government employee nominated by the Tehsil Education Officer.

(Member)

3. Headmaster or the Senior-most Master of a nearby Middle School nominated by the Tehsil Education Officer concerned

(Member)

4. Headteacher of the School. (Member Secretary)

(b) *In case of Middle School. -*

1. Sarpanch of the Panchayat or any respectable person of the village in case of a rural School and president of the Urban Local Body or a member thereof nominated by the president or any respectable person of the Town in case of an urban school, nominated by the T.E.O.

(Chairman)

2. A local Social worker or retired Government employee nominated by the Tehsil Education Officer.

(Member)

3. Headmaster or the Senior-most Master of a nearby High/Higher Secondary School, nominated by the District Education Officer concerned.

(Member)

4. Headmaster of the Middle School.

(Member-Secretary)

(c) *In case of High/Higher Secondary School/Training Schools*

1. Head of the Institution.

(Chairman)

2. Sarpanch or a panch nominated by him or any respectable person of the area in case of a rural school and president of the Urban Local Body or member thereof nominated by the president or any respectable person of the area in case of an Urban School, nominated by the D.E.O.

(Member)

3. A Social worker or a retired Government employee nominated by the D.E.O. concerned.

(Member)

4. The Senior-most member of the staff.

(Member-Secretary).

(d) *In case of Colleges*

1. Principal

(Chairman)

2. President of the urban local body or Sarpanch of the panchayat or any respectable citizen as the case may be.

(Member)

3. A Social worker or a retired Government employee nominated by the Director Planning and Colleges.

(Member)

4. The Senior-most member of the Staff.

(Member-Secretary)

(iii) *Duration.* The life of the Executive Committee shall be 3 years. The Committee shall meet as frequently as required, but at least once in six months. The quorum at each meeting shall consist of simple majority of total sanctioned membership.

(iv) *Supersession.*—If the District Education Officer concerned is satisfied that the Executive Committee of a school is not functioning satisfactorily, he may for reasons, to be recorded in writing, supersede that Committee and constitute in its place an "Adhoc Committee" for the rest of the term of the Executive Committee. Similar action in the case of the Executive Committee of a College may be taken by the Director Planning and Colleges

(v) *Powers of the Executive Committee.* The Executive Committee shall have power to accord administrative sanction to an estimate of a work upto the following limits:—

- a) Rs. 500/- in the case of Primary School
- b) Rs. 1500/- in the case of a Middle School.
- c) Rs. 5,000/- in the case of High/Higher Secondary School/Training Schools.
- d) Rs. 10,000/- in the case of a College.

Provided that administrative approval for an estimate of a work exceeding the above limits shall be accorded as under:—

- (a) *In the case of School:—*
 - i) Upto Rs 3000/- by the Tehsil Education Officer concerned.
 - ii) Upto Rs 10,000/- by the District Education Officer concerned.
 - iii) Above Rs 10,000/- by the Joint Director of Education concerned.
- (b) *In case of a College/School Teacher's Training Institute.*

By the Director of Planning and Colleges/Schools/Teacher's Training upto Rs. 50,000/-

Provided further that no work costing more than Rs. 1500/- each shall be commenced unless technical sanction has been obtained from the Asstt. Director Works (working under the control of the Director Planning and Colleges).

Note:—A work costing more than Rs 10 000/- shall be got executed through the Public Works Department (Roads and Buildings).

9. *Advisory Committee*:—There shall be an Advisory Committee at the State/District/Tehsil level to tender advice regarding the utilisation of the pool money in the State/District/Tehsil.

(a) *State Level Committee*

- i) Director Planning and Colleges (Chairman)
- ii) Director School Education (Co-Chairman)
- iii) One nominee of Education Commissioner-Cum-Education Secretary. (Member)
- iv) Two Principals (one each from Men and Women Colleges) nominated by the Director Planning and Colleges. (Member)
- v) Deputy Director Planning and Colleges. (Member)
- vi) Asstt. Director Works (Member-Secretary)
- vii) Joint Directors of Education Jammu and Kashmir. (Member)

(b) *District Level Committee.*

- i) District Education Officer. (Chairman)
- ii) District Engineer. (Member)
- iii) Headmaster of a Government Middle School and (Member)
- iv) a Headmaster/Principal/of a High/Higher Secondary School nominated by the District Education Officer concerned. (Member)
- v & vi) One Headmistress of a Government Girls Middle School/One Headmistress/Principal of a Govt. High/Higher Secondary School, nominated by the District Education Officer concerned. (Member)
- vii) Deputy Education Officer. (man/woman) (Member-Secretary)

(c) *Tehsil Level Committee*

- i) Tehsil Education Officer. (Chairman)
- ii) Sanyak of the Village or any respectable villager-nominated by the Tehsil Education Officer. (Member)

- iii) Three Heads of the Government Primary Schools in the Tehsil nominated by rotation by the Tehsil Education Officer concerned (Member)
- iv) Additional Tehsil Education Officer (Member-Secretary)

Note :- (i) Simple majority of sanctioned membership shall constitute the quorum for each meeting of the committee.

(ii) The life of the Advisory Committee shall be two years and the Committee shall meet as frequently as required but at-least once in six months.

10. *Detailed Instruction and Accounting Procedure.*—(i) Expenditure out of the Fund shall be incurred by the Head of the Institution under the overall supervision and control of the Executive Committee and in accordance with the estimates approved by the competent authority.

(ii) *Preparation of the Estimates.*—(a) No work/repair shall be undertaken unless the estimate is approved by the competent authority.

(b) Estimates shall be prepared by the Executive Committee in form shown in Annexure *A* with the assistance of some local technical expert in case of minor works. The estimate shall fall in the following three categories :—

- (i) Ordinary repairs.
- (ii) Special repairs.
- (iii) Additions and alterations to the Buildings.

Note :- Special repairs include :—

- (i) Reconstruction of a fallen roof and walls of a room ;
- (ii) Replacement of white-ant eaten or old doors, windows and broken panes ;
- (iii) Reconditioning of floor ;
- (iv) Repairing hand pump, water tap, water reservoir and sanitary conveniences.
- (v) Any other item especially approved by the Executive Committee.

(c) The cost of work/repair may be worked out under the following heads :—

- i/- Labour.
- ii/- Material.
- iii/- Carriage.
- v/- Contingencies.

(d) The cost of Labour shall consist of a payment to skilled and unskilled labourers employed on daily wages for the execution of the work. The material shall include bricks, iron, bars, cement, lime, sand, stone, wood and such other articles as may be actually needed for the work, the cost of carriage shall include the cost of transportation loading and unloading charges of the material from the place of purchase to the site of the work. The cost of contingencies may be added at the rate of 10 percent of the total cost on the first three items to meet unforeseen charges.

NOTE:— The amount provided for contingencies shall be spent most economically and prudently, provision of the amount does not constitute authority for incurring the expenditure.

(iii) *Tenders*.—The work/repair at the site shall be executed either through a contractor engaged for providing labour only or departmentally or by the village panchayat by engaging labour on daily wages under the supervision of the head of the Institution. When the work is entrusted to a contractor, tenders shall be invited and the lowest tender shall be accepted unless for reasons to be recorded in writing, a tender other than the lowest is accepted. Each tender shall be accompanied by the earnest money equal to 10th of estimated cost of the work and the tender shall be submitted on the basis of the sanctioned estimates (viz above below or at par of the estimates amount). The earnest money of the successful tenderer shall be retained as security till the completion of the work to be refunded at the time of final payment by adjustment. In other cases, the earnest money shall be refunded forthwith. All material required for the execution of the work/repair shall be purchased after inviting quotations in respect of the items, the estimated cost of which is in excess of Rs: 100/—

(iv) *Muster Rolls*.—In case of minor work or repair of value not exceeding Rs: 500/— muster rolls shall be maintained in two parts in form shown in annexure "B". Part I showing the attendance of the labour engaged on work and part II showing the progress of the work.

(v) *Stock Register*.—Material purchased or otherwise received shall be entered in a register in form shown in annexure "C". Any surplus material shall be disposed of by public auction and amount credited to the Fund.

(vi) *Measurement*:—All works the value of which exceeds Rs: 1,000/— shall be measured and measurements recorded in the measurement book in P. W. D. Form. Measurements shall be recorded on the spot Red line shall be drawn across each page after the payment is made. Measurement book shall be entered in the stock Register and retained as a permanent record.

(vi) *Inspection of work* :—Whenever an officer of the Education Deptt: visits an educational institution, he shall inspect the work, if in progress and ensure that the fund is collected regularly and proper accounts are maintained.

(viii) *Completion Certificate* :—The Schools at least the bigger ones must be inspected regularly in order to examine the accommodation and the extent of repair needed for the building.

As soon as a work is completed, a completion certificate in form shown in Annexure 'D' shall be recorded by the Head of the Educational Institution to ensure that the work has been satisfactorily executed in accordance with the sanctioned estimate. Vouchers of the expenditure incurred shall be arranged under the following sub-heads on the completion of a work:

- i) Labour charges (Muster-roll-wise or contractor-bill wise).
- ii) Cost of material.
- iii) Cost of carriage.
- iv) Contingencies.
- v) Total

Payees receipts :—All receipts for amounts exceeding Rs. 20/- shall be duly stamped. The cash memos will not constitute proper legal acquittance unless payment is acknowledged thereon by the actual payee and the receipts duly stamped.

(x) *Account records* :—(a) A Cash Book shall be maintained in form shown in annexure 'E' in which all receipts and expenditure transactions will be recorded in chronological order. All entries shall be made on the actual date of transaction or as soon as possible thereafter. No amount of receipts shall be utilised direct for expenditure.

(b) The Cash Book shall be closed, balanced and reconciled with the Treasury/Sub-Treasury Pass Book/Cash Book on the close of each month and shall be regularly signed by the Head of the Educational Institution, who shall be personally responsible for the accuracy of all entries recorded therein. He shall also be personally responsible to ensure that all subscriptions are collected in time and all receipts are credited to the fund intact.

(c) All accounts shall be supported by vouchers Muster-rolls and quotations/tenders and record thereof shall be properly kept in the office of the Head of the Educational Institution for audit as and when necessary, for at least 10 years.

ANNESURE "A"

J + K Educational Department of Building Fund And
Rule No: 10 (ii) (b)

SPECIMEN ESTIMATES

Name of the Estimate

Repairs to the
Government Building at

DESCRIPTION OF REPAIRS

(i) *Essential such as:—*

- (a) Reconstruction of a fallen roof, walls or rooms
- (b) Replacement of white-ant-eaten or old doors, windows, broken panes.
- (c) Reconditioning of floors.
- (d) Repairing hand pump,—water-tap, water reservoirs, urinal and lavatory.
- (e) Any other item.

(ii) *Ordinary such as:—*

- (a) White washing of walls.
- (b) Plastering roof and floors.
- (c) Making parapits or repairing boundary walls.
- (d) Petty repairs to Khura, doors, windows, shutters.
- (e) Other items.

(iii) *Quantity of work to be done such as:—*

- (a) White washing Ft /metters in rooms.
- (b) Plastering roof and floors/ Ft. Meters.
- (c)
- (d)
- (e) and so on.

(iv) *Requirements: -*

Cement	bags.	
Plaster		Kilograms,
Bricks		Nos
Iron bars		Kilograms,
lime		Kilograms

(v) *Electric goods and so on:—*1. *Cost:—*

(a) Labour,	@
(b) Carpenter for days.	@
(c) Mason for days.	@
(d) Mazdoors for days each	@

2. *Material:—*

Kilograms lime.	@
No of Bricks.	@
Cement.	@

3. *Carriage charges of the above material.*4. *Contingent Expenditure.* Total(vi) *Orinary Repairs.*(a) *Labour :—*

Carpenter for days	@
Mason for days	@
Mazdoors for days each	@

(b) *Materials : -*

Kilograms lime	@
No. of bricks	@
Cement	@

(c) *Carriage charges of the above material.*(d) *Total*

Grant Total

Approved for Rs. _____

Signature of the Head of the
Institution.

Approved.

Chairman,
Executive Committee.

ANNEXURE "B"

MUSTER ROLI.
RULE-10 (iv)
PART-1

Cash Book Voucher No. _____ Dated _____
Name of work _____ Repairs to the Building at _____

Kind of labour	Serial No.	Name of Labourer Father's Name and Address of Residence	Dates	Rates	Amount	Signature or thumb im- pression in token of re- ceipts of payment.	Attested by the Head of the Ins- titution.
1	2	3	4	5	6	7	8

Carpenter..... 1
Mason..... 2
Electrication... 3
Other workers . 4

5. Initials of Head of the Institution making
daily attendance.

Passed for Rs. _____
Head of Education Institution.

Total
Signatures of the Head of
Educational Institution.
Approved.
Chairman,
Executive Committee.

ANNEXURE "B" (Contd)

PART - II

Daily Report for the day-----of-----1973.

Labour work on which employed	Class of Labour	No. of each case	Rate	Approximate quantity of work done.
1	2	3	4	5

Persons Incharge of work.

(Technical hand.)

Signature of Head of the Institution.

Approved.

Chairman.

Executive Committee,

ANNEXURE "C"

[RULE —10(V)]STOCK REGISTER

Receipts	Stock Register	Issues	Date purpose	Quantity Value
Date & Source	Quantity/Value	Attestation by Head of the Institution		Attestation by Head of the Institution.

opening Balance.

Closing Balance

Total

Total opening Balance

- Note.
- 1) The totals and balance should be struck at the end of each month.
 - 2) Separate page should be used for each article.
 - 3) All material purchased or required otherwise should be invariably passed through the stock register.

ANNEXURE "D"

[RULE 10 (Viii)]

COMPLETION CERTIFICATE

Certified that the work has actually been executed at site as per description given in the approved estimate and a sum of Rs: - - - - - has been spent on ordinary repairs/special repairs/minor work and all vouchers in support of the expenditure have been placed on record in the Institution.

Head of Educational Institution - - - - -

Countersigned

Chairman,

Executive Committee.

ANNEXURE 'E'

CASH BOOK OF THE BUILDING FUND

[RULE 10 (X) (a)]

Income from Building Fund

Date	Details of receipt	Amount	Gross receipt deposited	Amount drawn from the Fund for Expenditure	Attestation by the Head of the Institution.
1	2	3	4	5	6

ANNEXURE "E"

CASH BOOK OF THE BUILDING FUND

[RULE 10(X) (a)]

Expenditure from the Building Fund

Date	Voucher No	Details of payment	Amount	Attestation by the Head of the Institution.
7	8	9	10	11
