

SARVA SHIKSHA ABHIYAN

EDUCATION OF ALL, DEVELOPMENT OF ALL

SERVICE REGULATIONS

SSA, STATE MISSION AUTHORITY
MANIPUR

JANUARY, 2003

NIEPA DC



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SSA STATE MISSION AUTHORITY, MANIPUR SERVICE REGULATIONS

1. STATUS OF THE SERVICE :

UNDER SSA STATE MISSION AUTHORITY MANIPUR, 2003

1. All the appointment to Service, whether on deputation or on contract basis shall be temporary and unless terminated earlier, under any of the provisions of these regulations, shall be liable to be terminated automatically with the discontinuance of the State Mission Authority.
2. The Status of the post of the State Project Director, the Asst/Addl. State Project Director, the Programme Officers, the Chief Accounts Officer, the State Project Engineer, the Administrative Officer, the District Project Coordinator, the Associate District Project Coordinator, the District Project Engineer, the Finance and Accounts Officer shall be equivalent to that of Class-I Gazetted officer of the State Government status of System Analyst, Jr. Engineer, Media cum PRO, Programmer shall be equivalent to Class II State Govt. Employees and the Status of the other posts of the Service, excepting the post of Drivers and Grade IV staff, whose status shall be equivalent to the corresponding grades of the State Government, shall be equal to the class III, non-gazetted Ministerial Service of the State Government.

2. SERVICE :

The service shall consist of the following categories of posts namely :-

A. State Level

- I. State Project Director.
- II. Assistant/Additional State Project Director.
- III. Program Officer (Teacher Training).
- IV. Administrative Officer
- V. Program Officer (EGS & AIF).
- VI. Program Officer (Community Mobilisation)
- VII. State Project Engineer
- VIII. Program Officer (Monitoring, Supervision, Research & Evaluation)
- IX. Chief Accounts Officer
- X. Junior Engineer
- XI. System Analyst
- XII. Programmer
- XIII. Media cum Public Relation Officer.
- XIV. Superintendent
- XV. Accountant
- XVI. Stenographer
- XVII. Account Clerk
- XVIII. Upper Division Clerk
- XIX. Data Entry Operator
- XX. Draftsmen
- XXI. Receptionist
- XXII. Lower Division Assistant cum Typist
- XXIII. Internal Auditor
- XXIV. Cashier
- XXV. Driver
- XXVI. Grade IV

B. District Level

- I. District Project Coordinator
- II. Associate District Project Coordinator
- III. Program Officer (Teacher Training)
- IV. Program Officer (ECE/Gir's Education)
- V. Program Officer (EGS & AIE)
- VI. Program Officer (Community Mobilisation)
- VII. District Project Engineer
- VIII. Finance & Accounts Officer
- IX. Programmer
- X. Research Assistant
- XI. Junior Engineer
- XII. Data Entry Operator
- XIII. Accountant
- XIV. Upper Division Clerk
- XV. Stenographer
- XVI. Lower Division Clerk cum Typist
- XVII. Cashier
- XVIII. Driver
- XIX. Grade IV

3. STRENGTH OF THE SERVICE :

The Class, strength, remuneration for appointments on contract basis, appointing authority and disciplinary authority shall be as shown in schedule I.

4. MODE OF RECRUITMENT :

- 1) i) Recruitment on contract basis for a specified period, or
ii) Recruitment by Deputation from other service.
- 2) The Appointing Authority shall place the requirements of manpower before the Executive Committee and seek EC's approval for filling up the positions.

5. RECRUITMENT ON CONTRACT :

1. Whenever there is a decision of the Executive Committee for filling up of a particular post or posts by recruitment on contract basis, the Appointing Authority shall invite applications through advertisement published consecutively for two days in any daily news paper having wide circulation in the State, in the official language or in English, provided that it is so decided by the Executive Committee the appointing authorities instead of inviting applications through newspaper advertisement may issue a request to the Employment Exchanges of the State for recommending candidates for the post or posts, provided further that in cases of direct recruitment through news paper advertisement, member of the services who has been appointed to the service already through contractual recruitment under regulation shall also be eligible for any post of any category if the same is higher in rank and status carrying higher amount of remuneration than the post he is holding provided he possesses all the requisite qualification prescribed for the post advertised.

2. The appointing authority, on receipt of the applications, either in response to the advertisement or the requisition as the case may be, shall forward the applications together with the details about the number of vacancies in each category to the Selection Committee and shall request the Selection Committee to recommend a list of candidates found suitable for appointment in order of preference. Separate lists for each of the categories shall be recommended.
3. The selection Committee referred to above shall be constituted by the Executive Committee for the purpose with such number of members, as it may decide, from amongst its members.
4. The Selection Committee shall hold such tests and/ or interviews as it may consider necessary.
5. The Selection Committee shall then prepare a list of candidates found suitable for appointment in order of preference. Separate lists shall be prepared for each category of posts. The Selection Committee shall then forward the list or lists so prepared to the Appointing Authority without any unreasonable delay.
6. The Appointing Authority shall, on receipt of the list or lists referred to in sub-regulation 3 above shall put up to EC and obtain it's approval on the candidates for appointment.
7. The appointing authority shall thereafter proceed to offer appointment and enter into a deed of agreement with the persons defining the terms and conditions of the contract.
8. In the event of the Appointing Authority being unable to enlist candidates to fill up vacancies, it shall repeat the procedure, as mentioned herein before in this Regulation, for preparing a subsequent list.

6. QUALIFICATIONS FOR CONTRACTUAL RECRUITMENT :

- a) A candidate for direct recruitment shall not be less than 18 years and more than 45 years of age. For specific posts, however, EC can specify the age limits within the overall age specified under this rule.
- b) The contract service of a person (retired Govt. servant or otherwise) will be terminated on his attaining 62 years provided that it may be extended further in deserving cases with approval of the EC.

7. ACADEMIC QUALIFICATION :

The academic qualifications of a candidate for recruitment on contract shall be as prescribed in Schedule II. An exception to these qualifications can be made by the EC in deserving cases.

8. PHYSICAL FITNESS :

- a) A candidate for direct recruitment shall be of sound health, both mentally & Physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties and if required may have to clear medical examination before appointment to the service

- b) May be required to undergo medical examination before appointment to the service.

9. CHARACTER :

A candidate for direct recruitment shall produce to the Appointing Authority, certificates of good character from :-

- a) the Principal Academic Officer of the Institution in which he studied last, and
- b) two reputable persons, who are well acquainted with (but not related to) the candidate.

10. RECRUITMENT ON DEPUTATION :

The Executive Committee, if it is decided, may seek a requisition for a specific period, services of any suitable person from any service under the State Govt. or the Central Govt. or other public sector undertaking or Autonomous bodies on deputation or on foreign service on terms and conditions which shall govern his service in the Authority.

11. SERVICE CONDITIONS FOR RECRUITMENT ON CONTRACT :

1. Any person appointed through the mode of recruitment on contract, having regard to his qualifications, experience, age, fitness and other antecedents, to any post of the service shall have to enter into an individual service agreement or contract for a specific period and such agreement or contract shall govern his service in the Mission Authority
2. Every person recruited on contract or agreement shall be of sound health, both mentally and physically and free from organic defect or bodily infirmity likely to interfere with the efficient performance of his duties and if required may have to clear medical examination before appointment to the service.

12. GENERAL CONDITIONS :

1. A person shall not be eligible for a recruitment to the service in any of the cadre referred to in Regulation (4) if :-
 - I. he is not a citizen of India or
 - II. he has more than one wife or in case of female candidate if she has married a person who has one wife living provided that the Mission may, if it is satisfied that there are special grounds for doing so, exempt any person from the operation of this clause
2. No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either oral or written or by any other means, shall be appointed to the service.

13. APPOINTMENT :

The inclusion of a candidate's name in the list mentioned in sub-regulation (6) of Regulation 5 shall confer no right to appointment unless the Appointing Authority is satisfied after such inquiry as prescribed by the State Govt. from time to time and also, as may be considered necessary, that a candidate is suitable in all respects for appointment to the service

14. JOINING TIME :

A person appointed to the Service under any of the modes referred to in Regulation 4, shall join within 15 days from the date of receipt of the apptt. order failing which the appointment shall be cancelled provided that the Appointing Authority may, for reasons to be recorded, extend the period which shall not, in any case, exceed three months.

15. TRAINING :

A member of the service may be required to undergo such training and pass such departmental examination as the Executive Committee may prescribe by order.

16. DISCHARGE OR REVERSION :

Any member of the service recruited on deputation shall be liable to be reverted to his original service and any member recruited under a contract or an agreement shall be liable to be discharged from deputation or the contract or the agreement, if—

- i) he fails to make efficient use of the opportunities given during any training, as may be prescribed, by order by the Executive Committee from time to time, or fails to render satisfactory service in the post; and
- ii) it is found on subsequent verification that he was not qualified for the appointment or that he furnished any incorrect information with regard to his appointment.

17. PAY AND ALLOWANCE :

All employees coming on deputation from State Govt /Semi Govt. Organizations shall be eligible for pay & allowance as per standard deputation terms and condition. Employees on deputation employees may be allowed benefit of higher scale.

The retired government servants engaged on contract basis for limited period would be entitled to remuneration as per State Govt terms and conditions.

** of Schedule 1*

Employees engaged on contract basis for limited period would be eligible to get remuneration at the lower limit normally as shown in 1 (A) & 1 (B)*except in certain deserving cases where remuneration may be fixed in between the ranges or at the maximum limit with the approval of the Executive Committee.

18. LEAVE TRAVEL CONCESSION :

Employees coming on deputation would be eligible to avail L.T.C. as per State Government rules.

Employees appointed on contract basis shall not be eligible to avail L.T.C. in the first two year of service. From the 3rd year onwards they would be entitled to avail L.T.C. as per L.T.C. rules of the Mission to be approved by the Executive Committee.

19. TRAVELING ALLOWANCE :

Traveling allowance for journeys performed by the employees of the SSA Mission Authority on SSA duties shall be regulated by the provisions of TA/DA rules of the Mission Authority/ State Government.

20. PENSION LEAVE SALARY CONTRIBUTION OF DEPUTED EMPLOYEES :

The employees coming from State Government Service or from Central Government Service shall be treated as on deputation in foreign service to the State Authority. Leave salary and Pension contribution of the employees for the period of deputation shall be paid by the Mission Authority at the rates fixed by A.G. and as per State Govt. rules in force.

21. LEAVE :

Leave entitled to employees of the Mission shall be as given in Annexure-I

22. MODE OF EMPLOYMENT :

- i) A member of the service shall be employed in such a manner as the appointing authority may decide.
- ii) A member of the service shall be liable to be posted anywhere within the state of Manipur or in any other department of the Government, a body corporate or society in the affairs of which, the Mission may be substantially interested and in such case the member shall not have any option against such posting or transfer.

23. RELAXATION :

Where the Mission Authority/ Society is satisfied that the operation of any of these regulations poses undue hardship in any particular case, it may dispense with or relax the requirement of that regulation to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner provided that the case of any person shall not be dealt with in any manner less favourable to him or her than provided for these regulations;

24. INTERPRETATION :

If any question arises relating to the interpretation of these regulations the Mission Authority/Society shall refer the matter to the State Govt. and the decision of the State Govt. shall be final

SCHEDULE I (See regulation 3 & 17)

**DETAILS OF THE STATE LEVEL SERVICES, RANGE OF REMUNERATION
APPOINTING AND DISCIPLINARY AUTHORITIES ETC.**

Sl. No.	Categories of Post of state office	Cls.	No.	Corresponding Government scale	Range of Remuneration	Appointing & Disciplinary Authorities.
				IA	I-B	
1.	State Project Director	I	1	-	-	Govt of Manipur
2.	Asstt./ Additional State Project Director	I	1	12000 - 16500/-	-	Executive Committee
3.	Program Officer (State Level)	4	4	7500 - 12000/-	7500 - 12000/-	SPD + Chairman, EC
4.	Chief Accounts Officer	I	1	10000 - 15200/-	10000 - 15200/-	- do
5.	System Analyst	I	1	7500 - 12000/-	7500 - 12000/-	- do -
6.	Admn Officer	I	1	7500 - 12000/-	7500 - 12000/-	- do -
7.	Programmer	II	1	6500 - 10500/-	6500 - 10500/-	- do -
8.	Junior Engineer	III	1	5500 - 9000/-	5500 - 9000/-	- do -
9.	Superintendent	III	1	5000 - 8000/-	5000 - 8000/-	- do -
10.	Data Entry Operator	III	2	4000 - 6000/-	4000 - 6000/-	- do -
11.	Accountant	III	1	4000 - 6000/-	4000 - 6000/-	- do -
12.	Stenographer	III	2	4000 - 6000/-	4000 - 6000/-	- do -
13.	UDC	III	2	3200 - 4900/-	3200 - 4900/-	- do -
14.	Acctt. Asstt.	III	1	3200 - 4900/-	3200 - 4900/-	- do -
15.	UDC	III	4	3050 - 4590/-	3050 - 4590/-	- do -
16.	Draftsman	III	1	2610 - 3640/-	2610 - 3640/-	- do -
17.	Driver	IV	2	2610 - 3640/-	2610 - 3640/-	- do -
18.	Grade IV	IV	7	2550 - 3200/-	2550 - 3200/-	- do -
19.	Media & PRO	II	1	6500 - 10500/-	6500 - 10500/-	- do -
20.	Receptionist	III	1	4000 - 6000/-	4000 - 6000/-	- do -
22.	Internal Auditor	II	1	5500 - 8000/-	5500 - 8000/-	- do -
24.	Cashier	III	1	5000 - 8000/-	5000 - 8000/-	- do -

- The terms & conditions of contractual employee shall be governed by the contractual agreement (rule 11 of this regulation)
- A contractual employee other than the employees on deputation shall in no case get more than the maximum of the remuneration range shown in column heading 'Remuneration'.
- Grant of increment as in the corresponding governmental scales shall not apply automatically to the contractual employees. EC's specific decision for each case shall have to be obtained only as an exceptional case and EC shall not grant across the board enhancement of salary for contractual employees.
- Normally the remuneration shall be fixed at the minimal of the remuneration range. EC however can grant 15% enhancement on the minimal in exceptional cases.
- Employee on deputation can be accepted on a higher scale.

SCHEDULE II
ACADEMIC QUALIFICATION AND EXPERIENCE

STATE LEVEL :

Sl. Category of posts	Qualifications and Experience
1. State Project Director	An IAS not below the rank of Jt. Secy/ Director of Edn. (S) /ASPD with 3 years experience
2. Asst./ Additional State Project Director	Master Degree with 5 yrs. Experience in Educational admn., teacher Education.
3. Program Officer (Teacher Training)	Master Degree and M. Ed./ B. Ed. With exp. In imparting primary teachers training for at least 7 years.
4. Program Officer (ECCE/ Women Devt.)	Master degree with B.Ed/B.T. & exp. In ECE & Girl's Education for at least 3 years.
5. Program Officer (EGS & AIE)	A post graduate degree with B. Ed./ B.T. plus at least three years experience in Non-Formal Edn.
6. Program Officer (Community Mobilisation)	Master Degree with B.Ed./B.T. & 3 yrs. Experience in media (A Bachelor Degree with exceptionally good field experience may be considered in case of Program Officer)
7. Chief Accounts Officer	At par with the corresponding/ post under the Member of Finance Service of the State Govt.
8. Programme Officer (CW)	As of an Executive Engineer of the PWD of the GOM.
9. System Analyst	Master in computer application or B.E./B.Tech/ DOACC "B" Level and three years experience in relevant field.
10. Administrative Officer	Master degree with 7 years experience in Genl. Admn.
11. Programmer	Master in Computer Application or B.E./B. Tech/ DOACC "B" Level
12. Junior Engineer	Three year Diploma in Civil Engineering.
13. Data Entry Operator	A Bachelor Degree in Arts/ Sc./ Com. & DCA/ DOACC "A" Level
14. Superintendent	As per with the corresponding posts under the State Govt.
15. Stenographer	- do -
16. Accountant	- do -
17. U.D. C.	- do -
18. L.D. C.	- do -
19. Accounts Assistant	A Bachelor Degree in Commerce.
20. Draftsman	At par with corresponding posts under State Govt.
21. Driver	- do -
22. Grade IV	- do -
23. Cashier	B. Com. with 2 to 3 yrs. experience.
24. Internal auditor	B. Com with 10 yrs. exp. in accounts & audit.
25. Accounts Officer	B. Com with 10 yrs. exp. in accounts & audit.

SCHEDULE I (See Regulation 3 & 17)

**DETAILS OF DISTRICT LEVEL SERVICES, RANGE OF REMUNERATION,
APPOINTING AND DISCIPLINARY AUTHORITIES ETC.**

Sl.	Categories Post of state office	Cls.	No.	Corresponding Government scale		Range of Remuneration Authorities.		Appointing & Disciplinary Authorities
				IA		IB		
1.	District Project Coordinator	I	1	--		--		State Govt.
2.	Associate District Project Coordinator	I	1	--		--		SPD approval of E.C.
3.	Program Officer	I	1	7500 - 12000/-		7500 - 12000/-		- do -
4.	Finance & Accounts Officer	I	1	7500 - 12000/-		7500 - 12000/-		- do -
5.	Asstt. Programmer	I	1	7500 - 12000/-		7500 - 12000/-		- do -
6.	Data Entry Operator	III	2	4000 - 6000/-		4000 - 6000/-		- do -
7.	Junior Engineer	III	2	5500 - 9000/-		5500 - 9000/-		- do -
8.	Accountant	III	1	4000 - 6000/-		4000 - 6000/-		IDPC with approval of SPD
9.	Stenographer	III	1	4000 - 6000/-		4000 - 6000/-		- do -
10.	U.D.C.	III	2	3200 - 4900/-		3200 - 4900/-		- do -
11.	L.D. C.	III	3	3050 - 4590/-		3050 - 4590/-		- do -
12.	Driver	IV	1	2610 - 3650/-		2610 - 3650/-		- do -
13.	Grade IV	IV	5	2550 - 3200/-		2550 - 3200/-		- do -
14.	Research Asstt. MIS	III	1	5000 - 8000/-		5000 - 8000/-		- do -
15.	Junior acctt. Officer		1	3200 - 4900/-		3200 - 4900/-		- do -
16.	Cashier		1	Scale of UDC + cash handling allowance				- do -

- The terms & conditions of contractual employee shall be governed by the contractual agreement (rule 11 of this regulation).
- A contractual employee other than the employees on deputation shall in no case get more than the maximum of the remuneration range shown in column under heading 'Remuneration'.
- Grant of increment as in the corresponding government scales shall not apply automatically to the contractual employees. EC's specific decision for each case shall have to be obtained only on exceptional case and EC shall not grant enhancement of salary for contractual employees.
- Normally the remuneration shall be fixed at the minimum of the remuneration range. EC however can grant 15% enhancement on the minimum in exceptional cases.

B. DISTRICT LEVEL :

Sl. Category of posts	Qualifications and Experience
1. District Project Coordinator	Analogues similar to that of the Joint Director of Edn. Dpt. of the State/ZEO
2. District Project Engineer	B.E. Degree with adequate experience in field work.
3. Associate District Project Co-ordinator	A master degree in Arts, Science or Commerce with at least 5 years experience on Official administration in Elementary Education
4. Program Officer (Teacher Training)	Similar to that of the Reader SCERT or Sr. L. DIET.
5. Program Officer (ECCE/ Women Activity)	- do -
6. Program Officer (EGS & AIE)	- do -
7. Program Officer (Media/ Env. Building/ Community mobilization)	- do -
8. Finance & Accounts Officer	At par with the corresponding post under the Member of Finance Service of State Govt.
9. Asstt. Programmer	Degree in Computer Science
10. Data Entry Operator	At least Diploma in Computer Application
11. Junior Engineer	B. E. Degree
12. Accountant	As for similar post under the State Govt.
13. Stenographer	- do -
14. Junior Accounts Officer	B. Com. with 3 yrs. exp. in double entry sys. of accounts
15. Cashier	UDC with trained in Accounts.
16. Upper Division Assistant	- do -
15. Lower Division Assistant	- do -
16. Driver	- do -
17. Grade-IV	- do -

ANNEXURE

Leave entitlement of Mission Authority employees

1. **KIND OF LEAVE :** The following kinds of leave shall be admissible to the employees subject to specific limitations on the contractual employees resulting from the term & conditions of services agreed to at the time of appointment/ contract :

- | | |
|--------------------|-------------------------|
| 1. Earned Leave | 2. Half Pay Leave |
| 3. Commuted Leave | 4. Maternity Leave |
| 5. Paternity Leave | 6. Casual Leave |
| 7. Casual Leave | 8. Extra Ordinary Leave |

2. None of the above leave can be claimed as matter of right, and in the exigencies of Service the competent authority of the Mission Authority reserves the right to refuse, postpone, casual revoke leave of any kind when the exigencies of SSA State Mission Authority's service so required, the direction to refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee on leave is reserved to competent authority

3. An employee while on leave shall not take any service or employment elsewhere without obtaining the prior approval from the competent authorities

4. Normally an application for leave should be submitted to the next superior authorities at least two weeks prior to the date of commencement of leave. An application for grant of leave on medical ground should be accompanied by a medical certificate from a registered medical practitioner. The competent authority may waive the production of a medical certificate for leave upto one week. The competent authority may request another medical officer to medically examine the employee and express an opinion as regards illness and necessity for extension of leave recommended

5. I. Sundays/ Holidays/Weekly off days, may be allowed to be prefixed / suffixed to leave.
- II. Leave begins on the day on which the transfer of charge is effected and end on the day preceding that on which the charge is assumed.
- III. An employee on leave may not return to duty before expiry of the period of leave granted to him unless he is permitted to do so by the competent authority.
- IV. An employee on leave on medical ground should produce a medical certificate of fitness from a registered medical practitioner before he is allowed to rejoin duty.

6. **ABSENCE AFTER EXPIRY OF LEAVE :**

1. Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and the period shall be debited against his half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave without pay and allowances.
2. Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action

7. RECALL TO DUTY BEFORE EXPIRY OF LEAVE :

- a) All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.
- b) Where the return to duty is optional, the employee shall not be entitled to any concession.
- c) Where the return to duty is compulsory and the leave is availed by the employee for a minimum period of 7 (seven) days the employee shall be treated as on duty from the date on which he starts for the station to which he is ordered and he shall be entitled to draw :-
 - I. Traveling allowances under rules of SSA State Mission Authority, Manipur for the Journey.
 - II. Leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

8. COMBINATION OF DIFFERENT KINDS OF LEAVE :

Any kind of leave under these rules except Casual Leave may be granted in combination with or in continuation of any other kind of leave.

9. LEAVE ADDRESS :

An employee proceeding on leave shall intimate to the competent authority his address during leave and shall keep the said authority informed of any change in address during leave

10. EARNED LEAVE :

The leave account of every employee of SSA State Mission Authority, Manipur shall be credited with earned leave in advance in two instalments of 15 (fifteen) days each on the 1st of January and 1st of July of every Calendar Year. The earned leave so credited shall not exceed 240 days.

The leave at the credit of an employee at the close of the previous half year shall be brought/ carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 240 days. Earned leave due may be granted to an employee of SSA State Mission Authority up to maximum of 180 days at a time

Employee coming on deputation shall be entitled to avail earned leave as per State Govt Rules. Employees appointed on contract basis shall not be eligible to avail any earned leave for the first 6 months of his contract service. Such employees may be granted leave without remuneration (during the 1st six months)

11. CALCULATION OF EARNED LEAVE :

- I. Earned leave shall be credited to the leave of an employee at the rate of 5/2 days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed

- II. The credit for the half year in which an employee is due to retire or resigns from his service shall be afforded only at the rate of 5.2 days per completed calendar month up to the date of retirement or resignation.

12. HALF PAY LEAVE :

Half pay leave shall accrue to an employee at the rate of for each completed year of service and may be granted on medical certificate. In case of an employee who is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without return to duty.

13. COMMUTED LEAVE :

Commutated leave not exceeding half the amount of half pay leave due shall be granted only on production of medical certificate to an employee subject to the following conditions :-

- a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- c) Commuted leave will be granted at the request of the employee even when earned leave is due to him.
- d) Commuted leave will not be granted for less than 5(five) days (Equivalent of 10 days half pay leave)
- e) An employee may also be permitted to avail to the half pay leave due to him at the time of retirement of service.
- f) 60 days commuted leave may be granted in continuation of Maternity leave without production of Medical Certificate

14. MATERNITY LEAVE :

- a) Maternity Leave may be granted to a female employee for a period which may extend up to 135 days or up to the end of six weeks from the date of confinement, whichever is earlier.
- b) Maternity Leave may also be granted in case of miscarriage including abortion, for a period up to 42 days.
- c) Maternity Leave shall be granted to a female employee twice during the entire period of service, provided however that no female employee shall be eligible for maternity leave who has two living children
- d) The application for Maternity Leave should be supported by a medical certificate.
- g) Maternity leave may be combined with leave of other kind, sanctioned on medical ground.

15. PATERNITY LEAVE :

Paternity Leave may be granted to a Male Government Servant with less than two Surviving children for a period of 15 (fifteen) days during confinement of his wife. During the Leave Salary equal to last pay drawn. Paternity Leave may be combined

with any other kind of leave except Casual Leave. Such Leave shall not to be debited to the Leave Account.

16. CASUAL LEAVE

- I. An employee may be granted casual leave of not more than 8 (eight) days at a time and of not more than 12 (twelve) days in a calendar year. Intervening Sundays and closed holidays shall not be taken into account for this purpose.
 - II. Special Casual Leave, not exceeding ten days in a calendar year may be granted to the senior professional staff of the State Mission Authority when they are invited.
 - a) to conduct examination of Universities, Public Service Commission: Board of examination of other similar bodies/institutions.
 - b) to inspect academic institutions;
 - c) to deliver lectures, participate in conference, symposium or seminars conducted by universities or other similar bodies/ institutions.

or

 - d) to do such other work as may be approved by the State Project Director.
- III. In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where such conference/ activity takes place will be excluded.

Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays

17. EXTRAORDINARY LEAVE :

Extraordinary leave may be granted to an employee in special circumstances.

- I. When no other leave is admissible and
- II. When other leave is admissible but the employee has applied in writing for the grant of extraordinary leave.
- III. During first six months of contract service extraordinary leave i.e. leave without remuneration shall be granted to employees recruited on contract basis.

18. Regarding the classification, control and Appeal Rules in respect of the officers and officials of the SSA State Mission Authority, Manipur

- As per rules and Regulations applicable to the employees under the Govt. of Manipur from time to time.

19. For application to the conduct to the employees of the SSA State Mission Authority, Manipur

- As per Rules and Regulations applicable to the employees under the Govt. of Manipur from time to time.

**THE SSA STATE MISSION AUTHORITY, MANIPUR
FINANCIAL REGULATION, 2002**

Preamble :

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In exercise of the powers under Rule 20 of the Constitution/ Bye law of SSA Mission Authority subject to approval of the Central Govt. and the State Govt. it is proposed to make the following regulations regulating the important financial aspects of the Mission Authority including the formulation of the budget, delegation of financial powers, investment of funds, maintenance of accounts and audit, traveling allowance and daily allowance etc. and such other matters as may be necessary for the furtherance of the objects and purposes and for the proper administration of the affairs of the Mission Authority in the manner herein after .

CHAPTER-I

1) Short title, Commencement and Application :

- a) These regulations may be called the SSA State Mission Authority, Manipur Financial Regulations, 2003.
- b) They shall come into force at once
- c) They shall apply to all the financial matters of Mission Authority.

2. Definitions : In these regulations, unless there is anything repugnant in the subject or the context.

- a) "Deposit Work" means the work for which the amount sanctioned is drawn and transferred to the Deposit Fund of the State Public Works Department or any other work agency under the Govt. of Manipur by cheque or bank draft.
- b) "Disburisng Officer" means the State Project Director or any other officer who has been declared so by the Mission Authority in respect of the year in respect of the works or project to be undertaken by the Mission Authority at the District Level;
- c) "District Plan" means the plan of the Mission Authority made at the beginning of the year in respect of the works or projects to be undertaken by the Mission Authority at the District Level.
- d) "Executing agency" means the State Public Works Department or any other appropriate agency as may be entrusted by the Executive Committee for executing any project or construction approved by the Mission Authority.
- e) "Financial Year" means the year beginning from 1st of April of a year and ending on the 31st March of the next year.
- f) "Grantee" means any educational institution or any teachers organization or any voluntary agency like club, or any women organization or individual committee in receipt of any financial assistance by way of grants in aid from the Mission Authority for executing any specific project or program;
- g) "Head Office" means the office of the State Project Director at the State Level and the office of the District Project Coordinator at the District Level;
- h) "Mission Authority fund" means the fund of the Mission Authority as referred to in rule 44 of the SSA State Mission Authority Bye-Laws and in Regulation 3 of this regulation.

- i) "Personal claim" means the claim of any authority, officers, employee or staff of the Mission Authority in respect of pay and allowance, or traveling allowances, daily allowance or honorarium etc.;
- j) "Purchase Committee" means a committee constituted by the Executive Committee under Rule 34(x) of the SSA State Mission rules Bye-Laws to supervise and regulate the purchase to be made by or on behalf of the Mission Authority.
- k) "Regulation" means referred article in these regulations;
- l) "State Component Plan" means the plan of the Mission Authority made at the beginning of the year in respect of the works of projects to be undertaken by the Mission at the State Level, and
- m) "Unit" means an individual unit of budget head:

The Term and expression used but not defined in these regulations, shall have the same meaning as have been respectively assigned to them in the rules of the SSA State Mission Authority as the case may be.

CHAPTER-II
Finance of the Mission Authority

3. Mission Authority Fund

1. The fund of the Mission as referred to in rule 44 of the SSA State Mission Authority (Memorandum of Association & Bye-Laws) be called the Mission Authority fund and shall consist of the following namely :-
 - a) Grants-in-aid from the Central Govt.
 - b) Grants-in-aid by the State Govt.;
 - c) Contribution from the other services/sources.
 - d) Income from the assets of the Mission Authority.
 - e) Receipts of the Mission from other sources; and
 - f) Grants, donations or assistance of any kind from any external agencies with prior approval of the Central Govt.
2. Save as otherwise provided in these regulations, the balances of the credit of the Mission Authority or any amount of money of the Mission Authority immediately before the constitution of the Mission Authority Fund shall be forthwith credited with the Mission Authority Fund.
3. All money credited to the Mission Authority Fund shall be credited to any nationalized bank or any other schedule banks as may be decided by the Executive Committee in an account styled as the "A/C of the Mission Authority Fund".
4. All money credited to the Mission Authority or received by the Mission Authority on any account shall be forthwith deposited to and be kept deposited in the said accounts of the Mission Authority Fund till withdrawal thereof or any part in accordance with the procedure herein-after contained.
5. No money from the account of the Mission Authority Fund shall be withdrawn except for the purpose for which due sanction is made by the authority competent thereof in accordance with the provisions of these regulations.
6. Amounts shall be withdrawn by cheque jointly signed by the State Project Director & the Chief Accounts Officer up to a limit of Rs 2.00 lakh (Rupees Two lakhs). Cheque beyond this limit shall be signed jointly by the Chairman of the EC and the State Project Director. At the District Level cheques up to an amount Rs 50,000/- (Rupees Fifty thousand) only may be signed by the District Project Coordinator and the Finance & Accounts officers jointly. Cheque beyond this limit shall be signed by the District Project Coordinator and the chairman of the District Advisory committee viz. DC, jointly. The State Project Director is authorized to sign cheques up to Rs. 10,000/- (Rupees Ten Thousand) only on his own.
7. No money from the accounts of the Mission Authority Fund shall be withdrawn unless it is required for immediate disbursement to the payee.
8. Any amount from the Mission Authority Fund shall not be kept out of account for any period of time longer than what is actually required for utilization of the fund.

4. EXPENDITURE AND PAYMENT OF MONEY :

1. No officer or authority of the Mission Authority Fund shall incur any expenditure on transfer of money for the Mission Authority Fund unless such expenditure or transfer of money has been duly sanctioned by a general or special order of the authority competent under the regulation.
2. No expenditure from the Mission Authority Fund shall be made in excess of the limits specified for the purpose in the sanction order or the budget, as the case may be.
3. All payments from the Mission Authority Fund shall be made by cheque. However the payments for the establishment charges like salaries etc. may be made through acquittance rolls etc. after getting the required amount withdrawn from the Mission Authority Fund by one or more cheques.
4. Every officer or authority incurring or authorizing or sanctioning any expenditure from the Mission Authority Fund shall be guided by the actual financial priority and shall exercise the same vigilance in respect of expenditure which he would have, under circumstances, exercised had expenditure been from his own money. The expenditure should not be prima facie more than the occasion demands.
5. The Mission Authority Fund shall not be utilized for the benefit of a particular person or a section of people unless in accordance with a degree passed by a Court of Jurisdiction or in pursuance of a policy recognized or accepted by the Mission Authority.

5. SANCTIONING OF EXPENDITURE :

- 1) All sanctions of expenditure shall indicate the details of the provisions under the relevant budget head. A sanction order shall unless specially mentioned by the authority passing the order, come into effect from the date of its issue.
- 2) No authority shall exercise his sanctioning power in respect of the expenditure in which he, either directly or indirectly, has some interest. In such a case the matter shall invariably be referred to his next higher authority for according the sanction or otherwise.
- 3) The following shall be the general principles governing all expenditure to be incurred from the Mission Authority Fund :-
 - a) that there shall be adequate provision of fund authorized by a competent authority fixing the limits within which the expenditure shall be incurred.
 - b) that there shall be a proper sanction, either general or special, accorded by the authority component authorizing the particular item of expenditure.
- 4) Each head of office shall be responsible for enforcing the financial order and strict economy at every step and also for observance for all the relevant financial rules, regulations and discipline.
- 5) All bills presented for payment shall be examined in accordance with the relevant provisions of the rules and regulations; and disbursing officer shall, if the claim is

admissible and proper, the signature of the claimant is true, the bill is in order and the receipts is a legal acquittance, make an order to pay the bill under his hand and seal on the bill. The order shall specify the amount payable both in words and in figures.

- 6) No claim against the Mission Authority if not presented within the time limit as prescribed by the Manipur Financial Rules, shall be entertained unless a special sanction thereof is made by the Executive Committee

6. INVESTMENT OF SURPLUS MONEY :

All surplus money at the credit of the Mission Authority Fund, which are not immediately required for the utilization in any project duly sanctioned by the Executive Committee or which can not be applied for the purpose of the Mission Authority under these regulations at an early date, may be kept deposited from time to time to any nationalized bank of India or any other scheduled bank as may be decided by the Executive Committee in a fixed deposit account in favour of the Mission Authority or to be invested in some public securities. Such investment shall be made by the State Project Director on behalf of the Mission Authority with the approval of the Executive Committee, the State Project Director with the written concurrence of the Chairman, may at any time, withdraw any deposit so made or dispose of any security and redeposit or reinvest the money so withdrawn or the proceeds of such deposits or securities.

CHAPTER III FORMULATION OF THE BUDGET

7. Budget Proposals and Framing of Budget Estimates :-

- 1) In Districts, District Project Coordinators shall not later than 31st November every year, submit their respective estimates in detail in respect of the requirement of fund for meeting the expenditures for the implementation of the projects to be undertaken in their respective districts in accordance with the respective District Plans.
- 2) The Respective State Program Officers shall also prepare the estimates in details in respect of the requirement of fund for meeting the expenditures for the implementation of the projects to be undertaken at the state level. (the State Component plan)
- 3) On receipt of the estimates and the proposals referred to a sub-regulation (1) above and in conjunction with the estimates and proposals referred to in sub-regulation (2) above, the State Project Director shall prepare the Budget Estimates for the Mission Authority in accordance with the guidelines as may be issued by the Executive Committee from time to time and shall submit the same to the EC for approval.
- 4) The State Project Director after obtaining approval of the EC shall forward the Budget proposals to the Central Government for their consideration and acceptance.
- 5) In case of exceptional exigencies, the State Project Director shall take mid term corrective measures other than reappropriation in the approved budget and submit the same to the EC for approval at the earliest opportunity.

8.1. REAPPROPRIATION OF FUNDS :

- (1) The expenses of the Mission Authority shall be made in compliance of the budget provisions. Reappropriation of fund shall be made only when it is known or anticipated that funds to be transferred from one activity/ Sub-activity to another activity/ Sub-activity will not be utilized in full and saving under the activity/ Sub activity are likely to become available. The fund of the Mission Authority shall not be re-appropriated to meet expenditure which has not been sanctioned by the competent authority in this regard. The following general conditions should be kept in view while proposing re-appropriation of fund

(1) Reappropriation can be :

- a) from one sub-activity to another sub-activity under the same major activity.
- b) From one activity to another activity within the same component.
- c) Re-appropriation can be sanctioned at any time within the year. This should be done with prior approval of State Project Director.

- (3) No entirely new-major component should be introduced by re-appropriation whatsoever without approval of the EC
- (4) Formats as prescribed shall be used for approving re-appropriation SSA Mission Authority should also be informed in due course through a statement of re-appropriation.
- (5) Reappropriation from a higher reimbursement category (100%) to a lower reimbursement category should be avoided as it is likely to affect the reimbursement profile
- (6)(a) Re-appropriation of fund from one sub-activity to another sub-activity falling under the same component shall be sanctioned by the State Project Director after he is duly satisfied about the need for such reappropriation.
- (6)(b) Re-appropriation of fund from one component to another component shall also be sanctioned by the State Project Director with the approval of the Chairman, Executive Committee after he is duly satisfied about the need for reappropriation

8.2 PROGRESS REPORTING :

The Budget shall be prepared in the form provided in the Project Management Information System (PMIS) as developed by Government of India for the purpose. The expenditures made against the Approved Budget and plan shall also be submitted in the PMIS formats.

CHAPTER IV
Delegation of financial Power and Responsibilities :

9. Executive Committee :

- 1) The Executive Committee shall decide the extent of the powers to be delegated to the related authorities or officials and unless authorized/ decided by the Executive Committee and in the matters where there is no detailed rules and procedure with regard to incurring an expenditure, the State Govt. rules and procedures shall be followed.
- 2) Subject to the approval of the Executive Committee and also the budget provision, the Chairman shall exercise full financial powers in respect of the expenditures in relation to the affairs of the Mission.

10. Financial Powers of the State Project Directors/ District Project Coordinators :

- 1) The financial power to be exercised by the State Project Director and District Project Coordinator and other officers are shown in Schedule IV of these regulations.

2) Duties and Responsibilities of State Project Director (SPD) :

The State Project Director will perform his duties as defined under clause 13 of the SSA. Rules and regulations.

- I. The State Project Director being the overall executive of the Mission Authority shall be responsible for proper financial administration & activities of the Mission Authority and shall exercise the financial powers as indicated in Annexure as modified from time to time by the EC.
- III He shall ensure proper arrangement for safe custody and security of cash balances, stores and other properties of the Mission Authority and further ensure that reports, return, accounts are prepared and submitted properly, correctly and promptly.
- IV He shall exercise all financial powers as assigned by the EC.
- V He shall open a Bank A/C in any Nationalized Bank at the head quarter and deposit all money received from Govt. of India, State Govt. and other sources and exercise cheque withdrawal authority under joint signature with the CAO of his office or with the Chairman of the EC as decided by the EC.

(3) Duties and Responsibilities of Assistant/ Additional State Project Director (A.S.P.D.)

ASPD shall assist the SPD in all matters in the discharging of his duties and responsibilities including financial matters. He shall officiate as SPD incharge during absence of SPD from headquarters, if so authorized by the SPD

(4) Duties and responsibilities of Programme Officer (Civil Works) :-

He is to assist and advice SPD in all matters relating to Civil Works more specifically the following :

- I. The preparation of Plan Estimates for Civil Works within the framework of the annual provisions made in Budget and as per scheme approved by the EC/ Mission Authority.
- II. To supervise execution of works under taken by the Mission Authority and submit completion reports etc.
- III. To recommend advance payment against works in progress/release of Security Deposit/ Earnest money etc.
- IV. To see that necessary books of accounts for Civil Works are maintained

(5) Duties of Administrative Officer

1. To prepare and cause to be laid the Annual Reports of the Mission in time.
2. To maintain the records of EC meetings, coordinate the preparation of agenda notes and follow up the decisions taken therein ;
3. To arrange the logistics of seminars, training programs, conferences etc./ as required by various programme officers,
4. To attend to all other matters and duties as assigned by the SPD from time to time.

(6) Duties of Chief Accounts Officer :-

- (i) Assist the SPD in the discharge of his responsibilities.
- (ii) Properly maintain the accounts of the transaction correctly and in the form prescribed under the rules and orders.
- (iii) Formulate proposals for expenditure consistent with the programs adopted.
- (iv) Maintain financial regularity of transactions under budget provisions.
- (v) Properly maintain stores accounts.
- (vi) Prepare Annual Budget Estimates for submission to the fEC
- (vii) Prepare periodical returns on income & expenditure relating to transaction of the Mission.
- (viii) prepare replies to audit observations after scrutiny and assist SPD on financial and audit matters.
- (ix) Supervise the day to day works of the Budget & Accounts Section in the office of the SPD.
- (x) Compile correct accounts and statistics.
- (xi) Examine personal claims of the employee and give necessary advice. He will also examine plan and estimates for civil works prepared by Programme Officer (CW) before placing to higher authorities.
- (xii) Look into the realisation of Mission Authority dues and loans.
- (xiii) Impart training to Districts level staff and maintenance of accounts and computation thereof. He will inspect district level accounts periodically and suggest actions and call for information from any authority as may be required for preparation and sanction of annual accounts & processing of audit objection.
- (xiv) He will also do other duties as assigned by the SPD from time to time.

Duties and responsibilities of F.A.O. in the Districts office :-

F.A.O will assist the DPC in the discharge of his duties and responsibilities as mentioned below :

- (i) For proper maintenance of accounts of transactions correctly and in the form prescribed under rules and orders/instructions issued by the State Office.
- (ii) For formulating of proposals for expenditure consistent with the DEEP adopted.
- (iii) For financial regulation of transactions under the approved budget provisions /allocations.
- (iv) For proper maintenance of store accounts and periodical verifications of stores.
- (v) For preparation of periodical expenditure statement in proper formats and submission SPD when required..
- (vi) For preparation of annual budget estimate.
- (vii) For preparation of replies to audit notes observations and to assist the DPC in all Financial and audit matters.
- (viii) To examine claims including personal claims before payment and advise the DPC.
- (ix) To impart training to Secretary of village school construction Committee/ VEC as to maintenance of accounts
- (x) He will supervise the work of staff engaged in the accounts section.
- (xi) He will attend other duties as assigned by the DPC.

Duties And Responsibilities Of Chairman, DBE

1. Districts Education Board shall be formed with the Deputy Commissioner of the district as the Chairman and the District Project Coordinator as its member Secretary under regulation of the SSA State Mission Authority for implementation of program activities of district.
2. The Chairman shall preside over the District Ed. Board meeting
3. The Chairman shall provide overall guidance & supervisions of the activities of the Mission Authority at the District level.
4. The Chairman with the District Project Coordinator shall sign cheques for withdrawal of fund jointly as provided in the Financial Regulations.
5. The Chairman shall coordinate the activities of other Department & Agencies and help the implementation of SSA program.
6. The preparation of Annual District Plan should be done under the guidance of the Chairman, District Edu. Board. The Chairman shall also be responsible for monitoring regularly the program of SSA activities at the district level
7. Any other activities from time to time as may be required by the society guidelines/Govt. of India guidelines.

Financial Power Of The District Project Coordinator –

1. The financial powers to be exercised by the District Project Coordinator are outlined in Schedules IV enclosed hereinafter.
2. The District Project Coordinator shall operate a Saving Bank Account with any Nationalised Bank having a branch at his head quarter and shall exercise his cheque drawal authority under the joint signature with the Finance and Accounts officer of his office and the Chairman of the District Edu. Board as stipulated under Regulation 3(6).
3. The District Project Coordinator shall be responsible for the proper financial administration and activities of the Mission Authority/Society at the district level and shall exercise his financial powers in accordance with the advice of the Finance and Account officer of his office.
4. The District Project Coordinator shall ensure that proper arrangement of security for cash balances, store and other properties of the Mission Authority /Society under his administrative control or jurisdiction are made and reports, returns and accounts are prepared and submitted properly and correctly and promptly.
5. The District Project Coordinator shall prepare the annual Budget Estimates in respect of his district. He shall implement and supervise the project under his administrative control and jurisdiction and submit the monthly and other periodical financial performance reports etc. as and when required by the State Project Coordinator, Chairman, the state Govt. or the Central Govt. as the case may be.
6. The District Project Coordinator shall be responsible for the proper utilization of the Mission Authority/Society Fund on the District level in accordance with the rules and the regulations of the Mission Authority/ Society.
7. The District Project Coordinator shall keep proper accounts of all funds received for and on behalf of the Society and expended on specific objects as well as the money deposited in to the bank or invested as per the direction of Mission Authority/Society

12. Financial Powers Exercised by the higher authorities :

Notwithstanding anything contained in any of the provisions of these regulations; any financial power delegated to and exercisable by an authority under these regulations or any law for the time being in force shall be exercisable by any authority higher than him

CHAPTER – V

PURCHASE, RECEIPT AND ACCOUNTING PROCEDURE FOR STORES.

13. Purchase of Stores

Subject to the specific budget provision and subject to the observance of the norms and scales and general and specific orders, directions, terms and conditions or stipulations as may be issued or prescribed by the Executive Committee or the Finance Committee, if there is any or other relevant authorities, stores for the Mission shall be purchased and received in accordance with the procedure hereinafter containing.

14. Formation of Purchase Committee:

1. The State and District Level Purchase committee shall be constituted with the following officials :

State Level Committee

State Project Director ;	--	Chairman
Asst/Additional State project Director	--	Member
Chief Accounts Officer	--	Member Convenor.
A Representative of Govt. Dept.	--	Member
Administrative Officer.	--	Member

District Level Committee

District Project Coordinator ;	--	Chairman
A Representative of Deputy Commissioner	--	Member
Associate District Project Coordinator	--	Member
F A O	--	Member Secretary.
State Project Director's representative	--	Member

2. A Minimum of three members with the Chairman and the Member Secretary only shall form a quorum.

The Purchase Committee at State level will deal with all purchases above value Rs. 1.00 lakhs while at District level, the purchase committee would discuss and finalise purchases above Rs 50,000/- but below Rs 1.00 lakhs

3. The committee shall approve rates for different items of stores considering quality specification and reasonable process as per procurement guideline of SSA.
4. The committee shall decide whether in respect of any items of stores or any registered industries any earnest and security deposit shall be necessary while approving rates as per SSA Guidelines

15. Procurement of Stores :

- (a) All the bulk requirement of stores to be purchased for the headquarters of the Mission and the offices of the District Project Co-ordinators will be assessed at the beginning of each financial year and submitted to the State Project Director of District Project Co-ordinators for the approval.
- (b) As soon as the bulk requirement of stores is assessed and approved at the beginning of the financial year the State Project Director or District Project Co-ordinator will initiate action for procurement of stores in accordance with the procedures and guidelines approved by the Governing Body or any other competent authority.
- (c) All purchases will be made through the State Level Purchase Committee for the requirement of the Headquarters and through the District Level Purchase Committee for the requirement of District Offices. On the recommendations of the purchase committee, the Competent Authority will approve/ sanction purchases to be made which should be within budget allocation approved by the Governing body for the purpose. Competent Authority for the Headquarters is the State Project Director and that for the District Office is the District Project Co-ordinator.
- (d) For purchases of stores valuing less than Rs. 10,000/- recommendation of the purchases Committee will not be necessary.

16. Quality of Stores

- (a) The State Project Director and the District Project Co-ordinator will be responsible to ensure the quality of stores purchased. The Chief Accounts Officer of the headquarters and the Finance-cum-Administrative officer of the District Offices will ensure their proper accounting.
- (b) Miscellaneous items of stores, not covered by the bulk requirement, will be purchased by the State Project Director or the District Project Co-ordinator, as the case may be, according to their requirements at different points of time during the year provided that (i) expenditure is kept within the overall budget allocations for the specific items and (ii) the cost of purchase is limited to Rs. 10,000/- in each case.
- (c) The volume of stores to be purchased shall not be split to bring it within the financial powers of any officer or to avoid the recommendation of the Purchase Committee or to evade sanction from a higher competent authority.

17. Indent and In-charge of Stores :

- (a) Each indenting officer of the Mission who has been authorized to issue indents shall nominate a member of the staff to be in charge of stores, where a separate Store Keeper has not been appointed. The respective officer in-charge of civil works shall be the Indenting Officers for the Headquarters and the District

Offices. The Indenting Officer shall make or cause to make all entries in the Stock Register. He will also be responsible for custody of stores and up to date maintenance of Stock Registers.

- (b) All stores shall on receipt be thoroughly checked to verify whether the quantities are correct, the quality is good and is in accordance with the approved specifications.
- (c) A Certificate on suppliers challan/ bill to the effect that the stores have been received in good condition and entered into Stock Register specifying the page no. and register No. if there is more than one such registers, signed by the incharge of the store shall be given. He shall also be responsible for the safe custody of the stores, and up to date maintenance of the stock Register.
- (d) It shall be the responsibility of the incharge of the stores or any other person nominated as such or entrusted therefore, to keep the stores in safe custody and in good condition and to protect them from loss or damage.

18. Receipt and custody of stores received otherwise than to purchase :-

- A. The stores like vehicles, stationary and office equipment, electronic equipment, printer and publications, other equipment and supply etc. if any be received by the State Project Director or the District Project Coordinator on behalf of the Mission Authority/Society as assistance in kind or in amount
- B. All stores received on behalf of the Mission Authority/ Society otherwise than on purchased shall be kept in the same manner and complying with the name procedure as the stores received on purchased are kept.

19. Accounting of Stores :

- A. Each indenting officer or any other officer entrusted with the custody of any store shall be the actual custodian of the stores and shall maintain account and inventories in respect of the stores in his charge with view to prevent losses from theft, fraud or otherwise and thereby to reflect the actual physical balance and the book balance of the stores at any time.
- B. All issues from the stores shall be made on requisition slip duly approved by an officer assigned thereon
- C. All receipt and issues of articles shall be entered in the Stock Register without any delay.

20. Stock verification :

- A. Physical verification of all stores shall be made at least once in a year.

- B. The verification of physical balance with those shown in the Stock Register for each item of stores shall be made by a nominated person, other than the incharge of the stores or the persons entrusted with the custody of the stores.
- C. The certificate of verification to stores with the result shall be recorded in the Stock Register itself with date and full signature of the verifying officer. Any shortage or excess of stores noticed or detected in course of such verification shall be recorded and a report thereof be submitted to the Head of the Office.

21. Payment for Stores and Suppliers

1. Each bill submitted for supply of stores shall be accompanied by the following:-
 - A. Signature of the person entitled to receive the payments;
 - B. Sub-Vouchers;
 - C. The certificate referred to in sub-regulation (C) of the regulation 19.
 - D. The certificate to the effect that the rates and other condition of the supply are in accordance with the terms and condition agreed upon;
 - E. The certificate to the effect that amount of the bill or any amount in respect of the items has been drawn earlier;

2. While passing a bill for payment, the following aspect shall be looked into :-
 - A. That the amount of the bill is expressed in figures as well as in word.
 - B. That the expenditure is supported by a proper sanction and is not beyond the financial power of the sanctioning authority;
 - C. That the suitable notes of payments have been made in the purchases order and invoices, concerned to prevent double payment.
 - D. That the supplies has been recorded in the relevant Stock Register.

CHAPTER-VI

22. Accounts and Audit of the Mission Authority/ Society fund

Accounts

- A. The accounts of the receipts and expenditure of the Mission shall be kept in such a manner and in such form as the Executive Committee may from time to time determine. In the absence of any specific direction from the Executive Committee the accounts of the Mission Authority/ Society shall be maintained in the manner and from as the accounts in the State Govt. Departments are maintained.
- B. Notwithstanding anything contained in sub-regulation (A) above, for the maintenance of the accounts and other relevant records and for the preparation of the annual statement of accounts comprising of the receipt and payment accounts, statement of liabilities, statement of assets, etc. the provisions of the Societies Registration Act and the Rules thereunder shall be followed and the accounts and records shall be maintained in such form, if any or as may be prescribed by the Register of Societies; provided that in respect of the grants received from the Central Govt. the directions of the Central Govt. shall be adhered to.
- C. The Chairman shall, as soon as may be after the last day of April in each year, causes to be prepared a detail annual report on the Financial Administration of the Mission Authority/ Society together with an Annual Statement showing the opening balance, the amount of the receipt and the disbursement respectively credited to and debited from the Mission Authority/ Society fund during the financial year immediately preceding the date of preparation of the report and the statement shall be laid before the Mission Authority/ Society for consideration and acceptance.
- D. The Society, shall as soon as the accounts of the previous year referred to in sub-regulation (3) above have been finally passed by it, transmit to the State Govt. an accounts of the Society Fund in such a manner as the State Govt. may direct from time to time.

23. Special Statement of Accounts :

In addition to the normal financial report, statements of accounts etc. Reffered to in regulation 22 above, the Chairman may at any time, require the State Project Director to prepare and submit to him a special statement of receipt and payment, income and expenditure, and such other particulars as may be required so as to reflect the balance at the credit of the Society. Similarly the State Project Director may also require the District Project Coordinators or anyone of them to prepare and submit to him a similar Statement of Accounts for respective districts.

24. Audit of the Accounts :-

- 1) The accounts of the State Project Director shall be annually audited by a Chartered Accountant under the order and authority of the Executive Committee in accordance with the normal accounting procedure.

- 2) Accounts of the Mission Authority shall also be audited by the Accountant General annually. Audit includes audit of accounts of the Society, the special accounts on withdrawals from the IDA and Financial Statement of expenditure. Audit report with any option on the statement of expenditure would be submitted to the Mission Authority and G.O.I.
- 3) All authorities, officers, employees and the staff of the Society shall render all reasonable facilities to the Auditors for discharge of functions. All necessary information required by the Auditor for conducting the audit of any official accounts to prepare a report thereon shall be promptly finalised and no information, books or other documents shall be withheld from presentation to the Auditors as and when required by them
- 4) **Internal Audit :-** The accounts of the Society shall be audited by Internal Auditor to be appointed by the Executive Committee. The Internal Audit shall apply preliminary checks to the initial accounts, vouchers or other accounts related to the Society including those of District, Block, Cluster etc.

The internal auditor shall also undertake scrutiny of all accounts register to be maintained and accounts statement including annual statement of accounts.

It shall be his duty to see that rules, orders and delegation of powers in force and observed in relation to transactions of the Society. If he considered that any transaction or order relating to receipts & expenditure, final statement of expenditure are likely to be changed by the statutory auditor it shall be his duty to bring the facts to the notice of the State Project Director promptly so that remedial action can be taken to avoid irregularities

25. Special Audit by State Govt. :-

The State Govt. may at any time request the Accountant General Manipur or any other Government or Non-Government agency to make a special audit of the accounts of the Society and the Society Fund.

26. Payment of Audit Expenses :

- 1) All cost and charges required for conducting the audit either by Chartered Accountants or by the staff of the Accountant General or by any other agencies shall be borne by the Society.
- 2) The Amount and remuneration or any other charges for the audit by the Chartered Accountant or any other Agencies other than the staff of the Accountant General, Manipur shall be determined by the Executive Committee.
- 3) The Cost and charges for Audit by the Staff of the Accountant General, Manipur shall be determined in accordance with the Accountant General Manipur/ Director, Local Fund Audit, Govt. of Manipur in similar such cases.

27. Disposal of Audit objection etc. :-

It shall be the responsibility of the State Project Director to meet the objections raised by the auditors as precisely and promptly as possible but not later than a period exceeding six months from the date of the audit report. No audit objection shall be left out unattended and unsettled. He shall also be responsible for the compliance of the audit observation or recommendations.

Provided in case of the audit objection raised in respect of the office and establishment of the District Project Coordinator, the District Project Coordinator, subject to the State Project Director, shall be responsible to meet the objection raised by any Auditor as promptly and as precisely as possible within a period of the three months from the date of communication of the audit objection etc.

28. Submission of the Audited Accounts :-

- 1) On receipt of the audit report, the State Project Director shall submit the same to the Chairman and the Chairman shall thereupon place the audit report before the Mission Authority
- 2) The Mission Authority shall, after taking such action as it may deem fit and proper up to the audit report, audit objections and audit observation or recommendation etc. shall submit two copies of the audited accounts of Mission Authority/ Society along with the audit report and observation etc. to the State Govt. with a request to transmit the other copy thereof along with the comments, if any, of the State Govt. to the Central Govt

CHAPTER – VII
Financial Assistance to Non Government Organization

29. Financial assistance by way of Grant-in-aid.

Financial assistance by way of grant-in-aid may be given from the Mission Authority/ Society fund to educational institutions, voluntary agencies, agencies teachers organizations, women organizations and individual committees etc. actually working or having some specific program for the development of primary education. As per guideline of SSA (GOI) organization etc. shall be given only in respect of certain specific program or project having connection with the aims and objects of the Mission Authority and approved by the executive committee.

30. Eligibility criteria for Grant-in-aid :

Only registered voluntary organization which have the experience for 3 years and working for the improvement of primary education and having specific program with a view object for working for the improvement of primary education or early childhood care education or alternative schooling and activity pursuing such object shall be eligible for grant-in-aid.

31. Procedure for the issue of Grant-in-aid :

- (1) The State Project Director, shall through advertisement published in at least two leading daily news papers in the official languages of the State for the two consecutive days invite applications in the form as prescribed in SSA, EGS & AIE guidelines within such time as may be specified in the advertisement from the eligible institutions, organizations, agencies and committee etc. for financial assistance. Every such application shall be accompanied by a detailed plan and estimate in respect of the project or the program proposed to be undertaken by such institutions, agency or committee, as the case may be.
- (2) On receipt of the application referred to in sub-regulation (1) above, the State Project Director shall make a scrutiny thereof, prepare a note on such scrutiny and place the same along with the applications and the plans and estimates etc. in respect of all the proposed projects or the program before the grant-in-aid Committee for the selection of the eligible recipients and for determination of the amount of such financial assistance or grant-in-aid to be issued in favour of each selection eligible recipients.

32. Constitution of Grant-in-aid Committee :-

- (3) A Grant-in-aid Committee shall be formed with the following members :
As per article 9.5, handbook of EGS, AIE, Guidelines of Govt. of India.

a)	State Project Director	--	Chairman
b)	Director, Higher Education, Manipur	--	Member
c)	Director SCERT, Manipur	--	Member
d)	Two Primary School Teacher to be nominated by EC	--	Member
e)	One representative from Women's organization to be Nominated by EC	--	Member
f)	One representative of Govt. of India	--	Member
g)	Two representatives from VAs nominated by EC.	--	Member
h)	One non-official representative of Govt. of India	--	Member

- (4) The Grant-in-aid Committee while approving projects or the program and selecting the recipients of the grant-in-aid, shall have regard to the usefulness, propriety and feasibility etc. of the project or the program apart from the institution, organizing, agency or committee concerned proposing the project or the program.

33. Release of the Grant-in-aid :

- (1) On approval of the project of the program the amount of the grant-in-aid as determined by the Grant-in-aid Committee shall be released to the institution, organization, agency or the committee, as the case may be, as per guidelines of Govt. of India. The first one comprising the 75% of the total amount of the grant-in-aid shall be released immediately after the issue of the sanction
- (2) The grantee, after receiving the final installment of the grant, shall utilise the same for the completion of the project or the program and as soon as the project or the program is complete, shall submit Utilization Certificate and Completion Report of the project or the program supported by the actual payees receipts and original vouchers

3.4 Disbursement :-

Any amount payable by the Society to the grantee as installment of the grant-in-aid shall be remitted to it directly through a demand draft or a cheque.

3.5 Condition of grant :-

- (1) The grantee shall, before any amount of the grant is disbursed to it, be required to execute an indemnity bond so as to ensure the completion of the project or the program proposed to be undertaken by it and no amount of the grant shall be disbursed to it unless and until the indemnity bond is executed
- (2) The project or a program undertaken by a grantee with the grant-in-aid received from the Mission Authority/Society shall be open for inspection by the officer of the Parishad and the grantee shall render all possible help in making any such inspection
- (3) The grantee shall maintain a record of all the assets acquired either wholly or subsequently out of the grant and register of such assets shall be neatly and precisely maintained. No such assets shall be disposed of, encumbered to or utilized for any purpose other than for which grant was given without the prior approval of Mission Authority/ Society.
- (4) In the event of the grantee institution organization, agency or committee ceasing to exist, the properties and assets required by it, either wholly or substantially, shall vest to the Mission Authority/ Society.
- (5) When the Mission Authority/Society has reasons to believe to and is satisfied that any money granted by it to any institution, organization, agency or committee is not being utilized for the purpose for which it was granted or being utilized in a manner not in consonance with the approved plan and estimate etc, the Mission Authority/ Society shall immediately stop the payment of the final instalment or any other sum of amount

due to such grantee institution, organization, agency or committee as the case may be and after giving an opportunity of hearing to such grantee, shall take action for the recovery of the amount already paid to such grantee.

- (6) The grantee shall exercise reasonable economy in the execution of the approved project or the program.
- (7) The decision of the State Project Director on the question whether there has been any breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the grantee.

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CHAPTER VIII

Personal Claims

36. Pay and Allowances :-

- (1) Personal claims shall be governed by the rules and procedures followed in the office of the State Govt. Bills shall be prepared and passed in due compliance of the corresponding rules and procedures as followed in the State Govt, offices by the State Project Director or any other Senior Officer delegated by him in case of the officers, employees and staff serving in the State Level and by the District Project Coordinator or any other Senior Officers under him as the case may be delegated by him in case of the officers, employees and staff serving of the District Level. All pays and allowances shall be disbursed in the same manner and procedure as followed in the offices under the State Government.
- (2) The pay and allowance of the officers, employees and staff shall fall due for payment on the last working day of the month.
- (3) All officers, employees and other staff of the Mission Authority/ Society shall have the option to get the payment of their respective pay and allowances either through bank account or in cash.
- (4) The head of the office shall personally be responsible for the amount drawn by him from the Mission Authority/ Society Fund until he has paid it and obtained a legally valid acquittance thereof from the payee.

3.7 Honorarium :

- (1) Honorarium of the consultants or any other persons, whether on Government or not, whose service has been utilized by the Mission Authority/ Society may be given at such rate as may be decided by the Executive Committee.
- (2) The payment of Honorarium shall be made in observance of the similar procedure as followed in making the payment of pay and allowances to the employee of the Mission Authority.

3.8 Office Expenses :

The office expenses and contingencies as provided in the budget shall be incurred as per the rules and procedures followed in the State Govt. Departments under the relevant rules for the time being in force.

39. Traveling Allowances and Daily Allowances :

T.A./ D.A. claims of employees shall be governed by the T.A./D.A. Rules of the Mission Authority/ State Govt. as amended from time to time.

CHAPTER IX

40. Construction and Civil works :- Program of construction :

- (1) The program of construction shall be for making qualitative improvement of the building in the long run to optimise the construction cost and to utilise the local materials and technology to have the active participation of the local people.
- (2) No construction shall commenced and no liability shall be incurred unless and until an administrative approval is issued therefor by the authorised competence therefor.
- (3) All civil construction works required to be undertaken by the Mission Authority shall be executed by person/ agencies as determined through SSA procurement procedures i.e. Class room construction, repair renovation of class room and school construction works up to the \$15,000 (Rs. 4.50 lakhs) each would be executed by Communities (School Construction Committee), contractual agreement should be executed with the Construction Committee, to safeguard the interest of the Mission Authority. Works above Rs. 4.5 lakhs (\$15,000) would be executed by persons/ agencies selected through local competitive bidding. For selection of persons/ agency SSA procedure should be followed.

41. Issue and Administration approval of civil works :

- (1) For the purpose of undertaking any construction under any scheme or program of the Mission Authority/ Society properly detailed design, plan and estimate and other necessary such manner as shall be required by Executive Committee (or SPD in case of delegation). This shall be put up for approval by the Executive Committee.
- (2) The State Project Director, with the approval of the Chairman, shall thereupon issue the administrative approval in the form and manner used and followed by the State Govt. Departments in respect of the construction of like nature. Provided that no such Administrative Approval shall be issued unless the necessary fund for the construction is provided in the budget and necessary financial sanction for taking up the works has been accorded by the Executive Committee.

42. Construction by the PWD :

All the civil works or constructions works required to be done by the Public Work Department of the State Govt. or any other work agency under the Govt shall be done as "Deposit Works".

**SCHEDULE – IV
DELEGATION OF POWER**

Financial Power of State Project Director And District Project Coordinator.

Nature of Expenditure	Power of State Project Director	Power of District Project Coordinator
1. Electricity & Water	Full Power	Full Power
2. Freight Charges/ Demurrage	- do -	- do -
3. Furniture & Fixture including air conditioner, Fan, Meter, etc	- do -	Full power up to Rs. 25,000/- beyond that limit with the approval of purchase Committee Procurement procedure must be followed.
4. Legal Charges	- do -	Full power with the approval of the State Project Director.
5. Motor Vehicle	Full power with the approval of Executive Committee subject to Budget Provision	
1. Purchase		
2. Repairs	Full Power within the limit of repair charges as decided by the authority from time to time	
6. M. Taxes, Rates, Post, Telegraph	Full Power	
7. Hiring of Accommodation and rent	Full power subject to the condition - The area is approved by the EC, lease will not exceed 5 years, Lease deed/ agreement is Made. Rent is certified Reasonable by a committee constituted by the EC where Executive Engineer should be a member. Proper procedure for rent Fixation to be followed In cases where building is be hired by the Mission Authority	Full power with the approval of the SPD. Subject to the condition :- The area is approved by the executive committee, lease will be not exceed 5 years. Lease deed/ agreement is made. Rent is certified reasonable by a committee constituted by the Executive Committee with Distt. Engineer as a member. Proper procedure for rent fixation should be followed.

8. Office Stationery	Full Power. Subject to ascertaining reasonableness of rates by inviting quotations or by market survey	Full power upto Rs. 10000/- in each case subject to annual ceiling of Rs. 50,000/- Subject to ascertaining reasonableness of rate and availability of Fund/Provision
9. Office Equipment including typewriter, Intercom equipment, Calculator, photo copier	Full power subject to Budget provision following State Govt. procedure and local shopping	Full power up to Rs. 50,000/- for purchase beyond Rs. 50,000/- approval of purchase committee will be necessary Local shopping procedure Must be followed.
10. Repairing and maintenance office equipment's	Full Power	Full Power
11. Uniform & liveries and Bicycle	Full Power, Subject to following of state Govt. Rules	
12. Advertisement	Full Power, Subject to Budget Provision & at the rate as fixed by the DIPR, Manipur or any other negotiable rate.	Full power upto Rs. 10000/- and subject to Budget provision & at the rate as fixed by DIPR, Manipur or any other negotiable rate.
13. Conveyance/ Hire charge the rates and limits	Full power subject to the rates & limits approved Approved by the EC.	Full power subject to the rates & limits approved by the EC.
14. Engagement on Casual	Full power up to 6 months only against posts approved by the EC.	This should be resorted to find out a suitable person according to works to be entrusted and basis on pay scale etc. before considering for appointment.
15. Sanction of plan & Estimates, tenders including administrative approval.	Full power	
16. Extension of time for completion of works	Full power with the approval of the Chairman	

17. Advance to Contractor	As per terms of agreement	Executed with the approval of EC.
18. Payment of earnest	Full power subject to recommendation of State Project Engineer	Full power with the recommendation of the Dist. Project Engineer
19. Payment of pay & allowances of staff, TA/ DA of officials & non officials members of the Mission Authority/ Society.	Full power. The TA./DA as per rules of the Society	Full powers The TA/DA as per rules of the Society.
20. Festival advance to staff, advance on transfer/ retrenchment.	Full Power	Full Power
21. Advance to officials on tours within Manipur on official duty.	Full Power	Full Power with the approval of the SPD
22. Advance to officials on tours outside the state	Full power with the approval of the Chairman	
23. Advance in view of leave salary	Full power	Full power with the approval
24. Investment of Society fund in short term & long term deposit	Full power subject to the approval of the Chairman, EC	Full power subject to Budget Provision & Approval of the EC
25. Honorarium/ fee to outside experts/ persons/ specialists	Full power subject to Budget Provision & Approved the EC	Full power subject to Budget Provision & Approval of by the EC
26. Hiring of services & facilities of outside agencies for activities of the Society	Full power subject to Budget Provision & approval of the EC	
27. Equipment & Materials required for Execution of academic Program	Full power up to Rs. One Lakh beyond that limit with the approval of the Purchase Committee	Full power up to Rs. 2500/- subject to Budget Provision & beyond that limit with the approval of the Purchase Committee. State Govt. procurement procedures/rules must be followed.
28. Imprest amount	Rs. 5000/- to be kept for meeting petty cash expenses/ unforeseen expenditure	Rs. 1000/- to be kept for meeting petty cash expenses

29. Write off the value of unserviceable Vehicle. Machinery & Equipment's & Other Stores	Full power up to the original purchase value of Rs. 2000/- each Full power with the approval of the Condemnation - Committee to be constituted by the EC for the purpose in respect of stores & Equipment's worth Exceeding Rs. 2000/- each.	Full power up to the original value of purchase Rs. 1000/- each with the approval of the SPD. Full power with the approval of the condemnation Committee constituted by the EC for stores & equipment's Exceeding purchase value of Rs. 1000/-
30. Sanction of plan schemes	The SPD is authorised to issue approvals/ sanctions for plan schemes that form a part of the AWPB	The District Project Coordinator is authorised to issue sanctions for plan schemes that have been approved by the DAC & form part of the approved AWPB. For construction schemes, technical approvals of State Office may be necessary in specific cases where standard plan & estimates are not available except for those of highly technical nature viz Construction of Block Resource Centre.
31. Making of Video film	Full power up to Rs. 1,00,000/- beyond that limit with the approval of Purchase Committee. State Govt. procurement Procedure must be followed.	
32. Media materials	- do -	Full Power up to Rs. 25,000/- as per Govt. procedure.
33. Organization of Seminar Workshop, Conference etc.	Full power	Full power
34. Various training's	- do -	- do -
35. Purchase of Books, Journals etc	Full power up to Rs. 1,00,000/- & beyond that limit with the approval of Purchase committee.	Full power up to Rs. 25000/- with the approval of Purchase Committee for purchase exceeding the limit

36	Exp. Involved in Devt. of teaching & learning materials.	- do -	-
37	Purchase of teaching & learning materials other than consumable	Full Power	-
38.	Purchase of materials for EGS &AIE	As above	-
39.	Hiring of accommodation in Hotels, Govt. houses etc. for visitors in connections with SSA.	Full power	Full power as per guidelines from the state office.
40.	Insurance for building equipment's vehicles.	Full power	Full power
41.	Printing, publicity designing publications	Full power up to Rs. One lakh and beyond that limit with the approval of purchase committees. State Govt. procurement procedure must be followed	Full power up to Rs. 25000/- & beyond that with the approval of purchase committee State Govt. procurement procedure must be followed
42.	Staff paid from contingencies with the approval of chairman,EC	3 months only. Maximum of 6 months	-
43.	Crockery, cutlery, POI. charge	Full power up to the ceiling fixed by the EC.	Full power up to the ceiling fixed by the EC subject to budget provision
44.	Telephone charges, Installation of equipment's	Full power subject to ceiling fixed by the EC.	Full power subject to the ceiling fixed by the E.C.
45.	MIS-Hardwar, software	Full power up to Rs. 1 Lakh & beyond that limit with the approval of Purchase Committee. State Govt./ SSA procedure to be followed	Full power up to Rs. 25,000/- & beyond that limit with the approval of Purchase Committee. State Govt /SSA procurement procedure must be followed.
46.	Engaging consultant	Appointment up to 3 months at a maximum rate of Rs 5000/- per months. Beyond 3 months period approval of chairman for 6 months only.	-

47. Construction activities at State Level	Full power with the approval of Chairman	-
48. Construction activities	Full power subject to contract provisions.	Power of sanction for all buildings except BRC. CRC with the approval of Chairman, DBE for subsequent release of Fund no approval from Chairman, DBE is necessary.
49. School infrastructure grant & contingency for teachers	Full power subject to Budget Provision & with the approval of the EC.	Full power subject to guidelines stipulated by State Office.
50. Cancellation of contract	Full power subject to contract provisions.	
51. Re-appropriation of fund	<ol style="list-style-type: none"> 1. Full power from one activity to another within the same component Except salary provision. 2. One component to another component with the approval of Chairman Rules approved by the EC must be followed. 	Reappropriation Proposal to be sent to State Office in prescribed form.
52. Allotment of fund to districts/ sub-districts level	Full power with the approval of Chairman	Allotment of fund to BRC/ DIET/ CRC subject to specified guidelines of state Office.

POWER OF BRC & CRC COORDINATORS, VEC & HEAD TEACHERS/MASTERS

I. BRC Coordinator :

Head of expenditure	Extend of power
1. Salary	Full Power
2. Other Expenses	Expenditure up to Rs. 1000.00.
3. Furniture & Equipment's	Up to Rs. 5000.00. Govt./ SSA procedure & guidelines issue must be followed. Beyond Rs. 5000.00 with the approval of District Project Coordinator.
4. Training Programs	Full power. Training programs must be approved by the DPC.

II. CRC Coordinator :

Head of expenditure	Extend of power
1. Office Expenses	Maximum of Rs. 250.00
2. Training programs	As per programs approved by District Project Coordinator

III. VEC :

Head of expenditure	Extend of power
1. Office Contingency	Rs. 200.00 per year.
2. Other powers	To approve proposals for utilization of school grant of Rs. 2000.00 & expenditure statement with utilization reports.

IV. HEAD TEACHERS/ MASTERS

Head of expenditure	Extend of power
1. Teaching Aids	To incur expenditure of Rs. 500.00 grant in procurement of Teaching aids as per guidelines issue by State Office

T.A./ D.A. RULES OF SSA STATE MISSION AUTHORITY, MANIPUR

These rules shall be called the T.A/ D.A. rules of SSA STATE MISSION AUTHORITY, MANIPUR. This rule will be applicable to all employees working in the State Office and District Offices of the Mission and all participants in any programme organized by the Mission. These rules shall come into force from February, 2003.

1. Employees means the following :-
 - a) All employees coming on deputation from State Govt. and other Organizations.
 - b) Employees engaged by the Mission on Contract basis at fixed Pay/ Remuneration.
 - c) Consultation, resource person & other engaged by the Mission for specific duties.
2. Participants, including any person who may attend as an individual or representative of an organization and also has been specially invited for particular programmes.
3. Programme would include workshop, training seminar.
4. 'Day' means a Calendar day beginning and ending at Midnight.
5. Pay means the following :-
 - a) Basic pay drawn by employee coming on deputation.
 - b) Monthly remuneration drawn by an employee engaged on contract basis.
 - c) The basic pay drawn by an employee at the time of retirement.
6. Mileage allowance means an allowance calculated on the distance traveled which is given to mean the cost of a particular journey between two places is demand to be performed by the shortest and the cheapest route which an employee can most speedily reached his destination Controlling Officers may allowed mileage allowance to be calculated on a route other than the shortage and cheapest which is satisfied that the journey is performed by such a route in the interest of paisad activities.
7.
 - i) Controlling Officers means the officers who is declared by the executive committee to be competence to pay TA/DA claims of staff and others. The State Project Director is the Controlling Officers in respect of Officers, and staff working in the State Head Qr. The District Project Co-ordinator shall be controlling officers in respect of TA claims of Officers and Staff working under him. The Chairmen of district Implementation Committee i.e. D C would be controlling Officers for T A claims of District Project Co-ordinator
 - ii) The State Project Director Would be Treated as head of the department and function as Controlling officer of his Own T.A claims but shall

obtain approval of the Chairmen of the Executive committee for four outside the State.

8. Public conveyance means State transport Bus, Omni Bus, Train which Plies regularly for conveyance of passenger.
9. Actual expenses mean the actual cost of conveyance incurred by an employee in performing journey by public conveyance, private conveyance and other mean of transport.
10. Incidental expenses mean the allowance granted to an employee for meeting journey expense in addition to Bus Fare/Trains Fare/Air Fare as the case may be.
11. Private conveyance means Private Cars, Auto Rickshaw, Taxi, Boat and other private transport.
12. Honorarium/ Fees means an allowance granted to official and non-official members engage in S.S.A. activities.
13. Daily allowance means an uniform allowance for each day of absence from IIQr. Which is intended to cover the co-ordinator daily charge incurred by an employee in the consequence of such absence. It can be drawn while on tour, by an employee whose duties required that he should travel.

14. Grade :

- I The employee coming on deputation are classified in the following grade :-
Senior Grade : State Project Director irrespective of Basic pay drawn other official whose basic pay is Rs. 13,700 and above.

1st Grade	:	Officer drawing basic pay of Rs. 10,000/- and above.
2nd Grade	:	Employee drawing basic pay of Rs. 8,000/- and above but below Rs. 10,000/-
3rd Grade	:	Employee drawing basic pay of Rs. 5000/- and above but below Rs. 8,000/-
4th Grade	:	Employee drawing basic pay below Rs. 5,000/-

- II. The grade of employee appointed on (contract) fixed monthly remuneration would be as follows :-

Senior Grade	:	Rs. 12,000/- and above
1 st Grade	:	Rs. 10,000/- to 12,000/-
2 nd Grade	:	Rs. 8,000/- to 10,000/-
3 rd Grade	:	Rs. 5,000/- to 8,000/-
4 th Grade	:	Remuneration below Rs. 3250/-

- III. The Grade of retired person engage on contract basic shall be the Grade as it was at retirement.

15. Daily Allowance (D.A) on Tour :

(a) When the officers/ officials of the SSA State Mission Authority, Manipur Stays in Government/ Public Sector Guest House or makes his own arrangements.

Grade	Vallye areas in side the State	Hill areas inside the State	Guwahati and other Cities	Delhi/ Kolkata/ Chennai/ Mumbai
(1)	(2)	(3)	(4)	(5)
	Rs.	Rs.	Rs.	Rs.
Senior Grade	130	150	170	260
1 st Grade	120	130	150	230
2 nd Grade	105	115	130	200
3 rd Grade	90	100	110	170
4 th Grade	55	60	70	105

(b) When the officers/ officials of the SSA State Mission Authority, Manipur Stays in a Hotel or other establishment providing boarding and/ or lodging at Schedule Tariffs.

Grade	Guwahati and other cities outside Manipur	Delhi/ Kolkata/ Chennai/ Mumbai
(1)	(2)	(3)
	Rs.	Rs.
Senior Grade	425	650
1 st Grade	330	505
2 nd Grade	250	380
3 rd Grade	160	245
4 th Grade	85	125

N.B. :- D.A. Rates when Fooding & Lodging provided 1/3 D.A.

..... D.A. Rates when Accommodation provided, 2/3 D.A.

c) Basis for D.A. Calculation.

Absence from headquarters on Calendar day basis e.g from midnight to midnight

Absence not exceeding 6 hours - Nil

Absence not exceeding 6 hours - 70%

but not exceeding 12 hours

Absence exceeding 12 hours - 100%

16. Road Mileage :

- I). The following road mileage be admissible for journey performed by own Car/ Scooter/Motor Cycle on SSA. activities, Only senior grade Officers shall be entitled to avail own Car/Scooter/Motors Cycle for performance of journey on tour. However the State Project Director may allow other 1st & 2nd grade officer to performed journeys on tour by own Car/Motor Cycle must be furnished

II) Mileage Allowance for Journeys by Road.

Grade	Entitlement
(ii) Senior Grade	Actual fare by any type of Public bus including air-conditioned bus or At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi or At prescribed rates for Autorickshaw for journey by Autorickshaw, own scooters, motor cycle mped etc.
(ii) 1 st Grade	Same as (i) above with the exception that journeys by AC Taxi will not be permissible
(iii) 2 nd Grade	Same as at (ii) above with the exception that jorneyes by AC bus will not be permissible.
(iv) 4 th Grade	Actual fare by ordinary Public bus only Or At prescribed rates for autorickshaw/ own scooter/ Motor cycle/ Moped etc.

- III) Mileage Allowance for Road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the State or of the neighbouring States :-

- i) For journeys performed in own car/ Taxi. = Rs. 8 per km
- ii) For journeys performed by Autorickshaw/ own Scooter etc. = Rs. 4 per km.

Mileage Allowance for journeys on foot and bicycle, on tour and transfer is 60 (sixty) paise per Kilometer.

N. B. :- When mileage allowance is claimed no-incidenta for the journey is admissible.

17. Incidental for Road Journey:

- I Incidence of journey without night halt away from Head Quarter, one daily allowance will be admissible as incidental where total distance of journey performance by road is not less then 80 km irrespectively of the period of absence from Head Quarter and half daily allowance if the distance is not less than 6 hours journey.
- II For road journey performed involving night halt away from Head Quarter, the employees shall be entitle to incidental equal to half daily allowance where distance is not less than 40 Kms and one full D.A. as incidental if distance is 80 Km and above.

- III. In case of Road journey by own Car/Scooter/Motors Cycle or by private conveyance where road mileage is admissible, no incidental will be allowed Only one D.A. Allowance will be admissible for night halt.

18. **Journey By Air :**

- I. All employee/officer drawing basic pay of Rs. 8,000/- and above shall be entitled to perform Air Journey on tour. The State Project Director Irrespective of basic pay may perform Air Journey on tour outside the State. The State Project Director may allow other officer including officer belonging to other institution of the education Department, Non official etc. to avail air journey both way or single way considering urgency in each case.
- II. In addition to Air fare, an officer will be entitle for incidence charge @ 15% of air fare subject to a maximum of Rs. 60/-. He will also entitle to one full day daily allowance for the day of journey if the starting point and the destination or either of them is outside Manipur and half daily allowance if both are within Manipur.
- III. When one travels by private conveyance between Airport and destination/Head Quarter he will be entitle to taxi from Airport to the place of stay and vice versa at the following rate.

If the journey is performed within Manipur	:	Rs 180/-
If the journey is performance outside Manipur	:	Rs. 200/-

Such taxi fare shall not be admissible if the journeys are performed by vehicle provided by the Mission.

19. **Taxi/Auto Fare at Delhi :**

Senior grade officers will be entitle to actual taxi fare incurred at Delhi in performance of journey on Mission activities on production of actual payees receipts. Fare charges shall also be admissible for performance of journey at Delhi on official duties without production of receipt at following rates :

Senior Grade	:	Rs. 300 per day
1 st and 2 nd Grade	:	Rs. 100 per day

20. **Journey by Train :**

The classes admissible for difference grade of officer are as follows. Senior grade who are entitle to travel by Air on tour are entitle to undertake journey on official duties by 1st class Air conditioned class.

1st Grade officer shall entitle to avail Air conditioned II AC 2 – Tier sleeper.

2nd Grade officer shall be entitled to avail Railway accommodation in First class/ II AC 3 – Tier sleeper/ AC- chair Car.

3rd & 4th Grade Officer shall be entitled to Railway accomodation in second Class Sleeper.

21. Incidental for Train Journey :

Incidental for Trains journey shall be ½ D.A. for every 8 hours journey or part thereof... This will be admission in addition to Rly. fare.

22. Reimbursement of Reservation charge / Cancellation charge of Rail/Air journey tickets :

Extra charge for reservation of rail accommodation, charge for sleeper berth for night journey incurred by employees shall be reimbursed. When an employee has booked his Ply/Air Tickets for an official journey in advance. He may be allowed by SPD, reimbursement of the cancellation charges of Ply/Air tickets.

23. TA/DA of non-official Senior/ Local faculty members/ experts etc :

- I. Non-official faculty members/experts/other person specifically designated for particular propose as Resource Person shall be treated as Senior Grade Officer. They will get TA for journey performed under these rules. When free lodging and fooding are provided by the State Mission Authority no daily allowance for the day of halt will be admissible. In addition to normal TA they will be entitled to honorarium of Rs 770/- per day.
- II. Senior resource persons coming from outside the state will be entitled to get TA for the journey as admissible to Sr. Grade Officers. They will get honorarium of Rs. 150/- per day. The State Project or Director may allow enhanced honorarium up to Rs 100/- per day to local and Rs. 300/-per day to outside person depending on each individual case. In addition to honorarium local resource person will be entitle to the actual Bus/Auto fare incurred subject to a maximum of Rs. 50/- per day both ways.

24. TA/DA of Govt. Officer/ Teachers participating the parisad activities :

- I. The grade of Govt. official/teachers shall be determined on the basis of basic pay drawn and they will be entitle to get TA as admissible under these rules.
- II. The employee of an organization conducting workshop shall not be entitle to any TA/DA. In special case when prior notification is issued by Mission Authority to work as resource person, they will be entitle to honorarium equal to one daily allowance per day.

25. TA of consultancy :

Consultants shall be treated as Senior Grade Officer for the propose of TA. They will get TA for journey performance on SSA activities as admissible under these rules. State Project Directors may be allowed such official to performed journey to Delhi by Air when considered necessary for both ways and single ways.

26. TA for journey within greater Imphal :

- I. Officer possessing own vehicle / scooter / Motor Cycle shall be entitled to mileage at the admissible rate for the distance traveled by own Car/ Scooter/Motors cycle on SSA activities (Such mileage for coming to and from office will not be admissible).

- II. Employees performing journey by Bus/Rickshaw/Auto for attending any SSA duties within greater Imphal shall be entitle to get the actual expenses incurred as stipulated in Para 19.

27. **Hotel Charge:**

- I. Officer going to Delhi would normally stay in NCERT/NIEPA/NIE Guest House of Manipur Bhawan with prior reservation. In exceptional case when accommodation is found not available in the place referred to above, they will be entitle to stay in Hotel. The officer will be entitle to get reimbursement of hostel seat rent actually paid on production of rent receipt as specified at SI 2 of annexure I.
- II. Resource person coming from place outside the State would be provided hotel accommodation at Imphal up to a Maximum seat rent of Rs. 250/- More over depending on seniority of the resource person in exceptional case. Accommodation may be provided up to Rs. 500/- per day if lower accommodation is not suitable (SI 2 of annexure I)

28. **Journey on Transfer :**

- I. Transfer means movement of an employee from head Quarter Situated in which he is employed to another such situation either to take up duties of a new post or in consequence of a change of his Head Quarter.
- II. Family means a employee's wife legitimate children residing with and wholly depending upon him. Not more than one wife is including in a family for the purpose of there rules. Traveling allowance may br drawn on a account of a husband depending on family employee.
- III. Personal effect means the personal effect/goods which are required to be carried by private conveyance / goods or passenger Train in consequence of change of head Quarter on Transfer.

(a) The following quantities of goods will be admissible.

Senior Grade	:	Rs. 100.00 Full 4 wheeler Wagon or 600 kgs by goods train or one single containing.
1 st Grade	:	Rs. 3000 kgs. by goods
2 nd Grade	:	Rs. 2000 kgs. by train
3 rd Grade	:	Rs. 1500 kgs. by train
4 th Grade	:	Rs. 1000 kgs. by train

(b) Transportation of Personal Effect by Road :-

Grade	Delhi/ Kolkata/ Chennai/ Mumbai, Guwahati & other areas outside the State.	Inside the State
	Rs. per Km.	Rs. per km.
(1)	(2)	(3)
Senior Grade	30.00	18.00
1 st Grade	15.00	9.00
2 nd Grade	7.60	4.60
3 rd Grade	7.50	4.60
4 th Grade	6.00	4.00

- IV. When an employee transports his personal effect by passenger/goods train, the goods train/passenger train freight up to the admissible quantities will be paid.
- V. When goods are carried by private carrier/private means at the risk of the employee, he may be paid the actual cost of carriage incurred or 6 p per 40 Kg per Km for the quantities admissible whichever is less.
- VI. Employee coming on deputation terms shall be entitle to get transfer TA as per these rules.

VIII. Transfer Grant and Packing Allowance :

The employees on transfer involving a change of station from a valley District to a Hill District and vice versa and from one Hill District to another Hill District and also transfer from a Valley District to Jiribam and vice versa would be eligible composite Transfer Grant equal to one months basic pay.

In the cases of transfer to stations which are at a distance more than 20 kms from the old station, the composite Transfer Grant will be restricted to one third of the basic pay, provided a change of residence is involved. No Road Mileage Allowance and Transfer Incidentals for the journeys between the residence and railway station/ bus station/ airport at the old and new stations are admissible. These will instead be subseemed in the composite Transfer Grant.

29. Bus/Train fare on transfer :

Bus /Train fare for each adult member of an employee's family from Head Quarter to the place of transfer by the shortest and cheapest route would be admissible. In case of journey performed by Own Car / private conveyance one mileage as admissible for the distance shall be admissible.

30. **Transfer Incidence :**

In addition to Bus/Train fare incidental charge equal to one daily allowance for each audit member below the age of 12 years shall be admissible for every 24 hours of journey or part thereof.

31. **Daily Allowance for enforce halts :**

In case of enforce halt occurring, en-rough on tour journey necessitated by breakdown of communication due to blockage of road on account of flood, rein, delayed starting of Trains/Air etc and halting is necessary. Such period of halt shall be treated as on duty. The employee will be entitle to daily allowance for the period of enforce halt at three fourth of the admissible rate.

32. **Journey for Medical Treatment :**

If an employee, other then employee on a contractual agreement, is required to travel to another station in obtain advice of a Medical Officer, on production of a certificate from a medical officer that the journey was in his opinion absolutely necessary, he may drawn TA for the journey on tour. For the official working in the state level office Medical Officer means the concern head of department of the Regional Institution of Medical Science (RIMS)/ J.N. Hospital and in case of district employee the Chief Medical Officer and Head of Medical officer or Superintendent, Civil Hospital

33. **Expenditure on Training Programme/Workshop :**

TA/DA along with ceiling of expenditure to be incurred on training programme and workshop (and the like) are shown in Annexure II.

**ANNEXURE II OF THE RULES OF MISSION AUTHORITY
TA, DA for training programmes & workshops
(Summary of TA, DA rules)**

Programme	If 1/2 day	In full Day	If residential	Rate for resource person
VEC trg	No TA/DA, Rs. 6/- per head for tea etc	No TA; Rs. 40/- per head for lunch, tea etc	No residential trg envisage	DA=60/- (lunch & tea to be deducted) Honorarium=70/-
CRC trg	No TA/DA, Rs. 6/- per head for tea etc	No TA,DA Rs. 50/- per head or Rs. 10/- for tea & Rs. 40/- for lunch	No residential trg envisage	DA=60/- (lunch & tea to be deducted) Honorarium=70/-
BRC trg	TA Rs 15/- per head flat rate; Rs. 6/- per for head tea etc	TA Rs.40/- per head (flat rate); DA Rs. 50/- per head or Rs 10 for tea & Rs 40/- for lunch	TA Rs. 40/- per head (flat rate); DA Rs. 80/- per head (Food most to be met out of this and balance if any, to be paid in case)	DA=150/- (lunch & tea to be deducted) Honorarium=200/-
District level trg	TA as admissible Rs 6 per head for tea each	TA as admissible Rs. 50/- per head for lunch etc	TA as admissible DA Rs. 100/- per head (food & accommodation cost to be met out of this and balance, if any, paid in case)	DA=150/- (lunch & tea to be deducted) Honorarium=200/-

Teacher's and CRC coordinator's DA rate Rs. 60/- per day.

BRC coordinator's DA rate Rs. 70/- per day

Programme officer's DA rate Rs. 70/- per day

Senior grade & I DA rate Rs. 80/- per day

Resource person DA rate Rs. 100/- per day unless the RP is grade I or senior grade.



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