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File No. TD/EMRS/2009/272

Gujarat State Tribal Development Residential Educational Institutions Society

Birsa Munda Bhavan

Gandhinagar-382 010

Circular No. 001

Dated: 1st September, 2009

Subject: Delegation of powers to the Local Management Committees of the LLGRS in various districts.

The GSTDREIS had issued guidelines vide the above quoted circular for constitution of the Local Management Committees (LMC), which were meant to help establish the individual LLGRS during the initial period. During few review meetings taken at the district and state levels, a need was felt to enlarge the roles of LMC and to provide required clarifications in order to make them fully functional.

2. The specific roles which will be performed by the LMC during the financial year 2009-10 in selection of school staff in their districts, procurement, funds management and other activities is given in Annexure-1 to this Circular.
3. All instructions issued earlier in this regard stand cancelled. The Project Administrators concerned are requested to quickly take required action in this matter and ensure that the LMC starts performing the expected role. This issues with the approval of Chairperson, GSTDREIS & Secretary of Tribal Development Department in GSTDREIS file no. TD/EMRS/2009/272.


Executive Director
GSTDREIS

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Copy to:

1. Project Administrators, all;
2. In-charge Headmasters/ Senior Teachers of LLGRS (all);
3. Internal Auditor, GSTDREIS;
4. Guard File;
5. Executive Director, GSTDREIS;
6. PS to the Secretary, Tribal Development Department;
7. Mr. Pankaj Jain, Education Support Organisation, 302, IIM Campus, Vastrapur, Ahmedabad-380015
8. Mr. Kalyan Banerjee, Director, Rotary Foundation for Education & Learning, Plot No.-14/5, GIDC, P.O. Box-125, Vapi

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Annexure-1

Roles & Responsibilities of the Local Management Committee

1. Procedural Matters

Every LMC will have a proceedings register, which will be in the custody of the Chairperson of the LMC. One of the school teachers from the school where the LMC meeting is taking place can be requested to minutise the decisions of the LMC. The minutes should be recorded in simple Gujarati and signed by all the members attending the meeting.

It will be responsibility of the LMC to ensure that all the registers which need to be maintained in the school are being properly maintained. No honorarium will be paid to any member of the Committee for attending the meetings.

2. Role of the LMC

The LMC will make purchase of the following items as per the requirement of the school and perform the mentioned roles:

S.no.	Roles	Physical Ceiling	Financial Limit / Unit	Conditions
1.	Appointment of temporary non-teaching staff	No. as prescribed by GoI	For 100 students: Accountant- Rs. 3500 pm; Peon- Rs. 1500 pm; Watchman- Rs. 1500 pm; Cook's (2) & Helper (1)- Rs. 4300 pm; Sweeper- Rs. 1300 pm.	Duration of appointment: Purely temporary, till 15 th April 2010. These are consolidated remunerations and no other allowance is permitted.

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2.	Purchase of:		Upper ceiling of a total of Rs.50,000	Books-worth at least Rs. 20,000 must be in English.
	a. Library Books			
	b. Uniform	3 sets	Rs. 900/ girl	Subject to the rate contract of GSTDREIS. Upper ceiling of a total of Rs.20,000
	c. Stationary		Can include geometry box, pocket dictionary, atlas, painting set, etc.	Should not exceed Rs.600 per child per year
	d. Mattresses	One per student	Not to exceed Rs.600	Upper ceiling of a total of Rs. 20,000; Headmistress to ensure no excess purchase is made
	e. Pillows	One per student	Not to exceed Rs. 200	Upper ceiling of a total of Rs.20,000; Headmistress to ensure no excess purchase is made
	f. Mosquito Nets	One per student	Not to exceed Rs. 200	Upper ceiling of a total of Rs.20,000; Headmistress to ensure no excess purchase is made
	g. Bed sheets & Pillow covers	One per student	Not to exceed Rs.200	Upper ceiling of a total of Rs.20,000; Headmistress to ensure no excess purchase is made
	h. Benches	As per the no. of children enrolled in the school	As per the rate contract with Blind Peoples' Association.	Upper ceiling of a total of Rs.20,000

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	i. Dinner Tables	As per the no. of children enrolled in the school	As per the rate contract with Blind Peoples' Association	Upper ceiling of a total of Rs.20, 000
	j. Principal's chair	One	As per the rate contract with Blind Peoples' Association	Upper ceiling of Rs.5,000
	k. Blankets	One per student	As per the rate contract with Garvi Gurjari	Upper ceiling of a total of Rs.20, 000; headmistress to ensure no excess purchase is made
	l. Sweaters	One per student		Upper ceiling of a total of Rs.20, 000; headmistress to ensure no excess purchase is made
3.	Sanctioning of leave to teaching & other staff	Between 7 and 25 working days		Headmistress to ensure that salary for the leave period beyond permissible period not to be paid; leave up to 6 working days can sanctioned by the headmistress on submission of leave application.
4.	Accepting resignation of staff appointed by the LMC			Full powers to LMC
5.	Terminating the services of staff appointed by the LMC			By following Code of Ethics prescribed by GSTDREIS;
6.	Inspection of the school	Once before 15 th April 2010		A sub-committee appointed by LMC to carry out detailed annual inspection

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7.	Finalising the rate contract for outsourced services		Rs. 750 per month per student	Applicable mainly for supply of food items.
8.	Issuing tenders for procurement of vegetables, rations and other consumables			as above
9.	Procurement of capital assets for the school:	One per location irrespective of the number of schools running in that location. One extra TV & CD/DVD player for staff quarters		a. Subject to rate contract of GSTDREIS;
	a. Refrigerator		Rs. 15,000	b. Subject to purchase procedures prescribed;
	b. Deep fridge		Rs. 20,000 minimum 120 ltr.	c. Purchase Branded items only;
	c. Television		Rs. 12,000	d. Availability of funds to be ascertained before placing orders;
	d. CD/DVD player		Rs. 4000	e. Prior approval of LMC required
	e. Water Cooler		Rs. 20,000	
	f. Sports equipments		Rs. 10,000	
10.	Minor repairing of building & equipments		Rs. 3000 every year	Mainly applicable for electrician, plumber, carpenter, etc.
11.	Engaging temporary workers		Rs. 3000 during the first year	To be engaged for one time cleaning of campus, bringing heavy items, etc.
12.	Allowing contingent expenditure		Rs. 1000 every year	Headmistress to decide, subject to post facto approval of LMC
13.	Allowing emergency treatment		Rs. 5,000 for medical emergencies every year	Headmistress to decide, subject to post facto approval of LMC

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14.	Raising donations from outside in cash or kind		Unlimited	Proper printed receipts issued by GSTDREIS to be provided; Prior approval of LMC is required before accepting any cash/cheque contribution. Any donation in kind to be entered in the dead stock register and LMC approval to be obtained beforehand.
15.	Procurement of education software		Rs. 5000; one-time expense	Prior approval of LMC to be obtained
16.	Engaging temporary teachers	One teacher each for English & Maths.	Rs. 100 per hour, maximum Rs. 5000 per teacher per month	Provided teachers for these subjects are not available in school on long term basis.
17.	Paying honoraria to short term guest teachers: a. Drama b. Dance c. Hobby d. Painting e. Computer f. Etiquette/Grooming g. Sports		Maximum Rs. 200 per teacher/day	Maximum Rs. 8000 per location/year. If the location has more than one school, the amount will not increase.

4. Other Conditions:

The Headmistress of the concerned school is to ensure the following:

- Vouchers or Receipts should be obtained for every expenditure and submitted to the state level society on the assigned date every month;

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- b. Payments over Rs. 5000 should be made through cheque only;
- c. Headmistress will be personally responsible that the details of assets are entered either in dead stock register (for capital items) or stock register;
- d. One teacher will be made responsible that the assets are maintained properly and are kept in working order;
- e. Formal leave application from the absentee staff should be obtained and kept in the leave file. Headmistress to ensure that no presence is marked in the attendance register for the staff that is on leave. Any violation will entail deducting one extra day's salary for both the absentee employee and the Headmistress.

5. Procurement Procedure to be followed:

a. For purchase up to Rs. 500

- i. Purchase can be made from a local shop;
- ii. The expenditure should be reasonable and at best price;
- iii. Splitting of bills in order to adjust one expenditure in more than one bills is not permitted; and
- iv. Bills should be obtained and kept in the voucher file.

b. For purchase up to Rs. 20,000

- i. A committee of at least 2 teachers to visit few shops and obtain at least three quotations from suppliers of similar items;
- ii. The supplier offering the specified item at the best price should be selected;

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- iii. Rates compared from various suppliers should be compared on a sheet and both the teachers should sign and confirm the best supplier and its rate;
 - iv. The expenditure should be reasonable and at best price;
 - v. Splitting of bills in order to adjust one expenditure in more than one bills is not permitted;
 - vi. Bills should be obtained and kept in the voucher file;
 - vii. Students' representatives to be consulted if the item is to be used by students.
- c. For purchase beyond Rs. 20,000

Specific directions from the Society are to be obtained by the Headmistress.

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File No. TD/EMRS/2009/272

Gujarat State Tribal Development Residential Educational Institutions Society

Birsa Munda Bhavan

Gandhinagar- 382 010

Circular No. 002

Dated: 1st September, 2009

Subject: Constitution of the Local Management Committees of the LLGRS in various districts.

The GSTDREIS had earlier issued guidelines for constitution of the Local Management Committees (LMC), which were meant to help establish the individual LLGRS during the initial period.

The LMC will consist of five members. There must be at least two women members in the LMC and the quorum for the meetings will be of 3 members with at least one women member. Meeting of the LMC can be called by the Member Secretary as per the need on a prior notice of two days. During the year 2009-10, the Chairperson of LMC will ensure that the LMC meets on the first Monday of every month. If the first Monday is a holiday, the meeting can take place on the next working day.

a. Schools managed by GSTDREIS:

- i. The Project Administrator will be a member of the committee and act as the Chairperson of the Committee;
- ii. The Headmistress of the constituent school will act as the Member Secretary;
- iii. One lady officer as nominated by the Project Administrator;
- iv. One senior teacher of the school;
- v. Any local lady teacher/ NGO worker nominated by the Project Administrator or any teacher of the school.