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GUJARAT STATE TRIBAL DEVELOPMENT RESIDENTIAL EDUCATIONAL INSTITUTIONS SOCIETY

(An autonomous society promoted by Tribal Development Department, Government of Gujarat)
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RE-CONSTITUTION OF DISTRICT LOCAL MANAGEMENT COMMITTEE (LMC) & CONSTITUTION OF SCHOOL MANAGEMENT COMMITTEE (SMC)

REF: - FILE NO. TD/EMRS/2010/791 DATE:-01/03/2011

REVISED CIRCULAR

I. BACKGROUND of LMC Constitution:

Gujarat State Tribal Development Residential Educational Institutions Society (EMRS Society) came into existence on 3rd January' 2000 as an autonomous society by Tribal Development Department, Government of Gujarat for establishing, maintaining, controlling and managing good quality schools for talented and meritorious ST students. The society is currently running three types of schools called Eklavya Model Residential School (EMRS), Eklavya Girls' Residential School (EGRS) and Model Schools (MS) across the state. Presently, altogether 79 schools are being managed by the society out of which 14 are EMRS, 42 are EGRS and 12 are MS. 11 EMRS have been outsourced to Private partners in PPP mode. About 12 more schools are under pipeline for next academic year.

Local Management Committee (LMC) is to be constituted at each district where the schools managed directly by GSTDREIS are running currently. It will cover all schools managed by the society irrespective of the type of school. Schools managed by the private partners will not be covered by this LMC as they have their own School Management Committee (SMC). For all practical purposes all schools running at a particular location will be considered as a single school only and will have only one Principal. Such Principal will be called Head of School (HoS) and will manage all schools together but for administrative purposes the schools will be different and records will be maintained as individual schools. HR and procurement planning in such cases will be done as per the group of schools only. The GSTDREIS had earlier issued guidelines for constitution of the LMC vide Circular No. 1 and 2 dated 1st September' 2009, and Circular No.21 Re-constitution of District local Management Committee (LMC) & Constitution of School Management Committee (SMC) dated:-01/03/2011 which were meant to help establish

the individual EGRS. In view of the experience of last one year, it has been decided to delegate more powers to LMC with a view to speed up local level resolutions. To establish new EMRS and Model Schools, a need was felt to have a district level Local Management Committee (LMC) for all EMRS, EGRS, Model Schools and other schools being managed directly by GSTDREIS.

II. OBJECTIVES OF LMC CONSTITUTIONS:-

The LMC will have the following objectives –

- A. To identify problems of all schools in a district and find common and reliable solutions for all schools.
- B. To facilitate quick decision making in the interest of schools by the LMC.

III. CONSTITUTION of LMC:

Composition: - The Local Management Committee (LMC) will be constituted at district level. There will be only one LMC at each district which will cover all the schools being managed directly by the society. There will be three types of members in an LMC. There would be 6 (Six) core members, 2 (two) optional members and required invitee members including line department officers and DESA representative (only for Dahod, Panchmahal, & Vadodara). The core LMC will consist of 6 compulsory members only. Two subject matter specialists will act as optional members in the LMC and will be appointed by the Chairperson, GSTDREIS as and when required. The quorum of the meeting will be of 5 (five) core members of LMC and no LMC meeting will be valid in absence of the chairperson, LMC.

Minutes: - The minutes for every LMC meetings has to be recorded by the Member Secretary, LMC in simple Gujarati language and must be signed by all the members attending the meeting. The minutes must be recorded in the minutes book and must be signed and approved by all members.

Conduct: - The LMC meeting will be conducted on fourth Thursday of every month at 3 PM and if the fourth Thursday is a holiday, the meeting can take place on the next working day. LMC meetings should ideally take place in schools only and must have a standard agenda for meeting. A standard agenda for LMC meeting is attached at Annexure I which may be followed at the time of preparing LMC meeting agenda. Other specific items can also be included at the district level.

Inspection of schools by LMC: - The LMC should make provision for at least two inspection visits in any schools in a quarter. The visits may be made by the District consultant or any other district or state official. The visit report may be kept in the LMC meeting for further analysis and finding solutions.

The constitution of LMC will be done in the following manner:

Sr No	Person	Designation in LMC	Nominated by	Remarks
Core Members:				
01	Project Administrator, Concerned district	Chairperson		The Chairperson, GSTDREIS will appoint the Chairperson, LMC if some schools are running in non ITDP districts where there is no PA.
02	One HM from any of the society managed schools running in a district.	Member Secretary	The Chairperson, LMC	One HM from any of the society managed schools running in a district may be the Member Secy, LMC.
03	One special Member	Special Member		The District consultant handling schools will be the special member.
04	One lady officer	Member		One lady officer from any department in the district will be the member of LMC and will particularly take care of safety, security and health issues especially for girl students.
05	One member from Head office, Gandhinagar	Member	The Chairperson, GSTDREIS	Generally, area consultant of a particular district from HO will be the HO member. However the Chairperson, GSTDREIS may nominate any other state consultant as HO member of the LMC.
06	One female ST elected representative of Taluka Panchayat / Zilla Panchayat	Member	The Chairperson, LMC	The female elected member (who should be ST) shall be nominated by the Chairperson of LMC out of the member of school Management Committee (SMC) which shall be constituted for each school as per the Article no 21 & 22 of Chapter IV of the "Right of children to Free & Compulsory Education Act, 2009"
07	One parent of the students of any of the existing schools	Member	The Chairperson, LMC	One parent (who should be ST) shall be nominated by the Chairperson of LMC from the schools managed by GSTDREIS out of the total member of school Management Committee (SMC) which shall be constituted for each school as per the Article no 21 & 22 of Chapter IV of the "Right of children to Free & Compulsory Education Act, 2009"

08	HM from all the schools managed by the society running in a district	Member	The Chairperson, LMC	HM from all the schools managed by the society running in a district may be the Member of LMC.
Optional Members:				
01	Two subject matter specialists.	Member	The Chairperson, GSTDREIS	The Chairperson will appoint 2 subject matter specialists. Appointment of such members in the LMC will be optional. The role of Subject matter specialists will be advisory only and they will not be involved in voting.
Invitee Members:				
01	Line Department Officers, if required	Invitee Member	The Chairperson LMC	The Chairperson, LMC may invite district officials from R&B Dept, Water & sanitation Dept, Education Dept, Health Dept, Civil Supply Dept or from other Dept if there are some specific LMC agenda related with any department.
02	Representative from District Education Support Agency (Only for Dahod, Panchmahal & Vadodara)			The Chairperson, LMC may invite representative from DESA in the meeting.

1. Quorum for decision making:

The decisions shall be taken by the core member of LMC

2. Tenure of LMC Nominees:

The tenure of LMC nominees shall be for 2 years from the date of constitution of LMC in a particular District. However existing nominees shall continue till new nominee is inducted or LMC is reconstituted.

IV. ROLES & RESPONSIBILITIES:

A. Role of Head Office:

- i. Administrative, academic and financial planning; framing rules & regulations, systems and procedures for all schools falling under the purview of the society. Providing support to school management in all administrative and financial matters.
- ii. Recruitment of medium term and long term teachers as per HR manual of the society, inter district transfer of such teachers and their final performance appraisal along with increment.
- iii. Admission of students through entrance test managed by the society.
- iv. Undertaking construction and maintenance activities for schools.
- v. Planning for taking up new schools and up gradation of existing schools.

- vi. Communication with GoI for all administrative, financial and other issues related to schools and society.
- vii. Grant arrangement for schools, approving annual budgets and sanctioning additional budgets for the schools, if required.
- viii. Organizing inter school festivals, programs, competitions, workshops, seminars, fairs etc. for all schools managed by the society.
- ix. Organizing training, exposure visits and capacity building programmes for school staffs, school management, society staffs etc.
- x. Procurement of commonly used major goods and services and outsourcing various school services.
- xi. Conducting concurrent monitoring & evaluation of all schools
- xii. Conducting statutory audit of schools.
- xiii. Any other tasks which may be undertaken commonly for all schools.

B. Role of LMC:

- i. School administration and management, ensuring proper record keeping in the schools, handling day to day affairs of the schools and make sure that all instructions issued to the schools through circulars, letters, HMs' meeting, District consultants' meeting, call conference or any other means; are being implemented in the schools.
- ii. Acting as an interlocutor for society managed schools running in the district.
- iii. Making provision for internal audit and audit compliance.
- iv. Facilitating society in statutory audit.
- v. Appointment of short term teaching and non teaching staffs for the schools as per Para no 2.2 of HR manual of the society. As per latest decision taken by The Chairperson, GSTDREIS, Teaching Staff recruited on per day basis should be recruited only after 1st June of the Year and relieved on or before 30th April of academic year. The contract for short term staffs cannot be renewed. Short term staffs may be recruited by following Para no 3.4 and 3.6 only of HR manual of the society. A copy of the same is attached.
- vi. Reviewing performance of teachers and giving recommendation to the society for salary hike, charge allowance, transfers and/or contract renewal. The initial review of teachers must be done in the month of February every year and recommendations must be sent to the society by the end of March. The review will be based on the Annual Confidential report of the staffs.

- vii. Taking disciplinary action against staffs (except HO recruited staffs) and students as per para no. 4.10 of HR manual and Code of ethics of D-SAG. In such cases ED, GSTDREIS will be appellate authority. For staffs recruited by HO, disciplinary actions would be taken by HO only.
- viii. Annual financial planning for individual schools as per guidelines. Approving annual budget for individual schools and sending the annual budget for individual schools to the society for information.
- ix. Managing various receipts, donations, fees; if any.
- x. Making proposal for Gujarat pattern budget for schools managed by the society. The schools must put their requirement at the time of Gujarat pattern fund planning and the PA should incorporate those demands which are not being taken under annual budget of the school approved by the society. The PA must ensure the utilization of Gujarat pattern funds by the individual schools.
- xi. Procurement of goods and services for schools as per approved budget or scheme guidelines adhering to the government purchase procedure including tendering for mess, security, house-keeping, vehicle, gardening, stationery, toiletries etc. if the society has not issued any centralized tender for the same.
- xii. Coordination with line departments like R&B Dept, Water & sanitation Dept, Education Dept, Health Dept, Civil Supply Dept or other Dept on behalf of schools.
- xiii. Helping the society in conducting admission test and managing the test at district level.
- xiv. Coordination with district level agencies, NGOs etc. for taking new initiatives for schools. For example – coordinating with some NGOs working on education for training programme.
- xv. School registration and compliance to the affiliating board. Providing required information related to schools for statutory compliances to the society. For example – PF, Gratuity etc. Ensuring proper maintenance of CPMS of the schools.
- xvi. Approving annual academic plan and overall annual plan including academics, sports and cultural activities; training of teachers and students etc. for individual schools, analysis of academic performance of individual schools, quarterly review of the academic plan and overall plan for individual schools and taking required actions for the same.

- xvii. Land identification for new and existing schools, following up and reviewing of existing construction works taken up by the society and repairs & maintenance of the existing school premises.
- xviii. Conducting various activities, fairs, competitions, workshops, seminars, programs, festivals etc. at intra district level and school level. Facilitating the society in organizing inter school activities, fairs, competitions, workshops, seminars, programs, festivals etc.
- xix. To make sure that all schools are actively taking part in various *taluka*, district, state and national level activities, fairs, competitions, workshops, seminars, programmes, festivals etc. The LMC must have a proper mechanism to nurture talent of students. The LMC may identify talented students who have potential to do well in sports, cultural activities or any other activities and should make proper arrangement for their training and practice. In such cases the LMC may include these in their budget seeking special allocation. The schools have to explore various opportunities for students at various levels and must prepare students for those activities. The LMC must give proper recognition, certificates and awards to those students and schools who have represented schools and won.
- xx. Taking required measures for safety and security of students, especially for girl students.
- xxi. School assets management by maintaining assets records in dead stock register, numbering of assets, physical verification of assets etc.
- xxii. If management of some schools are being outsourced to some private partners, the LMC will facilitate the process and will coordinate with the partner once the MoU is signed with the partner. In such cases the LMC will keep the partner informed about all meetings and happenings in the school and will help to form an SMC for the school as per MoU signed with the partner.
- xxiii. The LMC will do the hand over process and formalities if some school is being handed over to a private partner. The Chairperson, LMC will have to present at the time of school handover and will sign the required documents on behalf of the society.
- xxiv. Arranging milk for schools by converging with *Doodh Sanjivani Yojana* for primary school students by Tribal Development Department. The concerned PAs will make arrangements for milk supply in the districts where the scheme is operational irrespective of *talukas* of operation in the district.

- xxv. Arranging ration through Public Distribution System (PDS) by converging with Food & Civil Supply department and making proper arrangements for storage. A copy of the circular is attached.
- xxvi. Ensuring successful implementation of special projects and events.
- xxvii. Exercising power to approve and spend up to Rs. 100000 (Rupees one lakh only) per location approved as contingent expenditure in emergency situations and situations where no clear cut instructions from HO are obtained.
- xxviii. Any other role delegated by the Head Office.

C. Role of Chairperson, LMC:

- i. The Chairperson, LMC has to ensure proper functioning of LMC. S/he has to make sure that the powers entrusted to LMC are being exercised effectively.
- ii. S/he has to make sure that the decisions made in the LMC are being implemented in the given time line.
- iii. The Chairperson, LMC may exercise all powers of LMC in case of emergency situations or in the interest of schools but such decisions must be brought before LMC for post facto approval.
- iv. S/he may sign and do correspondence with the society or other departments on behalf of schools or LMC.
- v. S/he may delegate some of his powers to other members subject to prior approval of the society and LMC.
- vi. S/he will act as a district nodal officer for administration of schools managed by the society.
- vii. Any other responsibilities entrusted by the Chairperson, GSTDREIS.

D. Role of Member Secretary, LMC:

- i. The Member Secretary, LMC (MS) will be the HM of any society managed school running in the concerned district and will appointed by the Chairperson, LMC to help in conducting LMC meetings and take necessary actions.
- ii. The MS will work closely with other school HMs and take agenda of all schools of LMC for the LMC meeting. All schools will submit their agenda along with their agenda note and action taken report of their concerned subjects for the last meeting latest by second Saturday every month.

- iii. The MS will compile all agenda and Action Taken Report of the last meeting and will prepare the final LMC meeting agenda and Action Taken Report (ATR) in a standard format given as Annexure I and put it for approval to the Chairperson, LMC by third Saturday of every Month.
- iv. The approved agenda along with intimation for LMC meeting has to be circulated to all schools by fourth Tuesday of every Month.
- v. The MS will record the minutes of the meeting at the time of meeting and will get it signed by the members present in the meeting. The Chairperson, LMC will be approving the minutes.
- vi. The MS has to make sure that a copy of approved minutes is circulated to all schools and the society within 10 days of the meeting.

E. Role of Special Member, LMC:

- i. Special Member, LMC (SM) will help the MS in preparing agenda, action taken report and minutes of LMC meeting.
- ii. SM will ensure that all schools have submitted their agenda, SoE and ATR latest by second Saturday of every Month in the required formats only.
- iii. SM will help the MS in compilation of ATR and agenda of LMC meeting. The SM will also help the MS in getting early approval of the minutes and agenda of the LMC meetings.
- iv. The SM will coordinate the entire LMC meeting and will be held responsible for proper documentation.
- v. The SM will intimate all LMC members including compulsory, optional and invitee members for the meeting.
- vi. All logistic arrangement will be done by the SM along with the HM of the school where the LMC is to be held.
- vii. Any other responsibilities given by the Chairperson, LMC.

F. Role of elected representatives:

- 1. To monitor and supervise the schools
- 2. To raise issues and concerns for ensuring quality education in schools.
- 3. To actively participate in "Schools Development Plan as mentioned in Article 22nd of the RTE Act – 2009

G. Role of parents or Guardian Members:

- 1. Regular monitoring of schools and teachers;

2. The parents and guardians shall raise issues and concerns regarding teaching quality, educational facility, such as drinking water, hygiene and medical care of the students etc;
3. To actively participate in school development plan.

V. MONTH WISE DETAILS OF VARIOUS COMMON ACTIVITIES TO BE DONE BY LMC:

Sr. No	Month	Activity I	Activity II	Activity III
1.	June	Recruitment of short term teaching staffs.		
2.	July	Recruitment of short term non teaching staffs.	Approving annual budget of schools.	Approving annual academic plan.
3.	August	Finalize vendors for procurement for the next year.		
4.	September	Plan for tour.	Plan for sports & cultural meets of society	
5.	October	Participation in admission activity for EMRS & MS.		
6.	November	Physical verification of school assets.		
7.	December	Carrying out activities related to admission test conducted by the society.		
8.	January			
9.	February	Performance review		
10.	March	Appointing internal auditor.	Plan for tour	
11.	April	Participation in admission activity for GRS.	Tender for mess outsourcing.	
12.	May	Procurement plan for next year.		

All the activities mentioned above are tentative common activities and do not include various day to day activities to be undertaken by the LMC.

VI. Procurement Procedure for GSTDREIS:

Generally, the procurement for schools will be done as per state government norms given as follows:

- i. For purchase up to ₹ 500/-
 - a. Purchase can be made from a local shop;
 - b. The expenditure should be reasonable and at best price;
 - c. Splitting of bills in order to adjust one expenditure in more than one bill is not permitted; and
 - d. Bills should be obtained and kept in the voucher file.
- ii. For purchase up to ₹ 40,000/-
 - a. The supplier offering the specified item at the best price should be selected;
 - b. The purchase can be made without obtaining Quotation from Category- A organization and after obtaining minimum three Quotations from Category-B organization. (As per Annexure – A Category A & B of Organization)
 - c. If the Items are not within Quality & Fair Price available in Category-B, than the committee of at least 2 teachers may visit few shops and obtain at least three quotations from suppliers of similar items;
 - d. 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;
 - e. The expenditure should be reasonable and at best price;
 - f. Splitting of bills in order to adjust one expenditure in more than one bill is not permitted;
 - g. Bills should be obtained and kept in the voucher file; and
 - h. Students' representatives to be consulted if the item is to be used by students.
- iii. For purchase beyond ₹ 40,000/- to ₹ 2,00,000/-
 - a. The purchase can be made after publishing short advertisement (Include in Category A & B) subject to receiving not less than three open Tender.
 - b. Tendering is required in such cases.
 - c. Specific approval from LMC and Society are to be obtained by the Headmistress.

iv. For purchase beyond ₹ 2,00,000/-

- a. Purchase can be made by open Tender after publishing advertisement in local News Paper.
- b. Purchase also can be made without receiving Tender, if the items are included in circulars issued by State Government to recognized/authorized Organizations.

Apart from the above mentioned purchase procedure, the LMC is authorized for the following purchase procedure which is as per World Bank guidelines:

- i. For items costing not more than ₹ 20,000, open market purchase on single source basis for individual purchase from Big Bazaar, Reliance Mall, Iskon Mall, Crossword, Himalaya Mall, Star Bazar, D-Mart, V-Mart, Vishal Mega Mall, Kalpatratu etc;
- ii. For items costing more than ₹ 40,000 limited inquiry by sending letters to 3 known vendors, obtaining rates from them and selecting the lowest vendor;
- iii. For emergency purchases where quality is one of the considerations involving purchases up to ₹ 1,00,000, a purchase committee having three members can be formed. The committee has to be constituted by the LMC or Chairperson, LMC only. The committee will visit the suppliers, obtain rates, minutiae the proceedings and purchase the best products at the best possible price. However, while doing so, it will ensure that products of reputed manufacturers are selected. This is in line with General Financial Rules of Government of India where it is said that:

Rule 146, Purchase of goods by purchase committee: Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and up to Rs. 1,00,000/- (Rupees One lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. "

VII. DELEGATION OF POWER TO IMPLEMENTATION LEVEL:

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
1.	Appointment of temporary teaching & non-teaching staff	Per 100 students: 6 Teachers, 1 warden cum teacher, 1 Accountant cum Clerk & other support staffs as per GRS scheme	Per 100 students: Teacher – Maximum ₹ 250 per day Accountant- ₹ 6000 pm; Peon- ₹ 3000 pm; Watchman- ₹ 3500 pm; Cooks – ₹ 3000 & Helper - ₹ 2500 pm; Sweeper- ₹ 2500 Full time	Teaching staff recruited on per day basis should be recruited only after 1 st June of the year and relieved on or before 30 th April of the academic year.			
2.	Transfer of teachers	LMC can approve teachers transfer only within the district. The inter-district transfers shall only be done by State Head Office of GSTDREIS		The LMC must intimate the Society within 3 days of approval of transfer of teachers within the district.			
3.	Sanctioning of leave to teaching & other staff	Full Powers		As per ACR and HR manual of the society only.	Up to 12 working days		
4.	Performance appraisal and approving charge allowance.			LMC will review the appraisal done by the HM and may change, if required.	Appraisal for teaching & non teaching staffs.		

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
5.	Accepting resignation of staff appointed by LMC						
6.	Terminating services of staff appointed by LMC			By following Code of Ethics prescribed by GSTDREIS;			
7.	Reimbursement of travel expenses for school staffs and approval for hospitality		Up to ₹ 10000 per case	It does not include expenses on tour for students.		Up to ₹ 2500 per case	
8.	Assignment of work	Full powers	For HMs only		Full powers	For school staffs only	The work must be related to schools only & academics for teaching and administration for non teaching staffs.
9.	Approval and expenditure for Workshop/ Events/ Functions/ Exposure visits/ training etc.		Up to ₹ 20000 per case in individual capacity & full powers with the prior approval of ED.			Up to ₹ 5000 per case in individual capacity & up to Rs.20,000/- per case with the prior approval of LMC.	
10.	Inspection of the school	Quarterly		A sub-committee appointed by LMC to carry out detailed annual inspection for all schools.			

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
11.	RTI				HM has to comply for school related information		
12.	Purchase of: a. Library Books		Up to ₹ 50, 000 per annum per School	Minimum 40% of the books must be in English.		Up to Rs.20000/- per annum per school	Other conditions as per library circular of the society.
	b. Uniform	As per society circular issued from time to time	As per society circular issued from time to time				
	c. Stationary					Up to ₹ 1000 per annum/ student	It includes notebooks, pen, pencil, geometry box, pocket dictionary, painting set, etc.
	d. Mattresses	The LMC may propose for replacement of such items before 5 years, if required but It must be included and approved in the annual budget.			One per new student every 5 years	Up to ₹ 800 per student	Overall ₹ 2150 per student for 5 years are being provided for item no d, e, f, g & h and hence the amount may be re appropriated. The procurement may be done through Government organizations without tendering or may be procured through tendering as well. If the headmaster feels the need to replace items in (d) to (h)
	e. Pillows					Up to ₹ 150 per student	
	f. Blanket					Up to ₹ 500 per student	
	g. Chadar/ Chorsa					Up to ₹ 200 per student	
	h. Bed sheets & Pillow covers				Two per new student for 5 years	Up to ₹ 500 per student	

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
							after 3 years instead of 5 years, he can do so from the remaining grant given to the school by the society.
	i. Benches				As per the no. of students enrolled in the school for 5 years.		As per the rate contract by the Society. The HO must be informed before placing an order to avoid double procurement.
	j. Bunk Beds						
	k. Tables			As per rate contract. The HO must be informed before placing an order to avoid double procurement.			
	l. Chairs	As per requirement of the schools					
	m. Shelves						
	n. Other school furniture						
	o. HM's Chair				One	Up to ₹ 5000	Once in 5 years only.
	p. Mosquito Nets	As per requirement	To be purchased from vendor agency approved by industries & mines department of the state government.				
13.	Finalizing the rate contract for outsourced services	As per the menu provided by the Society		Applicable mainly for supply of food items.			
14.	procurement of vegetables, ration etc.			Attempt should be made to first procure cereals of edible oil through civil supplies dept. If not available, then to be purchased from outside.			

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
15.	Procurement of capital assets for the school: a. Refrigerator				One per hostel	₹ 20,000	a. Subject to rate contract from DGS&D, CSPO etc.; b. Subject to purchase procedures prescribed; c. Availability of funds to be ascertained before placing orders; d. Prior approval of LMC required
	b. Deep fridge					₹ 25,000 min 120 ltrs	
	c. Television				And One extra TV & CD/DVD player for staff quarters	₹ 30,000	
	d. CD/DVD player					₹ 5000	
	e. Water Cooler					₹ 30,000	
	f. Sports equipments					As per requirement and as per society circular if, any	
16.	Minor repairing of building & equipments		₹ 1,50,000 per School per year (for all the buildings of the school)	Mainly applicable for electrician, plumber, carpenter, etc.		₹ 20,000 per year	Mainly applicable for electrician, plumber, carpenter, etc.
17.	Engaging temporary workers					₹ 3000 per year per School	To be engaged for one time cleaning of campus, bringing heavy items, etc.
18.	To sanction, draw and disburse the payments which are approved.				Full Powers		Post facto approval in LMC is to be obtained.
19.	Contingent & Miscellaneous expenditure		Up to ₹ 100000 per school per year			Up to ₹ 20000 per year	

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
20.	Allowing emergency medical treatment to students		₹ 20,000 per student per year			Up to ₹ 5000 per Student per year	Subject to post facto approval of LMC
21.	Raising donations from outside in cash or kind		Unlimited	Proper printed receipts issued by GSTDREIS to be provided; Any donation in kind to be entered in the dead stock register.			HM may accept such donations and grants and may issue the receipt. The same has to be put for post facto approval to LMC.
22.	Procurement of education software		₹ 30000 per school; one-time expense in every 5 years.			Up to ₹ 7500; one-time expense	Subject to post facto approval of LMC.
23.	Paying honoraria to short term guest teachers: a. Drama b. Dance c. Hobby d. Painting e. Computer f. Etiquette/ Grooming g. Sports h. Others						Such teachers may be hired as per limits given in the club circulars issued by the society. Subject to post facto approval from LMC.
24.	Execution of agreement, Contract and other legal documents	Full powers with the prior approval of ED.			Full powers with the prior approval of Chairperson, LMC.		

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
25.	Signing of cheques	Full powers along with the concerned school HM.		An APA can be designated by the PA as cheque signatory by LMC.	Full powers along with the Chairperson, LMC or Officer nominated by him.		
26.	To sanction expenditure on printing or advertisement		Up to ₹ 25000 per case in individual capacity & full powers with the prior approval of ED.		Up to ₹ 5000 per case in individual capacity & full powers with the prior approval from LMC		
27.	Payment to students for watches and bi cycles (For GRS only)	As per no of students passed classes VIII & X respectively	As per financial limit of Manav Garima Scheme of Tribal Development Department.	All students are eligible. The amount may be paid to the guardian of the student at the time of Parent teachers' meeting.	Full powers once approved by the LMC		
28.	Maintaining teachers' welfare fund (For GRS only)	Tuition fees @ ₹ 200 per student per month must be credited in this fund.	The fund may be utilized in extra payment to teachers, payment of GPF to teachers, incentives to teachers for good performance, Mess charges for teachers, hospitality etc.				
29.	Incentive to students (For GRS only)	₹ 100 per student per	₹ 50 per month may be paid in cash to students and	The incentive is to be given in cash only. The LMC may	Full powers once approved		

S/ No	Roles	Local Management Committee			Head Master (HM) of the School		
		Physical Ceiling	Financial Ceiling / Unit	Conditions	Physical Ceiling	Financial Ceiling / Unit	Conditions
		month.	remaining amount @ ₹ 50 per month may be paid in cash at the time when the student is going home for vacation.	decide in consultation with the students, how much to give as pocket money and how much as take-home amount.	by the LMC		
30.	Organizing Parent teachers' meeting	₹ 10000 per School per year.	At least two meetings per year must be organized and proper refreshments for the guardians must be arranged.	The PT meetings may be organized at the time of summer holidays and winter holidays.			
31.	Sanctioning expenditure for LMC meeting		Up to ₹ 5000 per School per year.	It includes refreshments for the meeting, stationery expenditure and travel of non official members.			
32.	Sanctioning tours and camps for schools		Up to Rs. 1500/- per student per year or up to Rs.2,50,000/- per year if the number of students in the school is less than 165.	The PA may tie up with the GSRTC, If GSRTC bus is not available, then private coach can be hired.	Full powers once approved by the LMC		
33.	To auction un-repairable/ not required items			As per govt. norms and financial ceiling of PA.			

VII: Constitution of School Management Committee as per The Right of Children to free and Compulsory Education Act, 2009: The Right of Children to Free and Compulsory Education Act, 2009 was enacted on, 27th Aug, 2009 enacted on 27th Aug, 2009 by Government of India. The act envisages that every child of the age of 6 to 14 years shall have a right shall have a right a free and compulsory education in neighborhood school till completion of elementary education under the act. There is a provision of constituting school Management Committee for each individual school under Article 21 & 22 of Chapter IV of the Act. The SMC shall be consisting of following members:

1. Elected representative of local authority: It means a Municipal Corporation or Municipal Council or Zilla Parishad or Nagar Pachayat or Panchayat, by whatever name called and includes such other authority or body having administrative control over the, school or empowered by or under any law for the time being in force to function as a local authority in any city, town or village.
2. Parents or guardians of children admitted in such schools: It may kindly be noted that three-fourth members of such committee shall be parents or guardians, Also proportionate representation shall be given to the parents or guardians of children belonging to disadvantaged group and weaker sections (SC/ST/OBC, PWD, etc)


3. 50 % of members of such committee shall be women.

The School Management Committee shall perform the following functions namely: \

- (a) Monitor the functioning of the schools;
- (b) Prepare and recommend school development plan;
- (c) Monitor the utilization of the grant received from the appropriate government of local authority or any other source; and
- (d) Perform such other functions as may be prescribed.

Roles of the Principal of individual school under GSTDREIS: All the schools, be it PPP school or schools directly being managed by GSTDREIS, come under the purview of "The Right of Children to Free and Compulsory Education Act – 2009". Hence, all the head masters / Head mistresses are hereby instructed to abide by the rules and regulation mentioned in Act in true words and spirit. There would be separate SMC for each individual school under this act such as GRS, EMRS, Model School, etc even though they are running at same location.

All instructions issued earlier in this regard stand cancelled. The project Administrators concerned are requested to quickly action in this matter and ensure that the LMC & SMC start performing the expected roles. Kindly note that there should not be any dilution of roles between local Management Committee & School Management Committee.


(P.B. Brahmbhatt)

Executive Director,
GSTDREIS, Gandhinagar

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2/1/2014

Annexure-A

As per purchase Policy of Industries & Mines Department of Government of Gujarat

Category A:-

Government Agencies:-

1. Jail
2. Gujarat State Civil Supply Corporation Ltd. Managed by Kalpataru Bhangdar.
3. Gujarat Rural Industries Marketing Corporation Ltd. (GRIMCO).
4. Gujarat State forest Development Corporation Ltd. (Vanil Udyog).
5. Gujarat State Handicraft Development Corporation Ltd. (Gurjari).
6. Gujarat State Handloom Development Corporation Ltd. (Garvi).
7. Gujarat State Leather Industry Development Corporation Ltd.
8. Gujarat State Sheep and Wool Development Corporation Ltd. (GUSHEEL).
9. Gujarat Agro Industries Corporation Ltd. (Pesticides and Cereal produced by the department).

Category B:-

Government approved Agencies:-

1. Khadi Gram Udyog Board/ Khadi and Village Industries Commission ltd. (KVIC) approved agencies.
2. Agencies for Blind.
3. Agencies for Deaf and Dumb.
4. Agencies for Handicap.
5. Agencies for Mentally Challenge Children's.
6. Approved Women Agencies. (DWACRA).
7. Bankable/ P.M.R.Y./from other scheme facility taken by unemployed youth.