

Govt. of Jammu & Kashmir  
**OFFICE OF THE CHIEF EDUCATION OFFICER DODA**  
(Near Dak Banglow Doda City, Doda)  
E-mail:- ceododa@gmail.co

No.CEO/D/SmS/.....3307-69

Dated : 19-07-2024

**Subject: Constitution of Cluster level Monitoring Committee for Utilization of Annual School Grant-regarding.**

**ORDER**

In order to ensure the proper and judicious utilization of the annual school grant under Samagra Shiksha, the following Cluster level Monitoring Committee is hereby constituted:

**Committee Composition:**

1. Concerned Cluster Head Principal of Higher Secondary School (HSS)
2. Concerned Zonal Education Officer (ZEO)
3. I/C Samagra Shiksha of the Zone (Concerned)
4. Designated Member by the Cluster Head
5. Designated Member by the ZEO (optional)

**The committee shall work under the supervision of Distt. Education Planning Officer, Doda**

**A) Mandate of the Committee is to keep check on deviation of Terms & Conditions for release of "Annual School Grant" reflected as under:**

- The composite School grant is primarily meant for the replacement of non-functional school equipment and for other recurring costs, such as consumables, newspapers, electricity /internet & water charges, upkeeping Toilets and School Premises including minor repairs and maintenance of the school building.
- The funds shall be utilized for annual maintenance, repairs of Classrooms/Building and restoration of Assured Minimum Facilities viz Toilet, Drinking Water & Electricity on first Priority & deviation if any shall be ascertained by obtaining DDO signed certificate in this regard.
- A minimum of 10% of the grant shall be utilized on activities related to Swachta Action Plan (SAP) namely, undertaking maintenance of school facilities including Toilets, safe drinking water and for improvement in Water Sanitation and Hygiene (WASH) infrastructure, Hand washing with Soap, Operations and Maintenance, Behavior Change Activities and Capacity Building etc.
- All bills/vouchers/receipts shall be preserved in original in a separate file after properly Attested/Authenticated/passed by the concerned DDO.
- Expenditure/Utilization certificate along with copy of red account and Minutes of SMC/SMDC Meeting prioritizing the procurement areas shall be submitted to this office within 15 Days of utilization of funds for onward submission to the Project Directorate of Samagra Shiksha J&K.
- The DDOs shall also go through the detailed guidelines of Samagra Shiksha framework before proceeding for utilization of funds & shall also ensure strict compliance to GFR 2017 and GeM procedure for procurement.
- The school level Purchase Committees shall be framed for procurement out of School Grant.

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- Splitting supplies and Luxurious item procurement shall be avoided as far as possible.
- All the payments shall be made only through PFMS/electronically generated Print Payment Advice, the DDOs shall not process any payments unless the Samagra Bank Account Balance is made completely zero and account is permanently converted to Zero Balance Account i.e ZBA by concerned branch of JK Bank.

**B) Prioritization of School Grant Expenditure:**

- **Priority:** Minor annual maintenance and repair of classrooms and toilets.
- **Assured Minimum Facilities:** Restoration and maintenance of drinking water, electricity, toilet facilities, kitchen sheds, and Teaching-Learning Materials (TLM).
- **Each school shall convene an SMC meeting** to establish priority areas for fund utilization. Before making any sanctions for procurements, it must be ensured that the items are approved in the SMC meeting and listed in the priority areas in the meeting minutes.
- **The process of funds utilization shall commence from SMC/SMDC meetings held at the school level.** Recording the minutes of the meetings is mandatory, and these records must be kept in each school along with a photograph of the meeting.
- Details of funds utilized must be displayed on a school noticeboard or front wall as feasible, preferably with activity photographs, to ensure transparency and accountability.
- **Besides fulfilling basic facilities and student-centric needs, the school grant is untied fund in nature and can be utilized for any kinds of activities required and in the best interest of the school and students.**

**C) Non-Compliance:**

- Non-compliance with instructions detailed in the Samagra Shiksha guidelines and terms mentioned in the allotment copy for various allotments made shall invite stern action under rule. **The Committee shall recommend such action and, in specific cases, to verify funds utilization for the last three years in defaulter schools.**
- Non-compliance or misuse of funds will be addressed through:
  - Issuance of warnings
  - Suspension of involved personnel
  - Legal action as deemed appropriate by the School Education Department
  - Recovery of misappropriated funds

**D) Compliance and Reporting:**

- The committee shall report periodically on the utilization of funds, submitting detailed reports to this office.
- Reports should include:
  - Details of expenditures
  - Compliance with prioritized areas and financial rules
  - Any deviations or issues encountered

**E) Transparency and Publicity:**

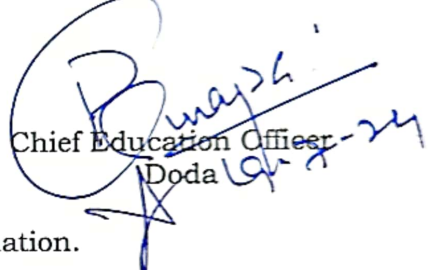
- **Each school head shall create a social media account to showcase their funds utilization and best practices.**



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- **Schools are encouraged to highlight their achievements and best practices on various media platforms**, including print media and news outlets, to enhance transparency and community engagement.
- Schools shall also call upon the community in general and alumni in particular to support the school, highlighting urgent needs through media and news outlets.

**In view of the above, Cluster Level Monitoring Committees comprising of Cluster Head and Zonal Education Officers (concerned) under the supervision of Distt. Education Planning Officer, Doda** are entrusted with the crucial task of ensuring the efficient utilization of the annual school grant under Samagra Shiksha by prioritizing student-centric needs, maintaining transparency in expenditures, and engaging with School Management Committees, with the aim to foster an environment conducive to quality education and holistic development. Through rigorous adherence to guidelines and regular reporting, this office endeavors to uphold accountability and optimize the impact of every rupee spent for the benefit of Govt. schools and students enrolled therein.

  
Chief Education Officer  
Doda 19-7-24

Copy to the:

1. Project Director Samagra Shiksha J&K, for favour of information.
2. Director School Education Jammu for favour of information.
3. Principal DIET Doda for favour of information.
4. Cluster Head (Principal Hr. Sec. Schools) .....(all) for information and n/a.
5. Zonal Education Officers..... (all) for information and n/a.