

कार्यालय आयुक्त/पदेन सचिव

छत्तीसगढ़ राज्य स्तरीय आदिम जाति कल्याण, आवासीय एवं आश्रम शैक्षणिक संस्थान समिति

(भारत सरकार, जनजातीय कार्य मंत्रालय द्वारा प्रवर्तित एवं छत्तीसगढ़ शासन द्वारा संचालित)

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क्रमांक/EMRS/G-35/2024-25/4753

नवा रायपुर, दिनांक 06/08/2024

प्रति,

कलेक्टर/अध्यक्ष,

जिला स्तरीय आदिम जाति कल्याण, आवासीय एवं आश्रम,

शैक्षणिक संस्थान समिति, जिला-.....(छ0ग0)

विषय :- एकलव्य आदर्श आवासीय विद्यालयों के मेस संचालन एवं अन्य सामग्रियों के क्रय में भंडार क्रय नियम का पालन करने के संबंध में।

संदर्भ :- इस कार्यालय का पत्र क्रमांक/EMRS/G-35/2023-24/9483 दिनांक 28.11.2023

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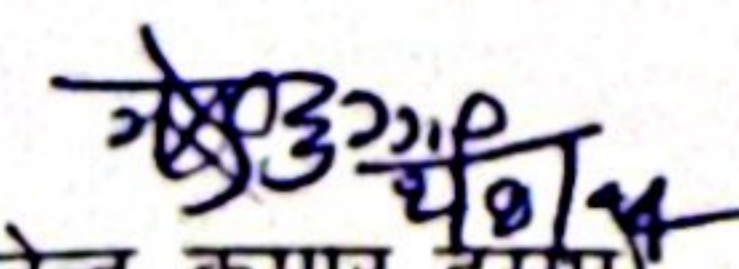
विषयांतर्गत संदर्भित पत्र द्वारा एकलव्य आदर्श आवासीय विद्यालयों के संचालन हेतु मेस एवं अन्य सामग्री क्रय करने संबंधी निर्देश जारी किये गये हैं, कृपया अवलोकन करने का कष्ट करें। पूर्व वर्षों में यह पाया गया है कि उक्त जिलों में सामग्री क्रय हेतु वित्तीय एवं भंडार क्रय नियमों का पालन नहीं किया जा रहा है। मेस सामग्री के अत्यधिक दर अनुमोदित कराने से मेस का बजट असंतुलित हो गया था। अतः इसका कृपया ध्यान करें। वर्तमान में राज्य शासन द्वारा GeM के माध्यम से क्रय करने के निर्देश प्रदान किया गया है। एकलव्य आदर्श आवासीय विद्यालयों के लिए मेस सामग्री एवं अन्य सामग्री क्रय करने हेतु उपलब्ध बजट के आधार पर पहले क्रय सामग्री एवं दर की योजना बना ली जाए क्योंकि भारत सरकार से सीमित राशि प्राप्त होती है एवं ओवर बजटिंग की स्थिति में अंतिम राशि प्रदान करने का प्रावधान नहीं है।

कृपया एकलव्य आदर्श आवासीय विद्यालयों के लिए मेस सामग्री एवं अन्य सामग्री क्रय करने के पूर्व संबंधित विद्यालय के प्राचार्य के जिला क्रय समिति में नामांकित किया जाए तथा विद्यालय की आवश्यकता का आकलन एवं प्राचार्य से सामग्री की प्राथमिकता लेकर क्रय की कार्यवाही की जावे।

निविदा प्रक्रिया में नियमानुसार अमानत राशि (EMD) एवं सुरक्षा निधि (SD) राशि द्वारा लिया जाए एवं नियमों का पालन करते हुए सामग्री क्रय की नवीनतम जारी नियम एवं निर्देशों का कार्यवाही किया जाना सुनिश्चित करें।

किन्तु विगत वर्ष में जिला स्तर पर मेस सामग्री क्रय में प्रतिस्पर्धा व्यय दर अनुमोदित ना किये जाने से मेस बजट असंतुलित हो गया था। कृपया एकलव्य विद्यालयों हेतु मेस सामग्री एवं अन्य सामग्री क्रय करने के संबंध में निम्नांकित का ध्यान रखा जाए:-

1. भारत सरकार, जनजातीय कार्य, मंत्रालय, नई दिल्ली द्वारा एकलव्य विद्यालयों के लिए प्रति विद्यार्थी निश्चित राशि प्राप्त होती है अतः वार्षिक आवश्यकता का आकलन कर बजट तैयार कर उसके अनुरूप राशि व्यय का कार्ययोजना बनाई जाए।
2. सामग्री का क्रय GeM पोर्टल के माध्यम से GFR का पालन करते हुए किया जाए।
3. एकलव्य विद्यालयों से संबंधित सामग्री क्रय हेतु विद्यालय के प्राचार्य को क्रय समिति में सदस्य नामांकित किया जाए तथा प्राचार्य से विद्यालय की आवश्यकता वाले सामग्रियों की सूची के आधार पर बजट की सीमा में सामग्री नियम से क्रय की जाए तथा गुणवत्तायुक्त सामग्री क्रय हो यह सुनिश्चित किया जाये।
4. GFR एवं GeM के प्रावधान अनुसार निविदा मूल्य के आधार पर फर्म से EMD एवं SD राशि अनिवार्य रूप से लिया जाए।
5. शासन द्वारा समय-समय पर जारी वित्तीय नियम/निर्देशों का पालन सुनिश्चित किया जाए। कृपया उपरोक्त निर्देशों का पालन करने का कष्ट करें।


(नरेन्द्र कुमार दुग्गा)
आयुक्त/पदेन सचिव

छ.ग. राज्य स्तरीय आदिम जाति कल्याण,
आवासीय एवं आश्रम शैक्षणिक संस्थान समिति
छत्तीसगढ़, नवा रायपुर, अटल नगर

प्रतिलिपि :-

1. सचिव, छत्तीसगढ़ शासन, आदिम जाति तथा अनुसूचित जाति विकास विभाग, महानदी भवन, मंत्रालय अटल नगर, नवा रायपुर (छ.ग.) की ओर सूचनार्थ प्रेषित।
2. आयुक्त, भारत सरकार, जनजातीय कार्य मंत्रालय, जीवन तारा बिल्डिंग, संसद मार्ग, नई दिल्ली की ओर सूचनाथ।
3. सहायक आयुक्त/सदस्य सचिव, आदिवासी विकास एवं जिला स्तरीय आदिम जाति कल्याण एवं आश्रम शैक्षणिक संस्थान समिति जिला-.....(छ.ग.) की ओर प्रेषित कर निर्देशित किया जाता है कि पत्र में वर्णित निर्देशों का कड़ाई से पालन करना सुनिश्चित करें।
4. प्राचार्य, एकलव्य आदर्श आवासीय विद्यालयजिला(छ.ग.) की ओर प्रेषित कर निर्देशित किया जाता है कि पत्र में वर्णित निर्देशों का कड़ाई से पालन करना सुनिश्चित करें।

आयुक्त/पदेन सचिव

छ.ग. राज्य स्तरीय आदिम जाति कल्याण,
आवासीय एवं आश्रम शैक्षणिक संस्थान समिति
छत्तीसगढ़, नवा रायपुर, अटल नगर

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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File No:NESTS/Finance/EMRSSocietiesFinance/160/2021-22

Date: 15.11.2022

To,

The Commissioner/Member Secretary/Director
All States/UTs EMRS Societies

**Subject: Detailed guidelines for recurring grants/funds for EMRS Schools (01.04.2022 onwards)-
reg.**

Sir/Madam,

With reference to the subject cited above, NESTS has issued "Revised cost breakup for Recurring cost for EMRS Schools" (Annexure-I) with the approval of Commissioner, NESTS vide letter dated 31.08.2022.

2. In view of the above, a meeting was held on 02.09.2022 with all the Nodal Officers of the State/UTs EMRS Societies for discussion regarding revised recurring cost break-up for EMRS Schools. Various queries and suggestions were received from the States/UTs EMRS Societies regarding the recurring cost breakup.

3. Accordingly, detailed guidelines for recurring grants/funds for EMRS Schools have been prepared and annexed herewith as Annexure- II for States/UTs EMRS Societies. Societies/Schools shall ensure that expenditure must be done as per the revised recurring cost break-up and detailed guidelines for recurring grants/funds.

This issues with the approval of the Commissioner, NESTS.

Yours faithfully,

Encl: As above

(Amit Sahu)

Deputy Commissioner (Finance)

Copy for Information:

1. PS to Commissioner, NESTS.
2. Principal Secretary, State Tribal Departments.
3. Under Secretary, EMRS Division, M/o Tribal Affairs.

Break-up of recurring cost for EMRS (01.04.2022 onwards)

S. No.	Component	Maximum Permissible Annual Expenditure for EMRS F.Y. 2022-23 (Rs. in lakhs)	Remarks
1.	Staff Salary	280.00 (53.54%)	This includes the salary of staff (teaching/non-teaching)
2.	Direct Expenditure on Students (upto Rs. 29270.84 per student)	140.50 (26.86%)	Includes expenditure towards Mess Expenditure, Uniform, Text Books, Daily Use Items, Medical Expenses, CBSE Fees, School Bag etc.
3.	Operational Expenditure	54.00 (10.33%)	Includes expenses towards: a) Water & Electricity b) Misc. (Postage, Telephone, P.O.L. Office Stationery, Repair of Furniture, Equipment etc.) c) Maintenance of Computer Labs d) Maintenance & Repair of Buildings e) Conduct of Admission Test f) Contingencies etc.
4.	Expenditure on Academic & Co-Curricular Activities	8.50 (1.63%)	Conduct of NCC/Scouts & Guides Activities, Professional Development of Teachers; Setting up of Tribal Culture Corner; Introduction of Vocational Courses; Other Activities (Pace setting activity, art & culture workshop, development of resource room, etc.) and Competitive Examination Coaching (online/offline) etc.
5.	Administrative expense of State Society (1.91%)	10.00 (1.91%)	1.91% of the total permissible recurring cost shall be kept towards administrative expense of the State Society.
6.	Funds for Capital Expenditure (Procurement of Computers, Smart Classes, Bedding Items, Major Repairs etc.)	20.00 (3.82%)	This amount shall be retained at the NESTS and may be made available to State EMRS Societies based on submission of detailed plan by the State Society. For certain common activities the work may be entrusted to Central Agencies.
7.	Centralized Activities (1.91%)	10.00 (1.91%)	This amount shall be retained at the NESTS for carrying out central activities including Sports/ Cultural Meet, Capacity Building Programmes etc.
	Total (Approx)*	523.00 (100%)	
	Maximum Per Student Cost per annum	1.09	

Detailed Guidelines for recurring grant/funds for EMRS (01.04.2022 onwards)

* State/UTs EMRS societies shall release grants/funds received from NESTS (head-wise) proportionately to the EMRS in the respective states/UTs.

Detailed guidelines for expenditure under Major Heads:**I. Staff Salary (280.00 lakhs) –**

Expenditure on staff salaries of teaching/non-teaching members will be met from this head. It will also include any regular pay, arrears (if any) allowances etc. The societies as well as schools may please ensure that the salary component should not be transferred/diverted to any other component/head of recurring costs.

II. Direct Expenditure on Students (140.50 lakhs) –

EMRS Society shall release the funds for mess activities to the respective schools and respective schools shall utilize the funds as per JNV norms. Expenditures on the remaining items may be done as per the below mentioned break-up at the society/school level as per society discretion after approval (as per due process) of their competent authority.

Detailed breakup is given as under:

S. No.	Sub-Component	Total annual Expenditure per student	Maximum Exp. limits for schools running with full strength of 480 student	Remarks
1.	Mess Expenditure (for 10 months) @ 2205 per month per student)	22,050	1,05,84,000	As per monthly norms of JNVs located at Hard & difficult areas.
2.	Uniform	7,220	34,66,000	Expenditure for these items shall be done as per revised NVS norms 2021-22 invariably.
3.	Text Books			
4.	Daily Use Items			
5.	Medical Expenses			
6.	Bedding Items*			
7.	School Bag			
8.	Travel Expenses for local journey (For 10 month)			
9.	CBSE Fees & etc.			
	Total	29,270	1,40,50,000	

*Bedding items (includes 2 Bedsheets at entry point i.e. in class 6th, 9th & 11th for new students only & 01 every year in other classes. 01 Pillow in class 6th & 9th & new entrants in class 11th. 01 Pillow cover (cotton) for per student per year.)

III. Operational Expenditure (54.00 lakhs) –

Under this head the following expenditures shall be done in general:

- Water & Electricity charges.
- Payment to outsource Staff for Security Guards, Cleaning Staff & Gardner, Plumber cum electrician etc.
- Hiring of vehicles (transportation of goods/students, medical emergency, official purpose), purchase of fuels for Genset and operation of other machines etc.
- Housekeeping & Horticulture/beautification-related expenditures
- Misc. Office Expenses viz. Stationery, Hospitality, Newspapers/Magazines, Internet/broadband/Telephone, Postage, T.V/Dish Charges etc.
- Conduct of Admission Test.
- Purchase of different items/appliances/software for disabled students for their accessibility need.
- Maintenance and Repair (including AMC, CAMC) of Building, whitewashing/painting – Maximum permissible limit shall be Rs. 10.00 lakhs only for schools running more than 5 years (irrespective of students' strength.)
- Operation and Maintenance of pipelines, motors, fixtures & fittings, furniture, machines & equipment (Computer lab & electrical items).
- Sports activities, cultural activities, Lab consumables and other related expenditures.
- Contingencies etc.

IV. Expenditure on Academic & Co-Curricular Activities (8.50 lakhs) -

Expenditures under this head include expenditure on:

- Conduct of NCC/Scouts & Guides Activities,
- Professional Development of Teachers;
- Setting up of Tribal Culture Corner;
- Introduction of Vocational Courses;
- Other Activities (Pace setting activity, art & culture workshop, development of resource room, etc.)
- Competitive Examination Coaching (online/offline) etc.
- Any other relevant activities.

V. Administrative expense of State Society (10.00 lakhs) –

- Expenditure under this head generally be utilized for administrative and establishment expenses of the state societies. However, societies may utilize:
- Any surplus with the society in this head may be utilized for common nature of facilities or expenditure for the schools.
- Expenditures for conduct of state/zonal level programmes including transportation etc.
- Any other activities on need basis from the surplus under this head may be used for items not covered under any other heads of recurring expenditures.

VI. Non-recurring/Capital Items Expenditure (20.00 lakhs) –

Expenditure under this head may be made by the Societies at their level or they may release funds to the schools based on proposals received from the schools after taking approval of their competent authority (i.e. Govt. official) for the following items:

- Purchase of library books & related expenses.
- Development of Sports Infrastructures, Sports Equipment/facilities etc.
- Laboratory Equipment and related items.
- Equipment (Fire Extinguisher, CCTV Camera, Inverter, Intercom, ROs, water cooler machines, & Heaters, Washing Machines etc.)
- Items for Lab/ Smart Classes (Non-consumable - purchase of Hardware, etc.).
- Furniture (For School, Hostel & Staff Qtrs. etc.) includes Bed and Mattress etc.
- Office Equipment, Computers, Laptops etc.
- Major Repairs of urgent/essential nature with the approval of competent authority of State/UT EMRS society.



VII. Centralized Activities (10.00 lakhs) –

This amount shall be retained at the NESTS for carrying out centralized activities/programs (if any)

Points to be Noted:

- The above bifurcation is for 480 students and the same shall be reduced proportionately for less number of students for each head.
- All societies/schools shall register on the Government E-Marketplace (*GeM*) Portal and ensure procurement of goods and services through the portal as per the GFR norms preferably or may follow the State Financial Rules. In case the State Financial/Procurement Rules are followed, due diligence to be done to ensure that it is in consonance to the spirit of the General Financial Rules and doesn't contradict the provisions out-rightly.
- All societies/schools shall register on the *PFMS* portal and funds by the State/UT societies shall be released in the bank accounts of the respective schools only. Funds shall be released by respective State/UTs EMRS societies after adjusting the balance of the previous year, available with schools (if any).
- States/UT EMRS Societies may ensure to hire an accountant on outsourcing/temporary basis to maintain books of accounts of school. The candidate to be hired until the school gets a permanent employee through the proper channel and must have work experience in the field of accounting. The candidate having a working knowledge of Tally, *PFMS*, TDS, GST and other statutory deductions as per the standard accounting norms in Govt. may be preferred. Expenditure on this account shall be booked from the Staff Salary Head/Component.
- NESTS will reserve the right to use the grants/funds from any of the above heads (except Staff Salary) for conducting any activity at the central level after approval of the commissioner, NESTS.
- The State/UT EMRS Society/Schools will monitor the quality of food and other items on regular basis and submit reports to NESTS on yearly basis or as and when required.
- State/UT EMRS Societies have to ensure that the schools under their jurisdiction should comply with the above norms of recurring cost. However, NESTS/MoTA officials may review/inspect/monitor the schools for compliance with the above guidelines and may seek a report from State/UT EMRS Society from time to time. The total cost per student per year will be Rs 1,09,000/- for EMRS and Rs 85,000/- for EMDBS in States where MoU is signed between NESTS and State/UT EMRS society and Rs 61,500/- per student p.a in States/UT Society who have not signed MoU with NESTS. Therefore, the cost will be distributed proportionately as per the above break-up.
- In 1st week of April in the beginning of the financial year, the schools will submit the details of grant/funds requirements under various components (Major Head 1 to 4 & 6) to the State/UT EMRS Society. The society shall consolidate (by adding administrative expenses of society in fund demand received from all schools) and shall submit the grant/fund requirement to NESTS latest by the 2nd week of April each year. The maximum permissible cost is based on a school with 480 students and running till the 12th standard. Schools running at a lesser capacity and not till the 12th standard shall be eligible for recurring costs based on the total enrollment in the schools.
- The State/UT EMRS Society may ensure that grants/funds are released to the schools as per above norms for their smooth functioning.

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