

**Ms. Shalini Prasad
Director (EE)**

Dated: - 9th April 2003

Subject: - Guidelines for utilization of maintenances and repairs grant of school building.

Dear Madam/Sir,

The need for guidelines for maintenance and repair of school buildings have been felt for quite long. As per norm 7 of the framework for implementation of Sarva Shiksha Abhiyan, grant up to Rs.5000/- per year, per specific proposal by the school committee is to be spent for maintenance of the school infrastructure.

Necessary guidelines have been prepared and are enclosed for guidance and implementation in the field. The purpose of the guidelines will only be served, if the same reaches up to the grass roots level.

I shall feel grateful if copies of the guidelines are printed in local language and are distributed to all levels including the Village Education Committees and teachers of all schools in your state. Any suggestion improvement in the guidelines may kindly be communicated to under signed or the Civil Works Unit of SSA, Ed.CIL, 10-B, Indraprastha Estate, New Delhi-110002.

Please acknowledge.

With regards,

(SHALINI PRASAD)

C. C. to

List attached to All State Project Director

Dated: August 16, 2004

Sub: Guidelines for utilization of maintenance and repair grant of school buildings

The maintenance of school infrastructure has been an area of concern in most of the States. A number of such structures have deteriorated in the absence of regular maintenance and some of them have had to be rehabilitated at heavy cost.

The problems of maintenance have been addressed in Sarva Shiksha Abhiyan. Schools with up to three class rooms will be eligible for a maintenance grant of up to Rs.4000/- per school per year. Schools with more than three classrooms would get a maximum grant of Rs.7500/- per school per year, subject to the condition that overall eligibility for the district would be Rs.5000/- per school. (Note : Headmaster room and office room would not count as class room for this purpose.) For ease of reference, guidelines for the utilization of these grants are outlined in the succeeding paragraphs.

1. Objective: -

The provision of maintenance grant in the SSA norms will help to a great extent in maintaining the health of the school infrastructure, keeping the environment clean and attracting children.

2. Eligibility

- i) Work to be executed only through school Management Committees (SMCs)/ Village Education Committees (VECs).
- ii) Grant will be available only for those schools which have existing buildings of their own.
- iii) Primary schools and upper primary schools would be treated as separate schools for purpose of maintenance grant even if they are functioning from the same premises.

3. Community contribution

- (i) Community contribution is desirable.
- (ii) Contribution from Programme of Mobilizing Local Support to Primary Schools (PLUS) may be encouraged.
- (iii) Regularity of maintenance.

4. The general items for maintenance/ repairs are:

- i. White washing/colour washing;
- ii. Painting of black boards, children boards etc.;
- iii. Repair of leakage of roof, if any;
- iv. Repair, replacement of doors, windows etc.;
- v. Painting of doors and windows;
- vi. Repair/ replacement of plaster/ pointing etc.;
- vii. Repair/ replacement of flooring;
- viii. Repair of walling;

- ix. Snowcem/Exterior paint instead of white wash or colour wash for out side of the building may be taken up if sufficient funds are available.
- x. Any other item relating to maintenance/ repair required for the health of the school infrastructure.

5. The maintenance/repair grant may be utilized for the maintenance of:

a) Physical infrastructure

- (i) School buildings;
- (ii) Toilets;
- (iii) Drinking water facilities including replacement of PVC water storage Tanks;
- (iv) Fencing/ boundary wall;

b) The maintenance/ repair grant can also be utilised for :

- (i) Black boards;
- (ii) Built in cupboards/ storage spaces;
- (iii) Providing windows/ ventilators for cross ventilation.
- (iv) Study corners, etc.
- (v) Ramps.
- (vi) Child friendly elements like sand pits, swings, sea-saws, parallel bars etc.

6. Flow of funds: - Maintenance grant will be deposited with the SMC/VEC at the earliest possible so that the school infrastructure is in mint condition before the academic session starts. However outside painting may be carried out after the rainy season.

7. Training of Community: - The participation of community in all civil work activities will be mandatory in order to ensure a sense of ownership and departure from contractor driven approaches. The training of community for executing civil works, and maintenance grant is an important aspect and may be carried out at Block and Cluster level. Construction and repair manual will be prepared & distributed to the members of committee while imparting such training. Technical guidance will be provided by Block level Engineers/ SSA Engineers or by Building Centres (HUDCO).

8. Execution: - The repairs and maintenance will be carried out only through SMC/VEC. SMC/VEC will thoroughly inspect the school infrastructure and identify the items of work that they would like to carry out with the available funds. **They will also prioritise the items of maintenance and pass a resolution in the register.** On receipt of funds, the committee will carry out maintenance judiciously and efficiently. Once the work is completed, the committee will enter all items carried out in the register and record expenditure details there in.

9. Purchase of material: - The best available items/ materials required for the maintenance/ repairs may be purchased by the committee from the open market at competitive rates. ISI or ISO marked item will be preferred

Permanent record for maintenance grant

- i) Properly bound register of about 200 pages will be maintained at school level.
- ii) Every year proposal/resolution will be prepared by SMC/VEC for the school infrastructure requiring maintenance, based on items mentioned in para 4. The priority of the items of maintenance will be decided by the SMC/VEC in the best interests of the school infrastructure.
- iii) Photographs may be taken before the start of maintenance and after the maintenance is over,

• **Receipt of funds may be indicated as below:**

a) Grant Received	=	-
b) Community Contribution	=	-
c) Any other grant/ funds like PLUS etc.	=	-
Total	=	-

Expenditure may be recorded as below

a) Details of Purchases

Date	Voucher No.	Name of Shopkeeper with address	Description of material	Quantity	Amount
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

b) Detail of Manpower

Name of Labourer	Details/ Dates of employment	Wages Paid	Signature of Labourer
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Balance funds = Receipt – Expenditure

To be carried over to next year

- (ii) The record is to be maintained regularly.
- (iii) Record of technical advice, if any, may be entered from time to time.
- (iv) The register to be put up to every inspecting officer/ official visiting the school to record his/her views on the State of the building.

10. For any other clarification, the Framework for Implementation of Sarva Shiksha Abhiyan and Appraisal Manual may be consulted.