CIRCULAR

Utilization of Teaching Learning Material Grant @ Rs 500/- per Nursery Teacher per year under SSA

1. In order to facilitate the activity based orientation of pre-primary level children enrolled in the Nursery/KG a provision of TLM Grant under SSA has been introduced from now onwards for the Teachers working in MCD, NDMC, DOE & ECCE centers.

2. Given below is the suggestive list of items/materials for improving the quality of classroom interaction.

   For Nursery/KG: CD of Nursery Rhymes, stories Modeling Clay, small puzzles recognition of alphabet, number games soft toys, charts laminated, chart papers, gum bottle, crayons, wet colours, chalks, cotton, pencil, scale, sketch pens, eraser, worksheets etc.

   Teachers are supposed to maintain a record of expenditure in their Teacher's Diary for ready reference. Head of the school may obtain a certificate/ report from the concerned teacher to the effect that TLM has been utilized for the purpose for which it was provided.

Maintenance of Accounts by the Schools: -

Since, all the grants released by the UEE Mission are AUDITABLE therefore; each school is required to maintain a separate register for accounts/utilization of TLM Grant given by UEE Mission. Some guidelines for the maintenance of accounts at the school/zonal/district level are as under:

1. The amount received along with the Cheque No. and the purpose of grant should be clearly indicated in the register.

2. The money should be released to the school through Cheques only (for the school having its own bank account). This condition may be relaxed for the schools having no bank accounts. However, in such cases the specific reasons should be indicated.

3. Head of school will be personally responsible for maintenance of the accounts, which will be audited at any time by the Internal and External Auditors. It is suggested that the Head of School/Principal maintain the separate register for each grant.

4. A Separate register for keeping the account of utilization of TLM Grant for each year will be maintained by each Head of School.
5. At least two pages of the said register may be used for maintaining the account of the TLM Grant utilized by each teacher.

6. The account of TLM Grant utilized by the teachers may be maintained in the following format.

1. Name of the Teacher:
2. Designation:
3. Date of receipt of the Grant:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Items Procured</th>
<th>Date of Procurement</th>
<th>Agency</th>
<th>Cost (*Voucher No.)</th>
</tr>
</thead>
</table>

* All Vouchers are to be pasted or attached to the pages for each teacher.

4. Signature of the teacher (On each page or against each entry with date)

5. Certificate from the teacher concern to the effect that the items are not available in the school and very much needed for Classroom Interventions.

6. All the entries to be countersigned by the Head of the School on each page of the register.

7. The concerned teacher will verify vouchers & counter signed by the Head of The School and same will be pasted in the register for Audit purpose.

8. Education officer of the concerned department (Distt./Zonal incharge/NDMC/Camt. Board and zonal Dy. Education Officer of M.C.D) will be responsible for monitoring the maintenance of records in schools and also at Zonal/District Level about the expenditure of the above said grant.

9. The grants may be utilized at the earliest and the Utilization Certificate is to be submitted by the concerned school to the concerned Education Officer/DEO (in case of MCD)/DDE/Director Education (MCD) & NDMC for onward submission to the Office of the UEE Mission, 1st Floor, near Estate Branch, Directorate of Education, District – North, Lucknow Road, Delhi – 110054, as early as possible but before the closure of the current financial year.

Please submit the utilization certificate to UEE Mission within one month from the receipt of grants for the financial year.

Please ensure that copies of these guidelines are sent to all HOS and concerned officers.

(Dr.V.P.Singh)
Spl.P.D (UEEM)
SSA, Delhi

(Copy to)
1. All L.P.U’s
2. All A.O.C
3. All B.B.K.C
4. ANR (IT)
5. Guard Files