

No. EDN-HE (17)-08/2011-Voc-~~Loose~~

Directorate of Higher Education
Himachal Pradesh

Phone No. 2656621, 2653120 Ext. – 201, 301, Fax – 2811247
email-dir.edu@rediffmail.com,

Dated : Shimla-171001

the 20th February, 2014

To

The Principals
Government Senior Secondary Schools
under NVEQF, Himachal Pradesh

Subject:- Regarding transfer the amount of Rs. 2,00,000/- per school
(Rs. Two lakhs only) through RTGS.

Memo;

In continuation to this office letter of even No. dated 12th December, 2014 vide which 2,00,000/- were given to each school (one lakh for raw material and one lakh for office expenses/ contingencies).

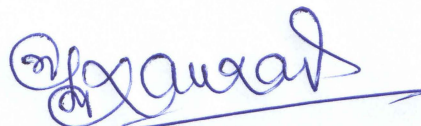
In this regard, the following instructions should be adhered for the utilization of these funds:-

1. Office expenses/contingencies will be met for following purposes:
 - i. Publicity: this includes the printing of the Information Education Communication (IEC) material for the students, community, industry and media etc.
 - ii. Guidance and counseling: during the mobilization/outreach activity, refreshment/lunch for the staff, printing of admission form, printing of registration form, printing of interest inventory forms etc. for the staff to be booked.
 - iii. Transport: staffs travel for the industry interface/interaction should be booked in r/o DPO's, District Coordinators, School Vocational Coordinators, Vocational Teacher and Lab attendants etc.
 - iv. Field visit: travel of students to be booked when they go for industry, exposure, seminars, practical training etc.
 - v. Postage: any expenditure related to postage/courier etc. by the staff of the project and the school should be booked.

- vi. Stationary: office stationary like printing of training materials, staplers, pins, gum any other office stationary related to the project should be booked.
 - vii. Guest Lecturer: remuneration of Guest Faculty @ Rs. 200 per hour to be paid as and when required.
 - viii. Electricity Charges: Rs. 500/- per month per lab.
 - ix. Internet charges Rs. 1000/- per month per lab.
 - x. Training/Meeting/feedback/orientation.
2. Raw material: should be utilized for the purchase of raw material required in the labs/workshop/model making/signage board/charts/maps etc. Establishment /decoration/white washing/maintenance. Electrification/modification of labs/workshop.

Proper record of expenditure incurred there on may be kept as per financial rules. The balance amount if any will be utilized as per guidelines issued by the Headquarters.

It may please be ensured that above guidelines are complied with strictly. Laps if any, will be viewed seriously.

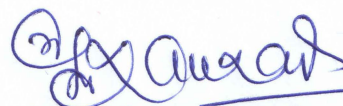


† Director of Higher Education
Himachal Pradesh.

Endst. No. Even dated Shimla-171001 the 20th February, 2014.

Copy for information and further necessary action is forwarded to:-

1. All the Deputy Directors of Higher Education, Himachal Pradesh.
2. All the District Coordinators, Himachal Pradesh.
3. All the District Project Officers, Himachal Pradesh



† Director of Higher Education
Himachal Pradesh