

Cir.No.1/CIE PESH/2012

Date: 20.01.2012

C I R C U L A R

Sub: Utilization of Special Fee funds of GJCs – Special care needed – Detailed instructions given - Regarding

&&&&

The Special fee funds available in most Govt. Junior Colleges is usually limited. Hence, this resource should be utilized very judiciously. In this regard, the following detailed instructions are given:

1. First, list out all the **essential improvements** required in the college.
2. Prioritize these improvements based on importance and urgency.
3. Then call for a meeting of Parents-Teachers Committee. Discuss in detail the various improvements proposed. Take approval of this committee so that **transparency and involvement of the local public is assured** in the task.
4. Only 80% of the special fee funds available can be proposed for utilization leaving the balance amount for any routine maintenance and for emergencies.
5. **Highest priority** should be given to **(i) repairs of existing buildings, (ii) repairs to existing furniture and equipment** rather than new purchases.

Furniture and Equipment:

a. Repairs to Existing Furniture

Before any new furniture is purchased, existing furniture should be listed out carefully and all broken and damaged furniture should be sorted out for undertaking repairs. They include a. Racks, b. Almirahs, c. Tables, d. Chairs, e. Dual desks, f. Stools, etc. Only after this, purchase of new furniture to meet the balance requirement should be undertaken.


Purchase of New Furniture

It should follow proper norms like calling for quotations, etc. It should be purchased from any Government or quasi Government agency. Where only a very small quantum of purchase is to be done like few tables or chairs, then it can be purchased from a reputed

firms like Godrej, Featherlite, etc after following proper procedures which are already well established.

Building Repairs:

- a. When the improvement proposed is for college buildings, priority should be given to the following:
 1. Repairs to toilets
 2. Drinking water
 3. Repairs to roof leaks (Water proofing of roof slab or change of roof material, etc).
 4. Electrification including rewiring, installation switch boards, lights and fans, etc.
- b. No money should be spent on Non-priority items like vitrified tiles in Principal's room, etc.
- c. When very **minor building repair works** (costing less than Rs.0.25 lakhs) to be taken up, Principal should constitute a committee with atleast three lecturers. If there is a vocational lecturer with engineering background, he should be necessarily involved. This committee can call for quotations from well known local contractors and execute the work.
- d. Where any **regular engineering work** (costing more than Rs.0.25 lakhs) is to be undertaken, it should be entrusted to a proper Government agency like APEWIDC, Panchayat Raj, R&B, Tribal Welfare department, etc.
- e. Proper records of the work done should be kept. Photographs of all works should be taken compulsorily **before, during and after** the improvements.
- f. If this care is not taken, there would be audit objections for which the Principal will be held responsible.


J.S.V. PRASAD 20/11/12

COMMISSIONER OF INTERMEDIATE EDUCATION