



Government of West Bengal
PASCHIMANCHAL UNNAYAN PARSHAD

Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura

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Memo No.1510/PUP/BNK

Dated: 01/11/2012

GUIDELINE FOR EXECUTION OF SCHEMES BY SCHOOL AUTHORITY

Department of Paschimanchal Unnayan Affairs is sanctioning fund in favour of various schools and the school authorities are expressing their difficulties towards engagement of technical persons for execution of these schemes. In order to streamline the process for speedy execution of the scheme, the following guideline is prepared and circulated to all concerned for their active co-operation for easy execution of the schemes:

1. The Headmaster/ Headmistress is requested to receive the cheque amounting 50% of the sanctioned amount from Paschimanchal Unnayan Parshad office, Bankura and execute the work as per plan and estimate.
2. **He/ She is requested to submit a certificate stating that the scheme/s has/have not been (is/are not) funded by any other Agencies/ Departments/ Organisations etc. at the time of receipt of cheque from this office.**
3. He/She will have to furnish an affidavit stating
 - A) His/her liability for utilising the fund for the purpose it was sanctioned and as per sanctioned plan and estimate after observing Government financial rules.
 - B) The bank account number with the bank branch with bank name where the fund sanctioned, will be deposited.
 - C) He/She will submit all papers and accounts relating to the fund for inspection by the officers of the Department and Audit team as and when required.
 - D) He/She will engage at least one diploma holder Sub-Assistant Engineer/ Nirman Sahayak or any Diploma Holder Engineer for execution of the scheme under the guidance of Assistant Engineer/ Executive Engineer of this Department. The remuneration of Sub-Assistant Engineer/ Nirman Sahayak or Diploma Holder Engineer will be borne by the school authority for execution of the scheme, preparation of M.B. etc.
4. He/She is further requested to display the sign-board in the site/s on the date of commencement of the scheme stating the name of the scheme, estimated cost, amount involved and the name of funding agency (Paschimanchal Unnayan Parshad, Bankura) i.e. it should be clearly displayed on a board, **“PROJECT EXECUTED WITH THE FUNDS OF PASCHIMANCHAL UNNAYAN PARSHAD”** alongwith **“পশ্চিমাঞ্চল উন্নয়ন পর্ষদের অর্থানুকূলে রূপায়িত প্রকল্প”**.
5. He/She should provide *copy of work order alongwith comparative statement of the schemes* to this office.
6. **Remaining 25% of sanctioned amount will be released further after submission of U.C. of the 1st advance with a photo of commencement of work and Engineer’s certificate; another 25% will be released further after receipt of U.C. of the second advance and remaining 25% amount to be released after receiving of third U.C. and preferably completion of work.**
7. The layout of the scheme will be given by the Assistant Engineer supervising the scheme.
8. No revision of rates of the estimate will be allowed.
9. Utilisation certificate will be submitted by the Headmaster/ Headmistress accompanied by the certificate of the Engineer stating completion of the scheme as per sanctioned plan and estimate and three photographs – (i) during layout, (ii) during execution, (iii) after completion, with the signboard as stated above.
10. He/She will maintain site register at the site recording progress of the scheme and comments by the officers inspecting the scheme.

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11. He/She will forthwith refund the fund in case of non-utilisation within three months of receipt.
12. An advisory committee with Headmaster/ Headmistress, Secretary and one member of the school committee may be formed.

Chief Executive Officer
Paschimanchal Unnayan Parshad

Memo No. 1510/1(100)/PUP/BNK

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Copy forwarded for information and necessary :

1. Sri/ Smt., M.L.A., L.A. Constituency.
2. District Magistrate, Bankura/ Birbhum/ Burdwan/ Paschim Medinipur/ Purulia.
3. Sub-Divisional Officer, Sub-Division.
4. Block Development Officer & Executive Officer, Block & Panchayat Samity.
5. Pradhan, Gram Panchayat.
6. Headmaster/ Headmistress, School.
7.

Chief Executive Officer
Paschimanchal Unnayan Parshad