

CIRCULAR

- (1) Application for Grant in aid is to be submitted School management under rule 49 of Goa, Daman ,Diu and Dadra Nagar Haveli, Education Rules by 16th January 2012 for the 2011-2012 and by 31st December of the proceeding year for the year 2012-2013 onwards positively, While submitting the application, the school is to attach the audited accounts of the previous year along with utilization certificate to the department. The utilization certificate should also disclosed whether specified, quantified and qualitative targets that should have been reached were in fact reached and if not, the reasons thereof. It should contain an output based performance assessment rather than an input based assessment. Along with the achievement – cum- performance report, compliance report for any pending audit report of directions of the Department of Education must also be furnished. Also enrolment of student in each class and staff incumbency statement is also to be attached. declaration is also to be attached stating that in case of alteration staff strength etc.the department will be intimated and prior consent will be obtained.
- (2) The proposal received without the above mentioned documents, shall not be processed/accepted and the Department/Education Institutions shall not be responsible for delay in release of grant in aid.
- (3) The audit of the school/Educational Institution has to be carried Out as per provisions contained in Rule 211(2) of GFR.Simultaneously,the Directorate of Education is to carry out detailed inspection of the school covering the financial performance of the school and also the physical performance assessment of the school. The inspection team will also take note of efforts made by the school to raise internal resources of its own and make its recommendations based on all the three aspects. The report of the inspection team will be placed before grant in aid committee for consideration.

(4) The grant in aid committee constituting of the following members
Will scrutinize the proposal of the department and make
recommendation for release of grant in aid.

1,	Secretary(Education)	Chairman
2,	Deputy Secretary(Finance)	Member
3,	Deputy Collector(H.Q))	Member
4,	Deputy Secretary(Education)	Member
5,	Education Officer(Acad)	Member Secy.

(5) The recommendation of committee will be forwarded to the
competent authority for release of grant in aid of the balance
amount for the current financial year along with recommendations
with regards to continuance of grant in aid for the forthcoming
years. The recommendations should also carry an assessment
about the overall performance of the institution during the year and
its own independent observation with regards to the course of
action to be followed by the institution for the future.

(6) Sanction order for the school/institution is to be issued by the 31st of
March positively indicating amount sanctioned for the next financial
year and stipulating terms and conditions for continued release of
funds.

(7) In this regards the school management will also be asked to sign
a bond as per provision of GFR 209(6)(ix) binding themselves to
comply with all terms and condition specified by the department
also that the whole or a part amount of the grant at 10% per
annum interest thereon or the sum specified under the bond is to
be reminded for breach of condition of the bond.

(8) The school will submit by 15th April an expenditure statement of
Grant in aid received the previous year and also a certificate that
funds have spend as per the terms and conditions imposed by the
department.

(9) Department is to process the information along with the document
received from the school management expeditiously and release
the fund for the first six months based on the expenditure statement
and certification issued by the school management confirming that
the funds have been utilized as per terms and condition imposed by
the department.

- (10) The 2nd installment from October to March will be released by 1st week of November by the Directorate after obtaining an expenditure statement of grant in aid received the for the first six months and also a certificate that funds have been spent as per the terms and conditions imposed by the department.
- (11) This issue with the concurrence of Finance Department and approval of the Hon'ble Administrator vide diary No. 3007 Dt. 19 .11.2011 for strict compliance by all the concerned Departments/Educational institutions in the UT of Dadra & Nagar Haveli applying for grant in aid. .

(R.K.Guar)
Deputy Secretary(Education
Dadra & Nagar Haveli
Silvassa.

To,

- 1, The Secretary(Education)Dadra & Nagar Haveli ,Silvassa for kind information.
- 2, The Secretary(Finance),Dadra & Nagar Haveli, Silvassa for information.

Copy to all Principal Private aided school of Dadra & Nagar Haveli

FORM – II

(Rule 49)

Form of Application for Registration for Grant

<u>Sr.No.</u>	<u>Particulars.</u>
1,	Locality and description of the school.
2,	Class of school
3,	Name of the Society or other controlling body.
4,	Date of Establishment
5,	Names, ages and place of education of the Headmaster and Astt. Master with academic and professional qualification.
6,	Other employment (if any) of teachers.
7,	Rate or rates of fees
8,	Pay and Scale of Pay
9,	Amount of fees received during the 12 months preceding the application.
10,	Average annual income from all sources.
11,	Average annual Expenditure
12,	Number of pupil in each standard during the year for which a grant recognition is required.
13,	Name and residence of parties to whom reference may be made.
14,	Name and postal address of secretary or correspondence with the department.

Date:-
Place:-

Signature

Manager

.....Schools
Stamp.