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No 1/4/2008-2 Edu.

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From

Commissioner & Secretary to Govt., Haryana,  
Education & Languages Department.

To

1. All Deputy Commissioners in Haryana.
2. All Additional Deputy Commissioners in Haryana.
3. All District Education Officers in Haryana.
4. All District Primary Education Officers in Haryana.

Exam. Br.  
12-2-08

Dated Chandigarh, the 7<sup>th</sup> February, 2008.

**Subject:- Implementation of announcements made by Hon'ble Chief Minister regarding welfare of students belonging to scheduled castes.**

**INTRODUCTION OF SCHEME.**

For checking drop out rate of students belonging to scheduled castes from schools and to provide adequate incentive to such students to continue studies, it is being considered by the State Government to grant a monthly allowance at different rates to the scheduled caste students studying in different classes in Government schools. It is also being considered to give a one time allowance to the students at the beginning of the academic session for facilitating purchase of necessary materials required by students. Rates of these allowances shall be notified separately.

It has, however, been decided that both one time allowance as well as monthly allowance shall be disbursed through banks to the accounts of the scheduled castes students studying in Government schools. The monthly allowance shall

be disbursed in four quarterly instalments and one time allowance shall be disbursed once in the beginning of the year. - 14, 2

For implementation of the proposed scheme, following activities must be performed in a time bound manner by the DCs/ADCs/DEOs:- 3205

✓ **ATTACHMENT OF SCHOOLS WITH NEAREST BANK BRANCH.**

1. There are nearly 2500 bank branches operating in urban, semi-urban and rural areas all over the State. All Government schools (Primary, Upper Primary, High as well as Senior Secondary Schools) have to be attached for operation of the scheme with nearest possible bank branch. It is being anticipated that 2-5 Government schools may have to be attached with each bank branch depending upon geographical distribution of various schools.

It has been decided that Deputy Commissioner shall take a meeting of ADCs/DEOs/DPEOs and Lead District Managers along with representatives of all the banks operating in their district. He shall constitute a group headed by ADCs to work out detailed plan for attaching Government schools with nearest bank branch in as best manner as possible to ensure that the work is equitably distributed and the schools are attached with the nearest possible bank branch.

**OPENING OF ACCOUNTS OF ALL S.C.STUDENTS.**

- 2. Instructions are being issued by Head Offices of the banks to their branches for opening zero balance accounts in favour of all the scheduled caste students to be operated by their guardians studying in Government schools, of which the list and details shall be provided by respective school authorities.

**OPENING OF STUDENTS ACCOUNTS**

- 3. It has been envisaged under the scheme that the accounts of the students studying in classes 1st to 11<sup>th</sup> shall be opened before the end of March, 2008. The accounts of the new students who will take admission in class 1st for the first time shall be opened in the month of April, 2008 after beginning of the new academic session.

Attracted by the scheme more scheduled caste students may take admission later on or dropped out students may re-join the schools. Accounts of such new students should also be opened as early as possible. Modalities in this regard, however, may be decided by the respective ADCs/DEOs in consultation with the Lead District Managers. All the school Heads/authorized persons shall be under instructions to open accounts in favour of all the new students who join the school later on.

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## OPENING OF SCHOOL ACCOUNTS

4. One account in the bank branch shall be opened in favour of the respective school. This account shall be operated by an authorized officer of the Education Department. The nature of this account shall be such that from this account funds shall only be possible to be transferred to the accounts of the beneficiary students. It shall not be possible for any body to withdraw cash from the school account. The initial amount of Rs.100/- or so for opening of the school account shall be given by the school Incharges out of their other allocations.

## OPERATORS OF SCHOOL ACCOUNTS

5. The Principals of Senior Secondary Schools and Headmasters of the High Schools shall be the operators of the school accounts in respect of their schools.

## OPERATORS OF SCHOOL ACCOUNTS - PRIMARY/ ELEMENTARY SCHOOLS.

6. In respect of the stand alone primary or elementary schools where Headmaster/Principals are not appointed, either Headmaster/Principal of a nearby school or one person who is a senior teachers of nearest High/Senior Secondary School shall be authorized to operate the account in respect of such primary/elementary schools. DEO/DPEO under the supervision and guidance of the ADCs shall prepare a

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list of such persons whose names shall be communicated to the respective banks as authorized persons, and the information thereof shall also be sent to the Head Office.

**PROCESS OF OPENING OF ACCOUNTS.**

7. The person authorized to operate the account shall approach respective bank and obtain adequate quantity of account opening forms. He shall have those forms filled up by obtaining relevant details from the children and their parents. All the accounts of the students shall be opened in the name of the parents/guardians. As far as possible, if the bank branch is located within the village or in a very nearby village, the account should be opened in favour of the mothers of the children.
8. After filling up relevant details in the forms, on a pre-appointed date, a photographer, shall be arranged by the authorized person and the bank branch officer shall come to the school on that date for getting the final formalities completed for opening of the accounts. Expenditure towards photograph shall also be borne by the school from its funds. Additional allocation of funds necessary for this purpose shall be made by the respective heads of the department.

**TIME LINE FOR ALL ACTIVITIES.**

9. Timely action of all the listed activities must be ensured as under:-

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	Activities	Date of completion of activities.
(i)	Attachment of Schools with nearest Bank Branch.	February 18 <sup>th</sup>
(ii)	Opening of school accounts.	February 22 <sup>nd</sup>
(iii)	Collection and filling up of account opening forms by school authorities, and intimation to banks regarding filling up of forms.	March 5 <sup>th</sup>
(iv)	Visit of branch managers to school, photograph of guardians and completion of account opening formalities.	March 7 <sup>th</sup> to March 30 <sup>th</sup>

Any other step required for achieving the said objectives may also be decided and taken by the Deputy Commissioners/ Additional Deputy Commissioners at their level.

**TRANSFER OF FUNDS TO SCHOOL ACCOUNTS.**

10. It has been decided that a lumpsum money shall be transferred to the school accounts by the respective HODs early in the month of April, 2008 through their Head Offices. The advise to the banks for transfer of funds to the respective school accounts shall be made on the basis of present strength of scheduled caste students studying in various schools. This information, however, shall be got collected in advance by the District Education Officers. To avoid the scenario of some students not getting funds in time, some extra amount shall be considered for transfer to the school accounts by HODs.

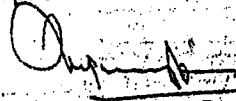
**TRANSFER OF FUNDS FROM SCHOOL TO STUDENTS ACCOUNTS.**

11. Under the scheme, the school Incharges, on the basis of enrolment of the scheduled caste students shall advise the respective banks for transfer of specified quantum of one time allowance along with first quarterly instalment to the accounts of the students in the month of April. Detailed instructions in this regard shall be separately sent by Directorates of Education Department.

**CONDITION FOR RELEASE OF SUBSEQUENT INSTALMENTS.**

12. Under the scheme, before release of 2<sup>nd</sup> quarterly instalment, the school teacher shall see that the money is not released in respect of those children whose attendance falls below 50%. In other words, the 2<sup>nd</sup> instalment should be released only if the student in the previous quarter had attended atleast 50% classes.
13. It has also been envisaged under the scheme that if after dropping out from the school the student re-joins the classes and he again attend minimum 50% classes in the subsequent 3 months, his previously due instalment as well as the instalment of the current quarter shall also be released.
14. A format for advising the banks for transfer of funds from school account to the student account is being devised separately which shall be circulated lateron.

All the officers are requested to take action on the above lines and ensure that the prescribed time schedule are strictly adhered to.



Commissioner & Secretary to Govt. Haryana  
Education & Languages Department

Endstt.No.1/4/2008-2 Edu. Dated the 7<sup>th</sup> February, 2008

A copy is forwarded to the following:-

1. Director, Institutional Finance & Credit Control Department.
2. Financial Commissioner & Principal Secretary to Government, Haryana, Institutional Finance & Credit Control Deptt.
3. Higher Education Commissioner, Haryana, Panchkula
4. Director, Secondary Education Department, Haryana
5. Director, Elementary Education, Haryana, Chandigarh
6. State Project Director, Prathmik Shiksha Pariyojna, Haryana, Chandigarh



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A copy of above is forwarded to all the Divisional Commissioners in Haryana State.

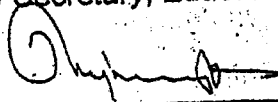


Commissioner & Secretary to Govt. Haryana  
Education & Languages Department

Endstt.No.1/4/2008-2 Edu. Dated the 7<sup>th</sup> February, 2008

A copy of above is forwarded to the following:-

1. Chief Secretary to Government, Haryana, Chandigarh
2. Principal Secretary to Chief Minister, Haryana, Chandigarh.
3. Senior Secretary to Chief Minister, Haryana, Chandigarh.
4. Private Secretary to Education Minister, Haryana.
5. Secretary to Parliamentary Secretary, Education, Haryana, Chandigarh.



Commissioner & Secretary to Govt., Haryana,  
Education & Languages Department.