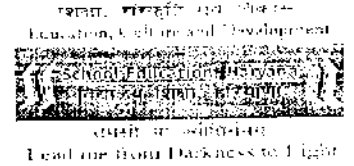




GOVERNMENT OF HARYANA / हरियाणा सरकार
Directorate School Education
विद्यालय शिक्षा निदेशालय



Dist. P.O. No. 1B, Shiksha Sadan, Sector 5, Panchkula, Haryana 134109 (India) - Tel. 91(0172)-2560246 Fax: 91(0172)-2560253
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e-mail: edusecondaryhry@gmail.com - site: www.schooleducationharyana.gov.in

From

Director Secondary Education
Shiksha Sadan, Sector 5,
Panchkula

To

- 1. All District Education Officers, Haryana**
- 2. All District Elementary Education Officers, Haryana**

Memo no. UTKARSH/2015/10756-57

Dated: 26/09/15

Subject: Proposal regarding purchase of batteries in Govt. Sr. Secondary and Govt. High schools having EDUSAT facility (ROT/DTH & SIT/DMT) all over Haryana (Except Gurgaon district).

Please refer to subject cited above and this office memo no 19/14-2011 SE (4) dated 28/04/2011; (copy enclosed).

As per the directions of Hon'ble Chief Minister to make 100% EDUSAT sites functional with power backup arrangements, it is to inform you that Junior Engineers, EDUSAT are already undertaking the work of shifting of working EDUSAT equipments from such sites which have been closed/merged to make 100% EDUSAT sites functional.

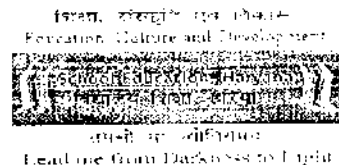
As per the status report of Haryana EDUSAT Network dated 31/08/2015, 90% sites are functional. However, out of the 8934 nos. of functional sites, 5579 nos. of sites are working on mains power supply and do not have power backup system, mainly due to faulty batteries.

To make 100% EDUSAT sites functional with power backup arrangements, it has been decided that, new batteries for EDUSAT Sites (ROT/DTH & SIT/DMT) may be purchased by the Principal/ Head Master of Govt. Sr. Secondary & High Schools from the 5% of the Consolidated Children's



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Welfare Fund. Concerned Principal/ Head Master of Govt. Sr. Secondary & High Schools may purchase the new batteries for EDUSAT sites under buy back of old Faulty/Dead/Low backup batteries. The new batteries may be purchased only for those sites, where UPS is in proper working condition.

You are therefore directed to issue directions to the School Principals/ Head Masters of Govt. Sr. Secondary & High Schools having EDUSAT equipment in your districts (DEO/DCEO Gurgaon will not issue the directions for purchase of batteries in the Schools of Gurgaon, as the batteries have already been purchased on pilot basis in Gurgaon district) to purchase the batteries for EDUSAT sites (ROT/ DTH & SIT/DMT) under buy back scheme from 5% of the Consolidated Children's Welfare Fund in their Schools. Directions in this regards have been already issued vide above mentioned letter to use 5% fund for the maintenance of EDUSAT sites, but, the 5% fund has not been utilized for the said purpose till date.

The batteries to be purchased under buy back should have following configuration as they have been purchased in Gurgaon District on pilot basis and even after passage of 18 months no complaints have been received till date regarding the quality/ performance of the batteries.

Specification of battery:-

Voltage Rating of Battery:	12Volts,
Current rating of Battery:	75AH to 100AH
Battery Type:	Sealed Maintenance Free (SMF) Tubular Type
Warranty Period of battery:	5 Years full replacement warrantee
Suggestive makes/OEM of battery:	Exidc/ Amara Raja (Amaron)

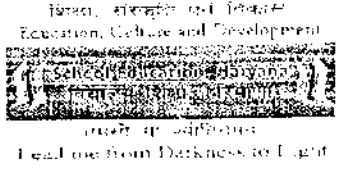
- (i) Tentative Price of One New Battery including all Taxes: Rs 9000/- to 10,000/-.



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- (ii) Tentative Buy Back Price of existing Old Faulty/Dead/Low Backup Battery: Rs. 1800/- to 2000/-.
- (iii) Net Price of a One Battery under Buy Back scheme will be around Rs 7000/- to Rs 8000/-.
- (iv) The concerned Principals/ Head Masters of Govt. Sr. Secondary & High Schools shall survey the market to get lowest available price of new batteries being purchased by following the purchase procedure conveyed vide this office memo no. 10/26-2011-ADMN(4) dated 1.08.2011 (copy enclosed).

In view of above, you are hereby directed to intimate all the concerned Principals/ Head Masters of Govt. Sr. Secondary & High Schools [Where Edusat sites (ROT/DTH & SIT/DMT) are available] to purchase the batteries for EDUSAT sites out of the 5% of the Consolidated Children's Welfare Fund before 30.09.2015, so as to ensure that from the beginning of the new semester i.e. from 1.10.2015 students can get benefit of viewing EDUSAT content even in the absence of electricity.

The Principal/Head Master of the Govt. Sr. Secondary & High School having EDUSAT equipment shall be responsible for proper utilization/ maintenance of the batteries. They will ensure proper charging of batteries, day to day maintenance & warrantee/ service related issues of new batteries which are being purchased in their school.

This may be treated as urgent and dealt on priority basis, please.

Encl. As Above

[Handwritten signature]

Additional Director Admin. -I
 O/o Director Secondary Education,
 Shiksha Sadan, Sector 5, Panchkula

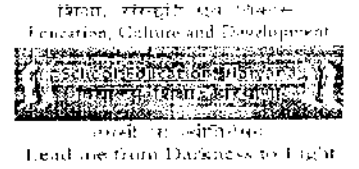
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GOVERNMENT OF HARYANA / हरियाणा सरकार

Directorate School Education

विद्यालय शिक्षा निदेशालय



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e-mail: edusecondaryhryia@gmail.com - site: www.schooleducationharyana.gov.in

Endst. 10758-63

Dated: 20/09/15

Copy of the above is forwarded to the following for kind information and necessary action at their end please:-

1. Director General Elementary Education, Haryana.
2. Administrative Officer UTKARSH Society.
3. Technology Officer, O/o DSE for uploading the letter on web site for the information of School Principal/ Head Masters of Govt. Sr. Secondary & High Schools.
4. All Principals/ Head Masters Govt. Sr. Secondary & High Schools for purchase batteries for EDUSAT sites out of 5% of the Consolidated Children's Welfare Fund.
5. JEs, UTKARSH Society to ensure that the batteries in the schools are purchased as per above mentioned specifications under buy back and are installed on EDUSAT sites.
6. PS to ACSSE, for information of Additional Chief Secretary School Education, Government of Haryana.

Additional Director Admin. -I
O/o Director Secondary Education,
Shiksha Sadan, Sector 5, Panchkula

Encl. As Above

Q
 v/c

From

Director, Secondary Education, Haryana
Shiksha Sadan, Sector - 5,
Panchkula

To

All District Education Officers,
Haryana

Memo No. 19/48-2011 SE(U)
Dated: 28.11.2011

Subject: Charging of Consolidated Children's Welfare Fund instead of various Pupil Funds from Classes IX to XII.

Please refer to the subject cited above.

There has been a persistent demand from both the Parents/Guardians as well as Teacher Community that the large number of Pupil Funds should be done away with. The administration of these funds takes up a lot of valuable time of the teaching community. This precious time could be well utilized in imparting education to the school children.

We are well aware, that these funds have already been abolished for Classes I to VIII i.e. Elementary Classes in view of the provisions of The Right of Children to Free and Compulsory Education Act, 2009 (RTE Act) (35 of 2009).

As regards the classes 9th to 12th, keeping in view the larger interest of students and teachers, the Government has decided that henceforth, all other funds shall stand abolished and only a single fund known as the Children's Welfare Fund shall be charged class-wise and faculty-wise. This order applies from 1st April 2011. If any funds have been collected under the old pupil funds system, they may be returned forthwith to the students. The charges shall henceforth be as follows:

Name of the Class	Rate of Monthly Consolidated Subscription
IX & X	Rs.25/- for all Students
XI	Rs.50/- for Arts Faculty Rs.60/- for Commerce Faculty Rs.75/- for Science Faculty
XII	Rs.50/- for Arts Faculty Rs.60/- for Commerce Faculty Rs.75/- for Science Faculty

The distribution and allocation, of the total collection of funds as described above, for various types of activities will be based on the following parameters/guidelines: -


1. For promotion of sports in the School - 10%
2. For promotion of sports at the State/National Level - 5% to be sent to the Head Quarter
3. For proper upkeep of the school building, repair and white washing etc. - 20%
4. For promotion of Science Education - 10%
5. Providing proper sanitation facilities - 10%
6. To meet electricity, water charges and purchase of various contingent items i.e. chalk, duster, register and mike for morning prayer etc. - 20%
7. For operationalization of CCE (Continuous Comprehensive Evaluation) conducting various house tests, semester examinations, annual examinations, printing of question papers, purchase of answer books and keeping CCE record etc. - 20%
8. For maintenance of the EDUSAT System - 5%

The school managements i.e. SMDCs can utilize the funds in a different pattern (i.e. make changes in suggested percentages of various activities as per requirement) than the one suggested above, after moving and passing a resolution in this regard in their regular meetings.

It is emphasized that Child Welfare Fund and Red Cross Fund will continue to be charged at secondary level (classes 9th to 12th) as earlier and these will be utilized/spent in accordance with the existing provisions/guidelines or guidelines issued in future from time to time by the Competent Authority.

The principle of financial propriety must be adhered to in letter and spirit while spending the Childrens' Welfare Fund to be charged at the rates mentioned above. Any violation will be viewed seriously and strict disciplinary action under the provisions of Haryana Civil Services (Punishment and Appeal) Rules, 1987 and The Government Employees (Conduct) Rules, 1966 as amended from time to time, will be initiated forthwith.

This notification may be brought to the notice of all concerned i.e. Block Education Officers, Principals of Senior Secondary Schools and Head Masters of High Schools etc.


(VIJAYENDRA KUMAR)
DIRECTOR GENERAL SCHOOL
EDUCATION, HARYANA



Direct

IARY:

HOOR EDUCATION

निदेशालय

विद्यया, संस्कृतौ एवं विचारतः
Education, Culture and Development



ज्ञानतो वा अज्ञानतोऽपि
Lead me from Darkness to Light

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e-mail: edusecondaryhry@gmail.com - site: www.achooleducationharyana.gov.in

To

All the District Education Officers
in the State of Haryana.

Memo No. 10/26-2011-ADMN(4)

Dated, Panchkula, the 18.2.11

Subject:- Purchase/Expenditure guidelines.

With reference to the subject cited above.

It has been observed by this Directorate that there is a total lack of clarity on procurement/purchase/expenditure matters among the field officials. Officials are not clear about their financial powers, recurring / non-recurring expenditure, mode of purchase of materials, purchase through approved sources and DS&D (State Govt.) /DGS&D (Central Govt.) etc.

Accordingly, the following clarifications/ guidelines are hereby issued for strict compliance.

1. Definitions

A. "Non-Recurring expenditure" means expenditure sanctioned as a lump sum charge whether the money be paid as a lump sum or by installments.

Note:- Sanction to any item of expenditure which is of a fixed recurring nature and does not vary periodically and which is chargeable to contingencies or to pay of establishment and which does not extend beyond the financial year or beyond six months within the financial year is deemed to be a sanction for non-recurring expenditure. [vide Rule 1.28 of PFR Vol-I]

B. "Recurring expenditure" means all expenditure which is not non-recurring. [vide rule 1.34 of PFR Volume-I]

C. "Store Items" means applies to all articles and materials purchased or otherwise acquired for the use of Department including not only expendable or issuable article in use or

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accumulated for specific purposes, but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures etc. [vide Chapter 15 of PFR Volume-I]

2. Financial Powers

A. Financial powers of each level [as per provision contained in Finance Department Notification No. 2/1(4)-87-4FR dated 12/3/2006]

Rule	Sr. No.	Nature of Powers	Authority to which the powers is delegated	Extent of Powers delegated.
19.6 of PFR Volume - I	19.	To sanction expenditure on direct purchase of stores from the local market after exhausting all the approved sources of supply mentioned in appendix 17 of the Punjab financial rules, volume II and the rate contract arranged by the director, supplies and disposal Haryana if available.	Administrative departments (FCSE)	Upto ₹ 1,00,000/- each case
			Heads of departments (DSE / DEE)	Upto ₹ 75,000/- for any one item during a financial year in respect of each head of offices under his control.
			Controlling officers (DEO / DEEO)	Upto ₹ 25,000/- for any one item during a financial year in respect of each head of offices under his control.
			Heads of offices (DDO / BEO / School Heads)	Upto ₹ 7,000/- for any one item on each occasion subject to the condition that the aggregate purchase relating to such an item during the course of financial year do not exceed the amount of ₹ 15,000/-
19.6 of PFR Volume - I	20.	To sanction expenditure on direct purchase of stores from the local market in emergent circumstance, when it is not possible to exhaust the approved source of supply.	Administrative departments (FCSE)	Upto ₹ 30,000/- in each case
			Heads of departments (DSE / DEE)	Upto ₹ 20,000/- in each case
			Controlling officers (DEO / DEEO)	Upto ₹ 10,000/- in each case
			Heads of offices (DDO / BEO / School Heads)	Upto ₹ 2,000/- in each case Provided emergency is explained in the sanctioning order while exercising these powers.

3. MODE OF PURCHASE (PURCHASE THROUGH TENDER OR QUOTATION)

First it is to ensure that there is no approved source or rate contract available for the material to be purchases

A. No quotation required -

Purchase from Local Market without inviting Quotations

- Value of article to be purchased shall not exceed ₹ 500/- at a time.

- Total value of such purchase made during the financial year should not exceed ₹ 5,000/-.

B. Quotation required.

Purchase of store items through quotations shall be done in case the value of any item exceeds ₹Rs. 500/- but does not exceed ₹ Rs. 50,000/-.

Note: The quotations shall be invited by the competent authority i.e. as per financial powers.

4. PROCEDURE OF PURCHASE

A. PROCEDURE OF PURCHASE THROUGH QUOTATION

- i. Notice indicating item quantity and specifications shall be forwarded to makers or their branch officers/authorized agents/supplier
- ii. Quotations shall be invited from a large numbers of firms.
- iii. At least ~~30~~ ³ firms offer should be taken to ensure competition
- iv. A period of 15 days notice shall be given for the receipts of the quotations.
- v. Quotations shall be opened by a panel of three authorized officers.
- vi. All quotations will be deemed valid for at least 30 days from and excluding the date of opening.
- vii. The quotation must be in sealed cover.
- viii. All quotations will be deemed to be F.O.R. destination unless specified otherwise in the quotation and should including packing and forwarding charges.
- ix. The supplier shall dispatch material freight paid in all cases where there offer is F.O.R. destination.
- x. Comparative statement of rates shall be prepared and forwarded to the competent authority for approval.
- xi. It may be certified by the committee that the lowest rate are as per prevailing of market rates.

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- xii. On the basis of lowest valid offer, the competent authority shall then allot the jobwork to the firm.
- xiii. The maximum period of delivery from the date of placing the order should be specified.
- xiv. The inspection of goods be carried out by the consignee at destination and rejected goods shall have to be removed by the supplier within 10 days of dispatch of advice from the indenting officer failing which goods will lie at the supplier risk.

B. PROCEDURE OF PURCHASE THROUGH TENDER

(As per provision contained in Department of Industries and Commerce, Haryana letter No. 2/2/2010-41 and II dated 28.5.2010 and store purchased rules contained in chapter 15 of PFR Volume-I read with Appendix -14 of PFR Volume-II)

- i. The tenders shall be invited by the competent authority.
- ii. All purchases of a value exceeding ' Rs. 50,000/- shall be advertised in 2 leading newspapers through the office of DIPR Haryana'.
- iii. Tenders shall be got published on 1st and 16th of every month.
- iv. Special tenders which require urgency can be got published on any day.
- v. A period of one month from the date of publication shall be given except in case of urgent demands where the period can be reduced to two weeks.
- vi. The copy of tender notice shall also be dispatched to all the known suppliers of concerned items.
- vii. All registered suppliers of concerned items shall also be informed.
- viii. In case the item is of ISI mark, the copy of tender shall also sent to all ISI license holders.
- ix. Tender of value more than 25 Lacs shall have to be made available on website as well as on sale at division office.

- x. In case of documents having been downloaded from internet, it shall also contain a demand draft of price of forms as document fee.
- xi. Approximate delivery period should be indicated in schedule and tender.
- xii. Detailed specifications, quantity of stores required, F.O.R. station and other conditions should be mentioned in the tender notice.
- a. The specifications should be framed with a view to encourage competition rather than restricting/ discouraging competition.
 - b. The quality standards including ISI marks etc, wherever applicable, should be specifically mentioned.
 - c. The specifications should be generic and not manufacturer/ brand/ make specific.
- xiii. Place time and date of opening the tender should be indicated.
- xiv. It shall be specified in the tender notice that power to accept or reject the tender will rest with the Department and that too without assigning any reason.
- xv. The earnest money shall be deposited by the tenders with their tenders in form of bank draft in favour of deptt.
- a. The EMD would be @2% of the estimated value of the tender, subject to a ceiling of ₹ 2 lakhs
 - b. No EMD will be required for tenders for the value below ₹ 1 Lakh.
 - c. Units of Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Deptt., Haryana, would be exempt from the deposit of EMD.
 - d. The performance security deposit of the successful

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tenderer shall be uniformly at 10% of the order value or estimated value of rate contract as per DG S&D norms.

- xvi. The tenders shall be collected in a locked box.
- xvii. Late tenders shall not be considered.
- xviii. Tenders shall be opened by the committee consisting of three authorized officers on the fixed date and time.
- xix. All alterations/ cuttings in the tenders shall be initialled by the panel of officers.
- xx. After receipt of tenders, the comparative statement of rates shall be prepared and signed by the officers and they shall forward the same with their recommendation to competent authority for approval.
- xxi. Samples, where required shall be obtained from the firms and entered in the register. The sample duly signed by the members of committee shall be preserved for record.
- xxii. When it is necessary to accept tenders other than the lowest rates the approval of the next higher authority has to be obtained.
- xxiii. No payment for goods supplied shall be made unless the stores have been duly inspected and received and are conforming to the prescribed specifications or test or quality and correct in number and weight etc.
- xxiv. In case of machinery, if it is working satisfactorily then only the payment should be made.
- xxv. Purchase order should not be split up so as to avoid the necessity of obtaining the sanction of higher authority required with reference to the total amount of order.
- xxvi. In selecting the tender to be accepted, the financial position of the firm must be taken into account.
- xxvii. The bidders may be required to quote the basic rates, the delivery/ transportation costs/applicable taxes and

- duties, and the place of billing for the supply for stores clearly and separately.
- xxviii. Clearly indicate the scientific parameters on which tests would be carried out and the sample/ quantum of tests.
 - xxix. Indicate the name of testing labs and as to who will bear the expenses on conducting the tests.
 - xxx. Clearly indicate the due date for delivery of supplies.
 - xxxi. The supply order should contain the due date for offer of inspection.
5. **APPROVED SOURCES** - the following three agencies / sources are approved / authorized sources for purchase of material;
- A. Approved Sources as notified by Industries Department, Haryana as per Memo No. 6/3/2007-41B-II dated 14.2.2008. Sources are mentioned at Annexure - 'A'
 - B. DS&D Haryana - Its rate contracts are appropriate sources of purchase of material
 - C. DGS&D (Government of India) - Its rate contracts are appropriate sources of purchase of material
6. **STANDARD BID DOCUMENTS (SBD)** - SBDs are prescribed in Appendix -14 of PFR Volume-II. However, the bid documents will obviously differ from item to item. SBD as prescribed in PFR is attached as Annexure 'B'
7. **STANDING PURCHASE COMMITTEES** - Constitution and Powers:
- A. Purchases of items which are not Store Items

Value	Competent Authority	Standing Purchase Committee
Upto ₹ 10 lakhs 50,000 to 10 lakh	Standing purchase committee (lower) at the level of head of concerned deptt.)	1. HOD or his representative. 2. A representative of FD not below the rank of under Secty. 3. Technical expert, industries Deptt. 4. Any other technical expert of the relevant field to be co-opted as considered necessary
Between ₹ 10 lakhs to ₹ 30 lakhs	Standing Purchase Committee (higher) at the level of Financial commissioner & Principal Secty of concerned deptt.	1. FCPS of concerned deptt. (Chairman). 2. FCPS-FD or his representative (member secty). 3. HOD of the indenting deptt or his representative (member secty.) 4. Technical expert, industries deptt. 5. Any other technical expert of the relevant field to be co-opted as considered

Value	Competent Authority	Standing Purchase Committee
Above ₹ 30 lakhs.	High powered purchase committee	necessary. High powered purchase committee same as constituted for the purchase of stores items covered under store articles required under various govt. Deptt. / boards/corporation.

Note:- The departmental committee headed by the concerned administrative secretaries would review and finalize the action items stated under above paras/ procedures.

B. Purchases of items which are Stores from Rate contracts of DS&D

SN	Competent Authority	Value
1.	Head of the concerned deptt.	Valuing upto ₹10 lakhs.
2.	FC & Principal Secy of the concerned deptt.	Between ₹ 10 lakhs to 30 lakhs
3.	Minister incharge of concerned deptt	Above ₹ 30 lakhs

C. Purchases of Store items from Rate contracts of DGS&D (Govt. of India)


SN	Competent Authority	Value
1.	Head of concerned Deptt.	Upo ₹ 10 lakhs
2.	FC & Principal Secy.	Between ₹ 10 lakhs to 30 lakhs
3.	High powered purchase committee	Above ₹ 30 lakhs

D. Purchases of Store items from Rate contracts of DS&D Haryana

SN	Competent Authority	Value
1.	High powered purchase committee.	All purchase cases of stores valuing above ₹ 30 lakhs
2.	Standing purchase committee (higher).	All purchase cases of stores valuing between ₹ 10 lakh to ₹ 30 lakhs
3.	Standing purchase committee (lower)	All purchase cases of stores valuing below ₹ 10 lakhs

All Concerned officers / officials are directed to note these guidelines and also bring these clarifications / guidelines to the notice of their subordinate officers/officials relating to their districts for strict compliance.

They are also directed to follow the above mentioned guidelines in letter in spirit. Any violation of above guidelines will invite immediate disciplinary action.


**ASSISTANT DIRECTOR ADMINISTRATION
 FOR DIRECTOR SECONDARY EDUCATION
 HARYANA, PANCHKULA**

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