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SCHOOL & MASS EDUCATION DEPARTMENT

RESOLUTION

The 5th July, 2012

Sub: Guidelines for reimbursement of per child expenditure in favour of unaided and specified category schools for admission of children belonging to weaker section and disadvantaged group.

Section 12(1) (c) of the Right of Children to Free and Compulsory Education Act, 2009 (hereinafter referred as 'Act') stipulates that unaided schools and specified category schools shall admit at least twenty-five per cent of the strength of Class-I, children belonging to weaker section and children belonging to disadvantaged group from the neighborhood and provide them free and compulsory education till completion of elementary education. Further, where the school admits children at pre-primary level such admissions shall be made at that level.

Section-12 (2) of the Act stipulates that such category of schools providing free and compulsory elementary education shall be reimbursed expenditure so incurred by them to the extent of per child expenditure incurred by the State, or the actual amount charged from the child, whichever is less, in such manner as may be prescribed.

The procedure of admission in unaided and specified category schools has been outlined in S. & M.E. Department letter No-22655/SME., Dated the 18th December, 2010.

Rule 10 of the Odisha RCFCE Rules, 2010 indicates the manner of determining per child expenditure incurred by the State Government.

In exercise of the powers conferred by sub-section (2) of Section 35 of the Act, the State Government have framed the following guidelines for reimbursement of per child expenditure in favour of such schools:—

1. Claim for reimbursement pertaining to one academic year shall be made in the next year. For example, the claim for 2011-12 shall be submitted and reimbursed in 2012-13.

2. The concerned school shall apply for reimbursement of per child expenditure in Form-A (Appended) in triplicate to the concerned D.I. of Schools.

3. The application form shall accompany with the following documents:-

(a) Evidence showing admission of 25% of children belonging to weaker section & disadvantaged group –

(Copy of admission register duly attested by a Gazetted Officer to be enclosed).

(b) Evidence showing that such children belong to weaker section and disadvantaged group –

(Attested copy of BPL Card, Income Certificate, Caste Certificate issued by Tahasildar to be enclosed).

(c) Expenditure incurred by the School for the children belonging to weaker section and disadvantaged group against 25 % strength–

(i) Amount of salary paid to the teaching and non-teaching staff of the school as a whole.

(ii) Nos. of teachers engaged for teaching in Elementary classes.

(iii) Whether such engagements are as per norms and standards specified in the schedule of the Act.

(iv) Name of the Teacher(s) with qualification- (in separate sheet).

(v) Amount paid to each teacher per month with copy of the acquaintance roll in separate sheet-

(Salary slip or proof of credit to their Bank Account Number).

(vi) Per child monthly/annual fees charged by the school with details of the charges–

(Fees under each unit for each class to be specified)

(vii) Per child expenditure incurred by the School.

(viii) Separate Bank account number for the amount towards reimbursement.

4. The institution shall furnish the audited balance sheet of the income and the expenditure incurred by it during that year to which reimbursement claim relates.

5. With the above information, the Institution shall submit the Form-A application before the concerned D.I. of Schools and the D.I. of Schools shall verify the application and certify that the information given by the institution is correct and complete. He is also required to give the certificate to that effect in the said form at the appropriate place. After recording the statement, the D.I. will transmit the same in duplicate to the Office of the Director, Elementary Education within a period of 30 days.

6. After receipt of the applications in the office of Director, Elementary Education the same will be scrutinized and the Director, Elementary Education shall prepare the consolidated proposal in Form-B (Appended).

7. SPD, OPEPA shall provide the amount of per child expenditure incurred by the State Govt. to the Director, Elementary Education with copy to the S. & M.E. Department in the month of May every year.

The Committee comprising of the following members will ascertain the per child expenditure incurred by the State Government in each financial year:—

- | | | |
|---|---|-----------------|
| (i) SPD, OPEPA | - | Chairman |
| (ii) Director, Elementary Education | - | Member |
| (iii) F.A., S. & M.E. Department | - | Member |
| (iv) F.A., Directorate of Elementary Education | - | Member Convenor |

The Committee will meet in the month of April every year to find out the per child expenditure incurred by the State Government.

The Committee will determine the per child expenditure in the manner prescribed under Rule 10 of the ORCFCE Rule 10.

8. Director, Elementary Education will submit the consolidated proposal to the State Government for sanction of reimbursement amount as early as possible in the same financial year after compilation of information so received.

9. Reimbursement of amount shall be recommended to the extent of per child expenditure incurred by the State or the actual expenditure incurred by the School for each child belonging to weaker section and disadvantaged group, whichever is less.

10. Government in S. & M.E. Department will take immediate steps for sanction of the amount in the same financial year.

11. The amount of reimbursement shall be paid in A/C payee cheque to the Institution by the Director, Elementary Education.

12. This shall be audited every year by the S. & M.E. Department at the Directorate level with test check of information of at least two schools.

This has been concurred in by Finance Department vide UOR No-67-SS-I dated the 24th March, 2012.

FORM-A**Form of application for reimbursement of per child expenditure**

To

The District Inspector of Schools
 _____ Education District.

1. Name of the School applying for reimbursement. :
2. Address in full :
3. Name of the authorized person :
4. Registration No. of the school under Society Registration Act. :
5. Copy of the No Objection Certificate/ recognition order issued by the Competent Authority of State Govt. to be attached. :
6. Whether recognition certificate granted as per sub rule(1) of rule 13 of ORCFCE Rules 2010. :
7. Whether the school is under obligation like land, building, equipment or other facilities either free of cost or at a concessional rate. :
8. No. of students in the school (Evidence to be given class-wise). :
9. Students strength in the entry class (Pre-primary /Class-I).
10. No. of weaker section and disadvantaged group students admitted/enrolled against 25% of the strength. (Class-wise statement up to Class-VIII) :
11. Total No. of teaching and non-teaching staff in the school. :
12. Total amount of expenditure incurred by the school on account of salary to the teaching and non-teaching staff. :

13. No. of teaching and non teaching staff engaged :
for the classes for which reimbursement
claim is submitted

14. Amount of salary given to the staff :
engaged for the classes for which
claim is submitted.

15. Amount of claim towards reimbursement
of per child expenditure.
 - a. Tution fees
 - b. Fees for other facilities (details to be given) :

16. Entitlement for reimbursement :

**Signature of the applicant
with designation and seal.**

**Verified the above information and
found correct and recommended for payment.**

Signature of the D.I. of Schools with seal.

FORM – B**(Claim for reimbursement of per child expenditure)**

1. Name of the School with address :
2. Name of the Circle/Education District :
3. Amount of reimbursement claimed
by the Institution. :
4. Per child expenditure incurred by the
State Govt. for the year to which
reimbursement is claimed. :
5. Amount of reimbursement
admissible to the Institution. :

Director, Elementary Education**ORDER**

Ordered that the resolution be published in an Extraordinary issue of *Odisha Gazette*.

By Order of the Governor

RAJESH VERMA

Principal Secretary to Government