

राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
एक स्वायत्त संस्थान, भारत सरकार)
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National Education Society for Tribal Students

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File No:NESTS/Finance/EMRSSocietiesFinance/160/2021-22

Date: 15.11.2022

To,

The Commissioner/Member Secretary/Director
All States/UTs EMRS Societies

**Subject: Detailed guidelines for recurring grants/funds for EMRS Schools (01.04.2022 onwards)-
reg.**

Sir/Madam,

With reference to the subject cited above, NESTS has issued “**Revised cost breakup for Recurring cost for EMRS Schools**” (Annexure-I) with the approval of Commissioner, NESTS vide letter dated 31.08.2022.

2. In view of the above, a meeting was held on 02.09.2022 with all the Nodal Officers of the State/UTs EMRS Societies for discussion regarding revised recurring cost break-up for EMRS Schools. Various queries and suggestions were received from the States/UTs EMRS Societies regarding the recurring cost breakup.

3. Accordingly, detailed guidelines for recurring grants/funds for EMRS Schools have been prepared and annexed herewith as Annexure- II for States/UTs EMRS Societies. Societies/Schools shall ensure that expenditure must be done as per the revised recurring cost break-up and detailed guidelines for recurring grants/funds.

This issues with the approval of the Commissioner, NESTS.

Yours faithfully,

Encl: As above

(Amit Sahu)

Deputy Commissioner (Finance)

Copy for Information:

1. PS to Commissioner, NESTS.
2. Principal Secretary, State Tribal Departments.
3. Under Secretary, EMRS Division, M/o Tribal Affairs.

Break-up of recurring cost for EMRS (01.04.2022 onwards)

S. No.	Component	Maximum Permissible Annual Expenditure for EMRS F.Y. 2022-23 (Rs. in lakhs)	Remarks
1.	Staff Salary	280.00 (53.54%)	This includes the salary of staff (teaching/non-teaching)
2.	Direct Expenditure on Students (upto Rs. 29270.84 per student)	140.50 (26.86%)	Includes expenditure towards Mess Expenditure, Uniform, Text Books, Daily Use Items, Medical Expenses, CBSE Fees, School Bag etc.
3.	Operational Expenditure	54.00 (10.33%)	Includes expenses towards: a) Water & Electricity b) Misc. (Postage, Telephone, P.O.L. Office Stationery, Repair of Furniture, Equipment etc.) c) Maintenance of Computer Labs d) Maintenance & Repair of Buildings e) Conduct of Admission Test f) Contingencies etc.
4.	Expenditure on Academic & Co-Curricular Activities	8.50 (1.63%)	Conduct of NCC/Scouts & Guides Activities, Professional Development of Teachers; Setting up of Tribal Culture Corner; Introduction of Vocational Courses; Other Activities (Pace setting activity, art & culture workshop, development of resource room, etc.) and Competitive Examination Coaching (online/offline) etc.
5.	Administrative expense of State Society (1.91%)	10.00 (1.91%)	1.91% of the total permissible recurring cost shall be kept towards administrative expense of the State Society.
6.	Funds for Capital Expenditure (Procurement of Computers, Smart Classes, Bedding Items, Major Repairs etc.)	20.00 (3.82%)	This amount shall be retained at the NESTS and may be made available to State EMRS Societies based on submission of detailed plan by the State Society. For certain common activities the work may be entrusted to Central Agencies.
7.	Centralized Activities (1.91%)	10.00 (1.91%)	This amount shall be retained at the NESTS for carrying out central activities including Sports/ Cultural Meet, Capacity Building Programmes etc.
	Total (Approx)*	523.00 (100%)	
	Maximum Per Student Cost per annum	1.09	



Detailed Guidelines for recurring grant/funds for EMRS (01.04.2022 onwards)

* State/UTs EMRS societies shall release grants/funds received from NESTS (head-wise) proportionately to the EMRS in the respective states/UTs.

Detailed guidelines for expenditure under Major Heads:**I. Staff Salary (280.00 lakhs) –**

Expenditure on staff salaries of teaching/non-teaching members will be met from this head. It will also include any regular pay, arrears (if any) allowances etc. The societies as well as schools may please ensure that the **salary component should not be transferred/diverted** to any other component/head of recurring costs.

II. Direct Expenditure on Students (140.50 lakhs) –

EMRS Society shall release the funds for mess activities to the respective schools and respective schools shall utilize the funds as per JNV norms. Expenditures on the remaining items may be done as per the below mentioned break-up at the society/school level as per society discretion after approval (as per due process) of their competent authority.

Detailed breakup is given as under:

S. No.	Sub-Component	Total annual Expenditure per student	Maximum Exp. limits for schools running with full strength of 480 student	Remarks
1.	Mess Expenditure (for 10 months) @ 2205 per month per student)	22,050	1,05,84,000	As per monthly norms of JNVs located at Hard & difficult areas.
2.	Uniform	7,220	34,66,000	Expenditure for these items shall be done as per revised NVS norms 2021-22 invariably.
3.	Text Books			
4.	Daily Use Items			
5.	Medical Expenses			
6.	Bedding Items*			
7.	School Bag			
8.	Travel Expenses for local journey (For 10 month)			
9.	CBSE Fees & etc.			
	Total			

*Bedding items (includes 2 Bedsheets at entry point i.e. in class 6th, 9th & 11th for new students only & 01 every year in other classes. 01 Pillow in class 6th & 9th & new entrants in class 11th. 01 Pillow cover (cotton) for per student per year.)

III. Operational Expenditure (54.00 lakhs) –

Under this head the following expenditures shall be done in general:

- Water & Electricity charges.
- Payment to outsource Staff for Security Guards, Cleaning Staff & Gardner, Plumber cum electrician etc.
- Hiring of vehicles (transportation of goods/students, medical emergency, official purpose), purchase of fuels for Genset and operation of other machines etc.
- Housekeeping & Horticulture/beautification-related expenditures
- Misc. Office Expenses viz. Stationery, Hospitality, Newspapers/Magazines, Internet/broadband/Telephone, Postage, T.V/Dish Charges etc.
- Conduct of Admission Test.
- Purchase of different items/appliances/software for disabled students for their accessibility need.
- Maintenance and Repair (including AMC, CAMC) of Building, whitewashing/painting – Maximum permissible limit shall be **Rs. 10.00 lakhs** only for schools running more than 5 years (irrespective of students' strength.)
- Operation and Maintenance of pipelines, motors, fixtures & fittings, furniture, machines & equipment (Computer lab & electrical items).
- Sports activities, cultural activities, Lab consumables and other related expenditures.
- Contingencies etc.

IV. Expenditure on Academic & Co-Curricular Activities (8.50 lakhs) -

Expenditures under this head include expenditure on:

- Conduct of NCC/Scouts & Guides Activities,
- Professional Development of Teachers;
- Setting up of Tribal Culture Corner;
- Introduction of Vocational Courses;
- Other Activities (Pace setting activity, art & culture workshop, development of resource room, etc.)
- Competitive Examination Coaching (online/offline) etc.
- Any other relevant activities.

V. Administrative expense of State Society (10.00 lakhs) –

- Expenditure under this head generally be utilized for administrative and establishment expenses of the state societies. However, societies may utilize:
- Any surplus with the society in this head may be utilized for common nature of facilities or expenditure for the schools.
- Expenditures for conduct of state/zonal level programmes including transportation etc.
- Any other activities on need basis from the surplus under this head may be used for items not covered under any other heads of recurring expenditures.

VI. Non-recurring/Capital Items Expenditure (20.00 lakhs) –

Expenditure under this head may be made by the Societies at their level or they may release funds to the schools based on proposals received from the schools after taking approval of their competent authority (i.e. Govt. official) for the following items:

- Purchase of library books & related expenses.
- Development of Sports Infrastructures, Sports Equipment/facilities etc.
- Laboratory Equipment and related items.
- Equipment (Fire Extinguisher, CCTV Camera, Inverter, Intercom, ROs, water cooler machines, & Heaters, Washing Machines etc.)
- Items for Lab/ Smart Classes (Non-consumable - purchase of Hardware, etc.).
- Furniture (For School, Hostel & Staff Qtrs. etc.) includes Bed and Mattress etc.
- Office Equipment, Computers, Laptops etc.
- Major Repairs of urgent/essential nature with the approval of competent authority of State/UT EMRS society.

VII. Centralized Activities (10.00 lakhs) –

This amount shall be retained at the NESTS for carrying out centralized activities/programs (if any)

Points to be Noted:

- The above bifurcation is for 480 students and the same shall be reduced proportionately for less number of students for each head.
- All societies/schools shall register on the Government E-Marketplace (*GeM*) Portal and ensure procurement of goods and services through the portal as per the GFR norms preferably or may follow the State Financial Rules. In case the State Financial/Procurement Rules are followed, due diligence to be done to ensure that it is in consonance to the spirit of the General Financial Rules and doesn't contradict the provisions out-rightly.
- All societies/schools shall register on the *PFMS* portal and funds by the State/UT societies shall be released in the bank accounts of the respective schools only. Funds shall be released by respective State/UTs EMRS societies after adjusting the balance of the previous year, available with schools (if any).
- States/UT EMRS Societies may ensure to hire an accountant on outsourcing/temporary basis to maintain books of accounts of school. The candidate to be hired until the school gets a permanent employee through the proper channel and must have work experience in the field of accounting. The candidate having a working knowledge of Tally, *PFMS*, TDS, GST and other statutory deductions as per the standard accounting norms in Govt. may be preferred. Expenditure on this account shall be booked from the Staff Salary Head/Component.
- NESTS will reserve the right to use the grants/funds from any of the above heads (except Staff Salary) for conducting any activity at the central level after approval of the commissioner, NESTS.
- The State/UT EMRS Society/Schools will monitor the quality of food and other items on regular basis and submit reports to NESTS on yearly basis or as and when required.
- State/UT EMRS Societies have to ensure that the schools under their jurisdiction should comply with the above norms of recurring cost. However, NESTS/MoTA officials may review/inspect/monitor the schools for compliance with the above guidelines and may seek a report from State/UT EMRS Society from time to time. The total cost per student per year will be Rs 1,09,000/- for EMRS and Rs 85,000/- for EMDBS in States where MoU is signed between NESTS and State/UT EMRS society and Rs 61,500/- per student p.a in States/UT Society who have not signed MoU with NESTS. Therefore, the cost will be distributed proportionately as per the above break-up.
- In 1st week of April in the beginning of the financial year, the schools will submit the details of grant/funds requirements under various components (Major Head 1 to 4 & 6) to the State/UT EMRS Society. The society shall consolidate (by adding administrative expenses of society in fund demand received from all schools) and shall submit the grant/fund requirement to NESTS latest by the 2nd week of April each year. The maximum permissible cost is based on a school with 480 students and running till the 12th standard. Schools running at a lesser capacity and not till the 12th standard shall be eligible for recurring costs based on the total enrollment in the schools.
- The State/UT EMRS Society may ensure that grants/funds are released to the schools as per above norms for their smooth functioning.

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