

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR
RAJIV VIDYA MISSION (SSA), A.P, HYDERABAD
Present: Smt. V. USHA RANI, I.A.S.,**

Proc.No. 907/RVM (SSA)/B7/2013-14

Dated: 25.09.2013

Sub: A.P., RVM (SSA) Hyderabad - Guidelines to run the Seasonal Hostels for the year 2013-14 by the NGOs – Orders Issued - Reg.

Ref: Guidelines to run the Seasonal Hostels for the year 2013-14 approved by the State Project Director on dt: 23.09.2013.

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The Project Officers of RVM (SSA) of all the Districts are informed that the Guidelines to run the Seasonal Hostels for the year 2013 -14. They are further informed that the guidelines and financial norms for maintenance of the Seasonal Hostels hereby communicated. The Guidelines shall be applicable for the Seasonal Hostels sanctioned during the year commencing from October 2013 as per the sanctioned budget allocation in AWP & B 2013-14.

Encl: 1. Guidelines,
2. Financial norms.


State Project Director



To
The Project Officers/ District Collectors of RVM (SSA) Ananthapur, East Godavari, Krishna, Kurnool, Medak, Nalgonda, Prakasam, Srikakulam and Warangal Districts in the State.
Copy to the Finance Controller of this office.
Copy to State Planning Coordinator of this office.
Copy to State I.E. Coordinator of this office.
Copy to all the District Collectors & Chairmen / Project Officers RVM (SSA) for information.

Guidelines to the Project Officers for selection of NGOs to organize Seasonal Hostels 2 0 1 3 - 1 4

The No. of Out-of School Children has drastically been reduced to 1,61,538 in 2013-14 from previous year. This is because of continuous efforts are being made by Rajiv Vidya Mission in admitting the OSC into regular school and their retention. The enrollment target has almost been achieved.

- All the Project Officers are requested to admit the Children of out Migrant parents SC/ST/BC Welfare Hostels / KGBVs the sanctioned strength of those hostels exceeds due to the admission of those children, RVM releases the budget to the concerned welfare departments limiting to exceeding strength.
- **Seasonal Hostels:** After exhausting the above option still the out migrant children left in the District then Seasonal Hostels may be opened in rural areas only to admit these children with the approval of the Collector and send to the State Project Office for ratification within 24 hours of the Collector's approval.
- **Limitations:** No NGO should be sanctioned more than 4 (Four) Seasonal Hostels @ 50 (Fifty) Children per Hostel.
- **No MEO should run Seasonal Hostels.**
- NGOs must enter the children data of SH. Project Officers are requested to release the payments to those NGOs who have entered children data on-line, which is duly verified by field level officers may be released on 1st of every month.
- After opening of RSTCs, Seasonal Hostels, NRSTCs, the Project Officers should ensure that 100% Out of School children must be enrolled and covered by admitting them in the School.
- The NGOs shall also work for the implementation of RTE Act i.e., every child from 6-14 years age should be in the school the Project Officers may involve in the process.
- The Financial norms are as indicated in Annexure V in the AWP & B 2013 for running seasonal hostels (rural area only).

Sanctioning Authority: Collector is the competent authority to allot Seasonal Hostel to the good working NGOs. No new NGOs will be sanctioned SH unless District Grant in aid Committee decides.

District Grant in Aid Committee: The proposals for sanctioning of SH shall be processed only at District Level involving District Grant in aid committee. The process of selection is de-centralized and the State Project office will not accord any sanction of Seasonal Hostel.

- **A. Legal Status of the NGO:** The NGO should be a legally registered organization. The organization should be registered under the Societies Registration Act of 1860 for a period of minimum three years. (as on date of submission of their application to RVM (SSA)).
- **B. Infrastructure :** POs have to look for basic infrastructure of the NGO like premise like whether the office is functioning in own or rented building, basic office equipment, basic teaching aids etc., The SH/WSS supervisory officers shall visit, verify the infrastructure and give report to the PO.
- **C. Stable Organizational Structure:** This will help to ensure accountability and include staff structure, number, name rolls, responsibilities of the staff/ organizer etc. involved in the project, organization's capacities staff experience and expertise in context of programme /project, geographical area covered by the organization, other projects undertaken by the Organization.
- **D. NGOs having strong credible links** shall be given, preference: While short listing, preference shall be given to NGOs having established track record in any of the development field such as education of out of school children, child right activities, non-formal education, women empowerment, working on health issues, working with women, working with marginalized groups such as commercial sex workers, street children, intravenous drug users, child laborers, slum community and people with disabilities etc. The NGO should have been actively working in the proposed area of work. Organizations having legal entity and run by parents in association, woman associations having affiliation to the ongoing government programs like IKP, MEPMA.
- The NGOs should have no conflict of interest with the government's and AP RVM functionaries. There should not be any pendency of reply by the NGO for the explanation called for by the RVM in case of previous assignments entrusted.

- Any contribution to the NGO should preferably qualify for tax exemptions under Income tax Act 1961.
- NGOs should disclose whether they get financial assistance from any other sources. An undertaking should be obtained from the concerned NGO before sanctioning SH to avoid duplication of claims from other agencies.

E. A fair financial track record in terms of its operation:

This would necessarily involve having clean audit reports relating to its past activities. Further in order to assess the NGOs credibility, the following points shall be considered:

- (i) No NGO having pending legal disputes and or enquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc., shall be considered.
- (ii) NGOs blacklisted by any Central or State Government of its agency or the District Collector shall be rejected.
- (iii) A self declaration with reference to (i) & (ii) should be given by applicant.

F. Documents: The Project proposal should be as per guidelines mentioned herein and should be accompanied by the following documents:

Covering letter showing interest to work with the RVM (SSA) duly accepting the Project's conditions and objectives to achieve.

1. NGO's Geographical area of operation (as per the society's Memorandum of Association).
2. Monitoring plan (with specific time-frame).
3. Manpower particulars of organization (paid staff, volunteers etc.,).
4. Copy of the registration certificate.
5. Memorandum of Understading (MoU in the RVM prescribed format)
6. Certified copy of the memorandum and rules of the organization.
7. Annual report (audited) of the past three years.
8. Certified copy of PAN card.
9. List of Executive Committee Members, their address and contact numbers.
10. Declaration as required at Para E (iii).
11. Photo copy of Bank pass-book.

G. Undertaking : The Grantee will execute an undertaking to the effect that grantee will

1. abide by all conditions of the grant.
2. not divert the grants and entrust execution of the scheme of work concerned to other institution(s) or organization (other than approved ones).
3. In the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilized amount of the grant to AP Rajiv Vidya Mission (SSA) along with interest @12% per annum.
4. All documents (each page) should be duly signed and stamped by the applicant and

Chairman of the organization. The NGO should be able to produce any original document on demand by AP Rajiv Vidya Mission (SSA).

H. Scrutinizing applications received from NGOs:

All the proposals received from the NGOs in the format prescribed by the RVM (SSA) will be verified by the District Project Office. A scrutinizing committee should be constituted with AMO, CMO, Assistant Director from Disabled Welfare as members and ALSCo as member-convener to scrutiny the applications before they are placed before the DGIAC for examination and recommendation.

The selected NGOs shall be issued sanctioned proceedings through the District Collector and Chairman, in the suggested template stipulating the time to start the center and release of advances by the Project in the meeting organized under the chairmanship of the District Collector.

ANNEXURE- V
FINANCIAL ESTIMATE FOR RUNNING OF SEASONAL HOSTELS
A) MONTHLY RECURRING FINANCIAL ESTIMATION (For 50 CHILDREN)

Sl. No.	Item	Particulars	Unit Expenditure	Total
1	Food and Fuel charges	for 50 children	Rs. 500x50	25000.00
2	Medical Expenses	for 50 children	Rs20 x 50	1000.00
3	Cosmetic charges	for 50 children	Rs.50 x 50	2500.00
4	News papers and Magazine			300.00
5	Saloon expenses for Boys / Sanitary napkins for Girl Children	for 50 children	Rs:20 x 50	1000.00
6	Honorarium to Teacher Volunteer@ Rs5,000/month. Maximum of 3 Teacher Volunteers for 50 children.	a) B.Ed / D.Ed	Rs.5000x3	15000.00
		b) Degree / Intermediate	Rs. 3000x3	
	a) Care taker	1	Rs. 3000	3000.00
	b) Mobilisation charges to full time mobiliser	1	Rs. 2500	2500.00
7	Honorarium to cook	for 1 person	Rs.4000	4000.00
8	Honorarium to Asst. Cook	for 1 person	2500	2500.00
9	Honorarium to Helper/Aaya	for 1 person	2500	2500.00
10	Honorarium to Full time Watchman	for 1 person	Rs.3500	3500.00
11	Honorarium to Scavenger	for 1 person	2500	2500.00
12	Telephone charges Not exceeding Rs300/-	1 Phone		300.00
13	Building rent (if it is private building)	Actuals	Corporation	10000.00
			Municipality	8000.00
			Rural	6000.00
14	Dhobi charges	for 50 children	Rs20x50	1000.00
15	Electricity charges	Actuals	Maximum Rs.1500/- p.m	1500.00
16	Safe drinking water	for 50 children	Rs.1500/- p.m	1500.00
17	Academic support and monitoring by local HM		Rs.400/- p.m	400.00
TOTAL PER MONTH			Corporation area	80000.00
			Municipal area	78000.00
			Rural area	76000.00
TOTAL FOR TEN MONTHS			Corporation area	800000.00
			Municipal area	780000.00
			Rural area	760000.00

FINANCIAL ESTIMATE FOR RUNNING OF SEASONAL HOSTELS

B) NON RECURRING FINANCIAL ESTIMATION (50 STUDENTS)

Sl. No.	Item	Unit Expenditure	Total
1	Utencils (for new RSTC)		3500.00
2	Buckets and Mugs (1 bucket and mug each for 5 children and 1 soap box for each)	10 buckets 10 mugs 50 Soap Boxes	1500.00
3	Gas stove and connection		5000.00
4	Emergency lights	Rs.600 x 2	1200.00
5	Running mats for classrooms		750.00
6	Table	1000x1	1000.00
7	Chairs	Rs.300 x 5	1500.00
8	Almirah - 1	Rs.3000 x 1	3000.00
9	Black Boards (Paint to walls)	Rs250 x4	1000.00
9	Ceiling Fans	Rs.750 x 2	1500.00
	TOTAL		19950.00

FINANCIAL ESTIMATE FOR RUNNING OF SEASONAL HOSTELS

One Time Grant for Seasonal Hostels

C. One time grant proportionate (50 Students)

Sl. No.	Item	Unit Expenditure	Total
1	Uniforms (2 pairs)	2 pairs per child @Rs. 200 per pair to be given from overall OSC savings	
2	Bed sheets	Rs. 210 x 50	10500.00
3	Library books		1250.00
4	TLM Charges		3500.00
	a) Charts		
	b) Building blocks		
	c) Marbles, Crayans		
	d) Sketch pens		
	e) Sand trays		
	f) Child Specific learning material		
	g) China Clay		
	h) Magnetic alphabets		
	i) Stampit sets		
	j) Water Colours		
5	Material for Leisure room activities (Drawing, Painting, Music, Craft etc)		9000.00
6	Games and cultural material		2500.00
7	Center Registers		1200.00
8	Center management cost		15000.00
9	Child tracking, Welcome, farewell and other festivals etc.	Rs 80x50	4000.00
10	Stationery to boarders (@ 200 pages note books-10, slate-1, pen-2, refills, pencil, eraser, sharpner etc	Rs. 150 x 50	8500.00
11	Chappals	Rs. 75 x 50	3750.00
12	Towels	Rs. 75 x 50	3750.00
13	Wall Mirrors (5x3 size) and Big combs	Rs.300 x 3	900.00
14	Combs & Nail Cutters	Rs.6 x 50	300.00
15	Broomsticks-5, Bleaching powder 3 KG, phinyl,- 5 bottles, Mosquatio Coils		1000.00
16	Documentation expenses	-	1500.00
17	Plates and Glasses 50 Steel plates & 50 steel Glasses	Rs. 75 x 50	3750.00
18	Carpets / Mats for dormitories	Rs.200 x 50	10000.00
19	Trunk boxes	Rs. 250 x 50	12500.00
TOTAL			92900.00

FINANCIAL ESTIMATE FOR RUNNING OF SEASONAL HOSTELS

D. Grants to be utilised at DPO level (50 Children)

Sl. No.	Item	Unit Expenditure	Total
1	Seasonal Hostel modules	50 x Rs.200	10000.00
2	Training for Teacher Volunteer	4x150x10	6000.00
3	TAV DA Honorarium to RPs	3x50x10	1500.00
4	Exposure Visit to Seasonal Hostel child	50x200	10000.00
Total			27500.00