



परमाणु ऊर्जा शिक्षण संस्था
(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY
(An autonomous body under Department of Atomic Energy, Govt. of India)

AEES/PC&GA/F.1.5/PUVVN/2017/ 2383

July 21, 2017

Sub : Issue of guidelines governing the Parmanu Urja Vidyalay Vikas Nidhi (PUVVN) in AEC Schools/Junior Colleges.

Ref : 1) AEES/PC&GA/F.1.5/PUVVN/2016/3426 dated 31/10/2016

2) AEES/PC & GA/F.1.5/PUVVN/2016/3613 dated 08/11/2016

This is in continuation of AEES letter dated 08/11/2016 conveying the decision of competent authority to postpone the implementation of the revised PUVVN guidelines circulated by AEES vide letter dated 31/10/2016 until further orders.

2. The matter for revision of PUVVN guidelines was further discussed by all Heads of AEC Schools/Junior Colleges during the meeting held at Central Office, AEES on 6th & 7th March, 2017. The recommendations proposed in the said meeting for revision of PUVVN guidelines were approved by the competent authority.

3. The duly approved revised guidelines governing the PUVVN Account are enclosed for strict compliance by all the Heads of AEC Schools/Jr. College. It is informed that they should implement these revised guidelines governing the use of PUVVN A/c on Collection, Administration, Utilization and Accounting of fees and also to follow the revised guidelines on Purchases/Procurement of Stores and Equipments from PUVVN Account.

4. The following documents are sent herewith for due compliance :

Sl. No.	Particulars	Page Nos.
1	Guidelines governing the use of PUVVN A/c	1-5
2	Guidelines for procurement of materials/consumables under PUVVN - Annexure-I	6-7
3	Authorized Expenditure Heads under PUVVN - Annexure-II	8-11
4	Expenditure entitlement for conducting the annual functions and various zonal and all India AECS events - Annexure-III	12
5	Authorized expenditure Heads under CORPUS fund created in Central Office, AEES - Annexure-IV	13
6	Indent form - Annexure-V	14

5. All Heads of AEC Schools/Junior Colleges are requested that a copy of the above documents governing PUVVN Account and the guidelines for procurement of stores and equipments from PUVVN account should be brought to the notice of all concerned i.e. Vice-Principal, Headmaster, office staff, members of the PUVVN Committee, Section/ Lab-in-charge, etc. for their information and strict compliance.

6. All Heads of AEC Schools/Junior Colleges are also requested to note that the three sub-head accounts under "Swimming" at Sl. No. 10 of Annexure-II of the revised PUVVN guidelines are applicable for the Schools/Junior College situated at Anushaktinagar, Mumbai alone where the said facility is available.

2/-

7. All Heads of AEC Schools/Junior College are requested to give strict compliance in maintaining the Heads of Account stipulated in PUVVN guidelines and also the prescribed format while submitting the Final Accounts of PUVVN A/c to Central Office, AEES at the end of each financial year. They are also requested to submit the copy of duly approved budget of PUVVN A/c. Quarterly Receipts and Payments Account to the Accounts Officer, AEES within the prescribed time. Further, the Assets procured from PUVVN Account are to be accounted properly.

8. This is in supersession of all earlier guidelines issued by AEES governing the PUVVN Account of all AEC Schools/Junior Colleges and these revised PUVVN guidelines will come into force from the date of issue.

9. This issues with the approval of competent authority.

Encl : a/a


(G S R K V SARMA)
Chief Administrative Officer

1. All Heads of AECSs/JC
2. All Vice-principals/ of AECSs/JCs
3. All HMs of AECSs

**Parmanu Urja Vidyalay Vikas Nidhi
(PUVVN)**



ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under the Department of Atomic Energy, Govt. of India)
Anushaktinagar, Mumbai – 400 094.

JULY, 2017

1. PUVVN fund

The 'Paramanu Urja Vidyalay Vikas Nidhi' (PUVVN) is a separate fund maintained by each AECS/JC, which is generated out of the fees collected from the students. The fee structure per month for this fund will be as follows:

Class	PUVVN fee	Total	Period
Pre-Prep to Prep	₹ 150	₹ 150	Per month
Class I to V	₹ 150	₹ 150	Per month
VI-X	₹ 150 + 30(Computer fee)	₹ 180	Per month
XI and XII (General)	₹ 150	₹ 150	Per month
XI and XII (only for those studying computer science or only for IT students who opt for IT/Computer Science)	₹ 150 + 50(Computer fee)	₹ 200	Per month
Swimming Fee for Classes I and above	₹ 500	₹ 500	Per 6 months

2. Purpose of PUVVN fund

The purpose of PUVVN fund is to cater to the educational needs pertaining to the training of students.

The PUVVN funds can be utilized only for :

- Purchase of materials/consumables towards the direct benefit of the students required for scholastic and non-scholastic education;
- Expenditure incurred on the participation of the students in events/occasions, which promotes the all inclusive educational pursuits.

3. Administration of the PUVVN fund

3.1 "PUVVN Committee" and "PUVVN bank account"

To administer the PUVVN fund, a committee, named as 'Paramanu Urja Vidyalay Vikas Nidhi Committee' or 'PUVVN Committee' will be constituted every year in each AECS/JC by its Head, with due approval of Chairman, LMC. This committee shall control and administer the PUVVN fund collected in a given financial year, by the respective AECS/JC. The Committee will comprise of the following:

(i) Principal (or Vice-Principal in-charge)	Chairperson
(ii) Vice-Principal (or HM if Vice-Principal in-charge)	Member Secretary
(iii) Headmaster/Headmistress (Sr. PGT in the case of AEJC, Mumbai)	Member
(iv) Teachers in-charge of CCA, Exams, Science & Computer/Vocational Labs, Physical Education, Library	Member
(v) An LMC member nominated by Chairman, LMC, who is well-versed with the purchase procedures or an official from Accounts/Purchase Section of the local DAE/Constituent Unit not below the rank of Assistant Accountant/Purchase Assistant	Member
(vi) The dealing Assistant handling accounts of PUVVN	Member

Note:

- The Chairman, PUVVN Committee holds all the responsibilities for proper utilization of the PUVVN funds, including the implementation of all the prescribed norms and procedures, as stated in **Annexure-I**, when procurements/expenditures from PUVVN a/c are made).

2. *Every school should have mid-review in the month of September every year and based on the requirements, the variations upto 10% of budget allocation can be taken up with the approval of respective Chairmen LMCs and beyond that the same may be referred to Secretary, AEES*

Each AECS/JC shall have a separate bank account (preferably SWEEP A/c) for “Parmanu Urja Vidyalay Vikas Nidhi” with a nationalized bank, which should be distinct from other accounts of the school. In locations where there are more than one school run by the AEES, each school shall have a separate account for its ‘Parmanu Urja Vidyalay Vikas Nidhi’. There will be four signatories to the account:

1. Chairperson, PUVVN committee
2. Member Secretary, PUVVN committee
3. HM (Sr. PGT in the case of AEJC, Mumbai)
4. One member PUVVN Committee

Chairperson, PUVVN committee, along with one of the three signatories shall operate the account.

3.2 Administration of PUVVN

- (i) The Chairman of PUVVN Committee, after taking the viewpoints of all the teachers and with a due discussion in the PUVVN Committee, shall prepare an annual PUVVN budget. The annual budget must consist of: (a) a list of items for expenditure under appropriate **Account-Heads** (as listed in **Annexure- II**), and (b) a statement about the percentage of the funds to be utilized under each of these Account- Heads. The Chairman of PUVVN Committee, after obtaining a formal approval from Chairman, LMC shall send a copy to the **Chief Administrative Officer, Central Office, AEES**, on or before 25th April of every year.
- (ii) The PUVVN Committee shall meet as often as required or at least once in three months, to review the utilization of the fund. The quorum for a meeting shall be at least two thirds of the number of the members in the committee. A ‘**Minutes Book**’ shall be maintained to keep the records of the deliberations at the PUVVN Committee meetings and shall be signed by all the members present during the meeting. The ‘Minutes Book’ shall be kept with the respective Head of School/Junior College for records/verifications and a copy of the minutes shall be sent to the Chairman, LMC.
- (iii) In locations that have more than one school, procurement/expenditure OR expenditure on common events such as Hindi Divas, National Festivals, etc. can be done together from PUVVN funds, by following prescribed procedures, with prior approval of LMC. However, the expenses incurred jointly must be shared among all the schools of that location on a *pro rata* basis (i.e. proportionate to the number of students in each school). It may be noted further that for the purpose of maintaining accounts and audit of PUVVN funds, each AEC School/Junior College is an independent entity, and therefore, each school ought to communicate separately with AEES in this matter.
- (iv) At the end of every quarter, a quarterly statement showing the receipts and expenditure from the PUVVN shall be sent by each school, separately to the Accounts Officer, AEES. In addition, at the end of the year, the “**Annual statement of accounts**” i.e., receipts & payment account, income & expenditure account and balance sheet shall be prepared. ***The audited statement of account in the prescribed format, along with the auditor’s report and action taken report on the auditor’s report (3 sets) shall be sent by each school, separately to the Accounts Officer, AEES through the Chairman, LMC latest by 10th May of every year.***

4. Financial powers and approvals

- (i) The PUVVN Committee is empowered to approve expenditure up to ₹ 30,000. However, any purchase order above ₹ 20,000 shall be issued only after pre-audit by the accounts department of the local DAE unit/Member(Finance), LMC.
- (ii) For expenditure above ₹ 30,000 and upto ₹ 2 lakh, the approval of Chairman, LMC is required.

- (iii) For expenditure between Rs. 1 lakh and upto Rs. 5 lakhs and those between ₹ 5-10 lakhs, the proposals should be forwarded to CAO, AEES, for seeking the approval of the “Purchase Sub-Committee” or the “Purchase Committee” of AEES, respectively, as stipulated by the Governing Council in its 158th meeting held on 14.05.2013.

5. Authorized Expenditure of Heads under PUVVN

The expenditure shall be incurred ONLY under the “Authorized Expenditure of Heads under PUVVN” as described in **Annexure-II** with an approval from the PUVVN Committee. The funds collected under the PUVVN shall be utilized **within the same financial year** by following the **Approved Budget** prepared by the PUVVN Committee and in no case expenditure incurred shall exceed the amount collected under the fund during the year.

The major heads of expenditures are (for details see **Annexure-II**):

- (i) Expenditure on participations of students in functions/competitive events, distribution of prizes/cash awards to students, and on printing.
- (ii) Expenditure for organizing the School Annual Day and various Zonal or All India AECS Events such as Sports/Cultural/Orientation programmes etc.
- (iii) Expenditure on repairs/maintenance.
- (iv) Expenditure on Purchase of Items: (a) Library books, notice/display boards, items to replace on buy-back basis, if there is any provision with the party (b) Consumables for labs and teaching aids: (c) Materials and consumables for sports.

(Note: The ‘PUVVN shall not be utilized to finance any activities other than those indicated in the **Annexure-II**. Specifically, no expenditure is to be made for procurement of ‘Infrastructure’ or ‘Capital’ items, provision for the purchase of which exists under the Plan or non-Plan budgets of AEES.)

6. Eligibility limits on expenditures

6.1 Expenditures to be borne out from the PUVVN fund of individual school.

Item	Eligibility
(i) DA per day per student participating in outstation competitions/events including Inter- AECS activities. This includes lodging ₹ 100, DA of ₹ 300 excluding lodging.	₹ 400 (or actuals against receipt, whichever is less)
(ii) DA per day per student participating in local competitions	₹ 150 (absence for < 12 hours) ₹ 200 (absence for > 12 hours)
(iii) Train fare for student participating in outstation competitions/events including Inter-AECS activities	AC 3 tier
(iv) Reimbursement of conveyance charges spent by students participating in Cricket/Hockey tournament for carrying their kits.	Actuals, against receipts
AWARDS :	
(v) I, II and III positions in any individual/solo performances in inter- AECS activities	I : ₹ 500 II : ₹ 300 III : ₹ 200
(vi) I, II and III positions in any group performances in Inter-AECS activities (per group member)	I : ₹ 300 II : ₹ 200 III : ₹ 100
(vii) Expenditure for conducting the annual functions and various zonal and all India AECS events	For entitlement see Annexure-III

**6.2 Expenditures on cash prizes to be borne out from the Common Pupils' fund of AEES
(see Annexure-IV)**

Item	Cash Prize
(i) I, II and III positions in National and International Olympiads conducted by HBCSE and recognized by CBSE/SCERT/NCERT/Government of India	I : ₹ 5000 II : ₹ 3000 III: ₹ 2000
(ii) Students selected for NTS scholarship	₹ 2000
(iii) Students selected in KVPY examination	₹ 2500
(iv) The students winning I, II and III places at the All India competitions related to Academic Excellence, Science Quiz, Rajbhasha and any other meet organized by the CBSE/SGFI/a Govt. Body at the National Level will be given a cash award of ₹ 2000/-, ₹ 1500/-, ₹ 1000/- respectively. Also the winners (I, II, III) of AEES National Level Sports Meets/Cultural/Literary/Exhibitions/Quiz/Art etc. competitions will be eligible for cash award of ₹ 2000/-, ₹ 1500/-, ₹ 1000/- respectively.	I : ₹ 2000 II : ₹ 1500 III: ₹ 1000
(v) Sports kits (including tracksuit and shoes) for each student participating at the national level event, such as, CBSE meet, School Games Federation of India(SGFI) meet or any other meet organized by a Government organization; and students winning merits at the All India Inter AECS Sports Meet (I, II & III place).	₹ 2500

7. Unspent balance of PUVVN: New guidelines

- (i) A separate "Head of Unspent PUVVN" is already withdrawn from 01.04.2014 onwards.
- (ii) From the financial year beginning on 01.04.2014, unspent amount left in the PUVVN account at the end of that financial year, if any, shall be credited to the **Common Pupils' Fund**, created in the Central Office of AEES from the accumulated Pupil Fund and School Fund of all the AEES schools/JC, vide the approval of the Governing Council of AEES in its 122nd Meeting held on 20th December 2004 (**Annexure IV**).
- (iii) Common Pupils' Fund will be spent on items of expenditure common to all AEES schools /JC, such as, printing of common questions papers and answer sheets. The expenditure related to the ASTER Hub and Studio of AEES should be met from Non-Plan Account. However, till the required funds are made available by the Department, the expenditure in this regard can be met from Common Pupils' Fund Account. Expenditure on common meetings/activities where all the AEES schools are participating (or where all the Schools have been invited to participate). The disbursement of funds, on all accounts, will be based on the recommendation of a Committee duly constituted by the Governing Council of AEES. Besides, the newly created schools or the schools where the PUVVN fee collection is less and are not in a position to share the common expenditure in various tournaments/events conducted by AEES, such schools can seek the financial assistance from the Corpus fund to participate in such tournaments/events (where all the schools have been invited to participate). Further details about the maintenance of the Corpus and expenditure under it are given in **Annexure IV**.
- iv) All the AEC Schools and Junior Colleges have to deposit 5% of their annual PUVVN Fund in the Common Pupils' Fund Account maintained by Central Office, AEES to incur expenditure on the items under sub-clause 7(iii) specified above.

8. Other important points

- (i) Schools shall maintain **Stock Registers** for all materials/consumables items purchased from PUVVN, during the year, and update these registers as and when new stock is added or items are issued. ***The schools shall continue to maintain Asset Register for fixed asset (capital items) acquired previously from PUVVN a/c. An annual verification of stock must be conducted by a committee constituted separately by the Chairman, financial/current year.***
- (ii) Any temporary advance from the PUVVN account should be drawn in the name of the indenter by issuing a bearer cheque after obtaining necessary approvals.

Secretary, AEES

Guidelines for procurement of materials/consumables under PUVVN

1. Modes of procurements

The following modes of purchase may be adopted, considering the nature of items, estimated cost and source of supply:

1.1 Cash Purchase

- (i) Materials costing up to ₹ 5,000 can be cash purchased with approval from Chairperson, PUVVN committee.
- (ii) Materials costing between ₹ 5,000 - 10,000 can be cash purchased, with the recommendations of a duly constituted Local Purchase Committee by the Chairman, LMC. The committee will ascertain the reasonableness of rate, quality and specification. Before recommending the placement of the purchase order, the members of the committee will jointly record a certificate as under:

“Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced reasonably at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

1.2 Through Indents

For any purchase above ₹ 10,000, an indent should be raised. Procurement of materials (including prizes) costing over ₹ 20,000/- requires pre-audit by the accounts department of the local DAE unit / member (Finance), LMC. In respect of AECS/JC at Mumbai, all such Purchase Orders will be forwarded to Central Office through Chairman, LMC for pre-audit.

(a) Raising of Indent

While raising indents (for procurement of materials/ consumables, printing etc.) detailed specifications of the items, estimated cost, its availability in the existing stock, and the justification for the purchase, must be provided by the Indenter (who is authorised to do so by the Head of the School). **(Refer to Annexure-V)**

(b) Approval of indent

PUVVN Committee shall scrutinize and certify the Indents with regard to specifications, quantity required, existing stock and availability of funds before recommending it for approval. Approval will be given by the Principal for indents up to ₹ 30,000; Chairman, LMC for indents beyond this amount.

(c) Invitation of quotations

For items costing < ₹ 50000, minimum three quotations must be obtained by telephone or fax. However, for items costing > ₹ 50,000, limited tender should be floated. Quotations (minimum three) should be invited only in sealed covers. A tender enquiry may be sent to the probable suppliers by the school office under the seal & signature of Principal/Vice Principal in-charge in the prescribed format with detailed specifications. Suppliers/Contractors should be asked to submit sealed quotations superscribing the tender number, due date and time on the cover.

All quotations received against a tender enquiry shall be opened by the PUVVN Committee on the due date and time as stipulated in the tender enquiry. Quotations received shall be serially numbered and signed by each member of the committee with date authenticating that the tenders were opened on the due date. The corrections, overwriting in the quotations especially on rate/price, quantity etc. should be circled and attested by the members of the committee. Quotation received after the due date may not be accepted. After opening of tender, the PUVVN Committee may prepare a comparative statement and advise the Indenter to recommend the offer in accordance with the specifications. In

case the lowest offers are rejected, necessary technical justification has to be furnished by the Indenter with the recommendation/approval of LMC, Chairman. The PUVVN committee can then process the file for purchase, citing the copy of the minutes of the PUVVN committee, seeking approval of funds, as applicable.

(d) Finalization of Contract /Purchase Order

For expenditure between ₹ 1 lakh and upto ₹ 5 lakhs, and those between ₹ 5-10 lakhs, the recommendations of the PUVVN committee for purchase/procurement should be forwarded through Chairman, LMC to CAO, AEES, for seeking the approval of Sub-Purchase Committee and Purchase Committee, respectively. All contracts/purchase orders for the procurement of material/stores and other services may be issued with the prior approval of Sub-Purchase Committee and Purchase Committee, and after incorporating the terms and conditions (or special conditions, wherever necessary) in the contract / Purchase Order as per the purchase procedure in vogue. Purchase orders/contracts shall be issued under the seal and signature of the Principal/Vice-Principal in-charge as per the delegation of powers.

(e) Acceptance and Receipt of materials

Pre-dispatch inspections wherever necessary shall be done by constituting a committee consisting of 2 or 3 members of the PUVVN Committee. All supplies against the purchase order/contract shall be delivered directly to the School, against the delivery challan. Entries must be made in the Stock Register before release of materials/consumables to the user. The challan(s)/final acceptance report issued by the user section/indenter should be countersigned by the Principal/Vice-Principal with independent charge for final approval and for release of final payment to the suppliers. The account certificate, receipted delivery challan and final acceptance shall accompany the bill for payment.

2. Expenditure on Common activities

For conducting the common activities in a center, where more than one AEC School is functioning, the coordinating principal can prepare the budget for each occasion/activity/function and submit to the Chairman, LMC for approval. **However, it is only for the convenience of organizing the common activity/function.** The rules for procurement of materials/consumables are the same as for the procedures laid down above for each school individually. **For the purpose of audit/accounts, each school is a separate entity.** Payment for each material/consumable procured/purchased for even the common activity/function shall be released by the school concerned **directly to the supplier for those items actually supplied**, as per the terms of the purchase order, after following the purchase procedures.

“Authorized Expenditure of Heads under PUVVN”

1. Expenditure on Participation of Students in Functions/Competitive Events, Distribution of Prizes/Cash Awards to Students, and on Printing

I	The heads and sub-heads of Final Accounts and PUVVN Guidelines should be same in order to maintain uniformity and convenience.	
II	The main Heads of Account	Sub-heads under each main head
1	Prizes	a) Academic b) Sports c) Co-curricular Activities d) Memorial Fund Prizes e) Other Prizes, Awards (please specify)
2	Functions (National and School)	a) Republic Day b) Independence Day c) Teacher’s Day d) Hindi Day e) Gandhi Jayanti f) Children’s Day g) Sports Day h) Annual Day i) CCA Day j) Science Day k) Prep-Day l) Any other
3	Excursion/Educational Trips, Exhibitions, Enrichment/Orientation Classes for students / NCC/ Sports / Scouts & Guides	a) Sports Material (Consumable) b) Excursions, Educational Trips c) Enrichment/Orientation Course/ Remedial Classes, JSO/JMO Olympiad, Horticulture, Hobby Clubs etc. Debate-Hindi/English. Teacher enrichment programme of local nature and short duration of one day or two days. d) Exhibitions (Arts, Science & Social Sci.) e) Organization of Meets (AEES/Inter AEC Schools/CBSE) f) Tournaments (District State or National Level/Summer Coaching Camps) g) Music & Dance Competitions, Choreography, Science quiz in Hindi h) Good Quality/Quantity nourishments / Refreshments during training / tournament / NCC Camp i) Science Week Celebration j) Others (please specify)
4	Printing & Stationery	a) School Calendar b) Syllabus c) Daily Plan Sheet d) Newsletters/Magazine e) Certificate/ ID Cards f) Examination Stationery g) Answer Sheets

			<ul style="list-style-type: none"> h) Question Paper Printing i) Others (please specify)
	5	Maintenance of the School campus	<ul style="list-style-type: none"> a) Cleaning Material b) Maintenance of Aquarium c) Art, Craft material d) Maintenance and Beautification e) Gardening and Horticulture f) Others (Please specify)
	6	Lab. Consumables and Glassware	<ul style="list-style-type: none"> a) Lab. Consumables and Glassware & other essential equipment
	7	Books and Periodicals	<ul style="list-style-type: none"> a) Textbooks b) Supplementary books/General Books c) Books for competitive exams d) Newspapers and periodicals e) Encyclopedia / E-material
	8	Repair & Maintenance	<ul style="list-style-type: none"> a) Sports / Gymnastic Equipment b) Furniture, Equipments c) Computers, Printers, OHS, Slide Projectors, PA System d) Photocopier/Digital Duplicator e) AC-Window & Split, Water Purifiers & filter, cooler f) Other equipment and instruments
	9	Teaching Aids, Software, Organized Coaching for competitive exam.	<ul style="list-style-type: none"> a) Digital Library (CD, Pen Drive & Software) b) Exp. On internet lab/Web site c) Computers & Peripherals d) Chalk pieces/Pens/Digital Pen Pointers etc. e) Stencils/other teaching equipments f) Drawing / Chart papers g) Black Board Dusters h) Charts/Maps, Geometrical instruments and models i) Puzzles, toys and other teaching aids for the preparatory classes j) Printers & Scanner k) Honorarium for coaching classes for competitive exams for classes X, XI, XII & NTSE for Class X etc. l) Counting Machine including fake note detector.
	10	Swimming	<ul style="list-style-type: none"> a) Salary to coaches b) Material c) Any other
	11	Hobby Clubs	Hobby Clubs, Nature Clubs, Literary Club, Swachh Bharat Club, Eco Club etc.
	12	Other administrative expenditure / Contingency	<ul style="list-style-type: none"> a) Telephone Charges b) Bank Commission / Charges / Contingency c) Any other (please specify)

2. Expenditure for organizing the School Annual Day and various All India AECS Events such as Sports/Cultural/Orientation programmes etc. (for entitlements see Annexure-III)

(Note: The guidelines for conducting the All AECS meetings are issued by AEES time to time and need to be strictly followed)

Account number	Head of Account	Details of Items
2.1	Printing and Stationery	Invitation cards, certificates, banners, etc.
2.2	Pandal and music systems	PA System, Lighting, Stage decoration and Seating Arrangement, Pandal
2.3	Food and refreshments	Breakfast, lunch, refreshment and special dinner
2.4	Miscellaneous	Bouquet, honorarium, transportation, photography and Video-recording, Caps (for Officials, PETs, Organizing Committees)

3. Expenditure on Repairs/Maintenance

Account number	Head of Account	Details of Items
3.1	Repairs/maintenance of Furniture	Urgent repairs of students' desks, black-boards, electric fans, switch-boards, water coolers, purifiers. Expenditure on AMC for water-coolers & purifiers
3.2	Repairs/maintenance of Lab/Projection equipment used as instruction media	Urgent repairs to: Laboratory Equipment, Sports Equipment, Music Instruments, Digital Camera, Gymnastic Equipment, Slide Projectors, OHP, PA System, Audio Visual Equipment, Fish Aquaria. Expenditure on AMC for aquaria
3.3	Repairs/maintenance	Urgent repairs of computers, printers, photocopier machines and expenditure on AMC for them

4. Expenditure on Purchase of Items

4.1. Library Books, Notice/Display Boards, Items to replace on buy-back basis

Account number	Head of Account	Details of Items
4.1.1	Books and periodicals for library	Textbooks, GK books, books for competitive exams, newspapers/periodicals
4.1.2	Procurement for replacement of items purchased from PUVVN	Urgent purchase on buy-back basis to replace the existing non-functional equipment such as Music Instruments, Digital Camera, Photocopiers, Digital Duplicator/Copy Printer machines, Computers and Printers <i>provided the old ones had been purchased from PUVVN funds.</i>
4.1.3	Notice/Display Boards	Replacement of unserviceable notice/display boards

4.2. Consumables for Labs and Teaching Aids

Account number	Head of Account	Details of Items
4.2.1	Lab consumables/ Glassware	Consumables used for practicals/demonstrations of experiments in Biology/Chemistry/Physics/Computer labs
4.2.2	Teaching Aids, software	Educational CDs and software, Expenditure on Internet in computer lab. Stencils & Ink Cartridges. Drawing/Chart papers. Black board dusters, dust-free chalk pieces, Charts, Maps, Models, Geometrical Instruments. Accessories for Maths/Language Labs. Puzzles, Toys, Teaching aids for prep classes. Teaching aids for 'special' children.

4.3. Materials and Consumables for Sports

Account number	Head of Account	Details of Items
4.3.1	Athletics	Discus, Measuring Tape, Spikes for running/jumping events, Shot put, Take-off board, Score board, Javelin, Relay batons, High Jump stand & Cross bar, Hurdles, digital stop-watch, starting gun, ground umbrella,
4.3.2	Basket ball	Basket balls, rings, basketball net,
4.3.3	Badminton	Badminton rackets, net, shuttle-cocks
4.3.4	Cricket	Cricket bat, stumps, pads, gloves, arm & abdominal guard, helmet, net, cricket ball, grip for cricket bat, bails
4.3.5	Football	Footballs, football studs, shin guards, stockings, knee cap, goal-keepers' kit
4.3.6	Hockey	Hockey sticks, balls, shoes, shin guards, goal-keepers' kit
4.3.7	Table Tennis	T.T. Clamps, T.T. net, T.T. bats and T.T. balls
4.3.8	Volley balls	Volleyball antennae, net wire, knee caps, volley balls
4.3.9	Other sports items	Carrom board, carom powder/coins/striker, chessmen, chess boards hand ball, pump, Olympic torch and stand, traffic cones, dumbbells, weighing machine, sports uniform, skipping rope, yoga mattresses. Chalk powder, sand, whistle. High jump mattress, Spring board, Victory Stand, Umpire's chair (Volleyball, Badminton etc), Ground Roller

Notes:

- (i) *Maintaining updated stock registers of all items purchased is essential.*
- (ii) *PUVVN shall not be used for the purchase of items/materials, which are required for the exclusive use of Principal, Vice – Principal, HM, teachers, or non-teaching staff of AEES.*
- (iii) *No expenditure from PUVVN may be made towards the refreshment for AEES staff at PUVVN-sponsored school functions/programs.*
- (iv) ***An annual verification of stock should be conducted by a committee constituted separately by the Chairman, LMC, and the Report sent within the same financial/current year to CAO, AEES.***

Expenditure entitlement for conducting the annual functions and various zonal and all India AECS events

Items	Details	Maximum permissible amount		
		Annual school function	Zonal function	National Function
Printing and Stationery	(i) Invitation cards (ii) Certificates (per certificate) (iii) Banners (iv) Stationery	₹ 10 per card ₹ 15 per certificate ₹ 500 per Banner (Maximum - 2) ₹ 500	₹10 per card ₹ 15 per certificate ₹ 500 per banner (Maximum– 4) ₹ 4000	₹ 10 per card ₹ 15 per certificate ₹ 500 per banner (Maximum – 8) ₹ 10000
Pandal and music systems	PA System, Lighting, Stage decoration And Seating Arrangement, Pandal	₹ 50,000	₹ 50,000	₹ 75,000
Food and refreshments	(i) Breakfast (ii) Lunch (iii) Dinner (iv) Tea and Snacks (v) Lodging Or DA per participant (i+ii+iii+iv+v) (vi) High tea for the invitees during opening and closing ceremony (Invitees to be restricted to Organizing School Staff + LMC Members + SAC Members) (vii) One special dinner for the invitees (invitees to be restricted to Organizing School Staff + LMC Members + SAC Members)	-- -- -- ₹ 40 per participant -- -- -- ₹ 75 per person ₹ 250 per person	₹50 per participant ₹100 per participant ₹100 per participant ₹50 per participant ₹100 per participant (or Total ₹ 400 DA) ₹75 per person ₹250 per person	₹50 per participant ₹100 per participant ₹100 per participant ₹50 per participant ₹100 per participant (or Total ₹400 DA) ₹75 per person ₹300 per person
Honorarium	(i) for the local Officials (ii) for the outstation Officials (iii) for the technical Advisors	₹ 500 per day --- ---	₹ 500 per day ₹ 1000 per day ₹ 1500 per day	₹ 500 per day ₹ 1000 per day ₹ 1500 per day
Transport	Transport allowance	As per DAE's rule	As per DAE's rule	As per DAE's rule
Miscellaneous	(i) Bouquets (upto maximum of 5) (ii) Caps (for PETs, organizing committees members) (iii) Photography and Video recording (iv) Incidental expenditures	₹ 150 per bouquet -- ₹ 4000 (full event) ₹ 5000 (full event)	₹ 150 per bouquet ₹ 80 per cap ₹ 5000 (full event) ₹ 10000 (full event)	₹ 150 per bouquet ₹ 80 per cap ₹ 12000 (full event) ₹ 20000 (full event)

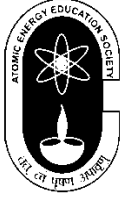
- The budget estimates for conducting the AEES event has to be discussed initially by the organizing school PUVVN Committee and should be scrutinized by the organizing Principal before seeking the approval of Chairman, LMC.
- T-shirts are not to be provided to any official.
- It is suggested that, as far as possible, local officials (Referees/Judges/Resources Persons) should be called for the programme. Transportation can be arranged for their local travel and the expenses incurred by them for the local journey by Taxi/Auto may be reimbursed at actuals.
- Emergency expenditure can be met from the incidental expenditure.

Authorized expenditure Heads under CORPUS fund created in Central Office, AEES

- (i) The funds available under the CORPUS will be spent on items of expenditure common to all the Schools / Junior Colleges operating under AEES.
- (ii) Proposals in this regard have to be forwarded by respective Heads of AEC Schools/Junior Colleges with the due recommendations of Chairman, Local Managing Committee and with all the supporting/authenticated documents.
- (iii) The disbursement of Common Pupils' Fund, on all proposals that are received from various schools/Junior Colleges through their respective Chairman, LMC, will be placed before the Committee duly constituted by the Governing Council of AEES.
- (iv) Common Pupils' Fund will be recommended to be spent by this Committee on matters related to:
 - (a) Expenditure related to the ASTER Hub and Studio of AEES; and
 - (b) Expenditure on common Meetings/activities where all the schools under AEES are participating (or where all the Schools have been invited to participate).
 - (c) Besides, the newly created schools or the schools where the PUVVN fee collection is inadequate and are not in a position to share the common expenditure in various tournaments/events conducted by AEES, such schools can seek the financial assistance from the Corpus fund to participate in such tournaments/events.
 - (d) The students participating at the National Level Sports Competitions (CBSE Meet, SGFI Meet or any other meet organized by a Govt. Body) will be eligible for expenditure upto ₹ 2500/- each towards Sports Kit (Track Suit & Shoes).
 - (e) The students winning I, II & III Places at the All India competitions related to Academic excellence, Science Quiz, Rajbhasha, or at any other meet organized by the CBSE/SGFI/a Govt. Body at the National Level will be given a cash award of ₹ 2000/-, ₹ 1500/-, ₹1000/-, respectively.
 - (f) The students selected for NTS scholarship will be given a cash award of ₹ 2000/-
 - (g) The students selected in KVYP examination will be given a cash award of ₹ 2500/-.
 - (h) The students placed in I, II and III places in National and International Olympiads conducted by HBCSE will be given a cash award of ₹ 5000/-, ₹ 3000/- or ₹ 2000/- respectively.

Note:

- (1) In order not to allow large amounts of PUVVN funds remaining unspent with most schools, it is decided that from 01.04.2014 onwards, there will be no separate Expenditure Heads for the Unspent Balance of PUVVN.
- (2) From the beginning of next financial year (i.e. 01.04.2016), any unspent PUVVN amount for an AECS/JC under a given financial year, shall no longer be available to that AECS/JC for spending exclusively for its own use, in the subsequent financial years, as before. The Unspent PUVVN amount, if any, shall be surrendered at the end of each financial year, by all the AECS/AEJC, to be credited to the Common Pupils' Fund created in the Central Office of AEES from the accumulated Pupil Fund and School Fund of all the schools/JC functioning under AEES.



ATOMIC ENERGY CENTRAL SCHOOL/JR. COLLEGE
INDENT FORM

To
The Principal/Chairman, LMC

Indent No:

Date:

AECS

Approved
(signature)

Principal/Chairman, LMC

Please arrange to procure the following as per the given specification:

Sr. No.	Particulars/Specifications	Stock in hand	Quantity (₹)	Rate (₹)	Approx. Cost (₹)
				Total	
				VAT@ %	
				Grand Total	

Place of delivery/work:

Delivery/completion of work:

By date:

Plan Project Name :

Head of Account :

Sub project name :

Funds availability :

Required Fund :

Signature:

Indentor's Name & Designation