

## Financial Management Guidelines

### National School Safety Programme

#### BACKGROUND AND CONTEXT

1. The Government of India has approved National School Safety Programme (NSSP) under 'Other Disaster Mitigation Projects ('ODMP')', with a view to provide safe learning environment in the country. National Disaster Management Authority ('NDMA') shall implement the Project in partnership with Ministry of Human Resource Development and 22 participating States/UTs with in a time frame of 24 months from the date of sanction of scheme on June 2011(MHA Letter No.47-23/2008-DM-III dated 22<sup>nd</sup> June, 2011).List of 22 State/UTs and 43 districts selected for NSSP along with the details of the project is placed at **Annexure-I.**
2. The Project has six components:-

(Rs.in cr.)

	Component	Total
I.	Formulation of draft National School Safety Policy.	0.32
II.	Capacity Building of teachers, school children and education officer.	14.86
III.	Information, Education and Communication	8.05
IV.	Non-structural Mitigation Measures	15.58
V.	Demonstrative Retrofitting	6.60
VI.	Project Management and Implementation Support.	3.06
	<b>Total</b>	<b>48.47</b>

The project component II, III, IV will be implemented in 200 schools of each of the 43 selected districts. Component V will be implemented in one schools in each of the 22 States/UTs.

3. The State/UT government shall notify SDMA wherever it is functional or otherwise DM Deptt. as nodal agency in the State for implementation of the project and will be responsible for undertaking specified jobs as above in para 2 above.
4. The NDMA and the States/UTs are required to maintain financial management system including adequate accounting and financial reporting to ensure that they can provide to the Government accurate and timely information regarding project resources and expenditure.
5. This manual prescribes procedures to be complied by the agencies to whom funds are to be released by NDMA/MHA. It does not specify rules and procedures that the participating States/ UTs are required to follow as part of routine Government procedures. For such rules, the participating States/UTs are required to refer to respective States/UTs guidelines as are applicable to them. The States/UTs shall continue to use their existing system for budget and account classification.

## **PREPARATION OF THE ANNUAL BUDGET**

6. Preparation of a proper budget will play an important role in the timely implementation of NSSP. The NDMA/States/UTs shall ensure effective budgeting exercise each year to facilitate timely implementation of the various components of the Project. The NDMA Action Plan for the period of 2011-12, 2012-13 & 2013-14 in respect of National School Safety Project is enclosed as **Annexure-II**. It may be seen from the Annexure a sum Rs.14.12 cr is earmarked during the first year. Similarly a sum of Rs.28 cr. has been earmarked in the second year. i.e. in F.Y 2012-13 and a sum of Rs.6.35 cr. in the third F.Y.i.e. in 2013-14. Thus the total outlay will be of Rs.48.47 cr-(Table on pre page). The whole programme is to be implemented in 24 months beginning from 22<sup>nd</sup> June 2011. The broad discussion in respect of each component is given in **Annexure- I**.
7. For financial year 2012-13 and 2013-14 the NDMA/States/UTs shall prepare their yearly budgets in consonance with the proposed outlay of NDMA for each financial year. The States/UTs shall after due approval of the budgets from the respective State Executive Committee (SEC) forward it to NDMA . Based on the extant financial rules of Govt. of India, NDMA shall make an estimate in its annual budget. It shall collate the budget estimates received from the States/UTs and its own operating budget for finalising the budget estimate for financial year 2012-13 and 2013-14.

## **FLOW OF FUNDS AND DISBURSEMENTS**

8. The NSSP shall be implemented by the Government of India through domestic Budgetary Support. Therefore the Project attracts the provisions of General Financial Rule (GFR). As part of this Project, certain amount will be provided by the Centre to the States as Grant-in-aid. The expenditure under all six Components will be funded 100% by the Centre.
9. According to the general principles relating to Grants-in-aid (GIA)to State Governments / UTs as laid down in the **General Financial Rules, 2005 [Rule 215 (2)]**, every Centrally Sponsored Scheme (CSS) should be treated as a Project with time bound targets for monitoring, midterm evaluation and detailed impact studies. Apart from making provisions in the budget and releasing funds, Ministries/Departments should establish a mechanism to ensure that the funds earlier released have been effectively utilized and the data and facts reported by the State Governments or Union Territories relating to physical and financial performance are correct. Before releasing subsequent funds, it should also be ensured that the State Governments/UTs have the capacity to actually spend the balance from the previous years and the releases during the current year. Attention should be focused on the attainment of the objectives and not on expenditure only. Release of large part of funds towards the end of the year should be avoided. Concurrent reviews and mid-course corrections where necessary shall be taken up by a “Project Monitoring Committee” constituted for overall policy direction; monitoring, periodical review and mid course correction in regard to implementation of NSSP highlighting the time and cost overruns, if any, and suggestions for formulating and implementing future schemes. In view of this a Project Monitoring Committee has been constituted vide this office letter no.3-10/2008/PMUVolIII /PP dated 1/11/2011.(Refer page- 11)

10. Beginning from financial year (FY) 2012-13, disbursement from NDMA will be on yearly basis based on the Interim Unaudited Financial Reports (IUFs), which will provide information on expenditure for previous financial year and forecast for next financial year. The States/ UTs will also render their physical report intimating the achievements/outcome of the programme. Therefore, the project will follow a system of 'Report Based Disbursement'. The funds will be released without pre-condition during FY 2011-12 .

11. The cheque shall be signed by the authorized persons in the NDMA/States/UTs in accordance with the Delegation of Authority .

12. The rules for release of funds for purchase of goods & equipment/civil works/services under different components of expenditure are detailed as follows:

Frequency of Installment	Percentage of GIA to be released to States/UTs	Pre-Conditions	Documents to be submitted by State/UT
<b>Year 1 (FY 2011-12)</b>			
One	30%	Budget for the year in the central scheme	No pre-condition. On receipt of sanction, approval of SEC will be taken and the process of implementation of NSSP will be started by the States/UTs.
<b>Year 2 (FY 2012-13)</b>			
One	60%	a. SEC approved, State Activity plan and budget for the year 1 in Central scheme. b. Submission of audited/unaudited utilization certificate for first year in prescribed format. (Unspent balances available with the State PIU shall be taken in to account before further releases of funds are made). c. Physical & Financial progress report as per format.	Activity plan approved by SEC for year 1, Physical & Financial report of implementation during the year -1 along with Utilisation certificate for year-1.  All these documents to be submitted latest by 30/6/2012.
<b>Year 3(FY 2013-14)</b>			
One	Balance 10%	a. SEC approval, State Activity plan and budget for the year in Central Scheme b. Submission of audited/unaudited utilisation certificate for year-2 in prescribed format.(Unspent balances available with the States/UTs shall be taken in to	Activity plan approved by SEC for year -2,Physical & Financial report of implementation during the year-2 along with Utilisation certificate

Frequency of Installment	Percentage of GIA to be released to States/UTs	Pre-Conditions	Documents to be submitted by State/UT
		account before further releases of funds are made.) and c. Physical & Financial progress report as per format.	for year 2. All these documents to be submitted latest by 30/6/2013.
<b>Final Report</b> (need to be submitted within three months of the completion of the project)		a. At the end of the NSSP, audited/certified UCs along with Physical & Financial Report ,Audited Statement of Expenditure from CA in respect of Autonomous Bodies duly signed by Competent Authority b. Feedback on the implementation of the programme	

13. The State Governments/UTs should submit Utilisation Certificates in the prescribed format (**Annexure III**) for the total amount of the expenditure incurred every year within three months from the close of the previous financial year for consideration of the release of the amount during the subsequent year. Similarly NIDM/ other agency would also submit Utilisation Certificate in respect of the expenditure incurred while submitting request for release of amount during subsequent year.

14. In addition, State Governments/UTs and NDMA may conduct monitoring to ascertain the progress of implementation of the Project and render the physical status of work finished/yet to be finished during the remaining periods. The release of funds should be linked to physical targets achieved in the implementation of the Project. Unspent balances available with the States/UTs shall be taken in to account before further releases of funds are made.

#### **BANKING ARRANGEMENTS**

15. The States/UTs shall open a separate lien account in bank for receiving funds under NSSP and making further payments.

16. The NDMA/States/UTs shall keep track of the funds received from the Government of India and amount released to various agencies and its settlements. Component/Activity wise description of the NSSP activity-wise budgetary allocations the object head in respect of the NSSP are given in **Annexure-IV**.

#### **ACCOUNTING AND FINANCIAL MONITORING**

##### **CHART OF ACCOUNTS**

19. In addition to the requirements under Government of India (GoI) rules for financial reporting, the implementing agencies are required to maintain financial records in such detail as is required under this manual. Accordingly, States/UTs and the NDMA will maintain a detailed Chart of Account for booking expenditures under the ODMP-NSSP. All expenditure under the Project would be recorded against the appropriate ledger codes specified in the Chart of Accounts

for the NSSP. The format of **Cheque / Cash issue Register** (both for Advance/Final payments) is given in **Annexure-V**. NDMA shall keep track of the funds received from the Govt. of India and amounts released to various States/ UTs .

20. Separate books of accounts and records of fund flow for the Project funds are required to be maintained by each States/UTs '**A Grant in Aid**' **Register** in the prescribed form for receipt of funds from GoI shall be maintained. This register will be used to record the money received as installments of GoI, expenditure incurred and reference to utilization certificate numbers sent to GoI. The format of the register has been provided in **Annexure VI**.

21. Support vouchers will be prepared for record of transaction. States/UTs will pay particular attention to maintenance of Works and Contractor's Registers. The Cash Book will be closed monthly and attested by the In-Charge (Finance) of States/UTs. In addition, bank reconciliation statements would be prepared by the NDMA and the States/UTs on a monthly basis and will be approved by the Finance Head of the respective implementing agency.

22. The Chart of Account maintained should be able to provide sufficient details under which head expenditure has been incurred. The Chart of Account would facilitate categorisation of expenditure as per this manual. The assets created out of Project funds shall be accounted at acquisition cost including taxes, duties, freight and other incidental expenses relating to acquisition. No depreciation shall be provided on Fixed Assets acquired under the Project. The format of **Fixed Assets Register** has been given in **Annexure-VII** for compliance.

23. The project financial statement, as prescribed in **Annexure -VIII** of this Manual, will be attached along with Utilization Certificate duly signed by the Head of the SDMAs/DM Deptts.

24. The interim unaudited Financial report shall be submitted by all the stakeholders as per **Annexure- IX** for consideration of release of next installment of funds along with the requirements in para 14 above.

## **Annexure I– Details of the project**

### **1. Project Background:**

In developing countries like India, schools are often located in vulnerable areas and unprepared to respond to emergencies. In recent years, schools in India have witnessed many catastrophic incidents: a fire led to the deaths of over 400 people —about half of them students— at a school's prize giving ceremony in Dabwali Haryana in 1995; In 2001 a total of 31 teachers died and 95 were injured, 971 students perished and 1,051 were injured in the Bhuj Earthquake at Gujarat Formal education was disrupted due to widespread damage to physical infrastructure. Many of the buildings collapsed and many were declared unfit for use. Many of these buildings had been poorly constructed, lacked earthquake resistant features and were badly maintained. A fire at the Lord Krishna School in Kumbakonam, Tamilnadu took the lives of 94 children in 2004; thousands of students and teachers were killed, injured or otherwise affected in the 2004 South Asia tsunami; and 15 children and 3 teachers died in a boat accident during a school picnic at Kerala in 2007.

Education public awareness and proper training for enhancing the capacity are the cornerstone of approaches aimed at reducing vulnerabilities to natural hazards. The Hyogo Framework for Action 2005-2015: Building the Resilience of Nations

and Communities to Disasters, adopted at the World Conference on Disaster Reduction, highlights knowledge and education as one of the five main priorities of action. Attention should be accorded, and support given to efforts targeting school children and youth with the aim of making people more aware of the threat of hazards and of the need and possibility to become better prepared before disasters strike.

Towards this end , Government of India has approved a National School Safety Programme - A Demonstration Project to be Implemented by National Disaster Management Authority(NDMA) in partnership with Ministry of Human Resource Development (MHRD) , State/UT Governments, National and International Agencies in 43 districts of 22 States /UTs of the country falling in seismic zone IV & V .

- 2. Vision:**  
To promote a culture of disaster preparedness in the school.
- 3. Objective:**
  - To initiate policy level changes for ensuring safe school environment.
  - To sensitize children and the school community on disaster preparedness and safety measures.
  - To motivate direct participation of key stakeholders in activities that would help building towards a disaster resilient community.
  - To promote capacity building of officials,

teachers and students.

- To carry out Information, Education and Communication (IEC) activities in schools and associated environment.
- To implement non-structural mitigation measures in select schools.
- To carry out demonstrative structural retrofitting in select schools.

#### **4. Project Intervention Strategies:-**

##### **A. National level:**

- i. Formulation of selection criteria for schools.
- ii. Development of draft National School Safety Policy.
- iii. Development of model school DM plan, including format for Mock drill.
- iv. Development of training modules for training of state level master trainers.
- v. Development of model templates for IEC material.
- vi. Development of non-structural mitigation guidelines/checklist for Rapid Visual Survey (RVS).
- vii. Development of retrofitting guidelines.
- viii. Development of financial guidelines for release and utilization of funds to States/UTs.
- ix. Release of fund to States/UTs with indicative activity plan.
- x. Monitoring at national level.

##### **B. State/UT level:-**

- i. Identification of 200 schools in each of the 43 selected districts.
- ii. Developing implementation modalities for NSSP at State and district level.
- iii. Translation and printing of IEC material in local language.

- iv. Conducting training, mock drills and awareness programmes in 200 selected schools of the districts.
- v. Implementing Non-structural mitigation measures, conducting RVS as per prescribed checklist.
- vi. Review and approval of School DM Plans.
- vii. Carrying out demonstrative retrofitting as per guidelines being framed by NDMA.
- viii. Monitoring at the state Level through State Executive Committee (SEC).
- ix. Release of fund to Districts.
- x. Distribution of School Disaster preparedness kits.

#### **5. Project Deliverable:**

##### **A. Formulation of draft National School Safety Policy**

- i. The key activities would be;
- ii. Formulating blueprint of draft National School Safety Policy
- iii. Stakeholders consultations (through regional workshops)
- iv. Holding of National Workshop to deliberate upon the draft policy and finalise the recommendations.
- v. Formulation of draft National School Safety Policy.

##### **B. Capacity building (200 schools in two districts each in 22 States/UTs**

Reducing structural vulnerability of the school buildings, which is often the root cause of death and injury of school children, is a resource intensive solution and would require time. Therefore, as a risk reduction effort, it is of high importance

to prepare Disaster Preparedness and Response Plans at individual school level to ensure that the children are in a better position to respond effectively or to tackle any emergency within the school environment. The School Disaster Management Plans are to be further supported with constitution of disaster management teams, training of the disaster management teams on basic life supporting skills and development of a school level emergency kit. Existence of such kits at the school level will be of great help during any post disaster search and rescue operation within the school premise or in the nearby area. The key activities under Capacity Building would be:-

- i. Development of a Standard Teachers' Training Module on School Safety at National level.
- ii. Training of Master Trainers (10 Master trainers per State)
- iii. Training of Trainers Programme (15 trainers per district).
- iv. Training of teachers (500 teachers, officials etc per district)
- v. Preparation of School DM Plans in 200 schools in targeted Districts
- vi. Review and approval of School DM Plans prepared by schools
- vii. Distribution of School Disaster Preparedness Kits to 200 schools in targeted district
- viii. Conduct Mock drills in 200 schools in targeted districts.

### C. IEC Activities:-

The school community (including teachers and administrative staffs) would be sensitized on issues of disaster preparedness and safety measures. The key stakeholders and the larger community members would be motivated to participate in disaster risk reduction activities and to enhance disaster resilience. Various awareness and knowledge sharing programmes will be carried out across the targeted districts to educate the school children and teachers about basic preparedness measures to be adopted to reduce the risk posed by natural hazards. District Information System for Education (DISE), already existing at the district level, would be used in getting all school related information. Key activities under IEC would be:

- i. Development of IEC materials and other learning aids (Booklets) for school children and school authorities in local language
- ii. Development of IEC Material-Audio Visual.
- iii. Translation, printing, dissemination of IEC Material
- iv. Sensitisation Programmes at State level and District Level
- v. Preparation of District level implementation plan (indicating both time and resource requirement) for awareness creation
- vi. Selection of other stakeholders who can partner with Administration in creating awareness amongst children. Local NGOs and CBOs can get actively involved in this initiative and can join hands with district administration to carry it forward



- vii. Conducting Sensitization Programmes, awareness programmes across the district for the District Education Officers, Block Education Officers, senior teachers, NDRF/SDRF, civil defence volunteers, NSS and NYKS volunteers and other stakeholders who will be further involved in creating awareness among general public.
- viii. Other district level events can also be organized like painting competitions for school children, quiz etc.

**D. Non-structural measures:-**

The rapid visual survey of 200 schools in two districts each of 22 States will be done by trained technical persons. Based on the assessment report, non-structural mitigation measures will be taken up in these schools. The key activities under Non-structural Measures would be:

- i. Preparation of a standard Checklist to assess the existing non-structural risks in the school buildings.
- ii. Training of at least 2 engineers from each targeted Districts (43 Districts in all) who are technically qualified to carry out assessment of the safety of the existing structures.
- iii. Carrying out of rapid visual screening of 200 selected school buildings in two districts each in 22 States/UTs under Seismic Zones IV and V.
- iv. Implementation of various non-structural disaster risk mitigation measures in the selected school.
- v. Sensitization programme for the students, teachers and associated community on the importance of non-structural retrofitting.

**E. Demonstrative Retrofitting of one school each in 22 States/UTs**

One school in each of the 43 districts of the targeted States/UTs will be selected for structural retrofitting. The structural safety of the school buildings identified by the district administration would be assessed by trained engineers from the district public works department or hazard safety cell. Based on the assessment report, structural retrofitting requirements would be identified and the actual retrofitting will be carried out as per the guidelines being framed on the subject by NDMA, this retrofitted school could also be used as a relief shelter by the district administration ensuring that loss of instructional time in a post disaster situation is kept to minimum. The key activities under retrofitting would be :

- i. Preparation of standard Check-list to assess the existing structural risks in the school buildings at the national level followed by a readymade check-list to be provided to state/district administration for reference. The standard check-list can then further be modified at the local level as per the requirement.
- ii. Preparation of Retrofitting Guidelines at the national level.
- iii. Preparation of phase-wise execution plan for carrying out the retrofitting of school buildings.
- iv. Retrofitting of one school building in one district in each in 22 targeted States/UTs.
- v. Sensitization programme for the students, teachers and surrounding community on the importance of structural retrofitting.

- vi. Constitution of district level monitoring sub-committee for supervising and executing the tasks. (This committee will be looking after the retrofitting component only and will report to the District level committee under SSA at frequent intervals. This committee will be constituted under the guidance of the District Collector/Deputy Commissioner/District Magistrate)
- vii. Systematic documentation of the key activities and processes adopted for future learning and application.

## 6. Project Management and Implementation Support

This component provides support for project management by financial operating costs for Project Management Unit at NDMA, HR support at State/district level, office equipment, training and exposure visits. This will also cover engagement of Technical Support Staff/HR support at various levels during implementation of the project.

### 7. Time frame of the project

The targeted duration of completion of the project is 24 months from the date of approval of the project. The project is to be completed by June 2013.

### 7. Financial outlay:

It is a 100%centrally Sponsored Scheme with a total outlay of Rs.48.47 Crore.

Component	Total(in Crore)
Formulation of draft National School Safety Policy	Rs.0.32
Capacity Building (200 schools in each of the 43 districts )	Rs.14.86
Information, Education and Communication	Rs.8.05
Non-structural Mitigation Measures	Rs.15.58
Demonstrative Retrofitting	Rs.6.60*
Project Management and Implementation Support	Rs.3.06
<b>Total</b>	<b>Rs.48.47</b>

\*Cost of demonstrative retrofitting component may vary depending on location, size, building, typology and age of selected school buildings.

## 8. Implementation and monitoring mechanism:-

### a. Implementation:

To implement individual component of the project, following subgroups are constituted in NDMA;

- i. Policy development,
- ii. IEC material development,
- iii. CBT initiatives
- iv. Mitigation initiatives
- v. Financial Guidelines

These sub-groups are working under respective divisions of NDMA namely Policy & Plan, Awareness, CB&T, Mitigation and Finance division.

**b. Monitoring**

Joint Secretary (Policy and Plan), NDMA will be the nodal officer for the Project. A committee with the following composition will monitor the implementation of the programme at the national level:

1. Ms. Sujata Saunik, Joint Secretary (PP), NDMA- Chairperson.
2. Sh.Sanjay Agarwal, Director, Ministry of Home Affair, Lok Nayak Bhavan-Member.
3. Sh. Virender Singh, Deputy Secretary MHRD-Member.
4. Sh.Shatrughan Lal, Consultant (PAMD), Planning Commission-Member.
5. Prof. Santosh Kumar, NIDM, Delhi- Member.
6. Director Finance-NDMA.-Member.
7. Mr. R. K. Singh, Jt .Advisor, NDMA - Member.

**9. List of States and districts**

No.	State/UT	Districts (Seismic zone)
1.	Jammu-Kashmir	Leh (IV) ,Kupwara (V)
2.	Haryana	Gurgaon (IV) ,Faridabad (IV)
3.	Meghalaya	East Garo Hills (V) ,Ribhoi
4.	Manipur	Chandel (V), Imphal East (V)
5.	Himachal Pradesh	Kangra(V), Kullu (V)
6.	Gujarat	Kutch(V), Jamnagar (IV)
7.	Assam	Kamrup (V)*, Tinsukia (V)

8.	Nagaland	Mokokchung (V), Kohima (V)
9.	Punjab	Amritsar (IV), Ludhiana (IV)
10.	Chandigarh	Chandigarh Zone (IV)
11.	Rajasthan	Alwar (IV), Bikaner (IV)
12.	Arunachal Pradesh	East Siang (V), Lohit (V)
13.	Sikkim	East (IV), South (IV)
14.	Delhi	West Delhi (IV), South-West Delhi (IV)
15.	Tripura	North (V), West (V)
16.	Uttarakhand	Bageshwar (V), Rudra Prayag (V)
17.	Bihar	Madhubani (V), Araria (V)
18.	Mizoram	Aizawl (V), Serchhip (V)
19.	Andaman & Nicobar	Andamans (V)** , Nicobars (V)
20.	West Bengal	Cooch Behar (IV), Darjeeling (IV)
21.	Uttar Pradesh	Ghaziabad (IV +), Lakhimpur Kheri (IV)
22.	Maharashtra	Pune (IV), Satara (IV)

**Annexure-II**

**Fund earmarked in financial year-2011-12**

Sl. No.	Programme/active-ty	Time line and Expenditure Target for										Total	B.E 2011-12	Remarks
		Quarter 1			Quarter 2		Quarter 3		Quarter 4					
		Physical	Financia l	Actu als	Physical	Financia l	Physical	Financia l	Physical	Financia l				
1	National School Safety Programme													
	Estimated cost: Rs. 48.47 core to be spent during a period of 24 months spread over to next financial year i.e. Rs. 14.12 cr. (2011-12); Rs 28.cr.(2012-13) and Rs. 6.35 cr. (2013-14) -	i)Approval of Full Planning Commission. ii) Approval of competent Authority i.e. Home Minister  (The approval of Full Planning Commission was conveyed vide letter dated 6/6/2011 and the approval of the Government of India was conveyed by MHA vide letter dated 22/6/2011.)	Nil	-	i) Formulation of draft National School Safety Policy ii) Capacity Building in schools 22 States/UTs falling in zones IV & V iii) Information, Education and Communication of 22 States/UTs) iv) Non-Structural Mitigation Measures in 22 States/UTs) v)Demonstra	0.10  1.5  0.5  1.00  0.05		0.10  1.5  1.0  1.5  0.05		0.12  2.00  1.5  2.00  0.10	0.32  5.00  3.0  4.5  0.20		An Inception Workshop was held on 1st and 2nd September, 2011 at India Habitat Centre, New Delhi in which officials of Education Department and Disaster Management Department of the States were invited to participate. The details of the project were shared with them which included the scope of activities to be carried out at National as well as at State level, along with the outline of the implementation roadmap. In addition the financial arrangements with regard to release and utilization of funds, policy issues, project monitoring and discussion on the work done by the State Governments to build safe school environments were also discussed. As the Project is to be implemented in	

					tive Retrofitting workshops to formulate guidelines on retrofitting. vi) Project Management and Implementation Support	0.30			0.40		-	0.40	<u>1.1</u>	two districts in a time frame of 24 months a clear cut frame work is being identified and put in place for timely implementation. Most of the funds are proposed to be released to states(SDMA/DM Deptt.) during current Financial Year. Balance will be utilized by NDMA.
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**Grand Total: Rs. 14.12 Crore**

**Fund earmarked in financial year 2012-13**

	Programme/ activity	Time line and Expenditure Target for									Total	B.E 201 1- 12	Remarks	
		Quarter 1			Quarter 2		Quarter 3		Quarter 4					
1	National School Safety Programme	Physical	Financia 1	Actu als	Physical	Financial	Physical	Financial	Physical	Financia 1				
	i) Formulation of draft National School Safety Policy			-		-		-	-	-	-			An Inception Workshop was held on 1st and 2nd September, 2011 at India Habitat Centre, New Delhi in which officials of Education Department and Disaster Management Department of the States were invited to participate. The details of the project were shared
	ii) Capacity Building in schools 22		2.00			2.00		2.00		2.00	8.00			

States/UTs falling in zones IV & V iii) Information, Education and Communication of 22 States/UTs) iv) Non-Structural Mitigation Measures in 22 States/UTs) v) Demonstrative Retrofitting (one school each in 22 States  vi) Project Management and Implementation Support			1.00			1.00		1.00		1.00	4.00	with them which included the scope of activities to be carried out at National as well as at State level, along with the outline of the implementation roadmap. In addition the financial arrangements with regard to release and utilization of funds, policy issues, project monitoring and discussion on the work done by the State Governments to build safe school environments were also discussed. As the Project is to be implemented in two districts in a time frame of 24 months a clear cut frame work is being identified and put in place for timely implementation. Most of the funds are proposed to be released to states(SDMA/DM Deptt.) during current Financial Year. Balance will be utilized by NDMA.
			2.50			2.50		2.50		2.50	10.00	
			1.00			1.25		1.25		1.50	5.00	
			0.25			0.25		0.25		0.25	1.00	

**Grand Total: Rs. 28.00 Crore**

**Fund earmarked in financial Year 2013-14**

	Programme/activity	Time line and Expenditure Target for								Total	B.E2011-12	Remarks
		Quarter 1			Quarter 2		Quarter 3		Quarter 4			
1	National School Safety Programme	Physical	Financial	Actuals	Physical	Financial	Physical	Financial	Physical	Financial		

i) Formulation of draft National School Safety Policy			-		-		-		-			
ii) Capacity Building in schools in 22 States/UTs falling in zones IV & V	0.45			0.48		0.48		0.48		1.89		
iii) Information, Education and Communication of 22 States/UTs)	0.25			0.25		0.26		0.26		1.02		
iv) Non-Structural Mitigation Measures in 22 States/UTs)	0.27			0.27		0.27		0.27		1.08		
v) Demonstrative Retrofitting (one school each in 22 States	0.35			0.35		0.35		0.35		1.40		
vi) Project Management and Implementation Support	0.24			0.24		0.24		0.24		0.96		
									:			

An Inception Workshop was held on 1st and 2nd September, 2011 at India Habitat Centre, New Delhi in which officials of Education Department and Disaster Management Department of the States were invited to participate. The details of the project were shared with them which included the scope of activities to be carried out at National as well as at State level, along with the outline of the implementation roadmap. In addition the financial arrangements with regard to release and utilization of funds, policy issues, project monitoring and discussion on the work done by the State Governments to build safe school environments were also discussed. As the Project is to be implemented in two districts in a time frame of 24 months a clear cut frame work is being identified and put in place for timely implementation. Most of the funds are proposed to be released to states(SDMA/DM Deptt.) during current Financial Year. Balance will be utilized by NDMA.

**Grand Total: Rs. 6.35 Crore**

**Annexure-III:-**

**Annexure IV- Format of Utilization Certificate  
National School Safety Programme**

Sl. No.	Letter No. and date	Amount
	1	
	2	
	3	
	<b>TOTAL (1 + 2+ 3)</b>	<b>Rs.</b>

Certified that out of Rs. \_\_\_\_\_ (**Central share to be mentioned**) of Grants-in-Aid sanctioned during the FY \_\_\_\_\_ in favour of Government. of \_\_\_\_\_ under the Ministry/ Department letter No. given in the margin and Rs. \_\_\_\_\_ (**amount in words**) on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ (**amount in words**) has been utilised for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining un-utilised at the end of the year has been surrendered to Govt. vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ / will be adjusted towards the grant- in-aid payable during the next year.

Certified that I have satisfied myself that the conditions, on which the grant-in-aid was sanctioned, have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.

**Kinds of Checks exercised:**

1. Procurement procedure followed as per norms indicated in procurement manual.
2. Procurement certificate furnished.
3. Works executed as per approved estimates and layout drawings.
4. Grant-in-Aid checked from the register maintained
5. Expenditure checked from the register maintained
6. Any other check required as per the guidelines

Counter Signature by  
Account Officer  
Date

\_\_\_\_\_  
Signature of Head of implementing agency  
Date: \_\_\_\_\_



**Annexure-IV**

**Fund to be released to NDMA/ States/UTs under NSSP in three years:-**

S.No	Activities	Fund to be released in 1st yr. to State (30%)	Fund to be released in 2 <sup>nd</sup> yr. to State(60%)	Fund to be released in 3 <sup>rd</sup> yr. to State (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
<b>Component –I Formulation of draft school safety policy and programme management</b>							
1	Formulation of blueprint for draft NSS Policy	960,000/-	1920000/-	3,20000/-		32	NDMA
2	Stakeholders consultations (5 regional workshops)						
3	National workshop						
4	Formulation of draft National School Safety Policy						
5	Development of template for School DM Plan and Mock drill						
<b>Component –II Capacity Building(200 schools in two districts each of 22 States)</b>							
S.No	Activities	Fund to be released in 1st yr. to State (30%)	Fund to be released in 2 <sup>nd</sup> yr. to State(60%)	Fund to be released in 3 <sup>rd</sup> yr. to State (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
1	Development of Standard Teachers Training Module (TTM) in Hindi and English	60,000/-	120000/-	20000/-	2	1446	NDMA

2	Translation into regional language and printing of Teachers Training Module	1,200000/-	2,400000/-	400000/-	40		SDMA
3	Training of master trainers (10 trainers per States i.e. 220 Master Trainers,5 days duration programme)	540000/-	1080000/-	180000/-	18		NIDM
4	Training of trainers Programme (15trainers per district )	1980000/-	3960000/-	660000/-	66		SDMA
5	Training of teachers(500 teachers, officials etc per district 22,000 trainees, 3days duration programme)	19800000/-	39600000/-	6600000/-	660		SDMA
6	Grant in aid to 200 schools in two district each of 22 states to prepare School DM Plan	13200000/-	26400000/-	4400000/-	440		SDMA
7	Review and approval of School DM Plans prepared by 200 schools in two district each of 22 States	1320000/-	2640000/-	440000/-	44		SDMA
8	Disaster Preparedness Kits 200 schools in two districts each of 22 States	2640000/-	5280000/-	880000/-	88		SDMA
9	Mock drills 200 schools in two district each of 22 States.	2640000/-	5280000/-	880000/-	88		SDMA
<b>Component -III Information Education and Communication (Covering all districts of 22 States falling in Zone IV and V)</b>							
S.No	Activities	Fund to be released in 1st yr. to State (30%)	Fund to be released in 2 <sup>nd</sup> yr. to State(60%)	Fund to be released in 3 <sup>rd</sup> yr. to State (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
1	Development of IEC Materials-Booklet (agency to e finalised)	180000/-	360000/-	60000/-	6	725	NDMA/NIDM

2	Development of IEC Materials –Audio Visual ( <i>Agency to be finalised</i> )	750000/-	1500000/-	250000/-	25		NDMA
3	Translation, printing dissemination of IEC Materials	3000000/-	6000000/-	1000000/-	100		SDMA
4	Sensitization Programme at State level	1320000/-	2640000/-	440000/-	44		SDMA
5	Grant in aid to State Education Departments to organise sensitization programme, children events like competitions for painting, easy writing, debates, quiz etc at district level.	16500000/-	33000000/-	5500000/-	550		SDMA
<b>Component-IV Non-structural Measures</b>							
S.No	Activities	Fund to be released in 1st yr. to State (30%)	Fund to be released in 2 <sup>nd</sup> yr. to State(60%)	Fund to be released in 3 <sup>rd</sup> yr. to State (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
1	Capacity building Training of Engineers.	4500000/-	9000000/-	1500000/-	150	1558	SDMA
	Preparation of Standard check- list, retrofitting guidelines, monitoring and documentation.						NDMA
2	Rapid Visual Survey of schools in two districts each of 22 States(200 schools per district)	15840000/-	31680000/-	5280000/-	528		SDMA
3	Non-structural mitigation measures in 200 schools each of two districts of 22 States.	26400000/-	52800000/-	8800000/-	880		SDMA

<b>Component-V Demonstrative Retrofitting of one School each in 22 States</b>							
S.No	Activities	Fund to be released in 1st yr. to State (30%)	Fund to be released in 2 <sup>nd</sup> yr. to State(60%)	Fund to be released in 3 <sup>rd</sup> yr. to State (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
1	Structural Retrofitting of one school each in 22 States (Senior Secondary School with more than 1500 children)	19800000/-	39600000/-	6600000/-	660	660	SDMA
<b>Component-VI Project Management and Implementation Support</b>							
S.No	Activities	Fund to be released in 1st yr. to NDMA/States/UTs (30%)	Fund to be released in 2 <sup>nd</sup> yr. to NDMA/States/UTs(60%)	Fund to be released in 3 <sup>rd</sup> yr. to NDMA/States/UTs (10%)	Cost (Rs.in Lakhs)	Subtotal(Rs. in lakh)	Dept./Organisations for fund utilization
1	Engagement of technical support agency and hiring professional experts CBT and IEC component Travel and other administrative expenditure	3531750/-	7063500/-	1177250/-	306+40 +80 from CBT and IEC	11.772500	NDMA State DM Dept./SDMA
		9248250/- to States/UTs	18496500/- to States/UTs	3082750/- to States/UTs		30827500	
						426	
Total fund to be released to States/UTs		139388250/-	278776500/-	46462750/-			
Total fund released to NDMA/NIDM		6021750/-	12043500/-	2007250/-			
Total fund to be released in each year		145410000/-	290820000/-	48470000/-			
Total fund released to States/UTs in three years		<b>464627500/- (Forty-six Crores forty-six lakhs twenty-seven thousand five hundred)</b>					
Total fund released to NDMA/NIDM in three years		<b>20072500/- (Two Crores seventy two thousand five hundred)</b>					

**Annexure-V:**

**Illustrative Format of Cheque Issue Register  
National School Safety Programme**

**Name of the States/UTs:**

<b>S.No.</b>	<b>Date of Issuance of Cheque</b>	<b>Name of the Party/To whom cheque is issued</b>	<b>Reference of the Bill No./Voucher No./Purpose for which cheque has been issued</b>	<b>Account Head</b>	<b>Amount (in Rs.)</b>

**Note:- States/UTs should monitor the expenses out of the advances received and also watch for the completion report. The unspent balance needs to be remitted back to NDMA for accounting purposes**

**Annexure VI-**

**Format of Grant-in-Aid Register**

**National School Safety Programme**

**State/UT Government of .....**

<b>Amount Released by GoI (a)</b>	<b>Reference of Sanction Order No.</b>	<b>Date of credit to State/UT Government Account (b)</b>	<b>Amount Spent</b>	<b>Reference of Utilisation Certificate (UC No.)</b>

**Note:- The entries can be cross tallied from this register to Master Cash book maintained by States/UTs.**

**Annexure VII-**

**Illustrative Format of Fixed Asset Register**

**National School Safety Programme**

**State/UT Government of .....**

<b>Sl. No.</b>	<b>Description of Item*</b>	<b>Custodian Department</b>	<b>Supplier's Name</b>	<b>Location</b>	<b>Date of Purchase</b>	<b>Invoice/ Bill no.</b>	<b>Amt.</b>	<b>Qty.</b>	<b>Identification No.</b>	<b>Initials</b>

**Note:- The retrofitting demonstration Component will be treated as an assets.**

**Annexure VIII**

**Format of Project Financial Statement**

**National School Safety Programme**

**For the period ended on.....**

(Amount in Rs. '000)

<b>Particulars</b>	<b>For the year ended on .....</b>	<b>Previous year ended on .....</b>	<b>Project till date</b>
<b>Sources</b>			
<b>1.Government of India Funds</b>			
<b>2.Expenditure by Component</b>			
(i) Formulation of draft National School Safety Policy.			
(ii) Capacity Building			
(iii) Information , Education and Communication			
(iv) Non-structural Mitigation Measures			
(v) Demonstrative Retrofitting			
(vi) Project Management and Implementation Support.			
Total Uses of Funds (T =i+ii+iii+iv+v+vi)			

Certified that the above figures are as per the books of account maintained by the implementing entity.

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Signature  
Head of the Finance



**Annexure IX**

**Interim Un-audited Financial Report**

**National School Safety Programme**

**Un-Audited Interim Financial Reports**

**Report as on .....**

**(Amount in Rs. Lakhs)**

Particulars	For the last quarters in the First Year  FY(2011-12)	For the 4 Quarters in the Second Year  FY(2012-13)	Cumulative			
			At the end of Financial year -I	At the end of Financial year -II	At the end of Financial year -III	Grand total
Expenditure by Implementing State/UT						
Total Expenditure (D)	0.00	0.00	0.00	0.00	0.00	0.00