



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

Shiksha Sadan, 3rd & 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: nsqfharyana@gmail.com | Website: www.hsspp.in



Ref No. SS/NSQF/12C/07/23352-24402

Dated: 04-09-2019

To

All Principals of 1051 schools covered under NSQF,
Samagra Shiksha, Haryana

Subject: Guidelines and Administrative cum Financial approval of Office Expense for the session 2019-20 in 1051 govt. school covered under CSS-VHSE.

Office expense/contingency is being provided to facilitate the schools for proper implementation of NSQF program. Funds for office expense/contingency are being provided as per given bifurcation as mentioned below and these expenses will be incurred under 166.f Office Expense/Contingency budget head of Vocational Education.

S.no	Head	Unit Cost (in Rs.)
1	Awareness or Publicity of NSQF	6000
2	Stationary	3000
3	Internet	2800
4	Student Profile	9000
5	Student Portfolio	4800
6	Travel Expense	20000
7	Lab Maintenance	10000
8	Teacher Learning Material	2000
9	Contingency	5000
	Grand Total	62600

The various conditions attached to the incurring of expenditure are reiterated as under: -

1. The expenditure will be incurred by following the Samagra Shiksha financial norms of procurement.
2. The expenditure will be incurred in a judicious manner and the procurement will done on competitive rates. Proper accounts and stock register are to be maintained which will be opened for inspection.
3. The expenditure is to be incurred strictly for the specified objects by following financial rules and it will in no case exceed the financial ceiling / releases so made whichever is lower.
4. The expenditure is to be incurred strictly for the item/ material required for NSQF Project only.
5. There has to be proper receipts with costing details and each & every item entered in Stock Register.



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Detailed description of head in which expense can be incurred office expense/contingency are as follow:

1. Awareness or Publicity of NSQF

Publicity and awareness of NSQF during the year through flex, charts, model during various activities of NSQF such as Enrolment drive, counseling, placement, and other activities.

2. Stationary

Stationary includes paper rim, cartridge refilling for printing purpose, pen, pencil, charts etc.

3. Internet

Expense @Rs. 350/- per month for internet facility for schools for NSQF to provide updated information regarding skill to students and for official purpose of NSQF. Rs.350 per month for 8 months.

4. Student Profile

Expense for creating student profile of each student enrolled under NSQF, student file will include basic information of student, industry visit feedback form, internship details of students. Expense incurred to create file of each student is @Rs.30 per student for maximum 300 students per school, further detailed guidelines in this regard will be issued.

5. Student Portfolio

Expense for student portfolio @Rs. 60 per student for maximum of 40 students of class 9th in each skill to create portfolio on practical notebook, further detailed guidelines with suggestive format will be issued.

6. Travel Expense

Travel expenses of students when they go within block, district, & state for activities of NSQF, as per Parishad financial rules and guidelines.

7. Lab Maintenance

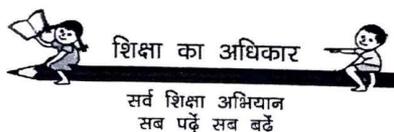
Minor renovation of labs. Repair & maintenance of lab/workshop/ wiring (electrical/networking) etc. will be allowed only for the rooms/ machinery pertaining to NSQF Project. Dari/Mat in NSQF labs-cum: -classroom for students be procured where desk/benches are not available for the time being.

8. Teacher Learning Material

Charts and working model preparation for the skill subjects for learning teaching process.

9. Contingency

Rs. 5000/- per school may be used as contingency for activities in NSQF.





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Roles & Responsibilities of Coordinators and Program Coordinators: -

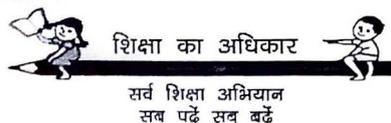
1. Collecting, uploading and submitting status/information related to stationary, internet facility in school, student profile, student portfolio, Lab Maintenance, teacher learning material as per above guidelines of their respective districts will be responsibility of Coordinators and Program Coordinators.
2. All Coordinators and Program Coordinators will upload the collected & compiled reports on google drive* and submit the status of heads mentioned in table 1 of their respective districts by 31st of each month to Computer Programmer (NSQF).
3. All coordinators and program coordinators will collect the utilization certificates of their respective districts by 31st of each month.
4. Computer Programmer NSQF will closely monitor the status of heads mentioned in table 1 and following are the role and responsibilities:
 - a) Create a google drive to monitor the submission of status of heads mentioned in table 1 by Vocational Teachers, Coordinators and Program coordinators as per the timeline of mentioned above.
 - b) Regular e-mail the progress of information or report to coordinators and program coordinators regarding timely submission of information and reports related to the activity.
 - c) Compile the status collected of all districts and submit it to Program Manager by 31st of each month.

District-wise Budgetary Bifurcation: -

District wise budget bifurcation of office expense for Financial Year 2019-20 upto 31-03-2020 for 1051 Govt. Schools covered under CSS-VHSE is below at Table 2.

Table 2:

District	No. of Schools	Fund proposed per school in Rs.	Fund required per district in Rs.
AMBALA	59	62600	3693400
BHIWANI	54	62600	3380400
CHARKI DADRI	11	62600	688600
FARIDABAD	41	62600	2566600
FATEHABAD	43	62600	2691800
GURUGRAM	56	62600	3505600
HISAR	68	62600	4256800
JHAJJAR	27	62600	1690200
JIND	60	62600	3756000
KAITHAL	69	62600	4319400
KARNAL	74	62600	4632400
KURUKSHETRA	51	62600	3192600
MAHENDRAGARH	32	62600	2003200
MEWAT	43	62600	2691800





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PALWAL	44	62600	2754400
PANCHKULA	28	62600	1752800
PANIPAT	47	62600	2942200
REWARI	40	62600	2504000
ROHTAK	39	62600	2441400
SIRSA	66	62600	4131600
SONIPAT	48	62600	3004800
YAMUNANAGAR	51	62600	3192600
Grand Total	1051		6,57,92,600

All DPCs are directed to book the expenditure under the Budget head 166.f Office Expense/Contingency for schools (Existing) of Vocational Education.

Dr. Mahavir Singh, IAS
Principal Secretary,
School Education, Haryana

Dated:09-08-2019

Endst: SS/NSQF/IEC/07/24403-41

Dated: 03-09-2019

A copy of above letter is forwarded to the following for information and further necessary action:

1. Controller (Finance & Accounts) is requested to release the funds to DPCs of all district of Haryana at the earliest.
2. To all DPCs to release the funds to schools in their respective district within 2 working days on receiving the funds from Parishad
3. To all Coordinator, Program Coordinator and Computer Programmer (NSQF) for information and further necessary action.

5/9/19
(Savitri Sihag)
Joint Director (PM)
for State Project Director
HSSPP, Panchkula
Ta

CC: A copy of above letter is forwarded to the following for information

1. PA/PS(SE) of the information of W/PS(SE).
2. AM/WPD for the information of W/SPD.

