



GOVERNMENT OF HARYANA/हरियाणा सरकार

# Directorate School Education विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Development



तमसो मा ज्योतिर्गमय  
Lead me from Darkness to Light

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To

*Important*

The Principals  
240 Schools covered under NSQF Project

Memo. No.: 1/1-2012 (NVEQF Cell)  
Dated: 11.02.2015

**Subject: Guidelines for incurring expenditure out of 'Office Expenses' component under NSQF Project.**

As you are aware, your school has been allotted two Applied Skills (list enclosed for ready reference) under Centrally Sponsored Scheme of Vocationalisation of Secondary and Higher Secondary Education in alignment with NSQF. 40 schools were covered during 2012-13. The program was expanded to cover 100 schools during 2013-14 and still another 100 schools were added during 2014-15 taking the total to 240 schools.

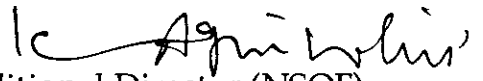
Guidelines for incurring expenditure have been reviewed by the Department and it has been decided that expenditure under office expense/contingencies can be incurred for the following purposes:-

- (i) **Publicity** of Applied Learning Skills introduced.
- (ii) **Guidance & counseling** for student/ community mobilization.
- (iii) **Transport** expenses as per state rules/instructions.
- (iv) **Field Visit:** Travel expenses of students/ staff when they go for industry exposure seminar, practical training etc. as per state rules/instructions issued for conducting field visits.
- (v) Stationary, electricity bill, diesel for genset, minor renovation of labs, repair of equipment etc.

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

1. The expenditure will be incurred in a judicious manner and the procurement done on competitive rates. Proper accounts and stock register are to be maintained which will be open for inspection.
2. 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.
3. The expenditure is to be incurred strictly for the item/material required for NSQF Project only.
4. Repair & maintenance of lab/workshop/tools/machinery/equipment/wiring (electrical/networking) etc. etc. will be allowed only for the rooms/ machinery pertaining to NSQF Project.

5. Dari/Mat in NSQF labs-cum;-classroom for students be procured where desk/benches are not available for the time being.
6. Prior approval of the Department is required for incurring any expenditure under office expenses on each item under the component if one time amount exceeds Rs. 2500/-. This may be done through e-mail.
7. Instructions issued/to be issued from time to time for the management of funds and incurring of expenditure will have to be compiled with. The procurement of equipment is to be done as per guidelines earlier issued. There has to be proper receipts with costing details and each & every item is entered in Stock Register.

  
Additional Director (NSQF)  
for Director Secondary Education,  
Haryana, Panchkula

CC:

1. PA/DSE
2. AM/SPD, HSSPP
3. DEOs for proper monitoring and ensuring that these <sup>instructions</sup> are complied with by School Heads.