

Draft guidelines for distribution of financial assistance of Rs 2000 and 25kg rice to Private school teaching and non-teaching staff

In order to mitigate the suffering of private schools teaching and non-teaching staff due to COVID 19, Government has decided to distribute financial assistance of Rs 2000 and 25kgs rice to them. To distribute the same in a smooth manner the following guidelines are issued.

1. The list of teaching and non-teaching staff list may be obtained from the educational institutions in a prescribed proforma. This proforma will contain the bank account and Aadhaar details of the staff. Part A has the staff details and Part B has the school details.
2. The lists in the have to be prepared by the school HM. Then they would be verified and certified by the Mandal Education Officer or any other officer so designated by the Collector.
3. To start with DEO will submit the information already collected school and mandal wise the school and staff details. This list will not be having individual staff details which are now to be collected.
4. The information regarding staff and school particulars from unrecognised schools also may be collected. Government will communicate the decision regarding financial and material assistance to the unrecognised schools subsequently.

5. In case of GHMC and municipal corporations, Collectors may take the assistance of the Commissioner and his staff to do the data collection and verification exercise.
6. The applications have to be collected in hard and soft copies (in excel format) from each school. Collector should collate and send the same to the Director of School Education.
7. The format for the hard copies is enclosed, And the excel sheet also would be shared so that there is uniformity in data collection.

8. Timelines

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| a. Data Collection form all the schools : | 10 th to 15 th |
| b. Data scrutiny at district level : | 16 th April |
| c. Data compilation at state level: | 17 th to 19 th |
| d. Sanction and online transfer : | 20 th - 24 th |
| e. Sanction and disbursement of rice: | 21 st to 25 th |



Proforma Part A : Staff

1. Name of the staff member :
2. Gender : male /
female
3. Father's/Husband's Name :
4. Designation :
5. Teaching/Non-Teaching :
6. Aadhaar number :
7. Bank Account Number :
 - a. Bank Name :
 - b. Branch Name :
 - c. IFSC Code :
8. Mobile number (linked to Aadhar and bank A/C)
9. Whether having food security card or not : Yes / NO
10. If having, then Card Number :
11. Ration Shop location and number
 - a. Village/ ward or location in municipality :
 - b. Mandal/Municipality :
 - c. District :

I certify the information to be correct.

(Name of the staff member)

Date

Place

Proforma Part B : School Details

1. Name of the school :
- a. Village/ ward or location if municipality :
- b. Mandal/Municipality :
- c. District :
2. Whether recognised or not : Recognised
/ Not recognised
- a. If recognised then Recognition number :
3. School details
- a. Classes (Primary/ UP/ High / up to 12th)
- b. Board followed (State / CBSE / ICSE / Others)
- c. Enrolled number of students
- d. Total staff strength
- i. Teaching
- ii. Non-teaching
- e. HM Name
- f. HM cell number

All the above information is certified to be correct.

Head Master of the School

Mandal Education Officer

District Education Officer

District Collector