

Government of West Bengal  
Office of the District Magistrate  
&  
District Project Director  
Sarva Shiksha Mission, Purba Bardhaman

Allotment Order

An amount of Rs 20,000/- (Rupees Twenty Thousand) only is hereby sub-allotted to the A/c of Circle Project coordinator of Galsi CLRC for disbursing the amount in the account of Ura Free Primary school of his jurisdiction for Excursion Trip of 100 nos. of students of the school.

The budget is allocated under SSM project & students will be selected from both boys & girls of primary section from the school. @Rs.200/- per student has been allotted for Excursion trip for tiffin, meal & vehicle charge & other miscellaneous cost.

Teachers of the mentioned School is requested to select students from economically backward family & **no fund can be collected from students for excursion purpose.**

School is requested to select venue that may be historical, geographical, place of natural beauty or sanctuary or place of any other importance within their neighboring area & select responsible teachers who will accompany the student. One or two lady teachers will accompany the team if there are girls students.


Students should have their proper uniform. SSM Banner & proper Identification of the visiting spot. should be displayed on the Photograph taken. After completion of tour programme, UC along with signature & photograph of the participating students should be submitted within last week March-2018.

**The fund so allotted is made out of SSM fund for the year 2017-18.**

The fund so allotted should be utilized observing SSM norms stipulated by the Govt. of India & financial rules of Govt. of West Bengal.

Necessary Utilization Certificate of the allotted fund should be furnished to this office immediately after incurring expenditure. **Unutilized (if any) fund should be refunded to the District Project Office, Sarva Shiksha Mission, Bardhaman immediately by Demand Draft drawn in favour of "SSM Burdwan" payable at Bardhaman.** No diversion of fund will be accepted. Original vouchers, bills should be kept and be produced before audit as and when asked for.

Punjab National Bank, Main Branch, Bardhaman is being advised to remit the fund accordingly.


  
District Project Officer,  
Sarva Shiksha Mission, purba Bardhaman.

Memo No.: - 126(9) / SSM/V/1/3(Part)

Dates: 8 / 02 / 2018

Copy forwarded for information and necessary action to the:

1. Chairman, DPSC, Purba Bardhaman.
2. District Inspector of schools, (PE), Purba Bardhaman.
3. CPC, Galsi CLRC, with a request to place the fund to the account of concerned school accordingly & send the allotment order to the school.
4. CA to District Magistrate, Purba Bardhaman.
5. CA to Additional District Magistrate (SSM), Purba Bardhaman.
6. Head Teache Ura Free Primary School (Galsi Circle) with a request to take n.a so that the tour programme can be completed without any delay & submit the U.C. of the programme with proper documentation within Last week of March-2018.
7. MIS In-charge, SSM, Purba Bardhaman, for Website.
8. Data Entry Operator-II for necessary updatoin in the data base & sending through email.
9. Notice Board SSM, Purba Bardhaman.

  
District Project Officer,  
Sarva Shiksha Mission, Purba Bardhaman