

Scheme of capital grants for educational institutions towards extension of the school buildings etc.

a. INTRODUCTION:

The Tea Board may sanction capital grants to schools for extension of the existing school buildings. This grant is only for those cases where the institution goes in for additional floor and is not required to acquire land or go for foundation work.

b. ELIGIBILITY:

- i) An institution applying for the grant should have been recognized by a University/Board of Secondary Education, Director of Public Instruction or by an approved authority as the case may be. The recognition should preferably be of a permanent nature.
- ii) The institution should preferably be located in a tea growing area and cater sufficiently to needs of the tea garden workers. The minimum percentage of students from the families of tea garden workers should be at least 25%.
- iii) The institution should have a clear and undisputed title on the land on which the construction is to be made with the grant.
- iv) The certificate granted by the technical/vocational institutes applying under the scheme should be recognized by the State Governments or other competent authorities.
- v) While considering a grant, preference will be given to the institution imparting training in technical/vocational trades over other institution imparting merely general education to the fulfillment of other conditions.

c. QUANTUM OF GRANT:

The application will have to be accompanied by a detailed expenditure statement and plan estimates by an approved technical authority and counter-signed by the head of the institution and duly vetted by licensed engineer/Architect. Institution should bear not less than 30% of capital cost of the project but may have to bear more than the said percentage. The quantum of Board's grant will be decided on merits of each case after taking into account the extent of facilities the tea garden students would genuinely derive. Board's grant shall, however, be limited to 70% of the cost or Rs. 8.00 lakhs whichever is lower.

d. CONCESSIONAL FACILITIES:

In lieu of the grant the grantee institution shall have to offer concessional facilities to the tea garden students studying in the institution in the form of free/half-free studentship, remission of compulsory charges, book grants, reservation of rent free seats in the hostels, reservation of seats in the institution and other concessional facilities as stipulated by the Board. The institution should obtain clearance from their respective Board of secondary Education/Director of Public Instruction/Education Department/University in so far as these concessions are likely to affect their management in any way before embodying them in an agreement.

e. APPLICATION FOR GRANT:

- i) Application for the capital grants should be made by the Head of the Institution in the application form so designed by the Board.
- ii) The Board shall be at liberty to call for any other particulars and documents as it may consider necessary to determine the eligibility for the grant in each case.

f. SANCTIONING AUTHORITY:

- i) After scrutiny of the applications sanction may be accorded by the Board or any other competent authority.

- ii) The Board shall be entitled at any time to reduce the amount of grant sanctioned or to cancel such portion thereof as shall remain unpaid, if for any reason it becomes necessary to do so. The action of the Board shall not be called in question by any party in any way.

g. MODE OF DISBURSEMENT:

The Board's capital grants will be disbursed according to the progress of construction in the following manner.

- i) 25% of sanctioned amount on immediate submission of information supported by documents to the effect that the grantee institution has spent its own share of the construction cost and that the progress of the construction is proportionate to the expenditure made by the grantee institution.
- ii) 65% on submission of audited statement of accounts for expenditure incurred by grantee institution.
- iii) 10% on receipt of completion certificate and audited account of expenditure for the entire project.
- iv) Each installment will be released on recommendation of Board's officer or any other officer nominated by the Board for the purpose. Board's nominee is at liberty to inspect the construction work at any time as considered necessary.

h. OTHER TERMS AND CONDITIONS:

- i) The Board shall have the right to nominate a member on the Managing Committee/Governing Body of the grantee institution under the category of permanent donor or any other category. The authorities of the institution should seek clearance in accordance with the rules framed by the University/State Govt. for the Management of Aided and non-Government schools for making provision for nomination of Board's representatives. They should also secure such nomination from the Board at every election or at the termination of the membership of the Board's nominee.
- ii) The grantee institution should affix a plaque/hoarding to identify the project/assets created with the financial assistance of the Tea Board and should bear the name of the Tea Board.
- iii) The grantee institution shall submit a list of the tea garden students enjoying the concessional facilities every year in such proforma as may be stipulated by the Board.
- iv) The Board's grant should be strictly utilized for the specific purpose for which it is sanctioned.
- v) The recipient shall keep proper accounts in respect of the receipt and disbursement of the moneys obtained from the Board and shall permit the Board or any officer authorized by the Board to examine all such books at all reasonable time and take copies extracts therefrom.
- vi) Unless otherwise required in writing by the Board the whole or part of the grant remaining undisbursed shall be refunded to the Board without delay.

- vii) In the event of the recipient failing to observe or perform any of the terms and conditions of the grants or the terms herein contained, the Board shall be entitled at its option either to enforce specific performance of the agreement or to obtain from the recipient the refund of the entire amount already paid with interest @ 12% per annum from the date of advance to the date of repayment.
- viii) In the event of any institution established with the grant being abolished or abandoned, the buildings and equipments purchased or created out of Board's grant shall be made over to the Board, and the said institution shall not have any further right, title or interest in the said buildings and equipment.
- ix) The recipient shall furnish the Board with such information and periodical reports and returns relating to the grant as the Board or any officer duly authorized by the Board may from time to time required.
- x) The project shall be completed within a reasonable time as stipulated by the Board.
- xi) In the event of any misuse of any amount from the said grant, the Board being the sole judge of the question as to whether there had been any such misuse, the recipient shall be liable to refund the entire grant made by the Board forthwith on such demand being made.

i. AGREEMENT:

After a grant is sanctioned the grantee institution shall execute an agreement with the Board in the form as framed by the Board on stamp paper of appropriate value at the cost of the recipient. No portion of the grant would be disbursed before execution of the agreement.

j. AMENDMENT:

The Board reserves the absolute right to amend, amplify or abrogate in its discretion any of the terms and conditions of this scheme without notice.

Application form for Capital Grant to schools for extension of school buildings etc.

1. Name of the Institution with full address :
(in block letters)
2. Nature of education imparted with details :
of classes/courses
3. a) Year of recognition by the Secondary :
Board/Education Deptt./University or
any other approved authority as the case
may be,
(A copy of letter of recognition is to be
enclosed)
- b) If temporarily recognized, the date of expiry :
of the current recognition is to be stated.
4. Applicant is required to submit a copy of the :
Rules & Bye-laws of the institution.

5. **SOURCES OF INCOME & EXPENDITURE** :

a) <u>Income</u>		<u>200</u>	<u>200</u>	<u>200</u>
i) Tuition Fees				
ii) Other Fees				
iii) Donation				
iv) Grant-in-aid from Government				
	Total Income			

(Extent of Free Education to be mentioned)

b) <u>Expenditure</u>		<u>200</u>	<u>200</u>	<u>200</u>
i) Salaries & allowances of teachers and : Others				
ii) Cost of repairs of buildings				
iii) Contingencies				
	Total Expenditure			

6. Classwise and coursewise number of total students in the last three academic session with specific details of tea plantation students. :
7. Number of similar institution situated in near by area of tea plantation with their addresses and distance from the site of proposed institution. :
8. Whether any capital grant was received from Tea Board previously and, if so, please mention the details thereof. :
9. a) Details of the purpose for which the capital grant is sought from the Tea Board. :
- b) Whether any request has been made to the State Govt./University Grants Commission for capital grant for same project. If so, details thereof/if not, reasons thereof. :
10. Total estimated cost of the project (Detailed plan and estimated in duplicate by an approved technical authority and countersigned by the Head of the Institution should be attached. Plan to be approved by the Municipal or Panchayat authority and endorsed to that effect with office seal. :
11. **Sources of funds for the Project** :
- i) Reserve Fund of the School, if any. :
- ii) Special grant from the Government/ University Grants Commission. :
- iii) Special subscription/donation :
- iv) Grant sought from Tea Board :
- Total** : _____
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12. In the event of the Tea Board sanctioning the grant, the period within which the project can be completed. :
13. a) Details of the existing structures (with measurement and the purpose for which they are being used) and vacant land (excluding play ground). :
- b) Whether the school has land for the project and, if so, its area (a site plan in duplicate is to be furnished). :

- c) The terms on which the land held is :
to be stated and this should be supported by an attested copy of the document /original certificate from the settlement officer indicating that the institution has a clear and marketable title to the property and the same is free from encumbrances and attachments.
14. Is there any existing hostel attached to the Institution? If so, details of number of seats in the hostels and their occupation are to be given under (a) and (b) below. :
- | | <u>Year</u> | <u>Total No. of seats occupied</u> | <u>No. of seats occupied by the plantation student.</u> |
|--|-------------|--|---|
| a) Utilisation of existing hostel seats during the last 5 years.
(A statement showing the list of students from the estates with particulars of their parents is to be furnished) | <u>Year</u> | <u>No. of students from tea plantation</u> | <u>No. of outside students</u> <u>Total</u> |
| b) No. of students refused admission into the institution for want of hostel facility during the last 5 years. | | | |
| c) Seat rent, establishment and food charges payable by students. | | | |
15. Concession to be provided to tea plantation students in lieu of the capital grant sought from Tea Board. :
- i) No. of seats to be reserved for admission of tea plantation students in the Institution. :
- ii) No. of rent-free seats to be reserved for them in the hostel. :
- iii) Period of reservation.
- iv) No. of free studentship to be granted to students admitted against reserved seats classwise/coursewise per session. :

- v) No. of half-free studentship to be granted to students admitted against reserved seats during each session. :
- vi) No. of students admitted against reserved seats to be exempted from payment of compulsory charges (all fees other than Tuition Fee). :
- vii) Book-Grant (No. of students to be granted such concession and the amount of concession per students to be specified). :

N.B. The period of which those concessions will be allowed should be indicated clearly.

16. The Board's capital grant will be disbursed according to the progress of construction in the following manner :- :

- i) 25% of sanctioned amount on immediate submission of information supported by documents to the effect that the grantee institution has spent its own share of the construction cost and that the progress of the construction is proportionate to the expenditure made by grantee institution. :
- ii) 65% on submission of audited statement of accounts for expenditure incurred by grantee institution; and :
- iii) 10% on receipt of completion certificate and audited accounts of expenditure for the entire project. :

N.B. The interval between the drawal of 1st instalment and 2nd instalment should not be more than six months and between the second and the final instalment not more than 12 months. in the event of delay the Board will retain the right to have the instalments refunded by the grantee institution.

Will this basis be acceptable to institution? Yes/No

17. Any reduction in the original estimate of expenditure by more than 5% has to be reported to the Board and in such an event the Board shall retain the right to adjust the grant. No alteration in the approved plan after such sanction will be allowed.

Will this basis be acceptable to institution? Yes/No

18. a) In the event of grant for sanction whether the school is agreeable to execute an agreement with the Tea Board on stamp papers at the cost of the institution of appropriate value embodying all the terms and conditions for obtaining grant.

Will this basis be acceptable to institution? Yes/No

b) Is there any need for institution to seek approval of the Secondary Board/ Director of Public Instruction/University/ any other approved authority to accept such of the terms and conditions of the grant which may affect the institution in any way before embodying them in an agreement with the Tea Board.

Will this basis be acceptable to institution? Yes/No

Place :
Date :

Signature :

(Head of the Institution)

Name :

(Official Seal)

N.B. : All columns of the application form should be read carefully and filled in by the competent authority. The application form, complete in all respects including the annexure required should be sent to the Executive Director, Tea Board, Coonoor/Guwahati as per their jurisdiction and for other areas to Welfare Liaison Officer(North), Tea Board, Kolkata or any other officer authorized by the Board for this purpose.