



No.3304/RMSA/Proj.Sci&Mat/Kits/2016-17  
STATE PROJECT OFFICE  
RASHTRIYA MADHYAMIK SHIKSHA ABHIYAN  
PUDUCHERRY

Puducherry, dt: 30-03-2017.

**CIRCULAR**

Sub: RMSA – Purchase of Science Kits – Release of fund through ECS to schools - Intimation - Reg.

It is here by informed that a recommended set of six Science kits, for the classes 9<sup>th</sup> and 10<sup>th</sup> will be supplied to 84 Govt. High / Hr.Sec. Schools in Pondicherry region covered under RMSA. The list of schools and Science Kits are given overleaf.

Further an amount of Rs.6,000 will be credited in RMSA account of the respective schools for the purchase of Science kits as per their requirement.

In this regard the Head of Institutions are requested to follow the procurement procedure detailed below while purchasing the Science Kits.

1. The school should form a committee consisting of all the Science teachers, a Maths teacher and a senior Teacher with the Head of Institution as the Head of the committee.
2. The Kits recommended by the committee should be listed out.
3. Sealed Quotations should be called for from a minimum of three different firms for the recommended kits.
4. All the quotations should be opened at the same date and time before the committee and the firm/firms that furnished lowest rate in its quotation should be considered for purchase.
5. The bill should be settled through cheque only
6. All the items purchased should be entered in the Science Lab Stock Register and the vouchers with the Stock Entry Certificate should be maintained for audit purpose.
7. Utilization Certificate should be sent to the undersigned along with the list of Kits purchased.

*Mohinder Pal*  
30/03/17  
(MOHINDER PAL)  
STATE PROJECT DIRECTOR

To  
All the Head of Institutions concerned.

Copy to:

1. The Joint Director (SE)
2. The Deputy Director (WE)
3. The Chief Educational Officer, Pondicherry
4. BRC I / II / III
5. PS to DSE
6. PA to SPD, SSA
7. EDP section – with a request to host on the website.