

**STATE PROJECT OFFICE, SARVA SHIKSHA ABHIYAN
PKC EDUCATIONAL COMPLEX, ANNA NAGAR, PUDUCHERRY**

No: 1681/SSA/PBBB/MV/2017-18

Puducherry, dated 15th February 2018.

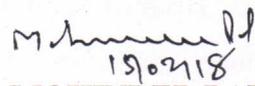
CIRCULAR

Sub: SSA– Exposure visit to Mahaballipuram – Intimation of release of fund through
PFMS to schools - Reg.

It is here by informed that the fund for the Exposure *Visit to Mahaballipuram* for the students studying in classes IV and V have been released through PFMS to selected Govt. Primary Schools of Pondicherry and Karaikal region (given in Annexure). The Head of Institutions are requested to utilise the fund as per the procedure given below and guidelines listed overleaf within the current financial year i.e. 2017-18.

1. A resolution by SMC shall be passed regarding the place(s) of visit, date(s) of visit, mode of transport, number of students (both boys and girls) and any other relevant particulars for the trip.
2. Minimum of three quotations indicating place(s) of visit date(s) of visit and distances shall be obtained from the Travel Agency/Bus Operators and lowest offered rate may be accepted.
3. Rate Reasonableness Certificate may be obtained from the Transport Department, Pondicherry and Karaikal.
4. Trip Sheet indicating the place(s) of visit, date(s), mileage covered, etc shall be obtained from Travel Agency/Bus Operators and filed in the school for reference and audit purpose.
5. Any amount exceeding Rs.5,000 should be paid by cheque only to the Travel Agency/Bus Operator
6. Preference may be given to sites of Mahaballipuram, Sanctuaries and Parks, Science Centres, Museums, places of Historical importance, Educational interest, etc.
7. The per child cost includes Travel expenses, food and miscellaneous expenses.

The Head of the Institutions shall submit a compliance Report of the exposure visit along with photographs to respective Block Resource Centres.


19.02.18
(MOHINDER PAL)
STATE PROJECT DIRECTOR

To
All the Head of Institutions concerned.

Copy to:

1. The Joint Director (SE)
2. The Deputy Director (SE), Karaikal
3. The Deputy Director (WE)
4. The Chief Educational Officer, Pondicherry/Karaikal
5. The Deputy Inspector of Schools, Zone- I/II/III/IV/V- Pondicherry and Zone-I/II, Karaikal
6. Block Resource Coordinator, BRC I / II / III
7. PS to DSE
8. PS to SPD, SSA
9. EDP section – with a request to host in the website.