



OFFICE OF THE PRINCIPAL

Eklavya Model Residential School, Kirmira

At/ Po: Kirmira, PS: Laikera, Dist: Jharsuguda, Pin: 768220 (Odisha)

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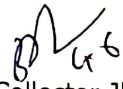
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Order No:8.6..... / EMRS Kirmira, Date: 04/06/25

Formation of Purchase Advisory Sub-Committee [PASC] for EMRS Kirmira

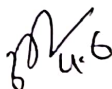
As per the letter [NESTS/Finance/EMRSSocietiesFinance/160/2021-22 dated: 01-05-2025] issued by the NESTS Head Quarters, New Delhi, a Purchase Advisory Sub-Committee [PASC] is hereby constituted for EMRS Kirmira with following members. Role of the committee will be to discuss the procurement matters of goods and services in EMRS Kirmira. Power, function and meeting of the committee will be as per guidelines given the above said letter.

1	Principal, EMRS Kirmira	Chairperson
2	District Education Officer, Jharsuguda	Member
3	Principal, PM SHRI K.V. Jharsuguda [Member of DLC]	Member
4	Vice Principal/Senior Most Teacher of EMRS Kirmira	Member
5	A Teacher of EMRS Kirmira [Nominated by the Principal]	Member


Collector Jharsuguda

Copy to:

All officers/persons concerned for information and necessary action.


Collector Jharsuguda

Points to be noted:

- The above bifurcation is for 480 students and same shall be reduced proportionately for less number of students for each head.
- Utilization of funds **within component** (i.e. sub-items within component) as per these guidelines may be done with the permission of State Societies subject to ceiling of fund allocation in the respective component.
- The State EMRS Society may request funds for upcoming EMRSs that are expected to become operational in the next financial year, based on an estimated expenditure for up to 30 students for a maximum period of three months. This advance shall be adjusted against the fund demand for the following financial year.
- All Principals and Accountants of EMRSs shall ensure to maintain component-wise and sub component-wise expenditure details for expenditure control management.
- Concerned EMRSs are directed to open the EMRS bank account with any nearest nationalized bank only.
- Students shall be allowed TA in maximum 3rd A/C or ordinary public bus. In exceptional circumstances prior permission of the NESTS is required. DA @ the following rates:
 - Rs. 450/- per day for period of more than 12 hours
 - Rs. 300/- per day for duration of 6-12 hours.
 - No DA for less than 6 hours.
- Principals will be responsible for utilization of funds as per applicable rules of Central Governments and guidelines, orders, directions issued by NESTS from time to time.
- Two signing Authority for the purpose of expenditures from PFMS/Bank Accounts as the case may be, will be as under:
 1. First signatory(DDO): Principal/In-charge Principal (in case regular post of Principal is vacant)
 2. Second signatory: Senior most PGT in the EMRS

Note: For smooth functioning of the payments, and expedite the expenditure process in EMRSs 3-4 PGTs (in order of seniority) may be assigned duties as signing authority. In case, of absence/leave of PGT, next available signing authority in order of seniority will perform duties of signing authority.

- All societies/schools shall register on the **Government E-Marketplace (GeM) Portal** and ensure procurement of goods and services through the portal as per the GFR norms.
- **Purchase Advisory Sub-Committee (PASC):**

A Purchase Advisory Sub-Committee shall be constituted in each EMRS consisting of the following Members:

- I. Principal/In-charge Principal (in case regular post of Principal is vacant)- Chairperson
- II. Nominee of the Chairperson – Member

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III. District Education Officer-Member

IV. Vice Principal senior most teacher of the concerned EMRS- Member

V. One member of the District Level Committee-Member

- The Meeting of the PASC shall be conducted in the concerned EMRSs only.
 - Quorum of the meeting shall be minimum three members of the Committee.
 - Committee may hold as many as meetings required for functioning of the EMRSs. However, minimum one meeting in each quarter should be held of PASC.
 - Role of the Committee will be to discuss procurement matters of Goods and Services in the concerned EMRSs. It will decide the mode of procurement in the EMRS as per the Central Government Rules and following the normal purchase procedure.
- NESTS will reserve the right to use the grants/funds from any of the above heads for conducting any activity at central level after approval of the commissioner, NESTS.
 - The State/UT EMRS Society/Schools will monitor the quality of food, maintenance of schools and facilities provided to the students and other items on regular basis and submit report to NESTS on yearly basis or as and when required.
 - State/UT EMRS Societies has to ensure that the schools under their jurisdiction should comply with the above norms of recurring cost. However, NESTS/MoTA officials may review/inspect/monitor the schools for compliance of above guidelines and may seek report from State/UT EMRS Society from time to time.
 - The recurring cost guideline 2024-25 & 2025-26 will be implemented to the State/UT Society who signed MoU with NESTS and Rs 61,500/- per student p.a. in States/UT Society who have not signed MoU with NESTS.
 - Funds to the State Societies/EMRSs shall be released based on Students data registered as per **MIS portal of NESTS**. State Societies and concerned Principals shall ensure to register the correct number of students on MIS portal.
 - In 1st week of April in the beginning of financial year, the schools will submit the details of grant/funds requirement to the NESTS through State/UT EMRS Society. The society shall consolidate (by adding administrative expenses of society in fund demand received from all schools) and shall submit the grant/fund requirement to NESTS latest by 2nd week of April each year alongwith Utilization Certificate. The maximum permissible cost is based on a school with 480 students and running till 12th standard. Schools running at lesser capacity and not till 12th standard shall be eligible for recurring cost based on the total enrollment in the schools updated on MIS portal.
 - Funds will be released by the NESTS to the concerned State/UT EMRS Society and funds meant for students should be released by the state society to EMRSs, within 7 days of release from NESTS HQ, without any separate approval. Concerned EMRSs are requested to ensure that grants/funds are utilized as per above norms for their smooth functioning and prepare monthly expenditure statement to the NESTS.
 - The State/UT EMRS Society may ensure that **Audited UC and Audited Annual Accounts of Society** may be submitted to the NESTS by October of the respective finance years for release of second instalment of recurring cost.

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