SCHOOL EDUCATION DEPARTMENT

Guidelines on School Grants including engaging the services a person in Schools for maintenance of Toilets, cleaning of School premises watering of Plants etc., and Job Chart

1. Introduction:

The Government has taken adequate measures to ensure provision of boys and girls toilets in all the Government and Local Body Schools in the State. Sanitation facilities are foremost important in maintaining health & hygiene and for overall development of the students. Further, the Government has also taken a prestigious programme "Telanganaku Haritha Haram" and saplings are being planted in all the Schools in the State. In order to sustain the Sanitation facilities in the Government Schools and also to water the plants in the School premises, necessary funds and guidelines are provided to ensure maintenance of the toilets clean and also to water the plants in the School premises.

2. Engaging the services of a person by the School Management Committees:

a) Primary and Upper Primary Schools:

i) The School Management Committee of the School may engage one local person if the School is not having any attender/part time worker. If the School is having 2 attenders (1attender & 1 part time worker) or one attender/part time worker, then no person may be engaged.

ii) An amount of Rs.25,000/- per School is allocated as School Grant to the Schools with enrollment up to 40 and Rs.30,000/- per School as School Grant to the Schools with enrollment above 40.

iii) ***Honororium:*** An amount of Rs.2,000/- per month (Max) for a period of 10 months has to be paid to the person in the Schools with enrollment up to 40. In case of the Schools with enrollment above 40, Rs.2,500/- per month (Max) for a period of 10 months has to be paid to the person.

iv) ***Job Chart:***

- The person has to attend the School at 7.30 AM and stay in the School till the closure of School hours.
- To clean the School premises, Classrooms and toilets in the morning and evening as required.

- Watering of the plants in the School premises daily.
- Providing water in tubs in the Toilets wherever running water not available.
- To attend to the duties assigned by the Headmaster during the School Hours.
- Providing drinking water to Children.

b) High Schools:

Enrollment up to 100:

- The School Management Committee of the School may engage one person if the School do not have either Attender or Part-time worker.
- If the School is having two attenders (1 attender & 1 part time worker) or one attender/part time worker, then no person is to be engaged.

Enrollment above 100:

- The School Management Committee may engage two persons if the School do not have either attender or part time worker. One person for watch & ward and the other person for cleaning of toilets.
- If the School is having 1 part time worker/attender, then 1 person may be engaged.
- If the School is having two attenders (1 attender & 1 part time worker), then no person is to be engaged.

ii) An amount of Rs.50,000/- per School is allocated as School Grant to the Schools with enrollment up to 100. An amount of Rs.1,00,000/- per School is allocated as School Grant to the Schools with enrollment above 100.

iii) An amount of Rs.2,500/- per month (Max) for a period of 10 months has to be paid to the person in the Schools with enrollment up to 40. In case of the Schools with enrollment 41 to 100, Rs.3,000/- per month (Max) for a period of 10 months has to be paid to the person. In case of the Schools with enrollment above 100, Rs.3,500/- per month (Max) for a period of 10 months per person has to be paid to the persons.

iv) ***Job Chart (High Schools with enrollment up to 100):***

- The person has to attend the School at 7.30 AM and stay in the School till the closure of School hours.
- To clean the School premises, Classrooms and toilets in the morning.

- Watering of the plants in the School premises daily.
- Providing water arrangement in the Toilets.
- Cleaning of toilets in the afternoon session.
- To attend to the duties assigned by the Headmaster during the School Hours.

v) ***Job Chart (High Schools with enrollment above 100):***

Day time Watch & Ward Peron - I for day duties:

- The person has to attend the School at 9.00 AM and stay in the School till the closure of School hours.
- Providing drinking water to the children.
- Providing water in tubs in the Toilets wherever running water not available .
- Cleaning of toilets in the afternoon session and evening session (or) as required from time to time to maintain hygiene.
- Watering of plants in the evening.
- To attend to the duties assigned by the Headmaster during the School Hours.

Night Watch & Ward Person - II duties:

- The person has to attend the School at 4.30 PM and he has to safe guard the School as watch and ward and he has to stay in the school till 9.00 AM in the next morning.
- Cleaning the School premises and Classrooms.
- Cleaning of toilets in the morning.
- Watering the plants in the School premises in the morning.
- Providing water arrangement in the toilets.
- To attend to the duties assigned by the Headmaster.

Sd/- A. Bhaskar Rao
for STATE PROJECT DIRECTOR

//True Copy Attested//

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Dy. Executive Engineer

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