

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

**Memo No.1840006 /MBNN/2022**

**Date: 02.11.2022**

Sub: Mana Badi Nadu Nedu - School infrastructure Maintenance Funds - allocation and operational Guidelines -- Revised guidelines issued - Government Memo Communicated- Reg.  
Ref: Government Memo No.1840006/Prog-II/A2/2022, Dt.02.11.2022.

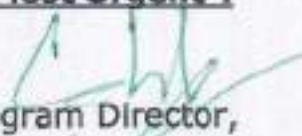
\*\*\*\*\*

(Reference copy communicated)

While Communicating Government memo, All the Regional Joint Directors, District Educational Officers, Additional Project Co-ordinators in the state are requested to take necessary action in the matter, as directed by the Government.

2.The above said memo is also available in <https://nadunedu.se.ap.gov.in>

This reference treated to be **"Most Urgent"**.

  
Program Director,

Mana Badi Nadu Nedu

**To**

All the Regional Joint Director of School Education

All the District Education Officers in the state for taking necessary action

All the Additional Project Co-ordinators in the state for taking necessary action.

**Copy Submitted to :**

The Special Chief Secretary to Government School Education for information.

The Commissioner, School Education for information.

The State Project Director Samagra Shiksha, Patamata, Vijayawada

**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION ( PROG.II) DEPARTMENT**

Memo.No.1840006/Prog.II/A2/2022

Dated: 02/11/2022

Sub: SE - Mana Badi Nadu Nedu - School Infrastructure Maintenance Fund  
- allocation and operational guidelines - Revised guidelines - Reg.

Ref: 1. Government Memo No.1632817/Prog.II/A2/2022, Dt.04.02.2022  
2. From Commissioner, School Infrastructure, eFile No: 11/36/2022-CIVIL SEC-SSA-Part(1), dated:12.10.2022

-----XXX-----

Government have taken up School infrastructure improvement through Mana Badi Nadu Nedu program in a phased manner. In Phase-I of the program, 15,713 schools were taken up for improving the infrastructure. All the assets and equipment created under Nadu Nedu, should be maintained well by promptly attending to periodic maintenance and essential repairs to be undertaken to maintain the quality and extend the life of the assets created. Therefore, Government have decided to give top most priority to the School Infrastructure, School Maintenance and Toilet maintenance. Accordingly, Government have issued School Infrastructure Maintenance Funds-allocation and operational guidelines vide reference 1<sup>st</sup> cited.

2. In the reference 2<sup>nd</sup> cited, the Commissioner, School Infrastructure has informed that guidelines issued in the reference 1<sup>st</sup> cited are only for Phase-I schools and requested to revise the draft guidelines, so as to incorporate Phase-II, Phase-III schools and Junior colleges also.

3. In the circumstances reported by the Commissioner, School Infrastructure and in supersession of the Government Memo issued in the reference 1<sup>st</sup> cited, Government hereby revise the School Infrastructure Maintenance Funds - allocation and operational guidelines, as follows:

(I) The funds will be utilised by the School Head Masters / Principals of Junior Colleges and Residential schools and other Educational Institutions, for the following purpose:

TMF (Toilet Maintenance Fund)	(i) Tools for Toilet Maintenance (ii) Consumables for Toilet Maintenance (Materials) (iii) Wages of Ayahs and Watchman.
SMF (School Maintenance Fund)	(i) Repairs of all assets (ii) Replacement of (non-warranty) items (iii) Restoration
SG (School Grant ) under	(i) Power bills



Samagra Shiksha	(ii) Internet bills (iii) Other consumables (iv) Office stationary (v) Office furniture repairs not under warranty.
-----------------	------------------------------------------------------------------------------------------------------------------------------

**(II) Implementation Process :**

a) The Parents committee shall nominate 2 members from the Parents Committee (PC) for cheque signing. These 2 (Two) members shall be from the elected members of PC and shall be nominated by the parents committee by passing resolution.. These Two members and the Head Master shall be authorized as joint account signatories for cheques. In case of ongoing Nadu Nedu Schools, The existing parent Committees will monitor the Maintenance Fund as per the procedure under Nadu-Nedu.

b) These three members shall form the school development committee and shall be accountable to the Parents committee and inform all the transactions in their monthly meetings.

**(III) Identification of repairs on daily basis:**

a) The Head Master and Parent Committee Members will go around the School on a daily basis and identify the needs and maintenance items which need to be taken up immediately.

b) Estimates will be prepared for each need and the Parents Committee shall pass a resolution on the repairs to be taken up. The resolution shall be signed by Head Master , Engineering Assistant /Ward Amenities Secretary and majority members of the Parent Committee and the same should be uploaded in STMS App by the Head Master.This resolution shall be treated as Administrative Sanction.

c) Once the committee identifies the list of repairs and the approximate estimated amount, the same shall be entered in STMS by the HM in the mobile App along with component wise photos of repairable items.

d) The format for the estimated repairs is given below:

Sl No	Name of the Component	Type of repairs	Estimated Amount	Photo to be uploaded

The above information will be uploaded in the mobile application after the resolution by the parent's committee.

- e) Once the information is uploaded by Head Master , the same shall be sent to Sachivalayam engineer's log in. The Sachivalayam Engineer who is a member of the Parent's committee and took part in the identification process, shall endorse the same and push the same to MEO (Mandal Education Officer). The MEO shall endorse the same after verification of the repairs identified and the costing done by the parent's committee and upload the same to APC at district level.
- f) Once Head Master uploads the resolution, Administrative sanction is accorded by the Head Master, FAO will generate the FTO (fund Transfer Order) and the APC will approve the same and send to CFMS.
- g) Once the money is received, the Parents committee at school level shall start implementing the repairs under SMF.
- h) The rates of material such as cement, sand, bricks, tiles, taps, pipes, and labor charges such as mason, plumber, carpenter etc shall be decided by the parent committee before the work is started.
- i) No advance shall be paid to any supplier or laborers. Head Master is permitted to hold imprest advance of Rs.5000/- every Month.
- j) The committee shall procure the material from the market duly paying for the cost after thorough market enquiry. Once the work is done, payments shall be made to laborers/Mason/Plumber and bills will be taken from the laborers.
- k) For every bill there shall be one printed voucher to be written by the HM. Each bill and voucher shall be signed by all the SMF committee members.
- l) All the signed bills/Vouchers shall be uploaded in STMS mobile App, as proof of expenditure. Head Master , one PC member , Engineering Assistant shall sign every bill before uploading the bill into STMS.

#### **(IV) Monthly Special Inspections :**

The Head Master , Engineering Assistant/ Ward amenities Secretary and the Welfare and Education assistant shall in the first week of every month conduct a detailed inspection to identify repairs and items which require maintenance and the same will be captured and uploaded to STMS. In case of warranty items the Head Master through his login will



raise a request to the Vendor to take up repairs and replace the defective parts/spares covered under warranty period. For items which are not covered under warranty, the STMS software will generate estimates and the process for release of funds to Parent Committees will be triggered.

**(V) Fund Flow:**

Based on the prescribed ceilings for each category of schools, the initial amount would be released. After spending 80% of the released amount the eligible amount for the next month will be topped up.

By taking District as a unit 80% of the total SMF amount due to schools/ Jr. Colleges will be released to schools. 20% of the District entitlement will be kept at the disposal of the District Collector for Special and high value repairs (which are beyond the School Financial Ceiling limits ) Annexure-I & II.

**(VI) Transparency and prudence :**

- a) Every Rupee is important in SMF. Due diligence and transparency shall be followed while incurring expenditure.
- b) The HM, Sachivalayam Engineer, and other SMF committee members shall ignore local vested interests and take up repair works with honesty and transparency.
- c) The HM being the Government representative and being a responsible officer shall provide best services to his/her students and shall hold great responsibility and accountability.

**(VII) Books of Accounts :**

Minutes book shall be maintained in which all the decisions are recorded and Signed by PC members the same shall be scanned in the mobile application and uploaded to STMS. Cash book entries on a daily basis shall be captured. Daily receipts and expenditure , stock register , inventory register shall be maintained by Head Master.

**(VIII) Social Audit :**

- a) The expenses met under SMF and school Grant under SS shall be subjected to detailed social audit process.
- b) Disciplinary Action will be initiated against all the committee members if they resort to any misappropriation in the implementation of SMF or School grant under SS is noticed.

**(IX) Execution instructions :**

- a) Execution should be done by parent's committee and this is non-negotiable. No contractor shall be engaged for this purpose.

- b) The repairs may be taken up any time throughout the year. It need not be a one time activity.
- c) The details of work done shall be recorded in detail in the voucher.
- d) All Nadu Nedu GOs, guidelines, circulars should be followed.
- e) While incurring the expenditure Parents Committee may adopt the lowest market rates prevailing at Mandal level. No engineering estimates are required to be prepared as these repair works are very small in nature.
- f) Amount should be spent only on items which are not covered by warranty. The details of material supplied under Nadu Nedu which has warranty period is given in Annexure III.
- g) While uploading the Bills expenditure upto plus or minus 25% deviation in any component in original estimates will be allowed within the School ceiling limit. In case the deviation is beyond 25% APC will approve the same within School ceiling limit. Hence Preparation of initial estimate in a diligent manner is very important.
- h) Of the total allotted amount for a District 20% will be earmarked for Special and Emergency repairs. District Collector will approve such repairs and in such schools, permission for a Special repairs estimate generation will be opened in STMS.

**(X) Negative list :**

- (a) No new constructions like new class rooms, new kitchen sheds, Dining sheds or new infrastructure shall be taken up with these funds.
- (b) No new equipment or Furniture should be purchased.
- (c) Capital expenditure shall be prohibited.

**(XI) Flying Squad:**

There shall be a flying squad at district level to be constituted by district collector which will consist of one officer each from engineering section ; Education department; R&B Department and V&E Department and independent member from Parents Committees. The squad shall undertake a minimum number of 7 surprise inspections in the month and send a detailed report giving their observations and shortfalls to the RJD/ Government simultaneously.

**(XII) Provision in STMS Software :**



The Nadu-Nedu STMS software shall be used for all purposes of SMF and School Grant. The selection of agency for all software related support should be made in a transparent and competitive manner as per procedures and NOT by nomination.

4. The Commissioner of School Infrastructure, all the District Collectors, Regional Joint Directors, District Educational Officers, Additional Project Co-ordinators of Samagra Shiksha, Executive Engineers, District Educational Officers shall ensure that the above guidelines are followed scrupulously to ensure timely maintenance of the assets and equipment created under Mana Badi Nadu Nedu program.

B. RAJSEKHAR  
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To  
The Commissioner of School Infrastructure  
All the District Collectors in the state.  
The Regional Joint Directors of School Education  
All the District Educational Officers in the state  
All the Additional Project Coordinators of Samagra Shiksha.  
Copy to:  
The State Project Director, SS, Vijayawada  
The MD, APEWIDC.  
All the Executive Engineers of Nadu Nedu implementing agencies,  
Samagra Shiksha, PR, TW, Public Health, RWS, R&B in the state through  
DEOs  
The OSD to Minister for Education.  
The PS to Spl. CS to Govt (SE).  
Sf/Sc.

//FORWARDED::BY ORDER//

  
SECTION OFFICER

**ANNEXURE-I**  
(to Memo.No.1840006/Prog.II/A2/2022 dt.02.11.2022)

(Ita Memo.No.1840006/Prog.II/A2/2022 dt.02.11.2022)

ABSTRACT OF SMF CEILING AMOUNTS FOR PHASE-I PHASE-III SCHOOLS																
Phase	Existing rooms	PRIMARY				UPPER PRIMARY				HIGH SCHOOL					Grand Total	
		Strength			Total	Strength			Total	Strength				Total		
		0 to 100	101 - 200	200 above		0 to 100	101 - 200	200 above		0 to 200	201 - 500	501 - 1000	1000 above			
Phase-I	0 to 02	3531	323	49	3903	183	205	46	434	2	5	0	1	8	4345.00	
	03 to 05	2494	1143	175	3812	684	540	59	1283	24	26	4	0	54	5149.00	
	06 to 10	293	598	350	1241	222	721	311	1254	67	248	38	0	353	2848.00	
	11 to 15	2	12	40	54	1	12	23	36	41	629	148	3	821	911.00	
	16 to 20	0	0	4	4	0	2	2	4	9	409	255	8	681	689.00	
	21 to 30	0	0	1	1	0	0	0	0	6	147	267	55	475	476.00	
	31 Above	0	0	0	0	0	0	0	0	0	2	29	33	64	64.00	
	Phase-I	6320	2076	619	9015	1090	1480	441	3011	149	1466	741	100	2456	14482.00	
	Phase-III	00 to 02	12189	41	1	12231	102	7	0	109	8	3	0	0	11	12351.00
03 to 06		1552	31	2	1585	95	11	0	106	42	5	0	0	47	1738.00	
06 to 10		88	21	3	110	13	8	2	23	74	5	0	0	79	212.00	
11 to 15		1	0	2	3	0	0	0	0	23	3	0	0	26	29.00	
16 to 20		0	1	0	1	0	0	0	0	6	0	0	0	6	7.00	
21 to 30		0	0	0	0	0	0	0	0	7	3	1	0	11	11.00	
31 Above		0	0	0	0	0	0	0	0	1	0	0	0	1	1.00	
Phase-III		13828	94	8	13930	210	26	2	238	161	19	1	0	181	14349.00	
Grand Total		20148	2170	627	22945	1300	1506	443	3249	310	1485	742	100	2637	28831.00	

Financials for PHASE-I & PHASE-III Schools															
Phase	Existing rooms	PRIMARY				UPPER PRIMARY				HIGH SCHOOL				Grand Total	
		Strength			Total	Strength			Total	Strength					Total
		0 to 100	101 - 200	200 above		0 to 100	101 - 200	200 above		0 to 200	201 - 500	501 - 1000	1000 above		
Phase-I	0 to 2	0.7	0.8	1	2779.10	0.8	1	1.2	406.60	1.68	1.92	3	3.7	16.66	3202.36
	03 to 5	0.8	1	1.2	3348.20	1	1.2	1.3	1408.70	1.92	3	3.7	3.8	138.88	4895.78
	06 to 10	1.7	1.96	2.24	2454.18	1.96	2.24	2.52	2833.88	3	3.51	3.8	4.25	1215.88	6503.94
	11 to 15	1.96	2.24	2.52	131.60	2.24	2.52	2.8	96.88	3.51	3.8	4.25	4.45	3176.46	3404.94
	16 to 20	2.24	2.52	2.8	11.20	2.52	2.8	3.08	11.76	3.8	4.25	4.45	4.65	2944.40	2967.36
	21 to 30	2.52	2.8	3.08	3.08	2.8	3.08	3.36	0.00	4.25	4.45	4.65	4.85	2187.95	2191.03
	31 above	2.8	3.08	3.36	0.00	3.08	3.36	3.64	0.00	4.45	4.65	4.85	5.1	318.25	318.25
	Phase-I Total				8727.36				4757.82					9998.48	23483.66



Phase-III	0 to 2	0.25	0.3	0.38	3181.82	0.3	0.38	0.45	33.25	0.62	0.7	1.2	1.48	7.06	3222.14
	03 to 5	0.3	0.38	0.45	478.28	0.38	0.45	0.52	41.05	0.7	1.2	1.41	1.52	35.40	554.73
	06 to 10	0.7	0.8	0.9	79.70	0.8	0.9	1	19.60	1.2	1.41	1.52	1.69	95.85	195.15
	11 to 15	0.8	0.9	1	2.80	0.9	1	1.1	0.00	1.41	1.52	1.69	1.77	36.99	39.79
	16 to 20	0.9	1	1.1	1.00	1	1.1	1.23	0.00	1.52	1.69	1.77	1.86	9.12	10.12
	21 to 30	1	1.1	1.23	0.00	1.1	1.23	1.34	0.00	1.69	1.77	1.86	1.94	19.00	19.00
	31 above	1.1	1.23	1.34	0.00	1.23	1.34	1.45	0.00	1.77	1.86	1.94	2.04	1.77	1.77
	Phase-III Total				3743.60				93.91					205.19	4042.70
	Grand Total				12470.96				4851.73					10203.67	27526.36
														Pooling Amount	8840.00
														RS Amount	7833.66
														Total Amount	44200

#### ANNEXURE-II

(to Memo.No.1840006/Prog.II/A2/2022 dt.02.11.2022)

#### ABSTRACT OF SMF CEILING AMOUNTS FOR 1408 RESIDENTIAL SCHOOLS

Phase	Existing rooms	PRIMARY				UPPER PRIMARY				HIGH SCHOOL					Grand Total
		Strength			Total	Strength			Total	Strength				Total	
		0 to 100	101 - 200	200 above		0 to 100	101 - 200	200 above		0 to 200	201 - 500	501 - 1000	1000 above		
Phase-I	00 to 02	8	1	0	9	0	2	0	2	6	8	0	0	14	25
	03 to 05	2	1	0	3	4	5	1	10	6	2	0	0	8	21
	06 to 10	1	3	1	5	7	13	0	20	19	14	0	0	33	58
	11 to 15	0	0	0	0	2	2	0	4	23	13	0	0	36	40
	16 to 20	0	0	0	0	1	0	0	1	174	97	3	0	274	275
	21 to 30	1	0	1	2	5	2	4	11	196	488	48	0	732	745
	31 Above	0	0	0	0	0	0	0	0	0	57	8	0	65	65
	Phase-I	12	5	2	19	19	24	5	48	424	679	59	0	1162	1229
Phase-III	00 to 02	41	0	0	41	8	0	0	8	11	4	0	0	15	64
	03 to 05	9	0	0	9	2	1	0	3	7	1	0	0	8	20
	06 to 10	0	1	0	1	2	1	1	4	5	3	0	0	8	13
	11 to 15	2	0	0	2	0	0	0	0	2	1	0	0	3	5
	16 to 20	1	0	0	1	0	0	0	0	11	5	0	0	16	17
	21 to 30	0	0	0	0	0	0	1	1	23	34	1	0	58	59
	31 Above	0	0	0	0	0	0	0	0	0	1	0	0	1	1
	Phase-III	53	1	0	54	12	2	2	16	59	49	1	0	109	179
Grand Total		65	6	2	73	31	26	7	64	483	728	60	0	1271	1408

Financial Format for 1408 Residential Schools																
Phase	Existin g rooms	PRIMARY				UPPER PRIMARY				HIGH SCHOOL					Grand Total in Lakhs	
		Strength			Total in Lakhs	Strength			Total in Lakhs	Strength				Total in Lakhs		
		0 to 100	101 - 200	200 above		0 to 100	101 - 200	200 above		0 to 200	201 - 500	501 - 1000	100 0 abo ve			
Phase-I	00 to 02	1.14	1.43	0	10.55	0	1.8	0	3.6	2.52	2.94	0	0	38.64	52.79	
	03 to 05	1.43	1.8	0	4.66	1.8	1.95	3.36	20.31	2.94	4.5	0	0	26.64	51.61	
	06 to 10	2.55	2.94	3.36	14.73	2.94	3.36	0	64.26	4.5	5.27	0	0	159.3	238.3	
	11 to 15	0	0	0	0	3.36	3.78	0	14.28	5.27	5.7	0	0	195.3	209.6	
	16 to 20	0	0	0	0	3.78	0	0	3.78	5.7	6.38	6.68	0	1631	1634	
	21 to 30	3.78	0	4.62	8.4	4.2	4.62	5.04	50.4	6.38	6.68	6.98	0	4845	4904	
	31 Above	0	0	0	0	0	0	0	0	0	6.98	7.28	0	456.1	456.1	
	Phase-I Total				38.34				156.6					7352	7547	
Phase-III	00 to 02	0.54	0	0	22.14	0.6	0	0	4.8	1.01	1.18	0	0	15.83	42.77	
	03 to 05	0.6	0	0	5.4	0.69	0.75	0	2.13	1.18	1.8	0	0	10.06	17.59	
	06 to 10	0	1.2	0	1.2	1.2	1.35	1.5	5.25	1.8	2.12	0	0	15.36	21.81	
	11 to 15	1.2	0	0	2.4	0	0	0	0	2.11	2.28	0	0	6.5	8.9	
	16 to 20	1.35	0	0	1.35	0	0	0	0	2.28	2.54	0	0	37.78	39.13	
	21 to 30	0	0	0	0	0	0	2.02	2.02	2.54	2.66	2.79	0	151.7	153.7	
	31 Above	0	0	0	0	0	0	0	0	0	2.79	0	0	2.79	2.79	
	Phase-III Total				32.49				14.20					240	286.7	
Grand Total															7834	

#### Annexure III

(to Memo.No.1840006/Prog.II/A2/2022 dt.02.11.2022)

#### List of materials procured from Central Procurement and holds warranty

Sl.No	Name of the material	Warranty period	Remarks
1	Drinking water filter system	5 years	
2	Furniture	5 years	
3	Green boards	7 years	
4	Fans	3 years	
5	Painting	7 years	

B.RAJSEKHAR  
SPECIAL CHIEF SECRETARY TO GOVERNMENT