

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT**

Circular Memo No :1092600/DC/2020

Date: 04/02/2020

SUB: - Mana Badi Nadu Nedu -Execution of Toilet Block-
Generation of FTOs towards revolving fund and materials –
procurement of material - Guidelines issued-Reg.

Ref: GO.MS : 87,dt-30-11-2019 of school education (Prog II)
Dept.

Govt in the reference read above have issued guidelines for generation of FTRs/FTOs towards revolving fund and material component in the execution of works under Mana Badi Nadu Nedu. Accordingly, few Executive Engineers have already generated FTOs for revolving fund and uploaded in the financial module of STMS. In the GO, instructions were issued for generation of FTOs worth 15% of the total project cost. This may lead to temporary parking of huge funds at School level. Hence for better management of available funds and not to park the funds, revised guidelines are issued as follows.

- a. Toilet construction is identified as the most prioritized work in the Nadu Nedu. Hence the Govt desires to start the Toilet work immediately under Mana Badi Nadu Nedu. For this purpose, it is requested to generate the FTOs for the following things immediately.
 - Towards revolving fund (for skilled and unskilled labour) 7.5 % of the estimated value of the Toilet block. For this fresh resolution from PC is not necessary. Already available resolution from parents committees for 15% over total project cost is sufficient.
 - Generate the FTOs for each of the Vendors/Suppliers for the following material. Total estimated quantity for the toilet may be calculated and procured (these quantities are not huge) to save the cost of repeated transportation.

- Sand

- Aggregates,
- Cement
- Steel
- Stones
- Bricks

b) All the FTOs which are generated and & uploaded so far will be revert back in STMS. Fresh FTOs shall be generated immediately.

c) Calculate the above material required for the entire toilet block and talk to the suppliers/vendors and finalise the local market rate (after thorough local enquiry and thorough bargaining) and collect their bank account details and collect the invoice and generate FTR s and FTOs as per the procedure laid down in the GO 87.

d) PC/HM/Field engineer together shall Identify one mason from local area (or masons from Prakasham / Nellore/Srikakulam dist etc. who are working in the local region) and fix up the rate on Sq. ft rate basis. The rate should include construction of toilet block and septic tank (and water tank over roof of toilet if required) including hire charges of concrete mixer, vibrator, cantering , scaffolding (including material like nails, ropes etc) including laying of flooring and installation of sanitary fittings like urinals, WCs (both Indian and European), wash basins including rod bending and including all labour charges but excluding the materials like cement, sand, aggregate, stone, steel, bricks etc .

e) Similarly the PC/HM/Field engineer together shall identify one Mastry for painting and fix up the rate per Sq ft/Sq mt including all labour charges, cost of brushes etc but excluding the material like paint, primer, putti etc. The paints will be indented in online in STMS to the company decided by the Govt.

f) The PC/HM/Field engineer together shall also identify another Mastry for electrification/wiring and fix up the rate per point including all labour charges for main work and chiseling the walls for conceal wiring etc. but excluding the material like wire, switches, plugs, control panels, tube lights, fans etc. This material shall be bought after laying of the slab. The fans will be indented in online in STMS to the company decided by the Govt.

g) Similarly the PC/HM/Field engineer together shall identify another Mastry for carpentry and fix up the rate per door/window

for fixing of door/window frames, doors and windows including all labour charges but excluding the cost of the doors and windows, aldrops, bolts, hinges etc. This material shall be bought after laying of the slab. The door frames and window frames shall be bought from the revolving fund as they need to be fixed while starting the wall masonry.

h) The PC (Atleast two members) along with HM /Field engineer/Village(ward Sachivalaya engineer shall go to the market and buy the above material.

i) No advance should be paid to any mastry at any stage. This may lead to discontinuity of Mastry and will hamper the progress of the work. The labour charges for the Mastries shall be paid four stages from the revolving fund of the PC through a resolution.

j) A one page MoU may be taken from each of the above Mastries agreeing for the rate including all labour charges etc. This should be signed by the PC office bearers and HM and the Mastry.

k) The material procured should be stored in the school premises and it is the responsibility of the HM to protect the material at site. For this purpose, the PC may appoint one watchman for watch and ward of the material in the school premises. Local remuneration may be fixed by the PC with local rate. This watchman may be hired for not more than maximum four months or till completion of all the works of nadu nedu whichever is earlier.

l) The Parent committee will take active role in fixing up the Labour Mastries. If the family members happen to be the one of the above professionals he may be given preference (not compulsory). While finalizing the Matry, his experience, expertise and credentials shall be taken in to account and the PC shall decide this finally.

m) The expenses like travel to the PC members to buy the material outside their village/town (Hiring auto/Ace/jeep/Bus etc), honorarium to PC members @ rs 300 per day (on the day of going to market, not more than two PC members at one go and not more than four times for the entire nadu nedu program), registers and other petty expenses as decided by the PC committee and agreed by HM can be met from the revolving fund.

n) After spending the 80% of released revolving fund, the next FTO shall be generated for 7.5% of the estimated cost of toilet block forthe second installment of revolving fund by following the

same procedure. Same procedure shall be followed for subsequent FTOs also for revolving fund. The expenditure of the revolving fund should be entered in STMS and then only the subsequent installment will be released.

o) After laying the slab for the toilet block, generate the material FTOs for each of the Vendor/Supplier for the following materials by following the same above procedure

- Flooring stone (granite)
- Sanitary materials (other than the material to be indented to the company)
- Tiles for dadoing
- Steel Grills
- Any other material as approved in the estimate.

p) The basement height of the toilet block shall be a minimum of 0.6 m above the existing ground level.

q) Extend the roof slab 0.30 m all-round and maintain a slope of 0.15 m difference by keeping the 0.15 m difference in the walls so that proper gradient is maintained ensuring for proper draining of rain water. No parapet wall is required to construct for toilet block.

r) Place the electrical switch boards and door locks at proper heights, keeping the student's (users) height into consideration.

s) Ventilator openings shall be all-round the toilet block with minimum height as 0.35 m. Steel grills shall be fixed in this opening.

t) Provide ramp 1.5 m wide with required gradient of 1:20 (not less than 1:15) to enable the physically challenged persons access the toilet block.

u) Please download the plan and drawings of toilet block from STMS

v) Provide proper locking arrangement to the entire toilet block, so that after School hours outsiders cannot enter and spoil the block.

w) No syntax/ polyvinyl chloride tanks should be used. The water connection should be connected either to overhead tank of the school or the RCC water tank over the Toilet block.

- x) Extra care should be taken up in installation of the WCs, Urinals, Wash basins
- y) The painting pattern will be communicated separately for the entire school campus including toilet block.
- z) The PC members should not be called too frequently for meetings. All Parents committees shall have fixed weekly meetings on fixed day at fixed time in the school campus. These meetings are crucial to take all the decisions by PC s.
- aa) The field engineers, Engineering Assts and Ward amenities secretaries shall be trained on this and ensure all the specifications and standards are to be followed.
- ab) All the toilet blocks shall be completed by end of 15TH march 2020.

2. Hence all the Executive engineers who are Engineer-In-charge and DEOs shall ensure that the above guidelines are followed and start the Toilet blocks under Mana Badi Naadu Nedu immediately. Further guidelines will be issued separately for execution of other components under Mana Badi Nadu Nedu . All the District collectors shall review their Engineers APCs and DEOs and ensure that the above guidelines are followed accordingly.

VADREVVU CHINAVEERABHADRUDU
COMMISSIONER, SCHOOL EDUCATION (FAC)

To :

All the District collectors
All The District Education Officers
All the Executive Engineers through DEOs.
All the APCs, Samagra Siksha in the State through the DEO concerned.

Copy to :

The Managing director , APEWIDC
The Engineer-in-Chiefs – PRED, TW, M&PH
The Chief Engineers – APEWIDC, SS
All the Regional Joint Director of School Education in the State.
All the Deputy Educational Officers in the State through DEOs concerned.
All the Mandal Educational Officers in the State through DEOs concerned.

Copy submitted to Principal Secretary to Government, School Education, AP, Amaravathi

Copy to Commissioner, Municipal Administration, PR&RD and TW, Amaravathi

Copy to OSD to Hon'ble Minister for Education, AP, Amaravathi.