



GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**

शिक्षा, संस्कृति एवं विकास  
 Education, Culture and Development

School Education, Haryana  
 विद्यालय शिक्षा, हरियाणा  
 लमसो मा ज्योतिर्गमय  
 Lead me from Darkness to Light

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To

1. Director, SCERT Haryana, Gurugram.
2. District Education Officers in the State.
3. District Elementary Education Officers in the State.
4. All the Principal DIET/ BITE/ GETTI in the State.
5. All the Principals/ Head of the institutions in the State.

**Memo No. 2/63-2015 Works (2)**  
 Dated, Panchkula the 11.01.2017

**Subject: Detailed guidelines for construction/ repair work in Government schools.**

**Reference** 1. This office letter No. 23/42/91 Education III (2) dated 19-12-1991.  
 2. This office letter No. 2/43-2006 Works (2) dated 31-01-2007 on the subject cited above.

It has been noticed that requirements of grants for repair/ renovation of schools etc as well as requirement of construction of new rooms/ lab/ boundary wall etc are submitted to headquarter without proper planning. Many a time, the required details of existing rooms/ existing students' strength class-wise and requirement of new class rooms/ labs etc is not mentioned. Similarly, the details of earlier grants received in the schools with its balance amount and status of work etc is also not reported by the schools which however, is necessary for decision. In addition to above, the new rooms/ buildings are constructed in several corners and in such a way that the aesthetics of the school is lost and several buildings are seen scattered in the campus resulting in giving a very ugly look. Hence, in order to bring uniformity in procedure, the following guidelines are issued for all future correspondence on the subject for compliance. The detailed procedure is described as under :-

1. All existing school rooms are to be permanently marked with room number including all labs/ stores/ chowkidar rooms etc so that every room has its identification numbers.
2. While sending the requirement of new construction/ repairs, the school code must be mentioned on each page of the estimate/ forwarding letter for proper identification of the school.
3. For construction of any new room/ lab/ store/ kitchen etc, the detail guidelines issued vide joint DO letter of Principal Secretary School Education Department and Principal Secretary Town and Country Planning department must be followed. The copy of the DO letter is enclosed for ready reference at annexure work-I. In case entire building is to be dismantled or reconstructed or the construction amount is about Rs. 20 lakh, the layout is to be prepared by PWD (B&R) for preparation of its drawing by Chief Architect, Haryana. In other cases, where addition of rooms/ labs etc is to be done, the layout must be prepared by Principal and signed by DEO and

DTP both before any new construction is taken up. The proforma of layout is placed at annexure work-II for those cases where amount is less than Rs. 20 lakh.

4. A rough layout plan as discussed above is to be prepared and the entire school must be marked properly with different colour scheme so that clear cut picture is made out regarding different aspects of the school building. The colour scheme should be as under :-

SN	Condition of the building	Colour
1.	Damaged/ condemned room/ building (declared condemned by district level Committee)	Red colour.
2.	Damaged (but still not declared as condemned by district level committee)	Yellow colour.
3.	Partially damaged (needs repair/ major repair)	Sky blue colour.
4.	Good condition (needs whitewashing/ minor repair)	Green colour.
5.	Proposed construction (new building/ room/ toilet etc.)	Purple colour

5. A detailed proforma has been prescribed for sending the request for allocation of funds/ grants and it has to be filled up, dully signed and dully forwarded by DEOs. The proforma is placed at annexure work-III with this letter.
6. For every repair/ construction, a detailed estimate must got prepared & approved from the competent authority i.e. SDE (SSA)/ SDE (PWD B&R)/ SDE (Panchayati Raj) or XEN (DSE/ SSA/ PWD B&R/ Panchayat Raj), as the case may be. Every proposal for release of grant must contain estimate dully countersigned by school/ Institution incharge and District Education Officer/ District Elementary Education Officer, as the case may be.
7. It is also intimated that building works portal has been started on the department's website and all the details of sanctioned amount is immediately seen in this portal by all concerned officers, i.e. headquarter/ DEO/ DEEO/ head of the institution.
8. All Principals/ Head of the Institutions must ensure that photograph of the work must be taken before the start of the work as well as after completion of the work. The detail of works executed must be entered in measurement book and this measurement book must be preserved as per schedule of retention of documents.
9. It is again intimated to all the concerned that as per existing provisions/ Govt. instructions vide letter No. 23/33-91 Work (2) dated 19.12.1991 and amendment No. 2/43-2006 Works (2) dated 31.01.2007, the following committees have been constituted for carrying the construction work under their supervision :-

Sr. No.	Committee Member	Amount to be utilized by the Committee
Committee-I	<ul style="list-style-type: none"> <li>• Deputy DEO, Chairman</li> <li>• SMC committee</li> <li>• Concerned Principal/ Head of institution</li> </ul>	upto Rs. 1.00 lakh
Committee-II	<ul style="list-style-type: none"> <li>• District Education Officer, Chairman</li> <li>• Concerned Principal/ Head of institution</li> <li>• SDO (Panchayati Raj/ SSA)</li> </ul>	above Rs. 1.00 lakh & upto Rs.

	<ul style="list-style-type: none"> <li>PTA President/ member of school</li> <li>Concerned Gram Sarpanch/ Panch</li> <li>Senior Lecturer/ teacher of the school</li> </ul>	5.00 lakh
Committee-III	<ul style="list-style-type: none"> <li>SDO (Civil), Chairman</li> <li>SDO (Panchayati Raj/ SSA)</li> <li>Deputy DEO</li> <li>Concerned Gram Sarpanch/ Panch</li> <li>PTA President/ member of school</li> <li>Concerned Principal/ Head of the institution</li> </ul>	Above Rs. 5.00 lakh & upto Rs. 10.00 lakh
Committee-IV	<ul style="list-style-type: none"> <li>Additional Deputy Commissioner, Chairman</li> <li>District Education Officer</li> <li>XEN (Panchayati Raj/SSA)</li> <li>Concerned Gram Sarpanch/ Panch</li> <li>Concerned Principal/ Head of the institution</li> </ul>	Above Rs. 10.00 lakh & upto Rs. 20.00 lacs

In urban area schools, counsellor/ members of Municipal Corporation/ Council/ Committee will be the member of above construction work committee, instead of gram sarpanch/ panch. (copy enclosed)

- After completion of the work, a report of completion with utilization certificate must be submitted dully signed by Principal/ Head of the Institutions, SMC/SMDC and countersigned by DEO. This utilization certificate is to be submitted to headquarter and intimation regarding completion of work may be given to respective SDO (Civil)/ ADCs for their information and necessary action also. The details of UC are also be entered in building works portal on the departmental website by the head of the institution/ school.
- The work shall be carried out strictly as per provisions in the estimates based upon which the grant was released. No deviation of funds shall be made without taking prior approval of competent authority. No work/ repair shall be undertaken unless the estimate is approved by competent authority.
- Cash book shall be maintained with all receipts and expenditure transactions will be recorded in chronological order on the actual date of transaction.

(A.S. Mann)

**Additional Director Admn-I  
Secondary Education, Haryana  
Panchkula**

**Dated: Panchkula, the**

**Endst.No. Even**

A copy is forwarded to the following for information and necessary action:-

- Secretary / Hon'ble Education Minister, Haryana.
- PS/ACSSE
- PA/DSE
- PA/DEE
- Steno/Additional Director Admn-I/II/III.
- Technology Officer.
- Superintendent work branch O/o DEE & SPD.

(A.S. Mann)

**Additional Director Admn-I  
Secondary Education, Haryana  
Panchkula**

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T.C. Gupta, IAS  
B.COM. (Hons.), LL.B. FCA, FCMA  
Principal Secretary to Govt. Haryana,  
School Education Department.



P. Raghavendra Rao, IAS  
Additional Chief Secretary to Govt. Haryana  
Town & Country Planning Department

No. PS/PSSE/2014/SEL/431  
Date: 27-02-2015

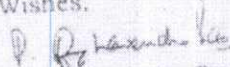
Subject: - Planning of additional construction in the Schools.

Dear Officers,

1. This joint communication is being sent in view of the importance of the matter and also because of the fact that this pertains to these two Departments.
2. It has been observed that haphazard constructions have been undertaken in some of the Schools which is not only spoiling the aesthetic look of the schools but also resulting in wastage of space. It is also resulting in curtailment of circulation area thereby reducing the playground of the School.
3. In view of the above, it has been decided that before undertaking any fresh construction, a rough Layout Plan of the School should be got prepared with the assistance of respective District Town Planners and got approved from the concerned DEO/DEEO. The DTPs are directed to render full assistance in this regard to the School Education Department.

With Best Wishes.

  
(T.C. Gupta)

  
(P. Raghavendra Rao)

The Director General,  
Town & Country Planning Department,  
Haryana, Chandigarh.

The Director,  
Secondary Education, Haryana, Panchkula.

The Director General,  
Elementary Education, Haryana, Panchkula.

All the District Town Planners of T&CP Department in the field.

All the DEOs and DEEOs in the State

Attst  
1/1/17

**Annexure Work-II**

Layout plan for the school \_\_\_\_\_ Code \_\_\_\_\_

**Sign & Date  
Principal**

**Sign & Date  
DEO**

**Signature & Date  
DTP**

To be  
filled

**PROFORMA FOR CIVIL WORK/CONSTRUCTION WORK/REPAIR WORK**

DISTRICT \_\_\_\_\_

SCHOOL (WITH CODE) \_\_\_\_\_

**A. Basic information:-**

- i) Total Student available in school, Boys \_\_\_\_\_ Girls \_\_\_\_\_ Total \_\_\_\_\_
- ii) Total Rooms available in the school \_\_\_\_\_
- iii) Total Rooms used for class room \_\_\_\_\_
- iv) Balance rooms not used for class room due to \_\_\_\_\_
- v) School Building constructed in the year \_\_\_\_\_
- vi) General condition of the building \_\_\_\_\_
- vii) Amount received from different purpose in last 5 year from all source i.e. DSE/DEE/SSA/RMSA/MPLAD/District Plan/CM relief and other grants etc. as under :-

Sr. No.	Purpose of grant received	Source of grant and year of grant	Amount received	Amount spent	balance available with the school	Remarks (work complete etc.)
1.						
2.						
3.						
4.						
5.						
6.						
7.						

viii) Utilization certificate sent or not \_\_\_\_\_

ix) Availability of electric/potable piped water in the school (Yes or no)

\_\_\_\_\_

**B. Requirement of fund :-**

a. New Construction :-

i. New rooms \_\_\_\_\_

ii. New labs \_\_\_\_\_

iii. Others (please specify) \_\_\_\_\_

b. Major repair :-

i. Rooms \_\_\_\_\_

ii. Labs \_\_\_\_\_

iii. Others (please specify) \_\_\_\_\_

c. Minor Repair :-

i. Rooms \_\_\_\_\_

ii. Labs \_\_\_\_\_

iii. Others (please specify) \_\_\_\_\_

d. White Washing :-

i. Rooms \_\_\_\_\_

ii. Labs \_\_\_\_\_

iii. Others (please specify) \_\_\_\_\_

Total Requirement  $a+b+c+d =$  \_\_\_\_\_

C. Certified that no amount have been spent on the same work by us from any other grant.

**Sign & Date  
Principal**

 **Sign & Date  
BEO**

**Signature & Date  
DEO**

### Utilization Certificate

Name of the School/Institute with ID ..... Block .....

Name of Grant(Plan/Non Plan/TFC/NABARD) ..... Administrative Sanction Amount .....

Amount Received and Date ..... Release Order No. ....

Certified that the Total Amount of Rs. .... (.....)  
has been utilized as per Govt. Norms/Department Guide Lines/PWD B&R Norms and It is further certified that  
amount has been utilized for the purpose it was received.

The balance amount of Rs. .... has been deposited in Govt. Receipt Head and the copy of  
challan is attached with this letter.

Date:-

Signature of SMC Members

- 1
- 2
- 3
- 4
- 5

Signature of Principal

Counter Signature of Distt. Education Officer

To

DSE/DEE  
Dispatch No. .... dated