

FIN.C1/27678/2011/HSE

OFFICE OF THE DIRECTOR, HIGHER
SECONDARY EDUCATION,
HOUSING BOARD BUILDINGS,
SANTHI NAGAR, THIRUVANANTHAPURAM.
DATED.20.08.2011

CIRCULAR

**Sub:-Higher Secondary Education Department:- Utilisation of Accumulated PD Account in
Government and Aided Higher Secondary Schools-reg:-**

Ref:- 1.G.O [MS] No. 436/05/Gen. Edn. Dated 07.12.2006

2.G.O [Rt] No. 249/11/GI. Edn. Dated 19.01.2011

**As per reference 2nd cited sanction has been accorded by Government for Utilisation of
accumulated amount in the PD Account in respect of the Government and Aided Higher Secondary Schools
upto 31.03.2009. The amount can be utilized for the following purposes.**

- 1. Purchase of Library books**
- 2. Purchase of Lab equipments and models.**
- 3. Purchase of Chemicals and other materials.**
- 4. Purchase of Computers & UPSs.**
- 5. Public Addressing System.**
- 6. Software/Electronic Media Study Materials.[useful for class rooms]**

**The Principals of schools who want to utilize the accumulated amount in the PD account should forward
the detailed proposal along with Statement 1 and 2 on or before 15.10.2011 for getting Administrative
Sanction from the Director, Higher Secondary Education. Those who have already submitted proposal also
apply in the prescribed proforma/statement appended.**

**Sd/-
DIRECTOR
HIGHER SECONDARY EDUCATION**

To

The Principals of all Government and Aided Higher Secondary Schools in Kerala
Enclosures:

1. Statement No.1
2. Statement. No. 2
3. Guidelines.

Statement.1

DETAILS OF ACCUMULATED AMOUNT IN PD ACCOUNT-WITHDRAWAL-OUTSTANDING BALANCE
UPTO 31.03.2009

Name of the School with contact tel. No.	School code
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Details of amount deposited in PD Account in year wise

Fin.Year/Acad. year	Amount Deposited	Amount withdrawn	Reason for withdrawal *	Balance
1990-91				
1991-92				
1992-93				
1993-94				
1994-95				
1995-96				
1996-97				
1997-98				
1998-99				
1999-2000				
2000-01				
2001-02				
2002-03				
2003-04				
2004-05				
2005-06				
2006-07				
2007-08				
2008-09				
TOTAL AS ON 31.03.2009				

* Sanctioning Order No. and Date of the DHSE should be noted in the case of those who already withdrawn from the previous years accumulated amount.

PRINCIPAL

Statement.2

AMOUNT PROPOSED TO BE UTILISED

Sl. No.	Item	Amount proposed	Mode of purchase [specify] [Tender/Quotation/DGS&D Rate/Pub. Undertakings etc] and details
1	Purchase of Library books		
2	Purchase of Lab equipment and models		
3	Purchase of Chemicals and other materials		
4	Purchase of Computers & UPSs		
5	Public Address System		
6	Software/Electronic Media Study Materials.		
	TOTAL AMOUNT PROPOSED		

i. Name of the Treasury/Bank in which the amount is deposited:

ii. Account No. :

iii. Contact Mobile No. [Principal] :

Principal

GUIDELINES FOR EFFECTING THE PURCHASE

1. The amount should be utilized exclusively for the benefit of the Student community.
2. The whole amount [accumulated up to 31.03.2009] should be utilized. No further orders will be issued during this financial Year.
3. The purchase will be effected on or before 29.02.2012.
4. The Purchase of library books should be based on the general guidelines issued from this office.
 - a. Give equal importance to all subjects.
 - b. Avoid controversial books.
 - c. Avoid guide books
 - d. Give more importance to reference books etc.
5. The maximum amount that can be utilized for a Desktop is Rs. 21,000/-
6. The maximum amount that can be utilized for an Offline UPS [600VA]10~15 mts back up Rs. 2,200/-
Minimum specification fixed for Desktops.

Processor: Intel Dual Core E5500, 2.80Ghz, Cache 2MB L2 Cache-**Motherboard:** Intel Chipset with Intel Original Motherboard. **Memory:** 2GB DDRIII Expandable to 4GB. **Hard Disk:** 250GB SATA **Optical Device:** DVD Writer SATA. **Monitor:** 18.5" wide Screen LCD. **Cabinet:** ATX Cabin with SMPS. **PS2/USB Keyboard:** Normal, 104 keys. **Mouse:** PS2/USB Optical Scroll Mouse. **USB Ports:** 2 Nos. frontside, 4 nos, backside. **Integrated graphics and Ethernet.** **Operating System:** Ubuntu 10.4. **Warranty:** 3 years Comprehensive

7. The items should be purchased through Rate contract/Public Undertaking firms/Inviting Tenders/Quotations etc.
8. In the case of books, purchase can be made from an agency which offers maximum discount.
9. Before effecting the purchase a Purchase /Technical Committee should be constituted comprising of representatives of teachers of each subjects, a School leader and a representative from PTA.
10. The proposals should be submitted strictly following the above mentioned conditions.
11. After getting the Administrative Sanction purchase should be effected within one month.
12. The proposal with all documents including purchase committee report should be reached in this office before October 15, 2011.
13. No Administrative Sanction will be issued to the proposals received after the last date fixed.
14. All purchase should be effected strictly observing the Kerala Store Purchase Rules.
15. Incomplete proposals will not be entertained.
16. The proposal should be forwarded in the following name address.

SRI. SIVARAJAN.R,
ASSISTANT DIRECTOR,
DIRECTORATE OF HIGHER SECONDARY EDUCATION,
HOUSING BOARD BUILDINGS, SANTHI NAGAR, THIRUVANANTHAPURAM.1

17. If any further clarification is needed, please contact. 1. Sri.Sivarajan.R, Assist. Director.....9497009954
2. Sri. Babu.S, Supdt.....9846241218
18. The envelope containing the proposal should be superscribed as "PROPOSALS FOR UTILISING THE
PD ACCOUNT AMOUNT and School Code

Sd/-
Director