

PROCEEDINGS OF THE COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION  
& EX-OFFICIO PROJECT DIRECTOR, TSSA, TELANGANA, HYDERABAD

Present: Sri G.Kishan, I.A.S.,

Rc.No.2191/SSA/Plg/T7/2017,

Dt:30.05.2017

Sub:- TSSA, Hyderabad - Guidelines on engaging the services of personnel for maintenance of schools during the academic year 2017-18 – Reg.

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The School Management Committee is entrusted to engage the services of personnel in Govt., and Local body Schools for maintenance of Toilets, cleaning of School premises, watering of Plants etc.,

The details of the grants are as follows:

Sl. No.	Category	Enrolment Slab	Honorarium per month
1.	PS & UPS	1 - 40	2,000
2.	PS & UPS	40 above	2,500
3.	High schools	11-100	2,500
4.	High schools	101-300	2,500
5.	High schools	Above 300	2,500

**I. Primary and Upper Primary Schools (Sl. No. 1&2):**

Services of **one person** for maintenance of toilets, cleaning of School premises, watering of plants etc., is permitted under SSA for the academic year 2017-18 for a period of 10 months.

**(A) Honorarium:**

- An amount of **Rs.2,000/-** per month (Max) 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) has to be paid to the person.

**(B) 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.
- Providing drinking water to Children.
- To attend to the duties assigned by the Headmaster during the School Hours.

**II. High Schools (Sl.No.3,4 & 5):**

**(A) High Schools with enrollment up to 100:**

- Services of one person for maintenance of Toilets and Day Watch & Ward is permitted under SSA for the academic year 2017-18 for a period of 10 months.
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

**(B) High Schools with enrollment from 101 to 300:**

- The School Management Committee of the School may engage **two persons** for the academic year 2017-18 for a period of 10 months if the School do not have either Attender or Part-time worker or watchman. **One person** for maintenance of Toilets & Day Watch & Ward and the **other person** for Night Watch & Ward.

- If the School is having either attender/part time worker or watchman, then one person may be engaged exclusively for maintenance of toilets and Day Watch & Ward.
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

**(C) High Schools with enrollment above 300:**

- The School Management Committee may engage three persons if the School do not have either attender or part time worker. Two persons for Maintenance of Toilets and Day Watch & Ward and the other person for Night Watch & Ward.
- If the School is having 1 part time worker/attender or watchman, then two persons may be engaged. One person for Maintenance of Toilets and Day Watch & Ward and the other person for Night Watch & Ward.
- If the School is having two attenders (1 attender & 1 part time worker/watchman), then **one person** may be engaged exclusively for **maintenance of toilets and Day Watch & Ward.**
- An amount of Rs.2,500/- per month (Max) has to be paid to the person towards monthly Honorarium.

**(D) Job Chart:**

**i. Person engaged for maintenance of toilets and Day Watch & Ward:**

- 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 in the morning & evening and toilets in the morning, afternoon and evening i.e., after school hours.
- Watering of the plants in the School premises daily.
- Providing water in tubs in the Toilets wherever running water not available.
- Providing drinking water to Children.
- To attend to the duties assigned by the Headmaster during the School Hours.

**ii. Person engaged for Night Watch & Ward:**

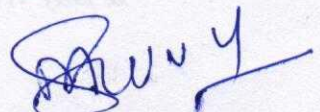
- The person has to attend the School at 4.30 PM and he has to safe guard the School as watch and ward and he has to stay in the School till 9.00 AM in the next morning.
- Cleaning the School premises and Classrooms.
- Cleaning of toilets in the morning.
- Watering the plants in the School premises in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

This has got the approval of Commissioner & Director of School Education & Ex-Officio Project Director, TSSA, Hyderabad

Sd/- G.Kishan  
**Commissioner & Director of School  
 Education & Ex-Officio Project  
 Director, TSSA**

To  
 All the District Collectors & Chairmen of SSA in the state.  
 All the District Educational Officers & District Project Officers of TSSA in the State.

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**Planning Coordinator**