

# BURD Programme Implementation Guidelines 2009-10

## BURD Programme Implementation Fund

The Programme implementation Fund payable to the CSC/NGOs implementing the programme at district level during 2009-2010 is as follows:

**Table 1:** Head-wise Charges and Expenditure Statement for UC

Sr. No.	Head -wise Charges & Expenditure Statement for UC have to be made as per the following heads.	Amount ( Rs) / School
A.		
1.	School Coordination, Enrolment, Registration	100.00
2.	Mentoring Schools	200.00
3.	Monitoring and Supervising the Action 6 Projects	500.00
4.	Publicity and Promotion of the Programme	100.00
5.	Documentation and Report preparation	100.00
6.	Hiring Support Services	200.00
7.	Total Coordinating Charges Per School Serviced	1200.00
B	Study Tour arrangement and logistics viz. food and other required expenses for the Site Visit at district level.	700.00
C	Seed Fund	1500.00
D	Travel Charges 2 Urja Agevans and 5 Students	1000.00
	Total Coordinating Charges + Site Visit + Seed Fund + Travel Expenditure per School	4400.00

## Programme Implementation Guidelines

The CSC/NGO implementing the programme this year 2009-2010 has to work for the BURD programme as per of school targets given by GEDA and as per the following guidelines in the district/s allotted to them in close co-ordination and supervision of GEDA. The CSC/NGO is responsible for the complete co-ordination of the programme at the district level.

## General Guidelines

1. Enrolment and Registration of 1800 Secondary Schools.
2. Registration of 25 Urja Rakshaks from each of the schools that are registered for BURD programme.
3. Enrolment and Registration of 1800 Primary Schools.
4. The CSC/NGO has to compile a taluka wise list of schools enrolled as per the format given in Form-1 separately for Primary and Secondary Schools.
5. Compile an Address List in a label Form -2 in the following format along with the name of the Principal, complete address of School and contact details in alphabetical order and submit a copy to GEDA along with a soft copy on a CD of the data in spread sheet separately for the Primary and Secondary Schools.
6. The claim letter for the phase I payment should be as per the details given in form-3 on your organization letter head.
7. The CSC/NGO has to submit check list to GEDA as per the Form-4.
8. Mentoring all enrolled Schools to implement the programme.

9. Co-ordinate the participation of Schools in the National Level Drawing Competition. The letter has to be submitted as per FORM -5 to the BEE Nodal Officer in Gujarat and Taluka-wise list of drawings submitted to BEE Nodal office in Gujarat as per the Form-6. A copy of the letter along with the summary data has to be sent to GEDA.
10. Registration of two Urja Agevans - School Teachers.
11. Co-ordinate the participation of 1-one Urja Agevan to the Learning Sustainable Architecture Training Programme organized by GEDA and submit as per the Form-7.
12. Mentor Schools to participate in Action -6 Projects/Programme (as detailed under in Action -6 Heading).
13. Co-ordinate the participation of Schools in edutainment activities, celebration of Indian Festivals - Hari Urja on National Energy Conservation Day.
14. Co-ordinate the participation of Schools Project I - Learning Sustainable Architecture and submit list in detail as per Form-8.
15. Co-ordinate the participation of Schools Project II - Creative Project Best from Waste: Greeting Card Making programme and submit list in detail as per Form-9.
16. The travel of participants –
  - a. 1 Urja Agevan for the Training at locations specified by GEDA.
  - b. 5 Urja Rakshaks with 2 Urja Agevans at the Study tour site.
 Please note the expenditure will have to be borne from the travel grant provided under section D of the implementation fund head.
17. The CSC/NGO has to submit Utilization certificate as per the Form-10.
18. The seed Fund of Rs.1500/- to be paid to schools have to be informed to Director GEDA as per Form-11.
19. The CSC/NGO have to submit the details seed fund of Rs. 1500/-payble schools to GEDA as per the Form-12.
20. The release of payment for Phase II has to be submitted as per Form-13.
21. The CSC/NGO has to submit Check list as per the Form-14.
22. Provide wide spread publicity to the programme.  
The CSC/NGO has to submit the required data of schools in the specified formats only in English.
23. The CSC/NGO has to clearly write the following in all PR - press, media and all communication mediums:  
“The BURD programme is sponsored by GEDA and implemented by CSC/NGO”.

### **Enrolment & Registration**

- Enrolment and Registration of 1800 Secondary Schools.
- Registration of 25 Urja Rakshaks from each of the schools that are registered for BURD programme.
- Enrolment and Registration of 1800 Primary Schools.
- The CSC/NGO has to compile a school-wise and taluka-wise list of Schools enrolled as per the format given in Form-1 separately for Primary and Secondary Schools.
- Compile an Address List in a label format along with the name of the Principal, complete address of School and contact details in alphabetical order and submit a copy to GEDA along with a soft copy on a CD of the data in spread sheet separately for the Primary and Secondary Schools. Address labels of Schools are to be provided in the following format in alphabetical order as per format given in Form-2

## Activity Specific Guidelines

### BURD Programme: Action -6

This year the Schools in Gujarat under the BURD Programme will work on the following Action -6 projects.

The tentative schedule and calendar of events that are to be organized and co-ordinated by BSC/NGOs with their due date of submission are as follows:

### Activity Calendar

Sr. No.	Activity	Date /Duration
1.	School Enrolment & Registration Urja Rakshak & Uja Agevans	August 31, 2009
2.	Hari Urja Celebrations	August –January 31, 2010
3.	Urja Agevan Training Programme at GEDA specified locations.	September – October 2009
4.	Study Tour for 5 Urja Raskhaks and 2 Urja Agevans	November 2009
5.	National Energy Conservation Day Celebration	December 14, 2009
6.	Project Work activities and submission	December 2009 – January 2010
7.	State Urja Utsav	February 2010

### Action – 6

#### Activity Specific Guidelines

#### 1. Creative Project for Primary Schools - National Drawing Competition for Class 4-5

- Coordinating and mentoring BURD Primary Schools to participate the National level Drawing Competition that is being specially organized by BEE (Bureau of Energy Efficiency), New Delhi.
- An open advertisement will be released in leading dailies.
- The CSC/NGO has to coordinate with 1800 Primary School enrolled, as soon as the competition is announced by BEE for Class 4-5 in the leading dailies.
- The CSC/NGO has to organize this competition as per the guidelines prescribed by BEE at School level in co ordination with School Principals.
- Bets two entries - drawings from the Primary School as per the target provided by GEDA from all the participants have to be selected by the CSC/NGO in close co-ordination with School Principals.
- The best twp selected drawings has to be The CSC/NGO form the Schools.
- The CSC/NGO has to compile a list School, Taluka and district wise list and send it to the central nodal agency in Gujarat that will be given in the advertisement along with a forwarding letter to the Nodal Officer in Gujarat in English.
- The letter has to be submitted as per Form -5 to the BEE Nodal Officer in Gujarat and Taluka-wise list of drawings submitted to BEE Nodal office in Gujarat as per the Form-6.
- A copy the letter along with the summary data has to be sent to GEDA.

## 2. Celebrating the National Energy Conservation Day

- All the enrolled Schools have to celebrate the National Energy Conservation Day in their own Schools on December 14, 2009.
- The CSC/NGO will have to co ordinate the celebrations in close co ordination with School Principals.
- The National Energy Conservation Day could be celebrated in Schools and the following activities could be undertaken during the course of the year to spread awareness the use of renewable energy technologies and energy conservation measures.
  - **Edutainment Activities**
    - Street Play or Rally or Puppet Show in Schools.
  - **Hari Urja Celebration**
    - Celebrate any two of the Indian Festivals tin Schools to make them Green (List of the festivals is attached).

## 3. Urja Agevan Training Programme

### Participation in the Learning Sustainable Architecture Training

The CSC/NGO will have to liaise with Schools and see that one of the one School Teachers registered as Urja Agevans have to participate in the Learning Sustainable Architecture Training programme organized and specified by GEDA at their specified locations.

- Compile a School and Taluka-wise of Urja Agevans attending the Training submit the same to GEDA.
- The list should b submitted as per the Form-7

## School Projects

### Study Tour: Learning Sustainable Architecture

- The CSC/NGO will have to organize a site visit to a nearby by vernacular/sustainable architecture site in the district.
- 5 students and the 2 Urja Agevans will have to participate in the study tour.
- The CSC/NGO will have to make arrangement of the study tour - site visit their food and co ordinate and manage other required logistics for the site visit. Children will visit the site and learn how the traditional buildings were built form
- The CSC /NGO will have to submit a detailed list of the project work carried out at School level I as per the format given in Form -8.
- After the Training and the site visit the following two projects will have to be carried out by Urja Rakshaks in close co-ordination and guidance with the Urja Agevans .
- One project per school work has to be carried out by the 25 Urja Rakshaks and 2 Urja Agevans and submitted by the CSC/NGO at specified location decided by GEDA for evaluation.

### **Submission Format for the School Project I**

- Documentation and Analysis of Sustainable Built form carried the region
  - A Collage on A 3- Size paper depicting the details built environment to showcase their visit, summary of the lectures photograph, drawings, and illustrations s of the site and the features of the vernacular architecture special parameters.
  - A Multi -media presentation in audio visual format to presentation

**Or**

  - Presentation Kit in the form of Drama or a Play

**Or**

  - Working Models or any other form that is appropriate to showcase the sustainable architecture features.

### **School Project II: Best form Waste Greeting Card Activity**

- Urja rakshak will have to prepare Greeting Cards under the guidance of Urja Agevans using waste material that is in their vicinity to demonstrate productive use of waste material.
- One project per school work has to be carried out by the 25 Urja Rakshaks and Two Urja Agevans and submitted by the CSC/NGO at specified location decided by GEDA for evaluation.
- CSC/NGO will have to submit a detailed list of the project work carried out by the Urja Rakshaks at the School level as per format provided in Form-9.

### **Submission Format for the School Project II**

- Creating best out of waste to actually make usable product out of domestic (household) or city waste.
- Greetings cards
- An Actual working model of the prototype made totally form waste material that depicts the use of waste material to generate energy.

### **Publicity to the Programme**

- The CSC/NGO has to provide wide publicity to all the BURD activities in all mediums – print and electronic.
- All the publicity material, press note, lectures, and resources material provide will have to be in a duly compiled report to GEDA with proof of the events like photographs; Video Cassettes if any other documented proof of the events.

## Release of Payment

The implementing CSC/NGO will be paid Rs. 4400.00 per School enrolled, serviced, mentoring schools for the Action 6 activities, Travel; to the study tour site, organizing the study tour , co-ordinating charges, Seed fund to Schools, Travel of 7 participants as per the Action - 6 Guidelines.

The payment will be released in 2 phases as per the following Terms and Conditions.

### Payment Release General Terms & Conditions

Sr. No.	Details	Amount (Rs.) / per School	Check List
1.	<b>Phase I</b>		
	a. Released after the after the completion of the Enrolment and Registration of School is completed.		<input type="checkbox"/>
	b. Payment will be made only for Schools that are enrolled.		
	c. The report has to include An Address list in a label format along with the name of the Principal, complete address of School and contact details in alphabetical order to GEDA along with a soft copy on a CD of the data in spread sheet.		<input type="checkbox"/>
	d. A Claim Letter	2200.00	<input type="checkbox"/>
2.	<b>Phase II</b>		
	a. Release after the completion of all the Action 6 Projects.		<input type="checkbox"/>
	b. Submission of the required information as per the given formats. (Total 14 Forms are to be to GEDA).		<input type="checkbox"/>
	c. Submission of the complete documented district Reports along with the required formats, data, photographs, press notes, clippings, video of the events.		<input type="checkbox"/>
2.	d. Expenditure UC in the duly signed by chartered accountant in prescribed format.	2220.00	<input type="checkbox"/>

## Penalty

The charges will be paid only for completion of

- School Enrolled
- School Registered
- Completion of all Action - 6 Activities
- Submission of entire Report Submitted in due formats. ( Format Nos 1-14 )
- Submission of UCs: School Seed Fund duly signed by the School Principal on the School Letter head.
- If in any case the required data is not submitted in due formats submitted, the eligible co ordination charges from Rs. 4400.00 per school will be deducted.
- A 10% charge from the entire amount of the co coordinating charges is eligible as penalty if the claim is received after March 31, 2010.
- Any discretion in targets and achievements is liable for deduction from the seed fund and the charges per school/ per activity.