

FORM NO : 2

Label Format

Name of School : _____

Name of Principal : _____

Address : _____

Village _____ Taluka _____ District _____

Contact No, (STD Code) _____ Phone No.. _____

Mobile No. (If any) _____

FORM NO: 3

Claim Letter on CSC/NGO's Letter Head

To,
Director
Gujarat Energy Development Agency
4th Floor Udyog Bhavan
Block No 11-12
Sector 11, Gandhinagar 382017

Ref: Your MoU/Work Order dated_____.

Sub: Release of Payment for Phase 1 of the BURD Programme implemented during 2009-2010.

Sr. No.	Release Phase	District	School Target (Nos)	School Achievement (Nos)/ Rate (Rs. 4400.00 Per School) 50%	Amount (Rs.)
1.	Phase 1	Gandhinagar	60	50 X 2200.00	1,10,000.00
				Total	1,10,000.00
Amount in words:	Rupees one lakh ten thousands only.				

Thanking you,

Yours Faithfully,

Signature of the Head of the CSC/NGO

Encl: a/a

Check list

FORM : 4

Phase-1

Form-1	Registration Details	
Form-2	Label Format for Schools	
Form-3	Claim Letter of Release of Payment for Phase I	

FORM : 5

Letter FORMAT of the Drawing Competition to be send to BEE Nodal Officer

To,

The BEE Nodal Officer
Address as given in the BEE Advertisement

Sub: Submission of Drawings for the National Drawing Competition for Class 4-5

Ref: Your Advertisement dated _____ released in the daily_____

Dear Sir,

We have conducted the National Level Drawing Competition for Class 4-5 in _____ Schools. These Schools are registered under the BURD Programme in Gujarat for 2009-10. The Competition in the district/s of _____, _____ and _____.

A Total _____number of students participated in this competition.

Enclosed please find _____ number of drawings. Please note we have selected two best drawings from each of the Schools in close co-ordination with School Principal.

Kindly arrange to acknowledge the receipt of the same.

Thanking you

Signature

CSC/NGO Head

Seal CSC/NGO

Date:

**cc: Director
GEDA**

FORM No: 10

Utilization Certificate Format:

Sr. No.	Heads wise Charges & Expenditure Statement for UC	Amount per School (Rs)	School target Achieved (Nos.)	Expenditure incurred Amount (Rs.)
A.	Coordination			
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	Site Visit at district level	700.00		
C	Seed Fund to schools	1500.00		
D	Travel Charges for 2 Urja Agevans and 5 Students	1000.00		
	Total Coordinating Charges + Site Visit + Seed Fund + Travel Expenditure per School	4400.00		

The above expenditure has been incurred for enrolling, servicing and mentoring schools in the district/ s of _____, _____, _____ during 2009-2010.

Chartered Accountant

FORM : NO: 11

Utilization Certificate of Seed Fund on the Letter Head of individual Schools

To,

Director
Gujarat Energy Development Agency
4th Floor Udyog Bhavan
Block No 11-12
Sector 11, Gandhinagar 382017

Sub: UC for the Seed Fund released by the CSC/NGO implementing the BURD programme in district/s of _____

Dear Sir,

Kindly note that the CSC/NGO (Name) _____ has submitted the Seed Fund amount of RS. 1500.00 by Cheque No: _____ dated _____ for implementation the BURD programme activities in our School for the year 2009-2010.

Thanking you,

Yours faithfully,

Signature of the Principal

Seal of the School

Date:

Place:

FORM : 13

Travel Expenditure

Name of the CSC/NGO: _____

District: _____

Sr. No.	Details	Amount (Rs.)
1.	Participation of 1 Teacher in The Teachers Training programme From Place _____ to _____ (To & Fro).	
2.	Participation of 5 Students + 2 Urja Agewans in the Study Tour From: _____ to _____ (To & Fro)	
	Total	1000.00

Signature of the Head of CSC / NGO

Seal of CSC

Date :

Check list

FORM : 14

Phase-2

Form-5	Letter FORMAT for BEE for Drawings	
Form-6	Taluka-wise List of drawings submitted to BEE Nodal Office in Gujarat	
Form-7	List of Teachers in Training Programme on Learning Sustainable Architecture Project	
Form-8	List of School Projects on Learning Sustainable Architecture	
Form-9	List of Projects on Best from Waste	
Form-10	Utilization Certificate	
Form-11	Utilization Certificate of Seed Fund on the Letter Head of individual Schools	
Form-12	A School wise list of the cheque issued with their Nos. and date of issue	
Form-13	Travel Expenditure	