OFFICE OF THE _____
GOVT. BOYS / GIRLS PRIMARY / ELEMENTARY/HIGH SCHOOL _____

No._____ **Dated: _____**

Notification Assessment Committee

As per departmental directions, in order to utilize 'NON SALARY BUDGET / FTF' under rules and regulations, the Assessment Committee comprising the following members out of staff of this institution is hereby constituted F.Y 20___-20___.

Sr.No.	Name of Official	Official Designation	Committee Designation
1			Convener
2			Member
3			Member

The Assessment Committee will perform its duties/work under the supervision of Head of the institution/Chairman School Council.

TOR's

The Assessment Committee will follow the below mentioned TOR's.

1. To assess the demands/applications related to different kind of works submitted by staff member/students.
2. To arrange the demands/applications priority wise keeping in view the nature of work.
3. To provide useful suggestions in order to act upon the demands/applications.
4. To keep in view the School Action Plan while granting approval to do the needful as per demand.
5. To prepare comparative statement of different rates provided by the purchased committee and recommend lowest rate (keeping in view the quality) to the Head of institution for purchase.
6. To discuss the matter with the Head/Chairman school Council in case of any confusion.

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