

To

The All District Education Officers of the State.

Sub: Distribution of school uniform to students of Class IX & X studying in Govt. & Govt. Aided Schools (S&ME Deptt.) under Mukhyamantri Chhatra Chhatri Paridhan Yojana.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to inform you to start the procurement process in your respective districts for provision of Uniform to Secondary School Students in Govt. and Govt. Aided Schools under Mukhyamantri Chhatra Chhatri Paridhan Yojana as per the guideline issued vide Govt. in S&ME Deptt, Letter No. 15437/ S&ME dtd.27.06.23 and Letter No.17778 dtd.10.07.23 issued by this Directorate

In this regard, it is requested to ensure the procurement and distribution of Uniform along with Accessories as mentioned below within the stipulated time.

Procedure for purchase of Uniform

- ❖ All students of Class IX & X of all Govt. & Govt. Aided secondary schools will be provided with 02 pairs of uniforms worth Rs. 550/- per student.
- ❖ The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.
- ❖ The prescribed amount will be provided to the joint account of HM and SMC/SMDC and they will undertake the procurement and distribution within the timeline.
- ❖ Uniforms will be distributed to students based on their individual measurement to ensure a proper fit.
- ❖ Special emphasis will be laid upon the quality of the materials to be procured.
- ❖ A register will be maintained and proper record of uniform distribution will be kept to maintain accountability and ensure transparency.
- ❖ The entire process of procurement and distribution of Uniforms will be completed by **15.08.2025**.
- ❖ Uniforms will be distributed in the presence of eminent persons of the locality and documentation will be made towards proof of distribution.
- ❖ The design and colour of Uniforms (Secondary) is attached herewith as **Annexure – 'A'** for reference.

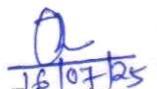
Procedure for purchase of Accessories (Shoes, Socks, T-Shirts and Track pants)

- ❖ It must be ensured that all eligible students receive the Shoes/Socks/Track pants/ T-Shirts within the approved budget. No student should be left behind.
- ❖ The selected vendor will give an undertaking to provide the accessories within the prescribed timeline and of good quality. The action to be taken against the vendor for not fulfilling the conditions of the agreement will be decided by the SMC/SMDC.

- ❖ The amount for procurement of Shoes, Socks, T-Shirts and Track pants will be provided to the SMC/SMDC account and the SMC/SMDC will be responsible for procurement and distribution of the same. The SMC/SMDC will be fair, unbiased and transparent in the purchase and distribution of the Shoes, Socks, T-Shirts and Track pants. Apart from them, the DEO, DPC, ABEO-cum-BRCC and monitoring members will ensure fairness and transparency.
- ❖ Each HM will give a certificate that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts. Similarly, BEOs will give a certificate basing on the certificates of HMs. And the DEOs will submit a certificate to Director, Secondary Education, basing on the certificates of BEOs to the effect that all the students have received good quality Shoes/Socks/Track pants/ T-Shirts.
- ❖ Information on the procurement and distribution status will be submitted by DEOs every week.
- ❖ If anyone is found to supply materials of poor quality or following unscrupulous practices, stringent action will be taken against him.
- ❖ After distribution of the accessories of requisite quality, the payment to the vendor will be met through Cheque. No cash payment to be made in any circumstance.
- ❖ In case of schools where Rs.25000/- or less deposited, SMC will go to the local market and search GST Registered supplier. The SMC will propose the name of the supplier in the SMC meeting and after approval of the supplier in the SMC, agreement will be made and order will be placed for supply of uniform and on receipt of uniform, it will be distributed to students. This entire process will be recorded in the school record.
- ❖ In case of schools where more than Rs.25000/- deposited, SMC will collect 03 quotations from 3 GST Registered suppliers for open market. The quotations will be verified in the SMC meeting and the supplier with lowest quoted rate for uniform distribution will be selected for supply of uniform. An agreement will be made with the supplier selected and order will be placed for supply of uniform. On receipt of uniform from the supplier, it will be distributed to students. This entire process will be recorded in the school record.
- ❖ The funds allotted for the above purpose will be drawn by the Director, Secondary Education, Odisha and electronically transferred to the bank account of the State Project Director, OSEPA. The State Project Director, OSEPA will release the funds to the joint account of HM and SMC/SMDC afterwards on the basis of their actual requirements.

In view of the above, all districts are requested to follow the guideline and ensure distribution of uniforms to all entitled students within the specified time schedule.

Yours faithfully,


16/07/25
Director

Memo No. 18435 // Date. 16.7.25

Copy forwarded to all Collector-Cum-Chairperson, SS for information.


16/07/2025
Joint Director

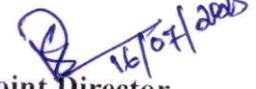
Memo No. 18436 // Date. 16.7.25

Copy forwarded to State Project Director (OSEPA) Bhubaneswar, OAVS, Odisha for information.


16/07/2025
Joint Director

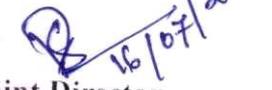
Memo No. 18437 // Date. 16.7.25

Copy forwarded to Sr. PS to the Commissioner-Cum-Secretary to Govt. S&ME Deptt. for kind information of Commissioner-Cum-Secretary.


16/07/2025
Joint Director

Memo No. 18438 // Date. 16.7.25

Copy forwarded to Additional Secretary to Govt. S&ME Deptt. for kind information with reference to his Letter No-18917/SME, Dtd.10.07.2025.


16/07/2025
Joint Director