

## Grant-in-Aid Fund Utilization Guideline for ATL schools

The Atal Tinkering Lab (ATL) initiative is a flagship initiative of Atal Innovation Mission (AIM), NITI Aayog, Govt. of India, for creating an ecosystem of innovation and entrepreneurship in the country.

It is mandatory for all selected ATL schools to follow the ATL guidelines shared by AIM for successfully running their ATL labs. The guidelines have been revised based on extensive feedback collected from ATL schools. So, all ATLs are requested to follow this revised version of the guideline. However, Atal Innovation Mission (AIM) is free to revise the guidelines at any time based on observations and findings, if any.

Grant-in-aid of Rs. 20 lakhs has been sanctioned for each of the schools for establishing Atal Tinkering Labs, which includes Rs. 10 lakh as one time establishment cost and the remaining Rs. 10 lakh towards Operational and Maintenance (O&M) expenses @ Rs. 2.00 lakh per year for five years. Out of the total funds, the twelve lakhs that have been transferred to the schools under the ATL grant, of which ten lakhs are for capital expenses and two lakhs are for Operational and Maintenance expenses, as summarized below in the table-

Year	Amount	Purpose
1	Rs. 10,00,000/-	One-time establishment cost to be used to procure equipment for the ATL.
	Rs. 2,00,000/-	Operational and Maintenance expenses.
2 to 5	Rs. 2,00,000/-	Operational and Maintenance expenses. (per year)

The detailed guideline for utilization of grant-in-aid is explained below:

### 1. Utilization of Grant-in-Aid towards Establishment Cost

One-time establishment cost of up to Rs. 10.0 lakh has been provided for each ATL. The establishment cost may be utilised as follows:

Sr. No.	Maximum Amount	Purpose
a.	Up to Rs. 7,00,000/- (Rupees Seven Lakhs Only)	<p>a. Up to Rs. 6,50,000/- (Rupees Six lakhs fifty thousand only) for procurement of ATL equipment as per the ATL equipment list <a href="http://aim.gov.in/guidelines-for-school.php">http://aim.gov.in/guidelines-for-school.php</a>, within first 3 months after receiving the grant.</p> <p>b. Up to Rs. 50,000/- (Rupees Fifty Thousand Only) for the procurement of advanced prototyping tools and materials,</p>

		based on ATL specific requirements after purchasing necessary quantity from the ATL equipment list provided by AIM.
b.	Up to Rs. 1,50,000/- (Rupees One Lakhs Fifty Thousand Only)	<ul style="list-style-type: none"> <li>a. Procurement of 3-5 laptops, and a projector, in case these are not already available in ATL/school.</li> <li>b. It is advised to have at least 3 Laptops in the lab.</li> </ul>
c.	Up to Rs. 1,50,000/- (Rupees One Lakhs Fifty Thousand Only)	<ul style="list-style-type: none"> <li>a. Refurbishment of the ATL in terms of electrical fittings, painting, whitewash, etc</li> <li>b. Procurement of furniture - tables, chairs, storage boxes, etc.</li> <li>c. Printing of banner/board, signage etc. can be undertaken by the schools.</li> </ul>

**Remarks:**

- a. Any amount over and above this shall be utilised from the school funds/contribution from other institution/ industry.
- b. The school, at their mindful discretion shall procure additional equipment after purchasing from the ATL equipment list provided by AIM.
- c. The grant in aid for refurbishment cannot be used for construction purposes.
- d. Schools are suggested to buy laptops over desktop so that students can carry it along with prototypes, during presentation and showcase.
- e. The grant cannot be spent for procuring printer, CCTV installation, mikes or speakers.
- f. The schools can use advance prototyping fund for procurement of tools and material required to make their prototypes ready for innovation challenges and showcase.

**2. Utilisation of Grant-in-Aid towards Operation and Maintenance (O&M):**

An amount of Rs. 10.0 lakh has been provided for each ATL @ Rs. 2 lakhs per year (for a period of 5 years). The O&M cost may be utilised for the following purpose:

- a. Repair & Maintenance of ATL equipment.
- b. Purchase of consumables/spares.
- c. Travel & Accommodation:  
Travel & accommodation reimbursement for ATL faculty/ ATL students to attend events/ meeting/training programme organised or notified by AIM. The guidelines for the same are as follows:

Sr No.	Nature of Travel/ Accommodation/ Travel Meals	Distance/Type	Mode of transport/ Max allowable budget/ Reimbursement
1.	Local Travel	0 to 50 kms	Shall be reimbursed by the school as actuals.
2.	Outstation Travel	50 to 600 kms	Train – 3 tier AC or equivalent.
		600+ kms	Train – 3 tier AC or equivalent.
3.	Accommodation (For outstation travel only)	Single Occupancy	Rs. 1000/-
		Double Occupancy	Rs. 1500/-
4.	Travel Meals (For outstation travel only)	Breakfast, lunch, and dinner (per person per day)	Rs. 500/-

- i. Schools shall use the most economical transportation and accommodation option available to them without compromising on safety and suitable comfort, subject to the limits prescribed above.
  - ii. ATL faculty of the school shall take responsibility of the students during such trips. Students shall procure an undertaking from their Parents/ Guardians.
  - iii. Parents/Guardians can accompany the student at their own personal expense if they deem necessary.
  - iv. In case of outstation travel for 600+ kms, travel arrangements can be made with the cheapest air rates available but reimbursement amount shall be restricted to the ticket amount of a 3 tier AC train.
  - v. No amount from the ATL Grant-in-aid shall be used for any international travel for any ATL related activity/competition.
  - vi. School management is suggested to make necessary bookings in advance.
- d. ATL events: Up to Rs. 50,000/- (Rupees Fifty Thousand Only) may be utilised for organising intra and inter-school ATL related events including but not limited to the following:
- ATL Tinkerfest.
  - ATL Marathon.
  - ATL mentor sessions.
  - ATL School of the Month
  - ATL Community Day

- ATL Hands-on workshops for students.
- ATL Training workshops for teachers (Includes PFMS training also).

The grant can only be utilised for events for which timely instructions will be given by AIM.

- e. Token Honorarium: An amount up to Rs. 5,000/- (Rupees Five Thousand Only) per month may be paid to one ATL in-charge (only) on a monthly review basis. This is optional, and not mandatory by AIM. ATLs may also decide to use this amount for ATL community outreach, instead of paying to ATL in-charges. The ATL school at their discretion may decide what is best for their ATL.

### **3. Mode of Transaction of ATL grant-in-aid:**

- a) All ATLs are required to use the PFMS system (<https://pfms.nic.in/>) for any financial transaction pertaining to the ATL grant –in-aid.
- b) Before making the payments schools are requested to register their vendors on PFMS and use PFMS for all the payments and advances.
- c) All cash transactions are limited to a maximum of Rs. 500/- (Rupees Five Hundred Only) against suitable cash voucher/s or bills.
- d) Any transaction over Rs. 500/- (Rupees Five Hundred Only) shall be made via PFMS online transfer (PPA mode) and respective bills shall be furnished.
- e) In case of unavailability of internet and PFMS service the school can use cheque or NEFT.

### **4. The grant-in-aid cannot be used for following purposes:**

- a) Payment of salaries to ATL-in-charge, any faculty, lab assistant, equipment vendors, mentors etc.
- b) Transfer to any other bank account.
- c) Material procured without valid bills.
- d) Buying other school materials or construction of lab.

Please note that, ATL schools are not allowed to charge any money from Students or Parents for any ATL activity. ATLs are not allowed to derive any monetary benefit from any student or any parent/guardian in any form and/or in any direct or indirect manner, including but not limited to any additional fee, charges, component in school fee, etc. ascribed to ATL.

ATL schools will ensure that the school and/or any staff shall NOT engage in any unlawful and/or non-ethical practice related to:

- The procurement of equipment and/or services from any vendor.
- ATL facilities used by any child from any school or community.

Anyone found violating these ethical practices may result in necessary disciplinary/legal action against the body and the concerned people.

Please note that grant-in-aid money used for any other purpose mentioned outside the scope of the ATL guideline is violation of sanction, and hence the grant can be revoked.

## **5. Managing the Bank Account for Grant in Aid**

Schools are requested to ensure that the bank account in which ATL grant has been credited exclusively pertains to ATL grant and does not include any other funds of the school, otherwise a new bank account may be opened in a scheduled bank integrated with PFMS portal exclusively for ATL grant. The new bank account so opened may be added in PFMS with the scheme of Atal Innovation Mission (2351). After adding the bank account, the school shall send a request for approval of the same to PFMS through email with subject “Bank Account Update: School name” to arora.sp@nic.in with a cc to atlhhelp-niti@nic.in, along with a scanned copy/photo of the passbook of bank account.

## **6. Interest Accumulation**

Any interest earned on bank deposit of the grant or other earnings against the grant is not available for spending on the lab and not be adjusted against the release of the next tranche. As per rule 230(8) of the General Financial Rules, 2017, all such interest or other earnings need to be mandatorily remitted to the Consolidated Fund of India after finalization of the accounts. AIM will send the instructions for remitting the interest.

If school reallocates fund for any other purpose and accordingly is not able to submit interests, their fund will be revoked.

## **7. Maintenance of ATL**

Please note that ATL school is fully responsible for successfully running and maintaining the ATL lab. In-case of any mishap that happens in the ATL while using the ATL equipment or otherwise, the responsibility lies with the school only. Atal Innovation Mission or NITI Aayog cannot be held responsible in case of any mishap.