

Subject:

Guidelines for Voucher Redemption

1. School Owner / Principal is advised to submit vouchers along with required documents within 10 days.
 - Re – Imbursement letter on printed school letter head in the name of Director EVS.
 - Four month class wise & gender wise enrolment.(EVS + Non EVS students)
 - Original Vouchers (only finance copy will be entertained).

2. School Owner / Principal is not allowed to make any change in printed information on voucher. In case if any information needs to be corrected the same shall be given on letter head of school.

3. School Owner / Principal is advised to submit attendance of EVS students (both in hard and soft form) to EVS office up to 5th of every month. If not than payment of submitted vouchers may be stopped till further orders.

4. Before submission of vouchers School owner / Principal shall ensure
 - School stamp placed on the right place of vouchers.
 - Signature of school owner / principal on vouchers.
 - Mention class where the voucher child is enrolled. Cutting / Tempering on voucher is not acceptable. If found, payment may be stopped for the said voucher.
 - Must ensure that letter head which is being used as Re-imburement letter / correspondence with PEF – EVS is printed with school name & address as of registration of school and partnership agreement with PEF.
 - Must ensure that the number of vouchers mentioned on Re-imburement shall be accurate and according to the vouchers submitted to EVS office.
 - Must ensure that voucher of each period shall be separately processed Otherwise penalties may be imposed to school.
 - Must ensure that students' record on vouchers and attendance are same. If difference found than that voucher may not be processed for payment.
 - Must ensure that vouchers are in accordance with attendance record submitted by schools. If voucher's record is not found in attendance record than the same may not be forwarded for redemption.
 - Must ensure provision of record of admission withdrawal in case of any new enrollment or dropout of EVS beneficiary.