

Instructions for District MIS Coordinators for the training of BPEOs/BRPs

- 1) Ensure the participation of all BPEOs and all BRPs in the training programme.
- 2) If any BPEO or BRP does not attend the training programme, he/she will be called at district head office and training on filling up of DISE DCF will be given by district MIS Coordinator.
- 3) If any BPEO or BRP refuses for the training, a letter in this regard may immediately be sent to State Project Director, Punjab-Chandigarh and send an e-mail to DM (MIS) at ssapunjab.mis@gmail.com.
- 4) Each and every column of DISE DCF will clearly be explained to all the participants.
- 5) A copy of "**Time Frame for DISE Activities-2009-10**" may also be provided to all the participants. Explain complete Time Frame to the participants.
- 6) A copy of "**Guidelines for checking of Filled DISE DCFs**" may be provided to all the participants.
- 7) Blank DCFs alongwith 3 pages (filled with last years' detail) will be circulated to the concerned BPEOs.
- 8) A record regarding the no. of DCFs issued to a particular BPEO will be maintained by District MIS coordinator.
- 9) Instructions may be issued to all the BPEOs for allotment of clusters/schools to all the BRPs equally. BPEO will ensure the complete coverage of all the schools in his/her block.
- 10) DCF will clearly be explained to the CHTs/Teachers by the concerned BRP thereafter.
- 11) Attendance of all the participants will be recorded on prescribed format by District MIS Coordinator.
- 12) After the completion of training programme, a detail about the participants i.e. District, Block, Name of Participant, Designation, E-mail id, Phone no. etc will be sent to DM (MIS) at ssapunjab.mis@gmail.com.