

0DIRECTOR GENERAL SCHOOL EDUCATION CUM STATE PROJECT DIRECTOR SARVA SHIKSHA ABHIYAN AUTHORITY, PUNJAB

Minutes of the Monthly Meeting of the District Education Officers held on 11.08.2008

1.0 A meeting was held on 11.08.2008 in the office of Director General School Education cum State Project Director, Sarva Shiksha Abhiyan Authority, Punjab to review the implementation of SSA Programme and Mid Day Meal Scheme during the month of June, 2008. Director General School Education cum State Project Director chaired the meeting.

2.0 The list of officers who attended the meeting is at **Annexure A.**

3.0 **Action Taken Report by the DEOs on the previous meeting / meetings:**

The following observations are made on the Action Taken Report (ATR) on the decisions taken by the DEOs in their respective districts in compliance with the decisions of the previous meeting/meetings:-

- (1) DEO Moga did not send any report as to why remedial coaching was not taken up in district Moga during the financial year 2007-08;
- (2) Meetings of the District Education Development Committees were held in all the districts except (Gurdaspur and Nawanshaher). It was decided that a reference may be made to all DCs cum Chairmen DEDC to hold this meeting regularly;
- (3) Up gradation of EGS centres as regular primary schools in cases up to 2007-08 is still pending in the districts of Ludhiana and Sangrur;
- (4) It was informed by DEO Ferozepur that Principal DIET is not providing requisite information regarding the teachers who were absent from the Teacher Training Programme conducted during December, 2007. Report from DIET Principal may be sought;
- (5) Districts of Sangrur did not submit utilization certificates of the funds released up to 2007-08;
- (6) Districts of Moga did not give the details on the unspent balance to the Finance Wing in the Head Office;
- (7) None of the DEOs except Tarn Taran and Nawanshaher have

issued orders to assign the territorial jurisdiction to the BRPs working in the blocks;

- (8) It was noted that all the DEOs have not sent the report on excess expenditure incurred by them due to piece meal delivery of the books by PSEB to the districts;
- (9) It was decided that non usable books which are lying in the districts needs to be disposed of as per the guidelines. Necessary action in this regard has not been taken by the ASPD (Coordination);
- (10) All DEOs were advised to send a compliance report on publicity campaign of their respective districts. However, the districts of Barnala, Sangrur, Nawanshaher, Mansa, Ludhiana, Ferozepur have not been able to send any report;
- (11) DEOs were supposed to send a compliance report along with photographs in the Teacher Training programme conducted recently to implement the Parho Punjab Project however, no report has been received;
- (12) DEOs were advised to send a compliance report as to whether the slogans of the SSA have been painted on walls over the Panchayat Ghar or any other public building / schools;
- (13) DEOs were advised to send a compliance report on plantation of trees however requisite report is still awaited from the districts.

4.0 Finance:

a) It was apprised by Deputy Manager (Finance) in the meeting that funds as per details given below have been released to the districts during the year 2007-08 under all components:

Funds released during the year 2007-08 Under all components

(Rs. in lacs)				
Sr No	Name of the district	Total	Expenditure as reported by districts during 2007-08	Utilization Certificates collected for the financial year 2007-08
1	Amritsar	980.34	742.55605	1362.05469
2	Barnala	17.05	17.05000	1.03326
3	Bathinda	350.92	233.95713	371.97817
4	Faridkot	257.69	135.53693	310.88423
5	Fatehgarh Sahib	370.930	262.44527	487.28686

6	Ferozepur	858.83	719.34033	664.30937
7	Gurdaspur	1055.89	879.13513	1880.19786
8	Hoshiarpur	768.85	604.20987	358.98565
9	Jalandhar	647.51	493.41974	158.73806
10	Kapurthala	372.22	217.89302	174.30595
11	Ludhiana	1033.24	844.31504	568.72000
12	Mansa	313.76	186.62675	341.34124
13	Moga	478.42	359.87979	315.95449
14	Mohali	246.58	206.23315	188.96287
15	Mukatsar	310.24	184.39064	366.91028
16	Nawan Shehr	332.94	220.93583	168.16820
17	Patiala	754.51	613.99693	418.78000
18	Ropar	519.38	392.24234	333.39182
19	Sangrur	970.67	722.68007	0.00000
20	Tarantaran	389.75	341.52618	131.29027
	Total	11029.83	8378.37019	8603.29327

b) The details of the funds released to the districts up to July, 2008 during the current financial year is as follows:

District Wise Funds released and expenditure for the Financial Year 2008-09

Amount in
Lacs

Sr No	Name of the district	Funds released		Total Funds released during the year (till date)	Expenditure up to 31st July 2008	Percentage of expenditure to funds available
		Civil Works	Others			
1	Amritsar	345.14	27.74	372.88	31.97	8.57
2	Barnala	135.75	10.39	146.14	0.95	0.65
3	Bathinda	113.05	24.74	137.79	85.50	62.05
4	Faridkot	46.44	19.20	65.64	2.11	3.22
5	Fatehgarh Sahib	336.55	22.53	359.08	1.85	0.51
6	Ferozepur	429.79	32.48	462.27	3.13	0.68
7	Gurdaspur	336.75	44.94	381.69	6.22	1.63
8	Hoshiarpur	131.53	40.81	172.34	98.38	57.09
9	Jalandhar	279.75	38.70	318.45	7.88	2.48
10	Kapurthala	91.77	24.63	116.40	2.14	1.84
11	Ludhiana	194.61	57.49	252.09	2.67	1.06
12	Mansa	314.45	19.46	333.91	14.39	4.31

13	Moga	202.20	24.47	226.67	1.24	0.55
14	Mohali	181.12	18.48	199.60	8.44	4.23
15	Mukatsar	221.03	29.12	250.15	146.29	58.48
16	Nawan Shehr	65.61	19.78	85.39	57.07	66.84
17	Patiala	579.99	37.33	617.32	3.07	0.50
18	Ropar	83.85	26.27	110.12	2.60	2.36
19	Sangrur	353.35	29.56	382.91	6.47	1.69
20	Tarantaran	218.20	26.23	244.43	6.75	2.76
	Total	4660.92	574.34	5235.26	544.41	10.40

c) It was noted that the utilization of the funds has been very poor in the districts of Amritsar, Ferozepur, Moga, Bathinda, Gurdaspur, Jalandhar and Sangrur. It was further noted that DC Ferozepur and Jalandhar have not released the funds till date. It was decided that a reference may be made to DC Ferozepur and DC Jalandhar;

d) All DEOs were advised to ensure that utilization certificates of the funds released up to March, 2008 be furnished expeditiously i.e. by 31.08.2008 by all means failing which it may not be possible to persuade the Government of India to release the funds for the next financial year. **In case the funds are not released by Government of India due to this reason, the entire responsibility shall be of the respective Deputy Commissioners / DEOs;**

d) All DEOs were advised to send the monthly reports of the funds spent in the prescribed format as well as the other relevant information in the prescribed performas on 5th of month. A meeting on that day shall be held under the chairmanship of Deputy State Project Director, SSA and information shall be sent to the Head office by hand by the districts;

e) It was decided in the meeting that all the funds which are lying unspent in the districts up to **31.03.2008 relating to all the activities except the Civil Works, furniture for BRC / CRC and TLE be sent to the Head Office without any delay.** In case the districts have already spent and utilized this money, they should send the utilization certificates without any further delay. However, districts of Barnala, Kapurthala and Mohali have not sent this information. All remaining DEOs were asked to do the needful at the earliest.

5.0 Textbooks:

a) DEOs informed that there have been many shortcomings / difficulties faced by them while dealing with Punjab School Education Board in distributing the books. It was further pointed out by them that when the books are available on private shops by the Board, they can be made available to the DEOs very easily for further distribution to the students. No district till date has received the full quantity of books. In some of the districts there has been a huge shortage of books. The matter was put up on file for the kind information of the Education Minister and the Chief Minister and **it has been decided that the report may be sought from the Chairman PSEB.** It was decided that the matter may be pursued in compliance with the directions given by the Chief Minister, Punjab;

b) DEOs pointed out that quality of paper used by Punjab School Education Board for textbooks has been very poor. Further, there have been instances of the printing error. **It was decided that necessary details on excess expenditure incurred by DEO due to piece meal delivery of books by PSEB may be provided to the Head Office and thereafter reference may be made to PSEB also in this regard;**

c) All concerned ASPDs have visited their respective districts allotted to them and have submitted their report to ASPD (Coordination) regarding textbooks. It came to the notice that adequate logistic arrangements were not made by the DEOs. DEOs were advised to make out a route chart and send the vehicle from the district head quarter itself to deliver the books in the schools. All DEOs were advised to prepare route chart and confirm it in the next meeting. All DEOs were further advised to distribute the books to the students and shall ensure that no book is **kept lying unutilized either at the block level, cluster level or district level;**

d) The detailed position of the books lying in the D.E.O. office was reviewed and the following position has emerged:

Status for Unutilized Stock of Text / Workbooks

Sr. No.	District	Previous stock of books in district	Usable Books from Previous stock	Number of Books Distributed From Previous stock	Balance of Usable Books from Previous stock
1	Amritsar	999	999	999	0
2	Bathinda	23893	13057	13057	0
3	Faridkot	42130	34468	34468	0
4	Ferozepur	5052	0	0	0
5	Fatehgarh Sahib	4466	0	0	0
6	Gurdaspur	19195	0	0	0
7	Hoshiarpur	25716	10206	1696	8510
8	Jalandhar	8713	7613	7613	0
9	Kapurthala	0	0	0	0
10	Ludhiana	34276	30677	30677	0
11	Moga	23849	6635	6635	0
12	Mansa	701	0	0	0
13	Mukatsar	37851	24692	24692	0
14	N. Shehar	28504	25562	15411	10151
15	Patiala	37321	35175	35175	0
16	Ropar	31835	16927	11735	5192
17	Sangrur	20826	17875	17875	0
18	SAS Nagar	9502	8521	8521	0
19	Tarn Taran	55180	48939	48939	0
20	Barnala	31482	25415	7626	17789
21	Total	436604	306761	265119	41642

e) It was decided that useable stock should be kept in the safe custody and the same shall be used during the next academic session in case the syllabus of these titles is not changed. It was further pointed out by the DEOs that Amritsar (5716), Barnala (51), Ferozepur (14027), Ludhiana (1787), Moga (904), Ropar (2200), Sangrur (1170) have shortage of the books to the extent as mentioned in the brackets. Similarly the districts of Gurdaspur (10000+), Hoshiarpur (10000), Muktsar (24000 + 3480), Patiala (31000), Barnala (16191) and SAS Nagar (16417) are having books surplus with them. **It was decided that the ASPD (Coordination) may convene a meeting of the DEOs or the textbook coordinators in the respective districts and ensure that if the new demand / shortage of books raised by districts can be adjusted among the districts then the same should be finalized at the earliest;**

f) No representative of the Punjab School Education Board

was present in this meeting also. **It was decided that the reference be made to the Chairman, Punjab School Education Board to take necessary action against the officers for not attending the meeting.**

Also, the Government may be informed to direct the Punjab School Education Board to deliver the textbooks and workbooks without any further delay;

f) It has been brought to the notice that the workbooks in large number have not been provided for the classes 6th to 8th by the Punjab School Education Board. It was decided that the matter may be pursued with the Punjab School Education Board on weekly basis under intimation to the Government;

g) It was brought to the notice by the DEOs that the books have not been received for the students belonging to the Schedule Castes from the Punjab School Education Board / Department of Welfare. It was further suggested that the matter will be taken up with the Department of Welfare requesting them to deliver the books to the DEOs rather than the BDPOs as it causes substantial but avoidable delay. **A reference in this regard may be made to Secretary Welfare by Head Office** (Action: ASPD Coordination);

h) It was informed in the meeting by the DEOs that the textbooks have not been provided to SC students in the districts of Mansa, Patiala, Kapurthala, Mohali, Hoshiarpur, Bathinda, Sangrur, Ropar and Faridkot. **It was decided that a reference in this regard may be made to Secretary Welfare;**

j) It was noted that 129843 books are lying in the districts which cannot be utilized as the syllabus of such titles have been changed by PSEB. The matter may be examined on file and such books may be disposed of as per the guidelines issued by SSA so that no loss occurs to SSA. Necessary advice of Government of India, in case it is required, may be obtained;

k) It was noted in the meeting that 1.19 lacs workbooks are still to be provided by PSEB. It was decided that reference may be made to the PSEB and further the State Government may also be apprised about such a serious situation.

6.0 Remedial Coaching:

a) It was noted that the funds under the Remedial Coaching (RC) had been released to the districts during the last financial year. However, it has generally been observed that there has not been monitoring on the part of the DEOs to ensure whether Remedial Coaching classes are being held regularly or not. All DEOs except district Moga have submitted the monitoring report of schools where programme of remedial coaching was implemented during the year 2007-08. **All DEOs have sent the utilization certificate except district Moga;**

b) ASPD (P) informed that the detailed monitoring formats have been finalized by Head Office to monitor the remedial coaching. It was decided that a copy of this performa may be sent to the DEOs who may further collect the information and send it to the Head Office on regular basis;

c) The issue was discussed in detail in the meeting as to how to plan the Remedial Coaching in the current academic session. It was decided that the implementation of Remedial Coaching may be left to the concerned head of institution. They may be given flexibility to engage a teacher either of the same school or a well qualified unemployed youth or a teacher from a nearby area. **However, a strong monitoring mechanism be devised by the head office to monitor the performance of the Remedial Coaching continuously.** It was noted that the detailed guidelines to implement the Remedial Coaching have been issued;

d) DEO Moga may be asked to explain the reasons as to why he has not conducted the Remedial Coaching programmes during the academic year 2007-08 in the next meeting;

e) All DEOs assured that the list of the tutors of the school children taken for the remedial coaching along with other details shall be provided to the Head Office by the next meeting i.e. by 10.09.2008;

f) It was also decided that a software be got prepared in the Head Office from the MIS branch and thereafter detailed information be collected of all the students who are to be provided Remedial Coaching. It was also decided that all the funds released by the Government of India as per the plan 2008-09 particularly on **'Enhancement in the Learning Level'** be utilized effectively.

7.0 Civil Works

a) It was apprised by AM (Civil Works) in the meeting that the funds as per the details given below has been released to the districts

for further utilization under the civil works up to July, 2008:-

Rs. in lacs			
Civil Works Released Grant for the F.Y. 2008-09 as on June 2008			
S.No	Name of the District	Released by State Project Office	Reached to VEDC Level
1	Amritsar	345.14	88.55
2	Barnala	135.75	135.75
3	Bathinda	113.05	113.05
4	Faridkot	46.44	46.44
5	Fatehgarh Sahib	336.55	336.55
6	Ferozepur	429.79	150.00
7	Gurdaspur	336.75	336.75
8	Hoshiarpur	131.53	131.53
9	Jalandhar	279.75	279.75
10	Kapurthala	91.77	91.77
11	Ludhiana	194.605	194.605
12	Mansa	314.45	314.45
13	Moga	202.2	202.20
14	Mohali	181.12	181.12
15	Muktsar	221.03	221.03
16	Nawanshahar	65.605	65.605
17	Patiala	579.99	579.99
18	Ropar	83.85	83.85
19	Sangrur	353.35	353.35
20	Tarn Taran	218.2	218.20
TOTAL		4660.92	4124.54

b) It was noted that the funds have still not reached to the VEDCs from the districts. It was decided that the matter may be examined on file and put up to the higher authorities to write it to the

DCs to release these funds to the VEDCs by holding meetings of the DEDC at the earliest;

c) All District Education Officers were advised to submit detailed inspection reports regularly by the Committee constituted by head office at district level. The visit may be conducted at the starting of the month, so that the follow up action may be taken in the same month of inspection itself;

d) It was noted that the EGS centres for which the funds have been released up to 2007-08 have not been up graded to Regular Primary Schools. These districts are Sangrur, Ludhiana and Muktsar. **It was decided that a D.O. letter may be sent to all the Deputy Commissioners asking them to provide the land for EGS centres without any delay;**

e) Funds for the up gradation of 31 EGS centres as Regular Primary Schools were given to the districts as per the information given below;

List of EGS centres to be upgraded as to Regular Primary Schools during the year 2008-09

Sr.No.	District	Block Name	School Name	Work Started or not
1	Amritsar	Verka	Bohrupul Sangna	No
2	Amritsar	Amritsar-6	Varpal Kalan	No
3	Amritsar	Chougawan-2	Awan Wassua	No
4	Amritsar	Rayya-2	Khilchian	No
5	Amritsar	Chougawan-1	Burj	No
6	Amritsar	Rayya-2	Chajjalwadi	No
7	Barnala	Barnala	Zero Point	No
8	Barnala	Barnala	Prem Nagar Barnala	No
9	Barnala	Barnala	Kothe Gobindpura	No
10	Barnala	Sehna	Bazigar Basti Cheema	No
11	Barnala	Sehna	Bazigar Basti Tapa	No
12	Barnala	Sehna	Kothe Bhan Singh Bhadaur	No
13	Barnala	Sehna	Kothe Basti Dhilwan Nabha	No
14	Fatehgarh Sahib	Sirhind	Brahmanmajra	No
15	Fatehgarh Sahib	Sirhind	Joti Saroop Chowk	No
16	Fatehgarh Sahib	Khamano	Raipur	No

17	Ferozepur	Ferozepur-2	Gol baag sukad nehar, ward no. 6, Ferozepur city	No
18	Gurdaspur		Phulra	No
19	Hoshiarpur	Hajipur	Tibbian	No
20	Jalandhar	Lohian Khas	Kalu Mundi	No
21	Kapurthala	Sultanpur-2	Toti	No
22	Ludhiana	Sidwanbet-1	Sherpur Kalan	No
23	Ludhiana	Sidwanbet-1	Parjian Kalan	No
24	Ludhiana	Sudhar	Bhatthe Nandi (Vill. Rakba)	No
25	Ludhiana	Machiwara	Mand Udowal	No
26	Ludhiana	Machiwara	Mand Jodhwal	No
27	Mansa	Jhunir	Bajewala	No
28	Mansa	Jhunir	Jherianwali	No
29	Mansa	Sardulgarh	Beant Nagar Sardulgarh	No
30	Mansa	Sardulgarh	Khaira Kainchia Sardulgarh	No
31	Nawanshehar	Aur	kanoun	No
	Total			

It was informed in the meeting that work has been started in two EGS centres in district Amritsar, four at Barnala, one at Fatehgarh Sahib, one at Gurdaspur, one at Jalandhar, one at Kapurthala, two at Ludhiana, three at Mansa and one at Nawanshehar.

DEOs were advised to ensure that the funds are released to the VEDCs concerned and **necessary construction for Regular Primary Schools comes up at these places without any delay**. A report shall be submitted in the next meeting as to whether the work has actually started at these places or not by DEOs;

e) Execution of Civil Works was reviewed. It was noted that the works in case of 9 BRC, 11 CRC, 93 Branch Schools, 76 Building less schools, 92 Additional classrooms (Primary) 121 Additional classrooms (upper primary), 12 major repairs, 485 Building as Learning Aid (BALA) and 26 Ramps have still not been taken up despite the fact that funds have been released by the Head Office since long back. It was further noted that the **CRCs are pending mainly in the districts of Ferozepur, Patiala, Ludhiana and Jalandhar** whereas the additional classrooms both for primary and upper primary are pending in the districts of Amritsar, Gurdaspur, Ludhiana. All DEOs were advised to execute the works by 31.08.2008 and submit utilization works;

f) In addition to above, it was also noted that a large number of works are stated to be in progress and the same need to be

completed at an early date. It includes 01 BRC, 259 CRC, 45 New school building (Primary), 427 Additional Classrooms (Primary), 463 Additional Classrooms (Upper primary), 101 Major repairs, 1944 Building as Learning Aid (BALA), 36 Kitchen sheds and 118 Ramps. A letter to all Deputy Commissioners as mentioned above be also written asking them to expedite the work without any delay;

g) It was decided that the State Government has issued new instructions to the districts for opening of new schools. The criterion of having a minimum land for opening a new school has been revised. All DEOs were advised to explore the possibility to identify that land for the new schools against the EGS Centres as per the revised guidelines;

h) It was informed in the meeting that **the districts of Jalandhar, Patiala and Sangrur** are still to introduce the Asset Register in the schools. It was decided that all DEOs should introduce and ensure the proper maintenance of the assets created under SSA in the registers;

i) DM (CW) informed that the necessary drawings for all the civil constructions be taken by SSA have been finalized and the same have been provided to the DEOs. ALL DEOs were advised further to ensure that the constructions are raised as per these drawings in future;

j) DEOs informed that Black boards have been provided in all the schools. It was decided that an External evaluation be got completed through DIETs. Funds can be made available to the DIETs out of the Research Evaluation and Monitoring component of SSA;

k) It was noted that due to non availability of the list of the major repairs the necessary proposal could not be sent to Government of India during the Annual Plan of 2008-09. It was therefore decided that all DEOs may collect the list of the major repairs just now and do not wait for the DISE data. The list of the schools which require major repairs may be included in the plan document to be prepared in the year 2009-10. Similarly they may also identify themselves the school which requires additional classrooms.

8 EGS/AIE Centres:

a) It was informed in the meeting that the State Government has already concluded to the decision to conduct examination of class V by the respective Senior Secondary schools, High Schools and Middle schools. Detailed guidelines in this regard are being separately issued by Government. All DEOs were advised to take necessary action as per the guidelines issued by the State Government;

b) The matter of the main streaming of the out of school children (OOSC) in the age group of 6 to 8 and the students studying in the EGS / AIE Centres were reviewed in detail. ASPDs from the Head Office have also visited the districts and submitted their reports. The detailed position on the mainstreaming of the students in the above said categories emerged as per the details given below:

S. No	Name of the District	Children to be mainstreamed in schools during 2008-09					Percentage
		OOSC (6-8) as per HHS	Children from EGS Centres	Children from AIE Centres	Total No. of Children to be mainstreamed	No. of children mainstreamed	
1.	Amritsar	1675	2235	1247	5157	4903	80.70
2.	Barnala	449	3019	198	3666	3498	95.41
3.	Bathinda	2168	2762	110	5040	4131	81.96
4.	Faridkot	872	1024	972	2868	2276	72.04
5.	Fatehgarh Sahib	344	761	209	1314	1063	80.89
6.	Ferozepur	3912	3828	910	8650	7069	71.39
7.	Gurdaspur	704	506	235	1445	1425	98.62
8.	Hoshiarpur	1832	1029	1597	4458	3322	74.52
9.	Jalandhar	2184	447	362	2993	2311	76.98
10.	Kapurthala	399	336	1091	1826	1819	99.62
11.	Ludhiana	3558	654	657	4869	2909	59.21
12.	Mansa	1517	2167	278	3962	3888	97.73
13.	Moga	1156	962	31	2149	1842	85.71
14.	Mohali	846	84	112	1042	857	79.37
15.	Mukatsar	1592	3381	605	4973	4375	88.05
16.	Nawanshahr	297	296	118	711	632	88.04
17.	Patiala	2158	1734	1316	5208	4593	85.82
18.	Ropar	1142	110	72	1324	553	41.24
19.	Sangrur	1802	3687	0	5489	4380	77.46
20.	Taran Taran	1405	889	860	3154	2715	86.08

TOTAL	30012	29665	10070	69042	55613	
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c) DEOs were advised to appoint a Nodal Officer within each school or a near by school who is to take care and monitor the progress on mainstreaming of the children who are out of school or studying in EGS / AIE Centres. Though the DEOs during the meeting have verbally intimated regarding the deployment of Nodal Officers in all such schools, written intimation is still awaited from them;

d) It was decided that all DEOs should **make serious and sincere efforts to bring the out of school children in the schools** as a special campaign and submit the report during the next meeting;

e) It was decided that in compliance with the decisions taken by Grant-in-Aid Committee in the meeting held on 25.06.2008, 17 NGOs have been selected for mainstreaming the out of school children. ASPD (EGS) informed that agreement with 9 NGOs have already been executed whereas 8 NGOs have not come forward to execute the necessary agreement with the SSA and the DEOs. It was decided that a regular meeting with these NGOs may be held to monitor the progress by ASPD (EGS) and DEO (EE) concerned;

f) It was further noted that some of the districts namely **Hoshiarpur, Ludhiana and Tarn Taran were supposed to send their requisite confirmation as per the commitment made by them in the 2nd meeting of GIAC.** The above said confirmation is yet to be received from them. All DEOs in these districts were advised to send the necessary confirmation at the earliest. It was informed in the meeting that the last date to make applications in response to the 2nd advertisements made by SSA to invite applications from the NGOs has already gone. 47 applications have been received. A meeting of the Grant-in-Aid Committee has now fixed for 11.09.2008. All DEOs were advised to get in touch with Deputy Commissioners and ensure that necessary reports regarding the genuineness of the NGOs are brought in the meeting;

g) It was noted that all the NGOs may not be able to mainstream all the Out of School Children and hence SSA will have to open AIE centres to mainstream these children. Detailed guidelines in this regard were circulated in the last meeting itself. However, it was noted that the progress in this regard has been very poor in the districts of Bathinda, Gurdaspur, Nawanshaher, Patiala, Sangrur, Kapurthala. All DEOs were advised to take necessary action in this regard

expeditiously;

h) It was informed that the Bridge Courses have been finalized. However, the same are to be printed by following due procedure. Efforts shall be made to send these Bridge Courses along with the workbooks to the districts at the earliest;

i) A software may be got prepared from DM (MIS) on monitoring of the NGOs to mainstream the Out of School Children (OOSC) ASPD (EGS);

j) ASPD (EGS) was advised to ensure that the data entry of the out of school children is done meticulously and in a time bound manner in all the districts. All DEOs were advised to get in touch with ASPD (EGS) and DM (MIS) and ensure that the data pertaining to their district is entered correctly and the same shall be followed by an evaluation done through external agency. It was informed in the meeting that the data entry of the out of school children in respect of districts Kapurthala, Tarn Taran, Mansa, Muktsar is still to be completed same has been completed in respect of remaining districts;

k) All ASPDs will visit their respective districts and continue to monitor the progress of main streaming of out of school children on priority and other related issues in general;

l) It was decided during the last meeting that Government of India has agreed in principle to upgrade 310 EGS centres provided the State Government makes a commitment to provide land and thereafter send a revised proposal. It was informed in the meeting that the State Government has already taken a decision to review its policy to open the new schools. The detailed guidelines in this regard have separately been issued by the State Government. All DEOs were advised to identify land for all the 310 EGS centres as per the list given at Annexure 'B' and submit a detailed report by 30.08.2008 by all means;

9. Planning

a) It was informed in the meeting that the minutes of the PAB meeting held on 05.03.2008 for the year 2008-09 has been received. A copy of the same was circulated in the last meeting to all the DEOs and has been emailed to all DEOs. All concerned DEOs were advised to examine these minutes in detail and send their comments regarding poor performance of their respective districts by the next monthly meeting;

b) It was noted that the DISE data was not collected in a correct manner during the last year which has ultimately resulted in very poor plan. DM (MIS) has already circulated action plan to collect

the DISE data during the year 2008-09. All DEOs were advised to ensure that they themselves into the collection of the DISE data and further to ensure that no wrong data is reported to Head Office;

c) It was desired that DEOs may study the plan document prepared by SSA and meticulously examined all the 23 tables. The DEOs may thereafter compare the figures themselves and their districts and the same have been discussed in the next meeting;

d) All DEOs were advised to hold the district level workshop to sensitize the BPOsa and BRPs on the collection of the DISE data and planning.

10. Teacher Training

a) It was noted that despite issuing directions some of the designated BPEOs / Centre Head Teachers have not bothered to attend the training programmes being conducted by the Head Office at Mohali. **The DEOs were advised to take strict disciplinary action and submit the report in the next monthly meeting after getting the details from ASPD TT;**

b) No report has been received in the office on the use of Teacher Learning Material by the schools. **All DEOs were advised to bring the information in the enclosed performa at Annexure 'C';**

c) It was apprised by ASPD (TT) that a programme was launched on CTPM / CTE for Elementary Teachers by SSA in consultation with IGNOU. The examination for the CTPM has already been held though the projects are still required to be submitted by the teachers to IGNOU. All DEOs were advised to send these projects to IGNOU for evaluation without any further delay. ASPD (TT) was further advised to collect the district wise details of these projects and thereafter a letter be sent to all DEOs to expedite;

d) ASPD (TT) may examined the issues relating to the arrears which need to be paid by IGNOU to all the DEOs for conducting examinations. A reference in this regard shall be made immediately to IGNOU;

e) It was noted that many of the BRCs are still to be furnished to make them fit for imparting training. ASPD (TT) informed that detailed guidelines have been issued to all the DEOs. He further informed that the districts of Ludhiana, Moga, Jalandhar have not furnished their Block Resource Centres (BRCs). It was advised to all the DEOs that necessary action should be taken expeditiously as the funds have been released much earlier;

f) All DEOs were informed that for the Elementary teachers, there will be 10 days training where as for the remaining 10 days shall be utilized for holding meetings and sharing experiences by the teachers among themselves. They were advised to get in touch with their respective DIETs and request the Principals of DIETs to depute observers for such meetings. DEOs were also advised to visit and attend such trainings themselves as well. It was also decided that a letter be sent to all the Principal DIETs seeking confirmation as to whether they have deputed observers for these teacher training meetings or not;

g) ASPD (TT) was advised to issue the detailed guidelines for conducting teacher training programmes and issues to be taken in the monthly meeting both by Upper Primary school teachers and Primary school teachers.

11. IED & ECCE

a) All DEOs were advised to ensure that the IERT teachers join their duties at the designated places immediately. In case they do not join, IERT teachers may be appointed from the waiting list after following the procedure by Head Office. It was informed by DEOs that there are vacancies of IERTs in the districts of Amritsar, Mansa, Patiala, Ferozepur, Moga, Kapurthala,, Ropar, Nawanshaher, Gurdaspur, Tarn Taran, Jalandhar and Hoshiarpur. SO was advised to do the needful;

b) All DEOs were advised to make the resource room functional by procuring necessary material, if required;

c) The districts of Hoshiarpur, Jalandhar and Ludhiana **have not utilized the funds released to them under the ECCE component for providing Teacher Learning Material etc. to the Anganwari.** It was decided that the detailed report for non procurement of ECCE component in the districts of Hoshiarpur, Ludhiana may be obtained from the Deputy Commissioners of these districts;

d) It was informed by the DEOs that disability certificates have been issued to CWSN in their respective districts as per the details given below:

S.No.	Name of District	Total CWSN	No. of CWSN who have been provided disability certificates	Balance
1.	Amritsar	2584	960	1624
2.	Barnala	747	0	747
3.	Bathinda	2504	175	2329

4.	Faridkot	2145	187	1958
5.	Fatehgarh Sahib	1491	75	1416
6.	Ferozepur	5364	87	5277
7.	Gurdaspur	3299	1136	2163
8.	Hoshiarpur	3272	1229	2043
9.	Jalandhar	3082	30	3052
10.	Kapurthala	1458	140	1318
11.	Ludhiana	3658	173	3845
12.	Mansa	1510	255	1255
13.	Moga	1686	425	1261
14.	Mohali	1454	111	1343
15.	Muktsar	3377	224	3153
16.	Nawan Shehr	1579	936	643
17.	Patiala	3255	224	3031
18.	Ropar	2453	279	2174
19.	Sangrur	2424	150	2274
20.	TarnTaran	1941	479	1462

It was noted that though the primary responsibility to issue these certificates is of Department of Health and Family Welfare, however, **a reference may be made by Head Office to Civil Surgeons, Principal Secretary Health and Family Welfare and Deputy Commissioner by the Head Office with a copy to DEO (EE) in this regard;**

e) It was noted that IERT teachers are supposed to provide Home Based Education as well as to visit the schools regularly. However, some of these IERT teachers are stated not to visiting the schools nor do they take much action in providing Home Based Education. **It was decided that a performa to measure their performance to be circulated by the head office to all the DEOs which they will further circulate and advise the BPEO and other functionaries to collect the report from the IERT teachers about the work done by them;**

f) It was informed in the meeting that the workshop was held on 12th July, 2008 of all District IED coordinators and District Project Coordinators in MGSIPA Chandigarh. It was decided that the action plan be formulated by the Head Office to implement the IED component

in the districts;

g) It was informed that DM (IED) that assessment camps shall be organized in all the districts in consultation with ALINCO. Detailed guidelines have been sent to the districts. All DEOs were advised to ensure that these camps are organized in an effective manner.

12. Media

a) All DEOs were asked to submit the report on the strategy of publicity campaign of their districts. **Reports from districts namely Amritsar, Gurdaspur, Hoshiarpur, Jalandhar, Moga, Sangrur and Tarn Taran are still awaited.** ASPD (EM) was further asked to compile the details on the villages covered by the districts along with media reports and photographs;

b) Information relating to a program which will be broadcast on Prasar Bharti AIR, Jalandhar named "Sarva Shiksha Abhiyan Radio Class" was delivered to all DEOs during the meeting held on 10.06.2008. The programme will be broadcast for the children of Primary Schools (i.e. class I to V) only, from 12 Noon to 12.30 P.M. everyday. **All DEOs were advised to send the names of the Resource Persons / Teachers from DIETs / GISTCs / Schools. It was decided that in case no names are received from the districts, then the DEOs will themselves be the Resource Persons for their respective districts;**

c) Districts of Gurdaspur, Kapurthala, Hoshiarpur, Mohali, Muktsar, Moga, Bathinda and Barnala have purchased the radio sets for schools whereas **the remaining districts have agreed to procure the radio sets for Radio Classroom Project in their schools;**

d) ASPD (M) informed the progress on the project "Parho Punjab". It was informed in the meeting that project of "Parho Punjab" has been implemented by the State Government under the SSA programme to improve the learning level by 15 percent during the current academic year;

e) All DEOs were advised to ensure that to achieve the objectives of Parho Punjab Project, the initial two hours of everyday in Primary Schools after morning assembly to be devoted to project only. No teacher should be asked to collect DAK or provide any information during these hours. **It was also decided that the baseline data of the students in the Primary schools to be collected by 20th August, 2008 by the respective teachers;**

- f) It was informed that Summer Camps were being organized in all the schools through the "Pratham". All DEOs were requested to send a detailed report so that further necessary action can be taken;
- g) All DEOs were requested and advised once again to **assign the territorial jurisdiction of all BRPs in a Block so that the responsibility and accountability of BRP can be fixed;**
- h) The regular inspection of the schools should be made by all concerned **as per the guide lines issued by the SSA separately in this** regard. ASPD (Media) may get the guidelines issued. A compliance report from the districts be examined after getting the same from them;
- i) Teacher Training programme for three days were organized in all the districts during the month of July, 2008. However, it was noted that there were some absentees against whom the disciplinary action has still not been initiated by the DEOs. **All DEOs were advised to bring action taken report against all such employees in the next meeting by all means;**
- j) It was noted that SSA is procuring a magazine from PSEB for the schools however, the said magazine never reaches schools which is very serious. **It was decided that all these magazines should be sent to the schools and be provided to the students by the teachers;**
- k) A compliance report by the DEOs on conducting the teacher training programmes to implement 'Parho Punjab' project be sent to the head office along with the photographs;
- l) It was informed by the DEOs that monitoring registers in districts Ropar, Kapurthala, Tarn Taran, Nawanshaher, Jalandhar, Patiala, Moga, Hoshiarpur, Ferozepur and Amritsar are still to be received in their districts. **However, reports have not been received from the DEOs as to how many schools have been inspected by them.** All DEOs were requested and advised to visit the schools regularly and fill up the monitoring registers. They may further issue directions to the BRPs and BPEOs also;
- m) Publicity campaign by printing slogans on the walls and pasting posters over the Panchayat Ghar be undertaken on a massive scale. Further, the slogans of SSA programme need to be repainted in the schools or other conspicuous places;
- n) ASPD (Pedagogy) was advised to review the implementation of BALA scheme by holding regular meetings with the

concerned district coordinators. All DEOs were also advised to ensure necessary compliance in this regard.

12. Miscellaneous Issues

- a) Detailed guidelines were issued to all the DEOs and the copy of the same was provided regarding the plantation of trees during the monsoon season. Targets have been defined. All DEOs were strictly advised to get in touch with DEOs (SE) and Divisional Forest Officers concerned to plant trees as per the targets assigned. DEOs may however, at their own level may fix the target for each schools depending upon the place available;
- b) DEOs were advised to send proposals to fill all the posts of BRPs and DRPs and **ensure that Educational Volunteers be appointed in place of such BRPs / DRPs as per guidelines issued.**

13. Issues which are pending with Head Office

- (i) Computers for Mid Day Meal cell (31.07.2008);
- (ii) Providing Xerox machine in district Ropar & other districts as per the requirement;
- (iii) Fax machine for Circle Education Officers as per the requirement as per the rules;
- (iv) DEOs pointed out that the posts in Mid Day Meal cell are lying vacant and the same may be filled up expeditiously;
- (v) Approval of the appointment of the DPC in district Sangrur;
- (vi) Case of APC (F) in Bathinda;
- (vii) Guidelines regarding disposal of record relating to DISE data and other material;
- (viii) Approval of BRP and DRP in district Patiala;
- (ix) Providing Data Entry Operator in Mid Day Meal cell and SSA in Patiala and elsewhere where the posts are vacant;
- (x) Post of Accountant is vacant in district Faridkot;
- (xi) Appointment of the District Managers under Mid Day Meal cell to be expedited.

**DGSE cum State Project Director
SSA Punjab**

Encls: As above