

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 10.09.2008

1.0 A meeting was held on 10.09.2008 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 Aug., 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. It was decided that disciplinary action DEO Moga may be initiated;
- (2) Meetings of DEDCs were held in all the districts except Amritsar, Barnala, Bathinda, Faridkot and Moga during the month i.e. August, 2008. It was decided that a reference may be made to all these DCs cum Chairmen DEDC to hold these meetings 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. It was decided that the explanation of the Principal DIET, Ferozepur may be called on this issue;
- (5) 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;
- (6) 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);
 - (7) 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;
 - (8) 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;
 - (9) 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;
 - (10) DEOs were advised to send a compliance report on plantation of trees, however, requisite report is still awaited from the districts;
 - (11) DEOs of district Ferozepur, Moga and Mohali did not send the requisite information by 5th of the month. It was decided that the explanation of the DEOs concerned may be obtained in writing;
 - (12) Districts of Barnala, Fatehgarh Sahib, Ferozepur, Moga, Sangrur and Tarn Taran did not provide the list of the tutors engaged for the schools to provide the Remedial Coaching along with other details as decided in the meeting held on 11.08.2008;
 - (13) DEOs of districts Amritsar, Barnala, Bathinda, Hoshiarpur, Kapurthala, Ludhiana, Mansa, Mohali, Patiala, Ropar and Tarn Taran have not submitted their detailed inspection reports carried out by them of their schools in their respective districts;
 - (14) Districts of Gurdaspur, Barnala, Mansa, Jalandhar, Moga, Nawanshaher, Ropar and Sangrur have not given any information to the Head Office regarding the appointment of the Nodal Officer to monitor the progress of the mainstreaming the Out of School Children or setting up of EGS / AIE centres;

- (15) It was noted that none of the DEOs have sent their comments regarding the poor performance of their respective districts as noted in the Annual Plan as approved by PAB on 05.03.2008;
- (16) DEOs have not sent any action taken report / information against the BPEOs who were found absent during the training programme organized by Head Office in Mohali in the month of March / April, 2008. **It was decided that explanation of the DEOs may be called by Head Office and thereafter send the report to the Government to take further necessary action;**
- (17) No response have been received from the districts except Gurdaspur, Hoshiarpur, Mansa, Muktsar, Patiala and Faridkot regarding the information on Teaching Learning Material (TLM) in the enclosed performa given at Annexure 'B' to the minutes. It was decided that an explanation of the DEOs may be sought and thereafter matter may be referred to Government for taking further necessary action;
- (18) Districts of Ludhiana, Moga and Jalandhar have not furnished their Block Resource Centres (BRCs) as advised to them in the last meeting i.e. 11.08.2008;
- (19) Districts of Ludhiana, Hoshiarpur, Jalandhar have not utilized the funds released to them under ECCE component during the last year nor they have sent any report. DEOs of these districts were asked to explain the reasons for the same in writing within a week;
- (20) No random test was conducted through BMTs on Parho Punjab in districts of Barnala, Amritsar, Ludhiana, Mohali, Patiala, Moga and Tarn Taran. All DEOs shall explain the reasons for the same in the next monthly meeting;
- (21) DEOs of district Jalandhar, Kapurthala, Moga and Tarn Taran did not sent the report of summer camps in the desired formats. DEOs were asked to explain in writing by next meeting;
- (22) Districts of Moga, Ferozepur and Amritsar have not provided the list to the head office regarding the territorial jurisdiction of the BRP in the blocks;
- (23) No districts except district Muktsar have sent information regarding the action taken against the employees who were absent in the three day teacher training programme on Parho Punjab project conducted during the month of July, 2008

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 Aug., 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 August 2008	Percentage of expenditure to funds available
		Civil Works	Others			
1	Amritsar	345.14000	239.07716	584.21716	274.85631	47.05
2	Barnala	135.75000	79.62405	215.37405	203.81496	94.63
3	Bathinda	113.05000	177.82399	290.87399	227.11389	78.08
4	Faridkot	46.44000	102.21405	148.65405	151.96266	102.23
5	Fatehgarh Sahib	336.55000	113.95902	450.50902	434.29845	96.40
6	Ferozepur	429.79000	306.09300	735.88300	522.66047	71.02
7	Gurdaspur	336.75000	347.74700	684.49700	628.85363	91.87
8	Hoshiarpur	131.53000	299.98942	431.51942	385.01807	89.22
9	Jalandhar	279.75000	277.28241	557.03241	568.93224	102.14
10	Kapurthala	91.77000	140.60264	232.37264	149.04179	64.14
11	Ludhiana	194.60500	333.98231	528.58731	469.24711	88.77
12	Mansa	314.45000	120.62125	435.07125	422.73009	97.16
13	Moga	202.20000	142.61023	344.81023	328.41604	95.25
14	Mohali	181.12000	103.47400	284.59400	248.91289	87.46
15	Mukatsar	221.03000	156.59326	377.62326	372.46246	98.63
16	Nawan Shehr	65.60500	118.74350	184.34850	171.66076	93.12
17	Patiala	579.99000	271.44064	851.43064	824.99583	96.90
18	Ropar	83.85000	142.87250	226.72250	192.35237	84.84
19	Sangrur	353.35000	246.36025	599.71025	521.64013	86.98
20	Tarantaran	218.20000	172.34069	390.54069	335.98955	86.03
	Total	4660.92000	3893.45137	8554.37137	7434.95970	

c) It was noted that the expenditure incurred is poor in the districts of Amritsar and Ferozepur. It was decided that DEOs in these districts shall send a detailed report explaining the reasons for the poor utilization / expenditure;

d) DMF informed that utilization certificates have been received from the districts as on 31.03.2008. He was advised to examine these certificates and in case there are some observations the reference shall be made to the DEOs;

e) 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 format by 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;

f) 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;

g) It was brought to the notice by DMF that due cooperation have not been extended to the DEOs and other staff for opening bank accounts. All DEOs were advised to ensure that due cooperation is extended to the banks and all bank accounts be opened as per the decision of State Project Office / Authority;

h) It was decided that training to the BPEOs and other Subordinates may be given by DEOs at their level on financial matters so that the staff is fully equipped to handle the financial matters. This will help the DEOs and SPO to avoid from objections raised by audit subsequently;

i) It was decided that a workshop of all BPEOs and BPCs may be organized at Head Office level. Dy. SPD (S) may coordinate with DEOs and the training in four batches be provided to the concerned staff;

j) It was informed that SIM cards have not been provided to the DEOs though the necessary approval has been extended by the competent authority. ASPD (Proc.) was advised to expedite the matter

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. In some of the districts there is still some 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 (ASPD – Coordination);

b) 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 total amount am be collected from DEOs and the same may be deducted out of the amount payable to PSEB;

c) It came to the notice that adequate logistic arrangements were not made by the DEOs to distribute the books last time. 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 while ensuring the perfect and safe custody of usable stock;**

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.	Name of District	Surplus (Usable) Books		New Demand	Transactions
		Textbooks	Workbook		
1.	Amritsar	1070	1235	Nil	Nil
2.	Barnala	13686	1264	Nil	Nil
3.	Bathinda	37874	7552	Nil	Nil
4.	Faridkot	12125	9832	Nil	Nil
5.	Fatehgarh Sahib	Nil	Nil	Nil	Nil
6.	Ferozepur	33391	4841	Nil	Nil
7.	Gurdaspur	5710	730	Nil	Nil
8.	Hoshiarpur	55887	9943	Nil	Nil
9.	Jalandhar	26870	4890	Nil	Nil
10.	Kapurthala	Nil	Nil	Nil	Nil
11.	Ludhiana	4715	2483	400 W/B	400 W/B of 6th Class to be received from Patiala
12.	Mansa	38672	9038	Nil	Nil
13.	Moga	29200	7692	Nil	Nil
14.	Mohali	13222	4624	Nil	Nil
15.	Mukatsar	24463	10937	Nil	Nil
16.	Nawanshahe	18286	7769	Nil	Nil
17.	Patiala	34400	8569	Nil	Nil

18.	Ropar	102	15	2282 T/B	2282 T/B of 5th, 6th & 7th class to be received from Hoshiarpur
19.	Sangrur	15871	2104	1350 T/B	1350 T/B of 6th Class to be received from Patiala
20.	Tarn Taran	Nil	31106	2528 T/B	2528 T/B of 6th & 8th class to be received from Bti., Fdk., Mohali, Mkt., Mansa & Jal.

e) 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;**

f) 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);

g) 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;**

h) 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;

i) It was noted in the meeting that 75499 workbooks are still to be provided by PSEB. It includes Ludhiana (400), Tarn Taran (22008), Sangrur (3026), Mansa (4500), Barnala (6725), Hoshiarpur (20217 + 2046 + 16977). 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;

j) It was noted that titles of three books namely Hindi for class 3, Punjabi along with Grammar for class 7th and Science for class 8th is going to be changed by PSEB for the year 2009-10. It was decided that ASPD (Coord.) may pursue the matter further to finalize the issue after following the due procedure so that books be got printed and sent to the districts in time for the academic year 2009-10;

k) It was noted that information sent by the DEOs regarding the stock of the books is not consistent. DEO Mohali, Mansa, Ropar, Hoshiarpur and Moga shall give their necessary explanation for the repeated change in the figures;

l) It was decided that special checking may be conducted in the districts and find out whether the books have actually been dispatched to the students or not. A report in this regard shall be put up by ASPD (Coord.) to SPD within 10 days;

m) It was decided that all DEOs shall ensure that stock registers for the books are maintained properly. It shall be the personal responsibility of the DEOs to ensure the proper maintenance of the registers of useable stock as well as the non useable stock.

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. All DEOs except district Moga have submitted the monitoring report of schools where programme of remedial coaching was implemented during the year 2007-08. It was decided that the case may be sent to the Government to take necessary action against DEO Moga;

b) It was informed in the meeting that the detailed monitoring formats have already been sent to the districts, however, no information has been received from the districts of Amritsar, Barnala, Fatehgarh

Sahib, Ferozepur, Jalandhar, Ludhiana, Moga, Sangrur and Tarn Taran. It was further decided that ASPD (Ped.) may examine the reports sent by the districts and also get in touch with DM (MIS) to get a soft ware prepared and enter the information on the computer;

c) As the DEOs pointed out in the meeting that they are finding it difficult to implement the scheme on account of shortage of funds to implement the remedial coaching under SSA programme. In this regard all DEOs were advised to make out the detailed proposal and indicate the additional requirement of funds to the Head Office. ASPD (Ped.) may thereafter examine all such cases and after obtaining orders on the file from the competent authority necessary directions may be issued to DEOs ;

d) 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;

e) It was 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;**

f) It was informed by DEOs (EE) in the meeting that remedial coaching has not been implemented in the schools because of the poor response of the DEOs (SE) in the districts. It was decided that a reference maybe made to all the DEOs (SE) asking their explanation as to why the necessary action is not being taken as reported by DEOs (EE) in the district;

g) It was informed that assessment / evaluation to be conducted for the implementation of remedial coaching and its outcomes by Head Office through the DIETs / GISTCs. Necessary action in this regard may be initiated by ASPD (Ped.) in the Head Office.

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 August, 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	234.55

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	425.04
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	4545.58

b) It was noted that the funds have still not reached to the VEDCs from the districts. It was decided that all the DEOs shall ensure that the funds released to them up to this month actually reach the VEDC by all means so that progress is reflected in quarterly progress report to be sent to Government of India as on 30.09.2008. **Any relaxation is regard on the part of the DEOs shall be taken seriously as the Government of India is going to release the funds during the remaining year on the basis of the quarterly progress report to be submitted to them by 30.09.3008;**

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 and Ludhiana. **It was decided that a D.O. letter may be sent to 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	Yes
2	Amritsar	Amritsar-6	Varpal Kalan	Yes
3	Amritsar	Chougawan-2	Awan Wassua	Yes
4	Amritsar	Rayya-2	Khilchian	No
5	Amritsar	Chougawan-1	Burj	Yes
6	Amritsar	Rayya-2	Chajjalwadi	No
7	Barnala	Barnala	Zero Point	Yes
8	Barnala	Barnala	Prem Nagar Barnala	Yes
9	Barnala	Barnala	Kothe Gobindpura	Yes
10	Barnala	Sehna	Bazigar Basti Cheema	Yes
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	Yes
17	Ferozepur	Ferozepur-2	Gol baag sukad nehar, ward no. 6, Ferozepur city	No
18	Gurdaspur		Phulra	Yes
19	Hoshiarpur	Hajipur	Tibbian	Yes

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	Yes
30	Mansa	Sardulgarh	Khaira Kainchia Sardulgarh	Yes
31	Nawanshehar	Aur	kanoun	Yes
	Total			

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 the remaining places or not by DEOs. A reference may be made to all the Deputy Commissioners to expedite the necessary action into this matter;

e) Execution of Civil Works was reviewed. It was noted that the works in case of 7 BRC, 51 CRC, 72 Branch Schools, 38 Building less schools, 111 New School Buildings, 498 Additional classrooms (Primary) 504 Additional classrooms (upper primary), 4 major repairs, 252 Building as Learning Aid (BALA) and 11 Ramps have still not be 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 Amritsar, Ferozepur, Ludhiana and Sangrur** 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 30.09.2008 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 12 BRC, 154 CRC, 15 New school building (Primary), 23 New School Building Upper Primary, 302 Additional Classrooms (Primary), 373 Additional Classrooms (Upper primary), 15 Major repairs, 104 Building as Learning Aid (BALA), 29

Kitchen sheds and 16 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) 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;

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

j) 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 the schools themselves which require additional classrooms;

k) It was realized that Annual plan is prepared in very casual and hasteful manner and the real issues on the ground are normally not reflected in the Plan document. All DEOs were advised to identify the list of the schools which requires major repairs along with the photograph of the building and the requirement of funds / estimates as well as the list of the schools who requires boundary walls. The requirement of the boundary walls may be calculated on the basis of the 6th feet height of the wall. DEOs may identify such schools and bring a list in the monthly meeting to be held on 10.12.2008 by all means. They were also advised to ensure that requirement of such schools is duly incorporated in the DISE survey which is going to be held after 30.09.2008;

l) DM (CW) informs that quantity and number of the civil works requires reconciliations with the districts. It was further informed that the performance in this regard has already been sent. All DEOs are advised to compile this information and bring it during the next monthly meeting.

8 EGS/AIE Centres:

a) It was informed in the meeting that the State Government has already decided 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. It was decided that Dy. SPD (A)) may examine the matter on file and take further necessary action on the matter. He was advised to prepare an action plan in compliance with the directions of the Government so that no inconvenience is caused to anyone at the time of examination;

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					
		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	Percent age
1	Amritsar	1675	2235	1247	5157	4903	95.07
2	Barnala	449	3019	198	3666	3498	95.42
3	Bathinda	2168	2762	110	5040	4131	81.96
4	Faridkot	872	1024	972	2868	2325	81.07
5	F. Sahib	344	761	209	1314	1063	80.90
6	Ferozepur	3912	3828	910	8937	7417	82.99
7	Gurdaspur	704	506	235	1445	1425	98.62
8	Hoshiarpur	1832	1029	1597	4458	3322	74.52
9	Jalandhar	2184	447	362	2993	2304	76.98
10	Kapurthala	399	336	1091	1888	1846	97.78
11	Ludhiana	3558	654	657	4869	2909	59.75
12	Mansa	1517	2167	278	3962	3903	98.51
13	Moga	1156	962	31	2149	1842	85.71
14	Mohali	846	84	112	1042	924	88.68
15	Muktsar	1592	3381	605	4973	4432	89.12
16	Nawanshahe	297	296	118	711	632	88.89
17	Patiala	2158	1734	1316	5208	5059	97.14
18	Ropar	1142	110	72	1324	553	41.77
19	Sangrur	1802	3687	0	5489	4380	79.80
20	TaranTarn	1405	889	860	3154	2715	86.08

		30012	29911	10980	70647	59583	84.34
--	--	-------	-------	-------	-------	-------	-------

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 during 01.10.2008 to 10.10.2008 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 12 NGOs have already been executed whereas 5 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.** ASPD (EGS) may confirm whether it has been received from them or not. It was informed in the meeting that the 3rd Grant-in-Aid committee meeting has been adjourned for the time being. However, the DEOs may collect the list of applications from NGOs received in their respective districts from the ASPD (EGS). ASPD (EGS) shall examine these cases on single file and take appropriate orders of Chairman of GIAC as there is hardly any time left to run the AIE centres during the current year. All these cases shall be got approved from the GIAC expost facto;

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 Ferozepur, Jalandhar, Moga, Patiala, Ropar and Tarn Taran on opening of new AIE centres. All DEOs were advised to take necessary

action in this regard expeditiously. The list of the AIE centres which requires to be opened by the districts and the action taken by them is enclosed at Annexure 'C' to the minutes;

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 by 30.09.2008;

i) It was informed by the ASPD (EGS) that the necessary data entry of all the out of school children have already been completed in respect of 20 districts. **It was decided that the reports may be generated district wise and the same may be sent to the DEOs who will further monitor the progress of out of school children by holding regular meetings with all concerned at their level;**

j) 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;

k) 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 by DEOs that the land for 3 EGS centres in district Amritsar, 1 in Barnala, 3 in Fatehgarh Sahib, 8 in Ferozepur, 2 in Gurdaspur, 6 in Kapurthala, 5 in Mohali, 10 in Mansa, 3 in Patiala have already been identified. DEOs express their difficulty / inability to identify land for the remaining centres. It was decided that DEOs may send this proposal to the Head Office which shall be examined and sent to the Government of India for taking further necessary action. However it was clarified to the DEOs that at no point of time any excuse of non availability of land in respect of the EGS centres as mentioned above shall be accepted. Further necessary action in respect of these centres may be taken by Head Office;

l) It was clarified to DEOs that NGOs may identify Out of School Children who could not be included during the household survey conducted in the month of January, 2008 for many reasons. However, the list of such children shall be prepared on the prescribed schedule only and the same shall be sent to the ASPD (EGS) who shall get it entered in the computer by 15.10.2008;

m) The districts may send their requirement of the Bridge Course to the ASPD (EGS) at the earliest who shall further ensure that the books reaches to the districts by 05.10.2008 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 preparation of a 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 involve 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 examine all the 23 tables. The DEOs may thereafter compare the figures themselves and their districts so that the same can be discussed in the next meeting;
- d) All DEOs were advised to hold the district level workshop to sensitize the BPEOs and BRPs on the collection of the DISE data and planning;
- e) It was further advised that after giving the necessary training to all BRPs and DRPs, the information on DISE from some of the schools may also be collected from all of them and find out if they are making any mistakes. The second round of the training shall take care of the grey areas as noticed by DEOs;
- f) Only district Muktsar and Hoshiarpur have prepared a plan for a cluster each in their district. No other district has prepared and it was decided that all such districts should also prepare a plan for one cluster in each district;
- g) DM (MIS) was advised to get in touch with DEOs and ensure that the sufficient and adequate training is imparted to the teachers for the quality of the DISE data in time bound manner. She was also advised to review action plan prepared from time to time.

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 'B';**

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. It was also decided that the reference be made to IGNOU as to why they have not conducted any PCPs for the Certified Courses in Teaching of English (CTE);

d) ASPD (TT) may examine 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) Districts of Ludhiana, Moga and Jalandhar have not furnished their Block Resource Centres (BRCs). All DEOs concerned were advised to take necessary action expeditiously in accordance with guidelines issued to them as the funds have been released much earlier;

f) Monthly meetings of the teachers are stated to be held by Principals of DIETs / GISTCs in the districts. However there is lack of coordination among the Principals of DIETs and GISTCs. Further no report has been received from the districts except Fatehgarh Sahib, Gurdaspur, Mansa and Ropar;

g) Quarterly progress reports of the year 2007-08 is pending from the districts of Muktsar, Amritsar, Barnala, Bathinda Hoshiarpur, Patiala, Kapurthala, Ropar, Sangrur, Tarn Taran, Mansa, Ludhiana and Mohali. It was decided that explanation of the DEOs may be called by Head Office and thereafter further necessary action may be taken;

h) All DEOs were informed that for the Elementary teachers, there will be 10 days training where as the remaining 10 days shall be utilized for holding meetings and sharing experiences by the teachers among themselves. 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;

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) It was noted that districts of Amritsar and Tarn Taran have not made resource room functional by procuring the necessary material, though it was informed by the DEOs that they have procured the material. It was decided that DEOs will explain in writing as to why they have not made resource rooms functional till date.;
- 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 the performa to measure the performance of IERT teachers has been finalized and the same is attached as Annexure 'E' to the minutes. It was further decided that DM (IED) may separately circulate this performa to the DEOs;

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 accordingly 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 ALIMCO. Detailed guidelines have been sent to the districts. It was decided that the DEOs shall make the necessary planning in advance and ensure that these camps are organized in an effective manner without causing inconvenience to the parents of the special children;

h) DEOs were advised to organize the exposure visits of the schools run for the special children in their respective districts or adjoining districts so that both the normal students as well as the teachers are sensitized about the needs and issues of the special children;

i) It was noted that the survey of special children has been completed in the blocks where IERT teachers have been posted. However in the blocks where these posts are lying vacant, the survey

needs to be conducted afresh. DEOs were advised to get this survey conducted once the recruitment of IERT teachers is made;

j) DM (IED) shall collect the detail report on the progress of the assessment camps going on presently in the districts and put up the same to the State Project Director;

k) Photographs of the assessment camps may be captured by DEOs and the same may be sent to Head Office which can be used for documentation;

l) During the assessment camps it has been observed that the children get difficulty in getting income certificate and dis ability certificate from the authorities during the camp itself. **DEOs were advised to get in touch with Deputy Commissioners and Civil Surgeons and ensure that the certificates are issued in camps itself.**

12. Media

a) All DEOs were asked to submit the report on the strategy of publicity campaign of their districts. **Reports from districts namely Barnala, Ferozepur and Sangrur 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) It was informed by ASPD (EM) that in some of the districts radio sets are still not being purchased though the substantial number of episodes has already been broad cast in the radio class project. ASPD (EM) was advised to collect the list of the schools where radio sets have not been provided by VEDCs on random basis and thereafter necessary explanation shall be sought from the DEOs as all the DEOs in the meeting have confirmed that radio sets have been procured by all the VEDCs in the districts;

c) ASPD (Media) explained in the meeting that the following activities are to be taken up during the month of September under the Parho Punjab Project:

(ੳ) ਹਰੇਕ ਸਕੂਲ ਵਿਚ ਬੱਚਿਆਂ ਦੇ ਮਹਿਲਾਂ ਅਨੁਸਾਰ ਬੇਸਲਾਇਨ ਚਾਰਟ ਕਮਰੇ ਵਿਚ ਲੱਗਿਆ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ।

(ਅ) ਬੱਚਿਆਂ ਦੀਆਂ ਜਮਾਤਾਂ ਕਮਰਿਆਂ ਵਿਚ ਲਗਾਈਆਂ ਜਾਣ ਬਾਰੇ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

(ੲ) ਮਿਡ ਟੈਸਟ ਨਵੰਬਰ ਦੇ ਪਹਿਲੇ ਹਫ਼ਤੇ ਲਿਆ ਜਾਣਾ ਹੈ ਇਸ ਸਬੰਧੀ ਹਰੇਕ ਅਧਿਆਪਕ ਤਕ ਸੂਚਨਾ ਹੋ ਜਾਵੇ ਤਾਂ ਜੋ ਉਹ ਹੋਰ ਮਿਹਨਤ ਨਾਲ ਬੱਚਿਆਂ ਨੂੰ ਪੜ੍ਹਾਉਣ।

- (ਸ) 20 ਨਵੰਬਰ ਤਕ ਬੇਸਲਾਇਨ ਦੀ ਸਮੁੱਚੀ ਰਿਪੋਰਟ ਤਿਆਰ ਕਰਨੀ ਹੈ ਅਤੇ ਰੈਨਡਿਮ ਟੈਸਟਿੰਗ ਦੀ ਰਿਪੋਰਟ ਵੀ ਤਿਆਰ ਕਰਕੇ ਜਮ੍ਹਾਂ ਕਰਵਾਉਣੀ ਹੈ।
- (ਹ) ਬੱਚਿਆਂ ਦੇ ਬੇਸਲਾਇਨ ਦਾ ਡੈਟਾ ਲੁਧਿਆਣਾ ਵਿਖੇ ਪ੍ਰਥਮ ਦੁਆਰਾ ਫੀਡ ਕਰਵਾਇਆ ਜਾ ਰਿਹਾ ਹੈ ਜੋ 30 ਸਤੰਬਰ ਤਕ ਪੂਰਾ ਹੋ ਜਾਣ ਦੀ ਉਮੀਦ ਹੈ।

All DEOs were advised to ensure that the activities are completed during the month itself.

d) It has come to the notice that the strength of the children in the schools has either been going down or data has been reported wrongly by DEO Bathinda. DEO was asked to explain the reasons for the same in writing by next meeting;

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 prepare or provide any official information during these hours;

f) It was decided that one day training programme be organized for all the DEOs under Parho Punjab Project as it is very clear from the responses of the DEOs that many of them still require in depth knowledge / information on the project which will enable them to monitor the project effectively in the districts

g) It was informed in the meeting that to improve the standards of electronic media in the primary schools, two districts have been identified by the State Head Office namely Mansa and Kapurthala to improve the standards of English on the pattern similar to Parho Punjab. DEOs were advised to get in touch with ASPD (Media) and take necessary action as advised from time to time;

h) It was informed that Summer Camps were being organized in all the schools through "Pratham", NGO. All DEOs were requested to send a detailed report so that further necessary action can be taken;

i) 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;**

j) 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;

k) 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;**

l) 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;**

m) It was informed by the DEOs that monitoring registers have been received by them and the same have been sent to the schools. **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;

n) 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 only. DEO Gurdaspur confirmed it in the meeting;

o) 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) DEOs pointed out that the posts in Mid Day Meal cell are lying vacant and the same may be filled up expeditiously;
- (iv) Case of APC (F) in Bathinda;
- (v) Guidelines regarding disposal of record relating to DISE data and other material;
- (vi) Providing Data Entry Operator in Mid Day Meal cell and SSA in Patiala and elsewhere where the posts are vacant;
- (vii) Post of Accountant is vacant in district Faridkot;
- (viii) Appointment of the District Managers under Mid Day Meal cell to be expedited;
- (ix) DEOs requested to grant administrative approval for procurement of digital cameras so that all the activities undergoing under SSA are well documented;
- (x) CEOs requested that they have been monitoring the implementation of SSA programme in their respective divisions and hence they required Data Entry Operators and the computers etc. S.O. and ASPD (Proc.) may take further necessary action;
- (xi) The matter of encashment the earned leaves of BRPs and DRPs come up for discussion in the meeting. DEOs requested that the matter may be taken up with DPI (SE) and Government to resolve the matter as the BRPs and DRPs are agitating for the genuine requests;
- (xii) The case of EGS centres in district Patiala is pending in the Head Office for the necessary advise;
- (xiii) One IERT teacher namely Ms. Sukhmaya is on long leave. However, no action has been taken by the Head Office in this matter;
- (xiv) DEO Amritsar requested for two computers and a Photostat machine;
- (xv) DEO Tarn Taran informed that he needs computers. He further pointed out that the salary has not been paid by M/s Aman Security to the contractual staff;
- (xvi) DEO Jalandhar requested to fill up the vacant post of

- Accountant and IERT teachers and also to provide two computers;
- (xvii) DEO Moga pointed out that there is deficiency of Photostat machines and the computers in the district;
- (xviii) DEO Muktsar requested for the fax machine. He advised to procure the same after following the due procedure as he is a competent authority in case the machine does not cost more than Rs. 10,000/-;
- (xix) DEO Mohali requested that there is no office building for SSA in district Mohali. She was advised to send the case to the Head Office for taking further necessary action;
- (xx) DEO Gurdaspur mentioned the deficiency of the computer and the vacancy of the 10 IERT teachers in the district;
- (xxi) DEO Hoshiarpur requested for three computers as well as the grant for furnishing BRC;
- (xxii) DEO Ludhiana, Barnala, Faridkot and Sangrur requested for more computers and printers.

**DGSE cum State Project Director
SSA Punjab**

Encls: As above