

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

## **Minutes of the Monthly Meeting of the District Education**

### **Officers held on 10.06.2008**

1.0 A meeting was held on 10.06.2008 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 May, 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 on the decisions taken by the DEOs in their respective districts in compliance with the decisions of the previous meeting/meetings:-

- (1) Reply on the Internal Audit Observations are still pending from district Patiala;
- (2) Inspection reports on Remedial Coaching are received from the districts of Nawanshaher, Ropar, Tarn Taran;
- (3) Up gradation of EGS centres to regular schools is still pending in the districts of Bathinda, Jalandhar, Ludhiana, Amritsar and Sangrur;
- (4) Only district Muktsar held the meeting of DEDC during May, 2008;
- (5) Inspection Report of VEDCs were not received for May, 2008 from the districts of Kapurthala, Patiala and Sangrur;
- (6) ASPD (EGS) is still to get the matter finalized on issuing instructions from the Government on minimum requirement of land for up gradation of EGS centres to regular primary schools;
- (7) Procurement of the material under ECCE component is still to be made from the districts of Mansa and Mohali;
- (8) District Ferozepur did not provide any information on details of teachers, who did not attend the Teacher Training Programme conducted during December, 2007.

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:

District Wise Funds released during the year 2007-08  
under all components (Rs. in lacs)

Sr No	Name of the district	Opening Balance as on 1-4-2007	Funds released during the year	Total
1	Amritsar	71.98229	908.36506	980.34735
2	Barnala	0.00000	17.05000	17.05000
3	Bathinda	20.42917	330.49870	350.92787
4	Faridkot	28.58983	229.10690	257.69673
5	Fatehgarh Sahib	18.38324	352.54694	370.93018
6	Ferozepur	22.30876	836.53021	858.83897
7	Gurdaspur	37.42424	1018.47045	1055.89469
8	Hoshiarpur	23.82954	745.02906	768.85860
9	Jalandhar	28.16799	619.34873	647.51672
10	Kapurthala	25.44284	346.78146	372.22430
11	Ludhiana	35.49439	997.75240	1033.24679
12	Mansa	47.46146	266.30003	313.76149
13	Moga	20.59221	457.83170	478.42391
14	Mohali	0.00000	246.58120	246.58120
15	Mukatsar	21.01029	289.23461	310.24490
16	Nawan Shehr	14.18601	318.76169	332.94770
17	Patiala	25.11011	729.40954	754.51965
18	Ropar	7.88600	511.50147	519.38747
19	Sangrur	71.27130	899.40500	970.67630
20	Tarantaran	0.00000	389.75790	389.75790
	Total	519.56967	10510.26305	11029.83272

b) The details of the funds released to the districts during May, 2008 are as follows:

Amount in lacs				
Sr. No	Name of the Districts	Civil Works	Others	TOTAL
1	Amritsar	28.50000	4.57116	33.07116
2	Barnala	83.25000	2.33555	85.58555
3	Bathinda	75.00000	7.37799	82.37799
4	Faridkot	7.50000	8.41905	15.91905
5	Fatehgarh Sahib	24.25000	12.59302	36.84302
6	Ferozepur	154.75000	6.78900	161.53900
7	Gurdaspur	129.75000	11.06050	140.81050
8	Hoshiarpur	34.75000	11.75517	46.50517
9	Jalandhar	117.25000	8.52616	125.77616
10	Kapurthala	14.75000	9.16264	23.91264
11	Ludhiana	98.75000	21.43656	120.18656
12	Mansa	146.50000	7.20600	153.70600
13	Moga	107.50000	8.44473	115.94473
14	Mohali	33.00000	3.96000	36.96000
15	Mukatsar	107.50000	9.05076	116.55076
16	Nawan Shehr	4.75000	6.48000	11.23000
17	Patiala	150.00000	9.79164	159.79164
18	Ropar	12.50000	9.51400	22.01400
19	Sangrur	100.00000	5.19600	105.19600
20	Tarantaran	112.50000	4.98544	117.48544
	<b>Total</b>	<b>1542.75000</b>	<b>168.65537</b>	<b>1711.40537</b>

c) All DEOs were advised to ensure that utilization certificates of the funds released up to March, 2008 be furnished by 30.06.2008 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, 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 chaired by Deputy State Project Director, SSA and information shall be sent to the Head office by hand by the districts;

e) All districts except districts of Fatehgarh Sahib, Patiala & Faridkot (who have only given partial information) are still to send the information regarding the funds un-utilized and pending with the VEDCs of previous years. DMF was advised to issue detailed instructions / directions in this regard to the DEOs and collect the details by 10.07.2008. A meeting in this regard shall be held at 10 A.M i.e. before

the start of the regular monthly meeting to discuss this issue.

**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 that while the books are available on private shops, at the same time it can be made available to the DEOs 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;
- b) DEOs pointed out that quality of paper used by Punjab School Education Board 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;
- c) All concerned ASPDs have visited their respective districts allotted to them and have submitted their report to ASPD (Coordination) regarding textbooks. It has come 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 further advised to distribute the books to the students and shall ensure that no book is **kept lying 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**

**Detail of Previous Stock**

Sr. No.	District	Total Previous Books stock in district	Total Usable Books from Previous stock	Number of Books Distributed From Previous stock	Balance of Usable Books from Previous stock	Total Unusable Books from Previous stock
1	Amritsar	999	999	999	0	0
2	Bathinda	23893	13057	13057	0	10836
3	Faridkot	42130	34468	34468	0	7662
4	Ferozepur	5052	0	0	0	5052
5	Fatehgarh	4466	0	0	0	4466

	Sahib					
6	Gurdaspur	19195	0	0	0	19195
7	Hoshiarpur	25716	10206	1696	8510	15510
8	Jalandhar	8713	7613	7613	0	1100
9	Kapurthala	0	0	0	0	0
10	Ludhiana	34276	30677	30677	0	3599
11	Moga	23849	6635	6635	0	17214
12	Mansa	701	0	0	0	701
13	Mukatsar	37851	24692	24692	0	13159
14	N. Shehar	28504	25562	15411	10151	2942
15	Patiala	37321	35175	35175	0	2146
16	Ropar	31835	16927	11735	5192	14908
17	Sangrur	20826	17875	17875	0	2951
18	SAS Nagar	9502	8521	8521	0	981
19	Tarn Taran	55180	48939	48939	0	6241
20	Barnala	31482	25415	7626	17789	6067
21	<b>Total</b>	<b>436604</b>	<b>306761</b>	<b>265119</b>	<b>41642</b>	<b>134730</b>

e) No representative of the Punjab School Education Board was present in the meeting. 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 books without any delay;

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

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. (Action: ASPD Coordination);

h) It was brought to the notice by the DEOs that the students belonging to the SC families are being deprived for having the workbooks. It was decided that the matter may be taken up with the State Government either to provide the funds for the workbooks after preparing the detailed estimates or ask Department of Welfare to do the

needful. The possibility may also be explored to provide workbooks to the students under any component under the Sarva Shiksha Abhiyan Programme.

## **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 is no monitoring on the part of the DEOs to ensure whether Remedial Coaching classes are being held regularly or not. All DEOs (except Gurdaspur, Kapurthala, Ropar and Mohali) were requested to send the monitoring report of schools where programme of remedial coaching was implemented during the year 2007-08. They were also advised to send list of such schools so as to get it cross verified and evaluated from some different agencies. **DEOs of district Gurdaspur, Hoshiarpur, Moga, Mohali, Ropar and Sangrur have sent the utilization certificate whereas the remaining districts are still to give it;**

b) 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;**

c) It was further decided on the suggestions made by DEOs that ASPD (Pedagogy) may frame the detailed guidelines and get them approved on file before issuing the same to the districts on Remedial Coaching;

d) DEOs were also asked to explain the reasons as to why some of them have not conducted the Remedial Coaching programmes during the academic year 2007-08 in the next meeting. Moga has not conducted the Remedial Coaching

## **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 during the year

2007-08:-

(Rs. in Lacs)

S.no	Name of the District	Release by Head Office	Release to VEDCs	%age
1	Amritsar	427.30000	427.30000	100.00
2	Bathinda	77.74000	77.74000	100.00
3	Faridkot	17.94000	17.94000	100.00
4	Fatehgarh Sahib	125.82000	125.48000	99.73
5	Ferozepur	315.16000	315.16000	100.00
6	Gurdaspur	490.50000	490.50000	100.00
7	Hoshiarpur	236.15000	236.15000	100.00
8	Jalandhar	166.63000	165.95000	99.59
9	Kapurthala	95.22000	95.22000	100.00
10	Ludhiana	481.90000	481.90000	100.00
11	Mansa	19.33000	19.33000	100.00
12	Moga	215.70000	215.70000	100.00
13	Mohali	112.10000	112.10000	100.00
14	Muktsar	31.02000	31.02000	100.00
15	Nawanshaher	67.30000	67.30000	100.00
16	Patiala	303.30000	303.30000	100.00
17	Ropar	228.60000	228.60000	100.00
18	Sangrur	400.36000	399.62000	99.82
19	Tarn Taran	97.50000	97.50000	100.00
<b>TOTAL</b>		<b>3909.57000</b>	<b>3907.81000</b>	<b>99.95</b>

b) 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;

c) 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, Bathinda, Jalandhar, 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;

d) Funds for the up gradation of 31 EGS centres were given to the districts as per the information given below;

**Information regarding upgradation of EGS centres to Regular Primary Schools for the year 2008-09**

<b>Sr.No.</b>	<b>District</b>	<b>Block Name</b>	<b>School Name</b>	<b>Children enrolled</b>
1	Amritsar	Verka	Bohrupul Sangna	49
2	Amritsar	Amritsar-6	Varpal Kalan	40
3	Amritsar	Chougawan-2	Awan Wassua	56
4	Amritsar	Rayya-2	Khilchian	45
5	Amritsar	Chougawan-1	Burj	46
6	Amritsar	Rayya-2	Chajjalwadi	42
7	Barnala	Barnala	Zero Point	52
8	Barnala	Barnala	Prem Nagar Barnala	120
9	Barnala	Barnala	Kothe Gobindpura	50
10	Barnala	Sehna	Bazigar Basti Cheema	78
11	Barnala	Sehna	Bazigar Basti Tapa	80
12	Barnala	Sehna	Kothe Bhan Singh Bhadaur	45
13	Barnala	Sehna	Kothe Basti Dhilwan Nabha	40
14	Fatehgarh Sahib	Sirhind	Brahmanmajra	60
15	Fatehgarh Sahib	Sirhind	Joti Saroop Chowk	40
16	Fatehgarh Sahib	Khamano	Raipur	40
17	Ferozepur	Ferozepur-2	Gol baag sukad nehar, ward no. 6, Ferozepur city	160
18	Gurdaspur		Phulra	60
19	Hoshiarpur	Hajipur	Tibbian	47
20	Jalandhar	Lohian Khas	Kalu Mundi	40
21	Kapurthala	Sultanpur-2	Toti	130
22	Ludhiana	Sidwanbet-1	Sherpur Kalan	41
23	Ludhiana	Sidwanbet-1	Parjian Kalan	44
24	Ludhiana	Sudhar	Bhatthe Nandi (Vill. Rakba)	44
25	Ludhiana	Machiwara	Mand Udowal	88
26	Ludhiana	Machiwara	Mand Jodhwal	40
27	Mansa	Jhunir	Bajewala	88
28	Mansa	Jhunir	Jherianwali	61
29	Mansa	Sardulgarh	Beant Nagar Sardulgarh	48
30	Mansa	Sardulgarh	Khaira Kainchia Sardulgarh	49
31	Nawanshehar	Aur	kanoun	81
	<b>Total</b>			<b>1904</b>

e) 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.

f) It was further apprised in the meeting that the Project Approval Boards minutes for the Annual Work Plan for the year 2008-09 has been received from Government of India and Government of India has agreed to release the funds for up gradation of 310 EGS centres provided the State Government makes a commitment to provide land and thereafter send a revised proposal;

g) The detail of these EGS centres is enclosed as **Annexure 'B'** to these minutes. All DEOs were advised to send the necessary proposals by 30.06.2008 so that the matter can be taken up with Government of India late on.

h) Execution of Civil Works was reviewed. It was noted that the works in case of 01 BRC, 45 CRC, 02 new school buildings, 152 Additional classrooms Primary 223 Additional classrooms for upper primary, 57 major repairs, 2102 Building as Learning Aid (BALA) and 158 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 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 expeditiously;

i) 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. A letter to all Deputy Commissioners as mentioned above be sent asking them to expedite the work without any delay;

j) An asset register have been sent to all the districts by Head Office to maintain the stock of the all the assets created under Sarva Shiksha Abhiyan. It came to the notice that in some of the schools these registers are still to be introduced and maintained. All DEOs were advised to do the needful;

k) AM (Civil Works) was advised to issue the guide lines on execution of Civil Works for the year 2008-09 after getting them approved on file.

## **8 EGS/AIE Centres:**

a) The matter of conducting examination of class Vth by

Punjab School Education Board came up for discussion during the last meeting also. ASPD EGS was requested to get the matter processed at the Head Office and issue directions to the DEOs after obtaining the orders of the competent authority. However, the needful is still to be done;

b) The matter of the main streaming of the out of school children in the age group of 6 to 8, the students 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 Children to be mainstreamed	No. of children mainstreamed	
1.	Amritsar	1675	2235	1247	5057	2766	54.70
2.	Barnala	449	3019	198	3666	3324	90.67
3.	Bathinda	2168	2762	110	5040	457	9.07
4.	Faridkot	872	1024	972	2868	1353	47.18
5.	Fatehgarh Sahib	344	761	209	1314	1063	80.90
6.	Ferozepur	3912	3828	0	7740	4256	54.99
7.	Gurdaspur	704	506	235	1445	1365	94.46
8.	Hoshiarpur	1832	1029	1597	4458	2528	56.71
9.	Jalandhar	2184	447	362	2993	1856	62.01
10.	Kapurthala	399	336	1091	1826	577	31.60
11.	Ludhiana	3558	654	657	4869	2340	48.06
12.	Mansa	1517	1921	278	3716	3136	84.39
13.	Moga	1156	962	31	2149	1690	78.64
14.	Mohali	846	84	112	1042	500	47.98
15.	Mukatsar	1592	3381	605	4973	4163	83.71
16.	Nawanshahr	297	296	118	711	580	81.58
17.	Patiala	2158	1734	1316	5208	3951	75.86
18.	Ropar	1142	110	72	1324	646	48.79

19.	Sangrur	1802	3687	0	5489	3984	72.58
20.	Taran Taran	1405	889	860	3154	2535	80.37
<b>TOTAL</b>		<b>30012</b>	<b>29665</b>	<b>10070</b>	<b>69042</b>	<b>43070</b>	<b>62.38</b>

c) DEOs were advised to appoint a Nodal Officer which each school or a near by school who is to take care 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 noted that the progress on mainstreaming on out of school children was very poor and virtually no progress was made by DEOs during May, 2008 except one or two districts.

e) It was further decided that a fresh campaign shall be started by the DEOs personally from the 1st July, 2008 to 10th July, 2008 and this shall be reviewed in the next monthly meeting.

f) 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;

g) All ASPDs will visit their respective districts during first week of July to monitor the progress of main streaming of out of school children and other related issues.

## 9. Planning

a) It was informed in the meeting that the minutes of the PAB meeting held on 05.03.208 for the year 2008-09 has been received. A copy of the same was circulated in the meeting to all the DEOs and has been emailed to all DEOs.

b) 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.

## 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) All DEOs were advised to ensure that the benefit of the earned leaves be given to all the teachers within their respective districts against the days on which the teacher attended the training programmes during June, 2007;

c) 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'.**

d) 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 delay;

e) ASPD (TT) may pursue the issues relating to the arrears which need to be paid by the IGNOU to all the DEOs for conduction examinations.

f) It was noted that many of the BRCs are still to be furnished to make the training worthy. ASPD (TT-2) was advised to come out with detailed guidelines on furnishing of BRCs;

g) 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.

## **11. IED & ECCE**

a) All DEOs were advised to ensure that the IERT teachers join their duties at the designated place immediately. In case they do not join, IERT teachers may be appointed from the waiting list;

b) **No resource room has been set up in the districts of Jalandhar till date.** DEO Jalandhar was advised to ensure that the resource room is set up immediately. Remaining DEOs were advised to make the resource room functional by procuring hardware, if required;

c) The districts of Bathinda, Hoshiarpur, Jalandhar,

Ludhiana, Mansa, **have not utilized the funds released to them under the ECCE component for providing Teacher Learning Material etc. to the Anganwari;**

d) It was noted that disability certificate to the students have not been issued by the concerned Civil Surgeons in districts except Mansa, Nawanshaher, Tarn Taran and Mohali. A letter in this regard has already been written to the Deputy Commissioners and Civil Surgeons. DEOs were advised to follow up the matter with the Civil Surgeons and Deputy Commissioners and submit the report regarding the certificate issued to such students in the next meeting;

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) DM (IED) was advised to follow up the matter of holding workshop in consultation with Bhoj University.

## **12. Media**

The following projects were discussed with all DEOs in the meeting:

a) All DEOs were asked to submit the report and strategy of publicity campaign of their districts. **Reports from districts namely Amritsar, Gurdaspur, Hoshiarpur, Jalandhar, Moga, Sangrur and Tarn Taran are still awaited;**

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. 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. Names from all the district are still awaited;**

c) ASPD (M) informs that the project "Parho Punjab" needs to be monitored by DEOs on weekly basis;

d) It was decided that project of "Parho Punjab" has been

implemented by the State Government through the SSA programme to improve the learning level by 15 percent during the current academic year;

e) Pratham is organizing training for the Block Master Trainers from 2<sup>nd</sup> July, 2008 to 10<sup>th</sup> July, 2008. DEOs were advised to participate in these training programmes and send their feed back to the Head Office;

f) It was informed that Summer Camps are being organized in all the fields through the "Pratham". All BRPs need to be put on duty by the DEO concerned and send a compliance report;

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) All DEOs were advised that the monitoring registers are under printing and the same shall be circulated to the districts which may further be sent to the schools;

i) 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.

## **12. Miscellaneous Issues**

a) All DEOs were advised to examine the results of the examination conducted recently and submit a report during the next monthly meeting;

b) DEOs were advised to identify the number of plants which they can easily plant during the coming monsoon seasons in the schools. Dy. SPD was requested to follow it up further with DEOs of Department of Forests;

c) DEOs were requested to apply their mind on the proposal as to whether only the BPEOs should continue to work as the Block Resource Coordinator or in his place a senior most BRP need to be appointed as BRC;

d) 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;

e) E-mail IDs of all the Component Heads has been put on the official website of SSA, Punjab under Contact Section. DEOs were requested to send the information to concerned component heads by E-mails.

**13. Issues which are pending with Head Office**

- (i) Computers for Mid Day Meal cell;
- (ii) APC (G) needs to be posted in district Mohali;
- (iii) Providing Xerox machine in district Jalandhar, Kapurthala, Patiala, Ropar & other districts as per the requirement;
- (iv) Fax machine in district Moga and other districts and for Circle Education Officers as per the requirement as per the rules;
- (v) **DEO Muktsar needs to clarify the matters relating to BRC/CRC in writing.** AM/CW may examine the matter after obtaining orders on file;
- (vi) DEOs pointed out that the posts in Mid Day Meal cell are lying vacant and the same may be filled up expeditiously;
- (vii) Cases of BRP / DRP in Fatehgarh Sahib;
- (viii) Approval of the appointment of the DRC in district Gurdaspur and Sangrur;
- (ix) Approval of Residential Bridge Courses in Ropar;
- (x) Case of APC (F) in Bathinda;
- (xi) Guidelines to be issued to the districts regarding the funds lying with them under SSA;
- (xii) Guidelines regarding disposal of record relating to DISE data.

**DGSE cum State Project Director  
SSA Punjab**

Encls: As above