

**Office of Director General School Education & State Project  
Director Sarva Shiksha Abhiyan Authority, Punjab**

**Minutes of the Monthly Meeting of the District Education Officers (SE)  
held on 17.02.2010**

1.0 A meeting of all DEOs (SE) in the State of Punjab was held in the office of Director General School Education on 17.02.2010 to review the issues relating to Secondary Education. Mr. Krishan Kumar, Director General School Education chaired the meeting.

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

3.0 Following discussions / decisions were taken in the meeting.

**3.1 Number of Schools visited:**

a. It was noted that all DEOs (SE) and the ICT coordinators in the State have visited the schools during the month, though some of the districts namely Fatehgarh Sahib and Ludhiana visited lesser number of schools. Further, the reports received from the ICT coordinators on visiting of the schools were examined by the head office. It was decided that the deficiencies may be taken care off by the respective DEOs / ICT Coordinators in the schools specific as mentioned by them in their reports. A compliance report in this regard may be made in the next meeting. DM (ICT) was asked to seek report in all individual cases separately from the DEOs / ICT Coordinators;

**3.2 Problems relating to Hardware (HCL):**

(i) Districts of Bathinda (1), Faridkot (4), Kapurthala (1), Ludhiana (4), Mansa (8), Muktsar (5), Mohali (4), Nawanshahr (1), Patiala (2), Ropar (2), Sangrur (5) and Fatehgarh Sahib (1) have problem relating to UPS; districts of Faridkot (1) and Mansa (3) have problem relating to voltage stabilizers, districts of Faridkot (4) and Mansa (2) has problem relating to Server/Desktops; districts of Kapurthala (1) and Nawanshahr (1) have problem relating to Printers; district of Faridkot (1) has problem relating to LAN;

(ii) HCL informed in the meeting that some of these problems have already been rectified. However, the same was not confirmed by the district coordinator or DEO (SE). It was also decided that a request may also be made to the Chief Executive Officer of M/s HCL to take appropriate action in this regard failing which PICTES shall be constrained to take further necessary action;

**3.3 Problems relating to Hardware (GCL):**

(i) Districts of Barnala (1), Bathinda (1), Faridkot (6), Ferozepur (2), Kapurthala (1), Ludhiana (1), Mansa (3), Muktsar (8) and Ropar (2) has problem relating to UPS; districts of Faridkot (1), Hoshiarpur (4), Jalandhar (1), Mukstar (1) and Ropar (1) have problem relating to Voltage Stablizers; district of Bathinda (7), Faridkot (12), Ferozepur (11), Hoshiarpur (2), Kapurthala (7), Ludhiana (5), Mansa (9), Muktsar (4) Ropar (1) and Sangrur (2) has problem relating to Server / /Desktops; district of Bathinda (4), Faridkot (1), Ferozepur (3), Hoshiarpur (3), Ludhiana (2), Mansa (1), Moga (2), Sangrur (1) and Muktsar (1) has problem relating to Printers; districts of Hoshiarpur

(3) and Ludhiana (2) has problem relating to LAN;

(ii) GCL informed in the meeting that some of these problems have already been rectified. However, the same was not confirmed by the district coordinator or DEO (SE). It was also decided that a request may also be made to the Chief Executive Officer M/s GCL to take appropriate action in this regard failing which PICTES shall be constrained to take further necessary action;

#### **3.4 Theft Cases and replacement of the Hardware (HCL)**

a) It was noted that HCL need to replace equipments in district Ferozepur (1) Gurdaspur (4) and Hoshiarpur (1) where replacement is required to be made on account of theft. M/S HCL was asked to do the needful and report;

#### **3.5 Theft Cases and replacement of the Hardware (GCL)**

i. It was noted that GCL need to replace equipments in district Amritsar (1), Bathinda (1), Ferozepur (1), Tarn Taran (1) and Hoshiarpur (2) where replacement is required to be made on account of theft. M/S GCL was asked to do the needful and report;

#### **3.6 Payment of Computer Fees:**

a) It was confirmed by AMF that the necessary reconciliation of the computer fee has already been done by the districts. It was confirmed by AMF that the necessary reconciliation of the computer fee has already been done by the districts. After reconciliation it was noted that the districts of Jalandhar (Rs. 13.19 lacs), Ludhiana (Rs. 3.74 lacs), Mansa (Rs. 3.74 lacs), Mohali (Rs. 5.15 lacs), are still to deposit the computer fee collected from the districts. All DEOs were advised to do the needful at the earliest. It was further decided that the computer fee collected from the students by schools should not lie in the schools and it should immediately be deposited in the head office so that the same can be utilized in making the payment of the salary of the computer teachers;

b) It was further clarified that the districts may send the computer fees once in a quarter though the schools have been authorized to collect the fee from the students even on monthly basis as per the convenience of the students;

#### **3.7 Purchase of GEN Sets:**

It was noted that all districts have procured gensets wherever funds were available. Further, the matter may be examined on file in the head office in respect of the schools that are not having adequate funds to purchase gensets and possibility may be explored to seek funds from NABARD for schools in rural areas. DM (ICT) and AMF (ICTY) may further pursue the matter with the NABARD;

#### **3.8 Additional Labs or Computer required due to increase in enrollment:**

The requisite information has been received from the districts. It was informed that 32 Additional Labs required 32 servers, 258 desktops, 32 printers, 87 UPS and 87 voltage stabilizers are required in various districts. DM (ICT) was further requested to carry out this exercise again as it is noted that in most of the schools the computer machines are in adequate to accommodate the whole class causing

inconvenience to the school authorities. However, the proposal is yet to be submitted by DM (ICT);

### 3.9 Internet Connectivity:

It was noted that BSNL is not providing connections to the schools despite completing all formalities. The number of connections which are still to be provided by BSNL is as per details given below:

Sr. No	District	Total Connections	Installed	Uninstalled	Working
1	Amritsar	314	264	50	258
2	Bathinda	265	265	0	265
3	Faridkot	144	123	21	116
4	FG Sahib	149	136	13	130
5	Ferozepur	328	319	9	300
6	Gurdaspur	438	438	0	438
7	Hoshiarpur	418	372	46	362
8	Jalandhar	454	403	51	402
9	Kapurthala	226	172	54	169
10	Ludhiana	527	495	32	490
11	Mansa	186	179	7	165
12	Moga	238	232	6	223
13	Muktsar	206	206	0	188
14	Nawanshahr	190	178	12	178
15	Patiala	348	321	27	319
16	Ropar	173	173	0	162
17	Sangrur	366	362	4	358
18	Mohali	150	110	40	98
19	Tarn Taran	185	138	47	135
20	Barnala	119	119	0	119
	<b>Total</b>	<b>5424</b>	<b>5005</b>	<b>419</b>	<b>4875</b>

It was also discussed in the meeting that the BSNL has some problems on connectivity. It was decided that the ICT coordinators in their respective districts may get in touch with the BSNL authorities and get the applications filled up from the school authorities in respect of the places where broadband connectivity is not feasible as an alternative solutions have been suggested by BSNL. Similarly, it was also pointed out that the connections have yet not been made operational by BSNL whereas the bills have been started coming. It was decided that the DM (ICT) may pursue the matter with BSNL at personal level. It was clarified that the payment of the bills be made to the BSNL authorities only against the operational connections and in cases where the bills have been received against non function connections, the same be informed to the head office without any delay;

### 3.10 Vacancy of Computer teachers in the districts:

It was informed that in the districts of Amritsar (6), Barnala (17), Bathinda (2), Faridkot (3), Fatehgarh Sahib (13), Ferozepur (15), Gurdaspur (14), Hoshiarpur (13), Jalandhar (60), Kapurthala (30), Ludhiana (35), Mansa (17), Moga (51), Muktsar (0), Mohali (0), Nawanshahr (8), Patiala (20), Ropar (30), Sangrur (54) and Tarn Taran (8) have the vacancies in the respective districts. AM (Admn.) was advised to take

further necessary action as per the rules and ensure that the vacancies are filled up expeditiously;

### **3.11 Supply of Textbooks (Computer):**

DEOs have not pointed out any shortage of the books in the meeting;

### **3.12 Quality of Education – Achievement of minimum standards:**

It was noted that under the ICT Project there is dire need to maintain the quality of education. Instructions were issued to the DEOs to ensure that the minimum standards are achieved in the schools. However reports have been received from all the districts. **It was decided that the necessary explanation / reports may be sought from the concerned ICT Coordinators and Program Managers in this regard.** It was further decided that the necessary disciplinary action against such computer teachers may be initiated as per rules;

### **3.13 Maintenance Grant:**

a) The issue was discussed in detail and it was noted that despite giving grant to the schools at the rate of Rs. 2400, 2800 and 3200 to the middle school, high school and senior secondary schools respectively, the same is not being utilized adequately by the schools whereas the whitewash, repair of chairs and few other similar issues. DEOs were advised to ensure that funds were utilized after following due procedure. All DEOs were advised to utilize the funds and send UCs of 2008-09 to Head Office without any delay;

b) It was noted that the districts of Ropar and Gurdaspur are yet to submit the utilization certificates of the Maintenance Grant released to them during previous years. It was decided that the necessary explanation of the DEOs be sought on this ground as their does not seem to be any reason as to why the utilization of funds released to them up to 31.03.2009 cannot be submitted now;

### **3.14 "Computer for ALL" scheme:**

a) It was noted that under the scheme Computer for ALL, computer machines were provided **in Ludhiana** district in villages Jaspal Banger, Jalajan, Bahadurke, Rattangarh, Talwandi Rai, Ghamnewal, Boparai Kalan, Bhaini Arayan, Bilga, Humbran, **in Amritsar** district in villages Fattubhilla, Avan, **in Gurdaspur** district in villages Gho , Dalla , Talibpur Pandori , Paniar, Harial, Agwan, Hayat Nagar , Ghuman Kalan, Sohal, Phulra, **in Moga** district in villages Butter Kalan, Dhudike, Chand Purana and **in Tarn Taran** district in village Fatiabaad; However, these computers are installed **in Amritsar** district in villages Fattubhilla, Avan, **in Gurdaspur** district in villages Sohal, Paniar, Harial and Ghuman Kalan, **in Moga** district in villages Butter Kalan, Dhudike and **in Tarn Taran** district in village Fatiabaad; computer operators have been appointed only **in Amritsar** district in villages Fattubhilla, Avan, **in Gurdaspur** district in villages Paniar, Harial, Sohal, Ghuman Kalan **in Moga** district in villages Butter Kalan, Dhudike and **in Tarn Taran** district in village Fatiabaad. It was decided that DEOs may take appropriate action against these village Panchayats and

take these computers back in case they have not set up by KIOSKs and provide computer operators. Under no circumstances these computers will be left as the personal property of the village sarpanches. Further, it was decided that DM (ICT) may depute teams at district level to cross verify as to whether the infrastructure provided under the scheme has actually been utilized or not as claimed by some of the DEOs

### **3.15 Up gradation of Computer Teachers:**

It was informed by ASPD (ICT) that there are no cases pending in the head office where formal orders or up gradation of eligible computer teachers are required to be issued;

### **3.16 Resignation of Computer Teachers:**

a) It was generally noted that the resignation cases of the computer teachers are not sent to the head office by districts in time. Many times financial loss is also caused to the Society due to such delays. ASPD (ICT) informed that no such cases are pending with the head office for appropriate orders;

b) All DEOs were advised to send these cases within a week to the head office and thereafter ASPD (ICT) will take appropriate action in all such cases. Further, on the recovery of salary in cases where adequate reply to notices is not submitted by the computer teachers, it was decided that the matter may be sent to the head office by the districts and the same be pursued with respective Deputy Commissioners to declare these recoveries as arrears of revenue and recover it thereafter from the concerned officials;

### **3.17 ACRs of District Coordinators**

(i) It was noted that ACRs of teachers have not been completed in the districts. DEOs were advised to do the needful and also get the service books compiled and completed by 30.07.2009;

## **4 Mid Day Meal Scheme:**

Major issues in implementation of the Mid Day Meal are as given below;

a) Some of the schools are not having proper gas connections and other kitchen devices. All DEOs were advised to get in touch with DM (PUNSUP) in their districts and thereafter provide equipments in the schools;

b) On construction of kitchen sheds it was noted that the construction has been started in all the districts except Gurdaspur (8), Patiala (4), Jalandhar (3) and Ludhiana (8);

c) It has generally come to the notice that the disposable Bardana is lying in the schools and the same is being disposed of in the school at their own level whereas this Bardana need to be disposed of by way of auction at the district level. All DEOs were advised to get in touch with schools and DEOs (EE) and issue appropriate directions to the schools in this regard;

d) All DEOs were advised and directed to inform the DGSE in case they have any shortage of funds required towards cooking cost in any of the school under

their jurisdiction. It was decided that the DEO concerned should ensure that the construction work of the kitchen sheds be completed and in case where the work cannot be started, the reasons may be explained to the head office so that the further necessary action can be taken without any delay;

e) All DEOs were advised to provide necessary information for monthly meeting to enable them to send and compile this information to the head office for the monthly meetings;

f) It was further decided that the DEO Ferozepur and Nawanshahr need to pay special attention as the Mid Day Meal is being served through outsourcing Agencies in these districts. However, in case it is found that Mid Day Meal was not being served in any school on ground of shortage of any funds the concerned DEOs shall be responsible;

#### 4 EDUSAT Project:

4.1 The implementation of the Edusat project was reviewed in detail. It was noted that 37 complaints are pending in the districts as on date. ASPD (Edusat) was advised to follow up the matter with the ISRO continuously and HCIL and ensure that the problems are resolved;

During the meeting, the districts expressed difficulties in getting the redressal of the complaints. It was decided that a complaint register shall be maintained in the State Hub wherein all complaints shall be recorded providing all the details of the complaints / telephone no.s of the complainants. Junior Engineers (JEs) posted in the State Hub will acknowledge these complaints on the registers itself twice a day atleast and thereafter follow up the matter and get it resolved. For this purpose telephone no.s of JEs along with their districts are given below:

Name of JE	Telephone No.	Districts allotted
Mr. Parvinder Singh	9872222730	Mohali, Ropar, Fatehgarh Sahib and Patiala
Mr. Simerjit Singh	9780473195	Bathinda, Faridkot, Ferozepur, Mansa and Muktsar
Ms. Monika Sharma	9914041556	Nawanshahr, Jalandhar & Kapurthala
Mr. Harsh Singh Bhinder	9876980104	Ludhiana, Sangrur, Barnala and Moga
Mr. Varundeep	9872618104	Hoshiarpur, Gurdaspur, Amritsar and Tarn Taran

It was noted during the meeting that Sh. Simerjit Singh is not taking necessary action in respect of the complaints conveyed to him. It was decided that a show cause notice be issued to him and thereafter further necessary action be taken;

4.2 In case of some of SITs, it has been noted that the concerned school incharges do not take interest and as a result the SITs are not put ON by such schools. This was viewed as serious. It has also come to the notice that during the field visits and even the schools do not know about the time table and the District Edusat Coordinators hardly pay any attention. It was therefore decided that randomly some of the schools may be got inspected on telephone everyday and in case it is found that the lectures delivered at State Hub are not utilized by the students, the necessary explanation of the Edusat Coordinators of the particular district be also called in addition

of the school head. Regular report be put up to the undersigned by ASPD (Edusat).

**4.3** On training the officials it was decided that one round of training has already been completed and in case some more training is required, the same can be organized at the district level;

**4.4** DEOs were also advised to identify adequate number of students in the beginning of the academic year itself who are aspirant in appearing in the competitive examinations for Engineering and Medical Colleges. Such list may be collected from DEOs in advance including the name of the students, Father's name and the contact number of the students so that appropriate necessary action can be taken from the beginning itself;

**4.5** It was informed that 380 gensets have been supplied to the schools, however, 23 gensets are non functional. ASPD (Edusat) was advised to report after taking necessary action in these cases within a week;

**4.6** DEOs were informed that 7 in Amritsar, 1 in Faridkot, 2 in Jalandhar, 1 in Mansa, 3 in Nawanshahr, 2 in SAS Nagar, 2 in Tarn Taran, 4 in Sangrur, 2 in Moga, 4 in Muktsar, 3 in Ferozepur, 1 in Patiala, 2 in Gurdaspur and 3 in Hoshiarpur are non functional; GM (Tech.) was advised to get these complaints registered in the complaint registers and thereafter take corrective measure under intimation to DGSE within a week;

**4.7** On Edusat programme the DEOs mentioned / pointed the following deficiencies on which the necessary action is to be taken by head office:

- a) There is leakage in the gensets and as a result the kerosene oil is leaked out of the gensets;
- b) Gensets are not easy to start;
- c) Clarification need to be given as to whether the funds shall be given for furnishing the room for ROTs or not by the head office.

ASPD (Edusat) in the head office was asked to look into these matters and clarify the position to DEOs after obtaining orders on file;

**4.8** ASPD (Edusat) was advised to put all the presentations on the website [www.ssapunjab.org](http://www.ssapunjab.org). He was further advised that a question bank may also be prepared from the resource persons for each subject and the same may also be provided on this website;

**4.9** The matter on introducing some subjects from Arts faculty was considered in the meeting and it was decided that some lectures may be issued for the subjects Geography, Political Science, Economics and History;

**4.10** ASPD (Edusat) was advised to explore the possibility of providing CDs to the schools of the lectures which are being delivered through Edusat;

**4.11** Suggestions were made by certain DEOs that the head office may explore the possibility to conduct online testing of the students just as done by institutions like BITs etc;

**4.12** ASPD (Edusat) was also advised to explore the possibility to put the live lecturers organized by Edusat on website which can be made free to all the students;

**4.13** GM (F&A) informed in the meeting that the DEOs have not sent the utilization certificates except Faridkot, Ferozepur, Gurdaspur, Kapurthala, Nawanshahr and Tarn Taran against the funds which were released to them for furnishing of the Edusat rooms. All DEOs concerned were advised to submit their utilization certificates now by 31.10.2009;

## **5.0 Science and Maths Education:**

**5.1** It was noted that all the District Science Supervisors have sent their reports. ASPD (MC) was advised to examine these reports and take further necessary action. All DEOs were also advised that they should take follow up action on the reports submitted by Science Supervisors. No lenient view may be taken in such cases where teachers have repeatedly been ignoring the directions given by Science Supervisors or DEOs or Head office particularly on the issues of non conducting of the tests regularly; checking of the copies of the students sincerely and the non completion of the syllabus in time;

**5.2** Maths labs / kits need to be provided in all the districts under SSA programme. Further, it is more important that the material so provided in the schools is actually being utilized by the teacher in teaching. ASPD (MC) was advised to look into the matter and take further necessary action through DSS;

**5.3** It was noted that the diaries are not being maintained by teachers in the schools. All DEOs were advised to comply with these directions i.e. teachers may write these diaries once in a week rather than writing it on daily basis;

**5.4** It was suggested that the comparison of the diaries maintained by the teachers and the diaries maintained by the class monitors may be compared by the school heads. Necessary instructions in this regard may be issued to the school heads by ASPD (Math). Further, the school heads may clearly give their comments on the diaries maintained by the teachers at least once in a week. However, no DSS has reported any such discrepancies from any districts during the month;

**5.5** It was noted that the competitive examination for Math and Science for class 8th and only Math for class 5<sup>th</sup> was held on 10.01.2010. ASPD (Math) further informed that the U.C.s of the funds released to the districts has been received. All DEOs were advised to send these U.C.s of the funds released to them to the head office by 30.09.2009;

**5.6** The matter of conducting monthly tests as well as the distribution of the question papers came up for detailed discussion. After having detailed discussion, it was decided as follows:

- a) Monthly tests shall be conducted on every Monday in the first period for all classes i.e, from 5<sup>th</sup> to 10<sup>th</sup> class (5<sup>th</sup> class monthly test shall be conducted by primary school teacher under the administrative control of the DEO EE);
- b) Question papers shall be delivered to the districts by 25<sup>th</sup> of every month. DSPD (V) will ensure this;
- c) Monthly tests shall be of duration of 40 minutes. Necessary adjustments shall be made by the school incharge by taking five minute each from every period;
- d) Question papers shall be delivered in the respective schools by respective

BRPs on every Thursday so that the weekly meetings of BRPs at the block level on every Friday are not disturbed. Further, the requirement of the question papers may also be ascertained after collecting the figures from the BRPs so that there is no wastage of question papers in any school;

e) Subject teacher in every class shall record the marks obtained by the students in a register maintained by him. Such register shall be provided by the head office;

f) Software shall be prepared by DM (MIS), Mr. Rajvir Singh enabling the computer teachers to enter this data on website and thereafter report shall be generated school wise, district wise and State wise on the performance of the students so as to take corrective measures. DM (MIS) has reported the necessary data entry made by the districts. However, further follow up action is yet to be taken by Math Cell;

g) For classes 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> weightage shall be given to the marks obtained by the students in the monthly tests to the extent of 40%. Separate guidelines have been issued in this regard and have also been placed on the website;

h) It was apprehended that the answer sheets for the monthly tests are not being checked by some of teachers in a very sincere and serious manner and thus it was decided that the DSS shall randomly call for such answer sheets on random basis from the schools and check it themselves or get it checked by the team of the officers attached with them and send a report to the head office regarding such cases;

**5.7** All DEOs (SE) /District Science Supervisors were advised to identify the list of three students from every school who are intelligent in Math and Science in classes VIth to Xth and thereafter arrange exposure visits to the places like Science City Kapurthala or elsewhere for these students. However no such compliance report has been received in the districts. DEOs were advised once again to send a compliance report now;

**5.8** It has come to the notice that many of the teachers have been put on duty in SDM office and DC office. Some of these teachers are temporarily permitted to work in these offices instead of going to the schools. DEOs were advised to report such cases to the head office and take further necessary action. However, no DEO has submitted any such case to the head office. **It was clarified to the DEOs once again that in case any such teachers are found working in any such office and the salary is continued to be released to teachers, entire responsibility shall be of the concerned DEOs only.** ASPD (MC-III) was asked to collect such information from all the DEOs;;

**5.9** It was pointed out in the meeting that the conditions of the girls toilet is generally not good in the schools and as a result some of the parents do not tend to send girls to the schools. Though this matter is to be supervised by the DEOs in any case, however, realizing the seriousness of the matter, it was decided that the DSS and their teams shall invariably report regarding the conditions and maintenance of the girls toilet specifically in their reports. ASPD (Math) while examining such reports in the head office shall specifically take note of this issue;

## **6 Inspection by the Divisional Teams and the District Level Teams:**

**6.1** It was noted that with the approval of the State Government, Divisional Teams have been identified to inspect the schools both surprisingly as well as by giving due notice i.e. regular inspections. The inspection reports submitted by all the four Divisional Teams of Faridkot, Jalandhar, Nabha and Border Range were reviewed. The matter was discussed in detail and it was noted that the teams have done reasonably good work though there is always some scope of improvement.

**6.2** It was felt that the follow up action on the reports sent by Divisional Inspection Teams requires monitoring by the head office. ASPD (Coord.) informed that districts take long time to take follow up action. He was advised to keep on collecting reports from DEOs. However, the compliance reports during the districts are pending in huge number. The major districts where this pendency is substantial are Bathinda, Faridkot, Ferozepur, Muktsar, Patiala, Ropar and Tarn Taran;

**6.3** The teams were advised to concentrate on the issues regarding completion of the labs, checking of the copies, checking of the diaries of the teachers, the class room transaction process, apprehension of the subjects by the students, conduction a short test of the students etc. The team is also supposed to point out the specific details of the teachers who have done exceptionally good work and the teachers whose performance is poor.

**6.4** Disciplinary action in 773 cases is pending in various districts against the teachers who have not performed well. ASPD (Coord.) was asked to pursue this case with the respective authorities and take these cases with the respective authorities and take them to the logical end. Further, it was also decided that the surprise inspections are very important and a report in this regard may be sent to the head office immediately if some teacher is found absent and is not taking any class so that necessary action can be initiated in the head office immediately;

**6.5** It was generally noted that the report from the teams are received very late despite the fact that all adequate facilities have been given. It was decided that the broad band facilities may be provided to divisional inspection teams and thereafter the teams may immediately send their reports to ASPD (Coordination) on email at [ssacord@gmail.com](mailto:ssacord@gmail.com) ;

**6.6** It was noted that the schedule of the annual inspections conducted by the Divisional and the District teams has already been followed up strictly. It was further decided that that the notices be issued to respective school heads by the head office regarding the date of the annual inspections along with a copy of the inspection formats so as to enable the schools to have a full preparation;

**6.7 Surprise checking of the schools:**

ASPD Coordination informed that monthly inspection reports have been received from all the DEOs up to month of December, 2009. He was advised to examine these reports on file and thereafter take appropriate action.

It was further noted that compliance reports are pending from the districts since long on the observations made by the head office on the inspection reports. All concerned DEOs were advised to ensure that these reports are now sent to the head office without any delay. They should also ensure that these deficiencies do not occur

or happen again in such schools;

## **7 Rashtriya Madhyamik Shiksha Abhiyan Programme (RMSA)**

- a) It was informed in the meeting the Government of India has approved the Annual Plan of the year 2009-10 in the State of Punjab under the RMSA Programme. Dy. SPD (S) was requested to attempt a copy of the guidelines / action plan which need to be implemented by the districts. However, the DEOs in the meanwhile may carry out the following activities under RMSA Programme;
- (i) Constitution of the School Management Committee may immediately be completed as per the guidelines issued to the districts;
  - (ii) All SMCs may be asked to open the bank accounts and DEOs may collect these details to them. While opening bank account it may be made very clear to the schools to open the account in a branch which is most convenient to them;
  - (iii) The Government of India has approved up gradation to 70 new High schools during the current year and however on examination it was noted that 33 schools are situated at places where another High Schools or Senior Secondary School exists within a radius of 5 KM. DEOs were asked to send an alternative proposal. ;
  - (iv) The necessary action to utilize the School Grant be taken in compliance with the directions from the head office which shall be issued very soon.
- b) It was further noted that the districts were asked to send the proposal to provide certain facilities for cricket ground in their districts. The requisite information is still to be received from Barnala, Ropar, Nawanshahr, Moga, Jalandhar and Ludhiana.

## **8 Miscellaneous Issues:**

### **8.1 GPF Cases:**

It was informed that 66 cases were received in various districts during the month under report in addition to 30 pending cases at the start of the month aggregating to 96 cases for disposal. Only 73 cases have been disposed of during the month leaving a balance of 23 cases. All DEOs were advised to take appropriate action in this regard without any delay;

It was noted that the information given by the districts is not adequate. Districts of Amritsar, Bathinda, Fatehgarh Sahib, Ferozepur, Mohali, Nawanshahr and Tarn Taran did not give any information to the head office. They were asked to explain the reasons for this;

### **8.2 Medical Reimbursement Cases:**

It was informed that 832 cases were received in various districts during the month under report in addition to 1058 pending cases at the start of the month aggregating to 1890 cases for disposal. Only 403 cases have been disposed of during

the month leaving a balance of 1487 cases. All DEOs were advised to take appropriate action in this regard without any delay.

It was noted that the information given by the districts is not adequate. Districts Amritsar, Bathinda, Ferozepur, Mohali, Nawanshahr and Tarn taran did not give any information to the head office. They were asked to explain the reasons for this;

### **8.3 Pension Cases:**

It was informed that 59 cases were received in various districts during the month under report in addition to 26 pending cases at the start of the month aggregating to 85 cases for disposal. Only 56 cases have been disposed of during the month leaving a balance of 29 cases. All DEOs were advised to take appropriate action in this regard without any delay.

It was noted that the information given by the districts is not adequate. Districts of Amritsar, Bathinda, Ferozepur, Mohali, Nawanshahr and Tarn taran did not give any information to the head office. They were asked to explain the reasons for this;

8.4 It was informed by ASPD (Ped.) that Remedial Coaching is being undertaken under SSA for all the classes from **VI to VIII**. However, it was noted that the programme has not been implemented in Amritsar & Ludhiana. Both the DEOs (SE) were asked to give their written explanation in this regard;

8.5 It was informed in the meeting that the rationalization of the posts has been done by all of the DEOs as per the policy of the Government. It was decided that the DEOs may again collect data from the school and send a report to the Government in case some shifting of more teachers is required keeping in view the rationalization policy of the Government;

8.6 Serious concern was expressed on posting of the vocational teachers particularly in the computers where there are no students. All concerned DEOs were advised to send the requisite information to the head office without any delay;

8.7 It was noted that no morning prayers are being held in the schools whereas a large number of PTIs / DPEs are posted in the schools. It was felt in the meeting that due to the non conducting of the morning prayers, discipline is not maintained in the schools. It was decided that the necessary instructions be issued by the DEOs to direct the school incharges that all teachers should be present in the morning prayers and the PTIs / DPEs should invariably conduct the morning prayers. The list of the topics be also circulated to the schools wherein the school heads and teachers address the students during the morning prayers themselves;

8.8 It was decided that the CEOs may held regular inspections of the offices of the DEOs (SE) and DEOs (EE) in a manner that all the districts are covered once in a quarter. Further, one inspection may be conducted by the head office every month. However, it was noted that no such inspections have been carried out by CEOs. The necessary explanation of the CEOs may be obtained by the head office.

### **9 National Means cum Merit Scholarship:**

i. DD (SISE) informed in the meeting that National Means cum Merit Scholarship examination was conducted during year 2008-09 on two occasions i.e. for the year 2007-08 and 2008-09. During first examination 1915 cases were forwarded to

Government of India and the necessary funds have also been received and are being deposited in the accounts of these students. All DEOs were advised to monitor the progress of the students as the scholarship is not payable to the student in case the student does not obtain 55 % marks and also if he/she does not get admission in class 10<sup>th</sup>. The progress cards were circulated in the meeting and DEOs were advised to continuously monitor the progress of students on such cards;

ii. DD (SISE) informed that the examination for the National Talent Research has been held on 08.11.2009. She was asked to submit the results of this examination and suggest for further necessary action;

iii. The State Government on the lines similar to National Talent Search scheme have also started similar scheme and the examination has been held on 10.01.2010. It was noted that only 7796 out of 9805 candidates appeared for class 8<sup>th</sup> and 9311 out of 10937 appeared for class 10<sup>th</sup> in the district across the State. However, 3635 candidates were absent from the examination even though they had applied to appear in this examination. The district wise attendance of such students was discussed in the meeting and it was decided that a separate reference may be made to all the DEOs. DEOs were advised to ensure that maximum to all students participated in this examination to be held henceforth in the next year;

iv. On the quality of education it was decided that all DEOs and DSS were advised to identify atleast three students in every school in every class who can be prepared to participate in NMMS examination and NTSE examination or State Level Talent Search examination. DD (SISE) in consultation with the ASPD (Edusat) may submit a detailed proposal to prepare students for such examinations as per discussions held from time to time;

**11. Plantation of Trees:** It was informed by DEOs that tree plantation has taken place as per the number mentioned against their names during the current year 71251 plants in Amritsar, 14050 in Barnala, 33814 in Bathinda, 15050 in Faridkot, 24688 in Fatehgarh Sahib, 35052 in Ferozepur, 39500 in Gurdaspur, 39734 in Hoshiarpur, 39220 in Jalandhar, 15250 in Kapurthala, 33021 in Ludhiana, 9600 in Mansa, 14022 in Moga, 9846 in Mohali, 45126 in Muktsar, 9197 in Nawanshaher, 24141 in Patiala, 14758 in Ropar, 15700 in Sangrur and 5093 in Tarn Taran. It was decided in the last meeting that the DEOs shall randomly check on their own regarding these plantations and send a report in this regard by the next meeting, however, no such reports have been received from DEOs. It was further decided that the targets for the current year may also be fixed. All DEOs (SE) may bring these targets in the next meeting.

During the meeting certain innovations like providing tree guards at local level, involvement of NGOs, Houses to be set up in the schools, monitoring of the plant growth to be monitored by the students and planting trees on the occasion of farewell of class 12<sup>th</sup> students and also to plan one tree atleast by DEOs were discussed. It was further decided that Dy SPD (V) will organize a meeting at appropriate level with the Department Forest so that tree plantation may be made

available to the DEOs. DEOs were advised to get in touch with Mr. Vijay Kaushal, Dy. SPD in case they find any problem on availability of the plants.

**12. Incentives to Girls Education:**

i. It was informed in the meeting that the funds for the year 2008-09 has already been released by Government of India and further necessary action shall be taken as per guidelines received from Government of India by the Nodal Officer i.e. Deputy Director (Planning) Sh. Kulmohan Sood under intimation to the DEOs;

13. Regarding proposals for the year 2009-10, all DEOs were informed that as desired by the Government of India the parent home address of all such girls is also required to be given. They may provide this information by 20.01.2010. DDP may pursue the matter with the DEOs and thereafter send a proposal to Government of India;

**14. Model Schools, Girls Hostel, Kendriya Vidyalaya and Adarsh Schools:**

(i) In the meeting it was decided that 21 Model Schools are being constructed in seven districts of Bathinda, Ferozepur, Mansa, Muktsar, Patiala, Sangrur and Tarn Taran for 21 Educationally Backward Blocks. Separate letters have been issued to the respective DEOs. DEOs were advised to inform the progress of the construction of the buildings and other issues like connectivity etc. to the head office regularly. They may take the services of the SDO (CW) appointed under SSA for the above said purpose.

(ii) Similarly, 21 Girls Hostel have also been approved for the same blocks in same districts. DEOs were again advised to submit the progress of the Civil Works from time to time on weekly basis of DDP.

(iii) On Kendriya Vidyalaya, it was noted that proposals have been received from all districts as per the discussions held with them.

**DGSE cum State Project Director  
SSA Punjab**