

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

**Minutes of the Monthly Meeting of the District Education
Officers (EE) held on 10.10.2008**

1.0 A meeting of DEOs (EE) was held on 10.10.2008 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 September, 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 (EE)s on the previous meeting / meetings:**

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

- (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 Gurdaspur and Moga during the month i.e. September, 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 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);
- (6) All DEOs were advised to send a compliance report on publicity campaign of their respective districts. However, the district Barnala have not been able to send any report;
- (7) DEOs were supposed to send a compliance report along with photographs in the Teacher Training programme to implement the Parho Punjab Project, however, no report has been received;
- (8) 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;
- (9) DEOs were advised to send a compliance report on plantation of trees, however, requisite report is still awaited from the districts;
- (10) District Moga 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;
- (11) DEOs of districts Barnala, Gurdaspur, Jalandhar and Patiala have not submitted their detailed inspection reports carried out by them of their schools in their respective districts;
- (12) District Gurdaspur 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;

- (13) 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;
- (14) 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;**
- (15) Districts of Amritsar, Bathinda, Fatehgarh Sahib, Jalandhar, Moga, Mohali, Ropar and Sangrur have not sent any 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;
- (16) Districts of Ludhiana, Moga and Jalandhar have not furnished their Block Resource Centres (BRCs) as advised to them in the previous meetings;
- (17) Districts of Ludhiana, Hoshiarpur, Jalandhar have not utilized the funds released to them under ECCE component during the last year. DEOs of these districts were asked to explain the reasons for the same in writing within a week;
- (18) No random test was conducted through BMTs on Parho Punjab in districts of Amritsar, Ludhiana and Tarn Taran. All concerned DEOs were asked to send a report

explaining the reasons for the same ;

- (19) 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;
- (20) No districts except Kapurthala, Mohali, Barnala, Mansa, Muktsar and Ludhiana 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;
- (21) Report on Remedial Coaching has been received from districts except district Moga. DEO (EE) Moga was advised to send it immediately to the Head Office;
- (22) It was informed by ASPD (Coordination) that the information on excess expenditure incurred by DEOs has not been received from district Nawanshaher, Patiala and Sangrur. It was decided that the show cause notices may be issued to the DEOs seeking reasons from them;
- (23) All districts except Barnala, Ferozepur, Mohali are still to submit the information on teaching learning material as decided in the meeting;
- (24) Districts of Ropar, Hoshiarpur, Ludhiana, Fatehgarh Sahib and Faridkot had poor response in organizing the assessment camps under the IED component whereas the reports from the districts of Amritsar and Bathinda are still awaited.

4.0 Finance:

- a) It was apprised by Assistant 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	3.57203
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	8605.83204

b) The details of the funds released to the districts up to September, 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 30th Sept 2008	Percentage of expenditure to funds available
		Civil Works	Others			
1	Amritsar	365.14000	553.32716	918.46716	768.62966	83.69
2	Barnala	135.75000	162.41655	298.16655	205.05527	68.77
3	Bathinda	113.05000	359.71899	472.76899	294.64375	62.32
4	Faridkot	46.44000	187.89405	234.33405	152.72696	65.17
5	Fatehgarh Sahib	336.55000	242.72902	579.27902	582.27107	100.5
6	Ferozepur	582.29000	642.93300	1225.22300	529.08408	43.18
7	Gurdaspur	1121.75000	773.09950	1894.84950	706.86095	37.3
8	Hoshiarpur	154.03000	648.95567	802.98567	763.69131	95.11
9	Jalandhar	449.75000	616.08366	1065.83366	1076.86469	101
10	Kapurthala	91.77000	305.47264	397.24264	330.81004	83.28
11	Ludhiana	274.60500	721.17606	995.78106	900.53146	90.43
12	Mansa	314.45000	245.65750	560.10750	499.94485	89.26
13	Moga	202.20000	311.01773	513.21773	516.69415	100.7
14	Mohali	181.12000	209.25400	390.37400	364.06978	93.26
15	Mukatsar	221.03000	309.56076	530.59076	523.68779	98.7
16	Nawan Shehr	65.60500	265.01100	330.61600	336.25599	101.7
17	Patiala	579.99000	558.07564	1138.06564	1108.05965	97.36
18	Ropar	23.65000	286.02500	309.67500	211.67947	68.36
19	Sangrur	413.55000	515.13650	928.68650	757.45828	81.56
20	Tarantaran	218.20000	397.67194	615.87194	542.08832	88.02
	Total	5890.92000	8311.21637	14202.13637	11171.10752	78.66

c) It was noted that the expenditure incurred is poor in the districts of Barnala, Bathinda, Faridkot, Ferozepur, Gurdaspur and Ropar. It was decided that DEOs in these districts shall send a detailed report explaining the reasons for the poor utilization / expenditure within ten days;

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 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;

e) It was decided in the meeting that all the funds which are lying unspent in the districts up to **31.03.2008 relating to all the activities except the Civil Works, furniture for BRC / CRC and TLE be sent to the Head Office without any delay**. In case the districts have already spent and utilized this money, they should send the utilization certificates without any further delay;

f) 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. Only districts of Mohali and Ferozepur have complied with this whereas no action has been taken in the rest of the districts;

g) 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;

h) 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;

i) AMF informed that a team of IPAI is visiting the State of Punjab and thus all DEOs were advised to ensure that the reports are properly maintained;

j) DEO (EE) Kapurthala is to prepare the balance sheet for the year 2007-08 so that further necessary action can be taken

expeditiously.

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 may 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	Nil
12.	Mansa	38672	9038	Nil	Nil
13.	Moga	29200	7692	Nil	Nil
14.	Mohali	13222	4624	Nil	Nil
15.	Muktsar	24463	10937	Nil	Nil
16.	Nawanshaher	18286	7769	Nil	Nil
17.	Patiala	34400	8569	Nil	Nil
18.	Ropar	102	15	2282 T/B	Nil
19.	Sangrur	15871	2104	1350 T/B	Nil
20.	Tarn Taran	Nil	31106	2528 T/B	Nil

e) Deputy Director Welfare was present in the meeting to discuss the issues relating to the Department of Welfare particularly the distribution of textbooks to the students. None of the DEOs except DEO Mansa mentioned any shortage of the books at this stage even to the SC students. However, as a matter of abundant precaution, Deputy Director Welfare was requested to take appropriate action so as to ensure that the books are delivered to the students well in time. It was also suggested that the Department of

Welfare may consider to deliver the books strictly to the Department of School Education either at district level or block level and thereafter the DEOs shall ensure the delivery of the books to the SC students of the non SC students who are to be provided books under the SSA Programme.

f) 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;

g) 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 are got printed and sent to the districts in time for the academic year 2009-10;

h) 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;

i) 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 Fatehgarh Sahib, Gurdaspur and Sangrur. 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 software 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. ;

d) 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;**

e) 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. It was noted in the meeting that the proposals have received only from districts of Muktsar, Ferozepur, Faridkot, Ludhiana, Fatehgarh Sahib and Mohali No other proposal has been received in the office. ASPD (Ped.) was advised to examine this case and also seek explanation of the remaining DEOs who have not sent the information to the Head Office till date;

f) The list of the tutors engaged by the schools for Remedial Coaching has been received from all the districts except district Moga. DEO (EE) Moga was advised to send it now without any delay;

7.0 Civil Works

a) It was apprised by DM (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

Release of Civil Works grant for the Fin. Yr. 2008-09 as on 30thSept, 2008

S.No.	District	Total Release from SPO (in lacs)	Reached to V.E.D.C. level (in lacs)
1	Amritsar	365.14	365.14
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	582.29	425.04
7	Gurdaspur	1121.75	336.75
8	Hoshiarpur	154.03	154.03
9	Jalandhar	449.75	449.75
10	Kapurthala	91.77	91.77
11	Ludhiana	274.605	274.605
12	Mansa	314.45	314.45
13	Moga	202.2	202.2
14	Mohali	181.12	181.12
15	Mukatsar	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	Taran Taran	218.2	218.2
TOTAL		5890.92	4948.67

b) It was noted that the progress of the districts except district Ferozepur and Gurdaspur is satisfactory so far as the release of the funds to the VEDCs are concerned. All DEOs were advised to ensure that if these funds are utilized expeditiously.

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	Yes
7	Barnala	Barnala	Gandhi Nagar	No
8	Barnala	Barnala	Prem Nagar Barnala	Yes
9	Barnala	Barnala	Kothe	Yes

			Gobindpura	
10	Barnala	Sehna	Bazigar Basti Cheema	Yes
11	Barnala	Sehna	Kothe Khion Singh Wala	No
12	Barnala	Sehna	Kothe Bhan Singh Bhadaur	No
13	Barnala	Sehna	Lilo Kothe	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**. DEOs were asked to explain the reasons in writing in all cases

where the work could not be started at these places even after more than six months have passed in the current financial year;

e) Execution of Civil Works was reviewed. It was noted that for financial year 2006-07 the works in case of 4 New School Buildings (Primary), 4 Kitchen Sheds and 1 Additional Class Room (Primary) and (for 2007-08), 1 CRC, 3 Additional Class Rooms (Primary), 3 Additional Class Rooms (Upper Primary), 1 major repairs, 228 units of BALA and 4 Ramps have still not been taken up despite the fact that funds have been released by the Head Office since long back. It was further noted that for the year 2008-09 the 91CRCs, 17 New School Buildings (Primary), 51 New School Buildings (Upper Primary), 340 Additional Class Rooms (Primary), 509 Additional Class Rooms (Upper Primary), 32 Toilets / Urinals, 6 Separate Girls Toilets, 17 Drinking Water Facility and 73101 units of Furniture have not been taken up. A large number of works are stated to be in progress and same need to be completed at an early date. All DEOs were advised to execute the works expeditiously;

f) DM (CW) informed that the necessary drawings for all the civil constructions taken by SSA have been finalized and the same have been provided to the DEOs. It was decided that the copy of the drawings may be made available in all the schools as a matter of record. ALL DEOs were advised further to ensure that the constructions are raised as per these drawings in future;

g) 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;

h) It was realized that Annual plan is prepared in very casual and hasty 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;

i) DM (CW) informed that quantity and number of the civil works requires reconciliations with the districts. It was further informed that the performa in this regard has already been sent. However, no information has been received from the districts except Amritsar, Bathinda, Fatehgarh Sahib, Ferozepur, Ludhiana and Patiala. All DEOs concerned are advised to compile this information and send it now.

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	Children to be mainstreamed in schools during 2008-09
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	District	OoSC (6-8) as per HHS	Children from EGS Centres	Children from AIE Centres	Total No. of Children to be mainstrea med	No.of Children Mainstre amed	Percent age
1	Amritsar	1675	2235	1247	5157	4903	95.07
2	Barnala	449	3019	198	3666	3509	95.72
3	Bathinda	2168	2762	110	5040	4148	82.3
4	Faridkot	872	1024	972	2868	2399	83.65
5	F. Sahib	344	761	209	1314	1063	80.9
6	Ferozepur	3912	3828	910	8937	7417	82.99
7	Gurdaspur	704	506	235	1445	1425	98.62
8	Hoshiarpur	1832	1029	1597	4458	3356	75.28
9	Jalandhar	2184	447	362	2993	2304	76.98
10	Kapurthala	399	336	1091	1888	1846	97.78
11	Ludhiana	3558	654	657	4869	3269	67.14
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	4478	81.58
20	TaranTarn	1405	889	860	3154	2715	86.08
		30012	29911	10980	70647	60177	85.18

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. The information has been received from all the districts except DEO Gurdaspur. She was advised to send this information to the Head Office now;

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 informed in the meeting that the 3rd Grant-in-Aid committee meeting has been fixed for 22.10.2008. All DEOs were advised to confirm their respective Deputy Commissioners and request them to send the responsible officer to attend the meeting along with the information relating to NGOs etc.

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 Hoshiarpur, Ludhiana, Jalandhar and Ropar 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 20.10.2008. Meanwhile the DEOs may send their requirement of the Bridge Courses to ASPD (EGS) at the earliest;

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, 25 in Mansa, 3 in Patiala and one in Hoshiarpur 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 informed by DEOs that 3 NGOs in Gurdaspur have identified 3690 children, 2 NGOs in Amritsar have identified 2174 children, 1 NGO in Patiala have identified 648 children, 1 NGO in Tarn Taran has identified 1450 children, 1 NGO in Mohali has identified 252 children 1 NGO in Ropar has identified 1350 children, 2 NGOs in Ludhiana have identified 2640 children, 1 NGO in Sangrur has identified 4817 children, 1 NGO in Nawanshaher has identified 72 out of school children who could not be included during the

Household Survey. It was decided in the meeting that the DEOs may get this list verified along with photograph of such children. further necessary action may also be taken to mainstream these children;

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) 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;

e) It was noted that the districts of Muktsar, Hoshiarpur, Patiala, Barnala, Bathinda, Ludhiana, Ferozepur, Tarn Taran, Faridkot, Kapurthala, Jalandhar and Mohali have prepared a plan for a cluster each in their districts. The Head Office may examine these plans and apprise the DEOs in the next meeting;

f) 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. She was also advised to review action plan prepared from time to time;

g) The information of the Web Portal is still to be updated from the districts of Amritsar, Jalandhar, Mansa, Moga, Patiala, Tarn Taran and Nawanshaher. It was decided that the DEOs shall take all necessary measures to update the data on Web Portal under intimation to DM (MIS);

h) DM (MIS) was also advised to organize a training to train the officers from the districts to operate the software prepared by MIS branch on medical reimbursement etc.

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 except districts of Barnala, Ferozepur and Mohali 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). It was decided that explanations of the DEOs of Ludhiana, Moga and Jalandhar may be called for non furnishing the Block Resource Centres;
- 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 the report from the Principal DIETs and GISTCs have not been received. It was decided that the Principal DIETs and GISTCs may be asked to submit their reports without any delay;
- g) Quarterly progress reports of the September, 2008 are pending from all districts. DEOs were asked to send these details expeditiously;
- 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,

Nawanshaheer, Gurdaspur, Tarn Taran, Jalandhar and Hoshiarpur. SO was advised to do the needful;

b) It was informed by DEO Amritsar and Tarn Taran that they have made resource room functional by procuring necessary material. DM (IED) was advised to get it verified in the next meeting;

c) Districts are still to take necessary action in identifying the IED Volunteers;

d) 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 informed that the report received from the DEOs may be examined on file and further necessary action may be taken by DM (IED);

e) 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;**

f) 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 'D' to the minutes. It was further decided that DM (IED) may separately circulate this performa to the DEOs;

g) 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 formulated by the Head Office in accordance with the discussions held in the meeting be implemented in all the districts;

h) DM (IED) informed that the assessment camps have already been organized in the districts in consultation with the ALIMCO. Through there was poor response in some of the districts. It was decided that the follow up action on these assessment camps

may now be taken and it may be ensured that the objectives as decided in the Annual Plan 2008-09 under this component be achieved;

i) 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;

j) 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;

k) DM (IED) was advised to examine the proposal of the Department of Health whereby it has been decided that spectacles may be provided by the Department of Health. **However the funds shall be provided to them under the Sarva Shiksha Abhiyan Programme under IED component;**

l) It was decided that DM (IED) in consultation with Section Officer may finalize the issues of appointment of Special Educators in all the districts.

12. Media

a) All DEOs were asked to submit the report on the strategy of publicity campaign of their districts. **Report from district namely Barnala is 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 October he Parho Punjab Project:

1. ਹਰੇਕ ਸਕੂਲ ਵਿਚ ਬੱਚਿਆਂ ਦੇ ਮਹਿਲਾਂ ਅਨੁਸਾਰ ਬੇਸਲਾਇਨ ਚਾਰਟ ਕਮਰੇ ਵਿਚ ਲੱਗਿਆ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ।
2. ਬੱਚਿਆਂ ਦੀਆਂ ਜਮਾਤਾਂ ਕਮਰਿਆਂ ਵਿਚ ਲਗਾਈਆਂ ਜਾਣ ਬਾਰੇ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।
3. ਪੜ੍ਹੇ ਪੰਜਾਬ ਪ੍ਰੋਗਰਾਮ ਤਹਿਤ ਸਕੂਲਾਂ ਦੀ ਗਰੇਡਸ਼ਨ, ਕਰਕੇ ਪੜ੍ਹੇ ਪੰਜਾਬ ਪ੍ਰੋਗਰਾਮ ਹੋਰ ਸਚਾਰੂ ਢੰਗ ਨਾਲ ਚਲਾਉਣਾ ਹੈ।
4. ਪੀ.ਟੀ.ਏ. ਫੰਡ 'ਚੋਂ ਪੜ੍ਹਾ ਰਹੇ ਅਧਿਆਪਕਾਂ ਨੂੰ ਪ੍ਰਥਮ ਦੇ ਮੋਬਾਈਲ/ਕੋਆਰਡੀਨੇਟਰਾਂ ਵੱਲੋਂ ਸਿਖਲਾਈ ਦਿੱਤੀ ਜਾਵੇਗੀ।
5. ਨਵੇਂ ਰੱਖੇ ਜਾ ਰਹੇ ਈ.ਟੀ.ਟੀ. ਅਧਿਆਪਕਾਂ ਨੂੰ ਟ੍ਰੇਨਿੰਗ ਦਿੱਤੀ ਜਾਵੇਗੀ।
6. ਕਲਾਸ ਰੂਮ ਮੁਨੀਟਰਿੰਗ ਤੇ ਵਧੇਰੇ ਜ਼ੋਰ ਦਿੱਤਾ ਜਾਣਾ ਹੈ। ਹਰ
7. 3 ਨਵੰਬਰ ਤੋਂ ਪੜ੍ਹੇ ਪੰਜਾਬ ਦੀ ਲਈ ਜਾਣ ਵਾਲੀ ਮੱਧਵਰਤੀ ਪ੍ਰੀਖਿਆ ਲਈ ਅਧਿਆਪਕਾਂ ਅਤੇ ਵਿਦਿਆਰਥੀਆਂ ਨੂੰ ਪ੍ਰੀਖਿਆ ਦੀ ਮਾਹੌਲ ਉਸਾਰੀ 'ਚ ਢਾਲਣਾ ਹੈ।
8. ਪ੍ਰੀਖਿਆ ਨੂੰ ਸਚਾਰੂ ਢੰਗ ਨਾਲ ਕਰਵਾਉਣ ਲਈ ਬੀ.ਐਮ.ਟੀ. ਦੀ ਮਦਦ ਨਾਲ ਸਾਰੇ ਸਕੂਲਾਂ ਦੀ ਮੱਧ ਵਰਤੀ ਪ੍ਰੀਖਿਆ ਕਰਵਾਈ ਜਾਣੀ ਹੈ।
9. ਜ਼ਿਲ੍ਹਾ ਕੋਆਰਡੀਨੇਟਰ ਪੜ੍ਹੇ ਪੰਜਾਬ ਅਤੇ ਪ੍ਰਥਮ ਜ਼ਿਲ੍ਹਾ ਕੋਆਰਡੀਨੇਟਰ ਆਪਸੀ ਸਹਿਯੋਗ ਵਜੋਂ ਕੰਮ ਕਰਦਿਆਂ ਹਰ ਹਫ਼ਤੇ ਸੋਮਵਾਰ ਨੂੰ ਬਾਅਦ ਦੁਪਹਿਰ 2:00 ਵਜੇ ਸਮੂਹ

ਜ਼ਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫ਼ਸਰ(ਐ.ਸਿ) ਨਾਲ ਮੀਟਿੰਗ ਯਕੀਨੀ ਬਣਾਉਣਗੇ।

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

d) Pratham has provided the consolidated information on the base line survey of all the schools. It was decided that a copy of the base line survey be provided to all the DEOs who may further be asked to examine the same and take remedial measure. It was further noted that the teachers are generally be asked by DEOs to prepare dak or send the same to the Blocks or the Clusters during the teaching hours which is against the rules. It was decided that all DEOs should ensure that no teacher be made to take or collect the dak during the teaching hours under any circumstances;

e) It was decided that one day training programme be organized for all the DEOs under Parho Punjab Project on 31.10.2008 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

f) It was informed in the meeting that to improve the standards of English 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 of district Mansa and Kapurthala were advised to get in touch with ASPD (Media) and take necessary action as advised from time to time;

g) All DEOs were requested and advised once again to **assign the territorial jurisdiction of all BRPs in a Block so that the responsibility and accountability of BRP can be fixed;**

h) The regular inspection of the schools should be made by all concerned **as per the guide lines issued by the SSA**

separately in this regard. ASPD (Media) may get the guidelines issued. The report from the districts be examined after getting the same from them;

i) Teacher Training programme for three days were organized in all the districts during the month of July, 2008. However, it was noted that there were some absentees against whom the disciplinary action has still not been initiated by the DEOs in all districts except Ludhiana, Mansa, Mohali, Muktsar, Kapurthala and Barnala. **All DEOs were advised to bring action taken report against all such employees in the next meeting by all means;**

j) It was noted that SSA is procuring a magazine from PSEB for the schools however, the said magazine never reaches schools which is very serious. **It was decided that all these magazines should be sent to the schools and be provided to the students by the teacher. One Topic from this magazine on important matter be discussed in the morning prayers also;**

k) 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 to do the same;

l) Publicity campaign by printing slogans on the walls and pasting posters over the Panchayat Ghar be undertaken by 31.10.2008 positively. 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 having completed this task;

m) 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. Court Cases:

All DEOs were advised to direct that the reply in respect of all Civil Writ Petitions and Contempt Petitions be filed in the High Court after getting the replies vetted from the competent authorities. In case any observations are made by the Court due to non submissions of the reply in time, the DEOs shall be held responsible.

13. 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. It was informed in the meeting that 13050 plants in district Patiala, 3951 plants in Fatehgarh Sahib, 20000 plants in Mohali, 2000 plants in Tarn Taran, 5086 plants in Ropar, 11257 plants in Bathinda, 5000 plants in Kapurthala and 14000 plants in Hoshiarpur were planted. 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.**

14. 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) Appointment of APC (F) in Faridkot;
 - (v) Guidelines regarding disposal of record relating to DISE data and other material;
 - (vi) Providing Data Entry Operator in Mid Day Meal cell;
 - (vii) Appointment of the District Managers under Mid Day Meal cell to be expedited;
 - (viii) DEOs requested to grant administrative approval for procurement of digital cameras so that all the activities undergoing under SSA are well documented;
 - (ix) 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;
 - (x) 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;
 - (xi) The case of EGS centres in district Patiala is pending in the Head Office for the necessary advise;
 - (xii) One IERT teacher namely Ms. Sukhmaya is on long leave. However, no action has been taken by the Head Office in this matter;
 - (xiii) DEO Amritsar requested for two computers and a Photostat machine;
 - (xiv) 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 / EPF not being given;
 - (xv) DEO Hoshiarpur requested to fill up the vacant post of

- Accountant and IERT teachers and also to provide two computers;
- (xvi) DEO Moga pointed out that there is deficiency of Photostat machines and the computers in the district;
 - (xvii) 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;
 - (xviii) DEO Gurdaspur mentioned the deficiency of the computer and the vacancy of the 10 IERT teachers in the district;
 - (xix) DEO Hoshiarpur requested for three computers as well as the grant for furnishing BRC;
 - (xx) DEO Ludhiana, Barnala, Faridkot, Sangrur, Patiala and Moga requested for more computers and printers;
 - (xxi) Computers to Blocks where there is no BRC;
 - (xxii) To provide Photostat machines as well as broadband connections to the BPEOs.

**DGSE cum State Project Director
SSA Punjab**

Encls: As above