

**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 15.12.2008**

1.0 A meeting of DEOs (EE) was held on 15.12.2008 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 November, 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) Up gradation of EGS centres as regular primary schools in cases up to 2007-08 is still pending in the districts of Sangrur;
- (2) A compliance report has been received from the districts of Mohali, Fatehgarh Sahib, Muktsar and Faridkot regarding the slogans of the SSA been painted on walls over the Panchayat Ghar or any other public building / schools;
- (3) 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;
- (5) 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;**

- (6) District of Moga has 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 may be sought and thereafter matter may be referred to Government for taking further necessary action;
- (7) Districts of Moga & Sangrur have not furnished their Block Resource Centres (BRCs) and districts of Amritsar, Moga, Sangrur and Gurdaspur have not furnished their Cluster Resource Centres (CRCs) as advised to them in the previous meetings;
- (8) Districts of Ludhiana, Hoshiarpur and Jalandhar have explained the reasons for non utilization of ECCE grant, however the same has not been examined in the head office by DM (IED);
- (9) No districts except Nawanshaher, Fatehgarh Sahib and Sangrur have sent information regarding the action taken against the employees who were found absent in the three day teacher training programme on Parho Punjab project conducted during the month of July, 2008;
- (10) Report regarding the training of VEDCs and utilization certificates was to be submitted by 15th December. No districts except Gurdaspur have sent the report to the head office.

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	742.55	1362.05
2	Barnala	17.05	17.05	3.57
3	Bathinda	350.92	233.96	371.98
4	Faridkot	257.69	135.54	310.88
5	Fatehgarh Sahib	370.93	262.45	487.29
6	Ferozepur	858.83	719.34	664.31
7	Gurdaspur	1055.89	879.14	1880.20
8	Hoshiarpur	768.85	604.21	358.99
9	Jalandhar	647.51	493.42	158.74
10	Kapurthala	372.22	217.89	174.31
11	Ludhiana	1033.24	844.32	568.72
12	Mansa	313.76	186.63	341.34
13	Moga	478.42	359.88	315.95
14	Mohali	246.58	206.23	188.96
15	Mukatsar	310.24	184.39	366.91
16	Nawan Shehr	332.94	220.94	168.17
17	Patiala	754.51	614.00	418.78
18	Ropar	519.38	392.24	333.39
19	Sangrur	970.67	722.68	526.60
20	Tarantaran	389.75	341.53	131.29
	Total	11029.83	8378.37	9132.43

b) It was further noted that the Statutory Auditor engaged by head office have submitted their report for the year 2007-08. AM

(F) SSA was advised to examine this report on file and thereafter write to DEOs and other concerned authorities in case some action is required;

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

(Rs. In lacs)

Sr No	Name of the district	Total Funds released during the year (up to Nov 2008)	Reported Expenditure (up to Nov 2008)	Percentage of expenditure to funds released	Unspent Balance as on 30th Nov 2008 (as reported by districts)
1	Amritsar	944.58	846.92	89.66	116.49
2	Barnala	324.46	315.16	97.13	14.05
3	Bathinda	497.23	433.96	87.28	87.94
4	Faridkot	247.98	242.80	97.91	27.32
5	Fatehgarh Sahib	626.21	620.38	99.07	19.00
6	Ferozepur	1271.02	1139.70	89.67	243.91
7	Gurdaspur	1929.61	1896.59	98.29	69.28
8	Hoshiarpur	842.52	803.30	95.35	52.63
9	Jalandhar	1100.07	1099.41	99.94	45.48
10	Kapurthala	434.23	405.77	93.45	62.65
11	Ludhiana	1015.28	951.23	93.69	89.41
12	Mansa	576.12	586.26	101.76	16.18
13	Moga	535.53	520.09	97.12	49.52
14	Mohali	421.65	383.94	91.05	42.06
15	Mukatsar	552.90	541.30	97.90	19.91
16	Nawan Shehr	362.88	356.60	98.27	15.42
17	Patiala	1181.81	1170.27	99.02	24.23
18	Ropar	407.45	385.82	94.69	22.25
19	Sangrur	916.85	811.37	88.50	174.77
20	Tarn Taran	645.13	584.07	90.53	64.77
	Total	14833.51	14094.94	95.02	1257.29

d) It was noted that huge unspent balance is lying in districts of Ferozepur, Gurdaspur, Jalandhar, Ludhiana, Moga,

Sangrur and Patiala. All DEOs concerned were advised to expedite the utilization of the funds as per the rules and take further necessary action;

e) It was informed by AMF that the districts have sent the information regarding the funds which were lying unspent during the previous years of all activities except civil works, furniture of BRC & CRC, TLE, school grant and maintenance grant. The requisite information has not been received from Ropar and Faridkot. AMF was advised to examine the information received from districts. Further DEO Faridkot and Ropar were advised to submit the requisite information in the head office by 22.12.2008 positively;

f) It has recently come to the notice that huge funds are lying in the block under the category "others" or for some other activities but the funds have not been utilized by the blocks since long. DEOs were advised to collect this information from the blocks in their districts and make a report to this office in case such funds are lying unspent. In case no such funds are lying with the DEOs, they were advised to send the confirmation report to the head office in this regard;

g) 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. It was informed that the districts of Faridkot and Bathinda are yet to provide training to their staff on financial matters. It was decided that explanation of DEO Faridkot and Bathinda may be sought;

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

i) AMF confirmed that a team of IPAI is presently visiting the districts of Jalandhar and Patiala for auditing. DEOs informed that the team has already visited district Patiala whereas they are likely to visit district Jalandhar now. It was decided that necessary action to update and complete the record may be taken at the earliest. It was further decided that the necessary cooperation may be extended to the team;

j) The balance sheet of the year 2007-08 was examined and discussed briefly in the meeting. It was noted that as per the annexure 'A' to the balance sheet, funds in huge quantity are lying in the districts unutilized in the one location or other. It has generally been observed that DEOs do not pay due attention to the utilization of works at the VEDC level and simply ignore the issue once the funds are released by DEDC. It was noted that the funds amounting to Rs. 23.43 crores in district Amritsar, Rs. 12.73 crores in Ferozepur, Rs. 6.36 crores in Gurdaspur, Rs. 8.02 crores in Jalandhar, Rs. 14.58 crores in Ludhiana, Rs. 8.38 crores in Patiala are lying unutilized as on 31/03/2008. AMF was advised to examine this matter on file and continue take further necessary action;

5.0 KGBV and NPEGEL:

a) It was decided that the funds under the KGBV and NPEGEL scheme are not being utilized in accordance with the directions given by PAB. It was decided that a separate meeting should be held by DM (HRD) with the concerned district as there are only two districts where KGBV are functional / to be made functional i.e. Sangrur and Ferozepur;

b) It was noted that the funds amounting to Rs. 23 lacs for 2 KGBVs of district Ferozepur and the funds amounting to Rs.5.1 lacs for NPEGEL have been released to the district Ferozepur. Similarly, funds amounting Rs. 24.60 lacs to construct the building for KGBV

hostel in district Sangrur in Malerkotla have also been released to the district Sangrur. It was decided that the necessary action by both DEOs Sangrur and Ferozepur may be taken to utilize these funds.

6.0 Textbooks:

a) ASPD (Cood.) informed that the details of excess expenditure incurred by DEOs due to piece meal delivery of books have been received. The total expenditure incurred by DEOs has been found to be Rs. 8.3 lakhs. It was decided that these funds may be reimbursed to the districts out of the textbook component and the same amount be deducted from the amount payable to PSEB;

b) It was informed that a route chart has been prepared by DEOs to distribute the books during the next academic session. All DEOs were further advised to make sure 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) It was informed that all the districts have received the books for the academic session 2008-09 and the same have been distributed also. There is no new demand from the districts pending at this time regarding the books;

e) It was informed that the books in Block Bhikhi of district Mansa have still not been distributed to the Scheduled Caste students. It was decided that a reference should be made to the Department of Welfare. It was also suggested that the Department of Welfare may consider to deliver the books directly 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 along with 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. It was decided that an agenda may be prepared to be placed before the Executive Committee of SSA for taking appropriate decision on disposal of such books;

g) It was noted that syllabus of only one book has been changed by PSEB for the academic year 2009-10;

h) On procurement of books for the next academic session 2009-10 it was decided that the process already initiated in head office to get the books printed from the open market be expedited. It may thereafter be ensured that the books are delivered to the schools well before the next academic session and further the books are actually distributed to the students on 01.04.2009. It was also decided that DEOs may expedite necessary information to ASPD (Coordination) regarding the requirement of books for the next year i.e. 2009-10;;

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.

7.0 Remedial Coaching:

a) It was informed by ASPD (Pedagogy) that the monitoring report of the schools where procurement of remedial coaching is being implemented has been received from the districts except Amritsar. Reports have however not been examined by Head Office. However the same may be examined now;

b) All 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 a detailed proposal and indicate the additional requirement of funds to the Head Office. As per the reports received, only the districts of Bathinda, Faridkot, Ludhiana, Muktsar and Hoshiarpur are shortage of funds. No requirement of funds has been received from any other district. ASPD Pedagogy may collect the requisite information and process it on the file for taking further necessary action;

c) 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.** All concerned component heads in the head office may also examine the plan approved on Enhancement in the Learning Level component and take appropriate action as per the decisions taken from time to time;

d) 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.

8.0 Civil Works

a) It was apprised by DM (Civil Works) in the meeting that the funds as per the details given below stand released to the districts for further utilization under the civil works up to Nov., 2008:-

Rs. in lacs

S.No.	District	Total Release from SPO	Utilization of funds	Balance	
		(in lacs)	(in lacs)	(in lacs)	%
1	Amritsar	365.14	152.73	212.41	58.17
2	Barnala	135.75	80.00	55.75	41.07
3	Bathinda	113.05	91.03	22.02	19.48

4	Faridkot	46.44	17.90	28.54	61.46
5	Fatehgarh Sahib	336.55	115.41	221.14	65.71
6	Ferozepur	582.29	62.15	520.14	89.33
7	Gurdaspur	1121.75	852.11	269.64	24.04
8	Hoshiarpur	154.03	70.02	84.01	54.54
9	Jalandhar	449.75	125.00	324.75	72.21
10	Kapurthala	91.77	55.00	36.77	40.07
11	Ludhiana	274.61	180.00	94.61	34.45
12	Mansa	314.45	145.00	169.45	53.89
13	Moga	202.20	100.00	102.20	50.54
14	Mohali	181.12	100.00	81.12	44.79
15	Mukatsar	221.03	134.78	86.25	39.02
16	Nawanshahar	65.61	65.00	0.61	0.92
17	Patiala	579.99	263.79	316.20	54.52
18	Ropar	83.85	66.15	17.70	21.11
19	Sangrur	353.35	121.35	232.00	65.66
20	Taran Taran	218.20	43.90	174.30	79.88
TOTAL		5890.92	2841.32	3049.60	51.77

b) It was noted that the progress on the utilization of funds is poor in the districts Amritsar, Faridkot, Fatehgarh Sahib, Ferozepur, Hoshiarpur, Mansa, Moga, Jalandhar, Patiala, Sangrur and Tarn Taran. All DEOs were advised to ensure that if these funds are utilized expeditiously by 31.01.2009;

c) All District Education Officers were advised to submit detailed inspection reports of civil works by the Committee constituted by head office regularly at district level. However, no report has been received from the district Moga. It was decided that the inspection reports may be examined by DM(Civil Works) in the head office and the deficiencies pointed out be brought to the notice of DGSE / SPD;

d) It was informed by DM (CW) that some observations were made in respect of the inspection report sent by districts. However the requisite information / comments have not been received from the districts of Bathinda, Faridkot, Ferozepur, Hoshiarpur, Mohali, Ludhiana and Ropar;

e) It was noted that the EGS centres for which the funds have been released up to 2007-08 have not been upgraded 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;**

f) Funds for the up gradation of 31 EGS centres as Regular Primary Schools for the year 2008-09 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	Yes
8	Barnala	Barnala	Prem Nagar Barnala	Yes
9	Barnala	Barnala	Kothe Gobindpura	Yes
10	Barnala	Sehna	Bazigar Basti Cheema	Yes
11	Barnala	Sehna	Kothe Khion Singh Wala	Yes

12	Barnala	Sehna	Kothe Bhan Singh Bhadaur	Yes
13	Barnala	Sehna	Lilo Kothe	Yes
14	Fatehgarh Sahib	Sirhind	Brahmanmajra	Yes
15	Fatehgarh Sahib	Sirhind	Joti Saroop Chowk	Yes
16	Fatehgarh Sahib	Khamano	Raipur	Yes
17	Ferozepur	Ferozepur-2	Gol baag sukad nehar, ward no. 6, Ferozepur city	Yes
18	Gurdaspur		Phulra	Yes
19	Hoshiarpur	Hajipur	Tibbian	Yes
20	Jalandhar	Lohian Khas	Kalu Mundi	Yes
21	Kapurthala	Sultanpur-2	Nand Sangra	Yes
22	Ludhiana	Sidwanbet-1	Sherpur Kalan	Yes
23	Ludhiana	Sidwanbet-1	Parjian Kalan	Yes
24	Mohali	Sudhar	Phase – 2, Mohali	No
25	Mohali	Machiwara	Phase – X	No
26	Mohali	Machiwara	Phase – 3 A	No
27	Mansa	Jhunir	Bajewala	Yes
28	Mansa	Jhunir	Jherianwali	Yes
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 cases where the work could not be started even after more than eight months of current financial year have passed;

e) Execution of Civil Works was reviewed in detail. It was

noted that for financial year 2002-07 the works in case of 5 BRCs, 9 CRCs, 27 branch schools/ new schools , 22 building less schools , 17 ACR (P) , 18 ACR (UP) , 40 Toilets/ urinals & 2 kitchen sheds 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 74 units of BaLA for the F.Y. 2007-08 and 13 CRCs, 5 New School Buildings (Primary), 6 New School Buildings (Upper Primary), 109 Additional Class Rooms (Primary), 75 Additional Class Rooms (Upper Primary), 6 Toilets / Urinals, 3 Drinking Water Facility & 58973 units of Furniture for the year 2008-09 have not been taken up. A large number of works are still stated to be in progress and same need to be completed at an early date by 31.01.2009;

f) Of the Civil Works of the period 2002-07, it was noted that 2 works in district Amritsar, 4 in Bathinda, 8 in Faridkot, 53 in Fatehgarh Sahib, 8 in Ferozepur, 11 in Jalandhar, 3 in Kapurthala, 43 in Ludhiana, 4 in Mansa, 1 in Moga, 1 in Mohali, 10 in Muktsar, 1 in Patiala 2 in Ropar, 2 in Sangrur, 2 in Tarn Taran are either in progress or have not been at all been taken up. This was taken as very serious and it was decided that the explanation of these DEOs may be called as to why the disciplinary action may not be taken against them for non taking or non completing these works. There may be a possibility that some present DEOs might not have been responsible for this and accordingly the requisite information regarding the officers who have been responsible for this may also be collected and the references may be made to the Government to take disciplinary action against them;

g) DM (CW) informed that the necessary drawings for all the civil constructions be taken by SSA have been finalized and the same have been provided to the DEOs. 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;

h) 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;

i) On the information on the Major Repairs which is to be taken for next year i.e. 2009-10 plan, it was noted that only the districts of Ferozepur, Gurdaspur, Mansa, Muktsar and Nawanshaher have sent the information. No other district has sent the requisite information on Major Repairs. DEOs requested for specific performa for providing details on Major Repairs. On this it was informed that perhaps no performa can be designed however in the meeting itself the broad columns were described and discussed. DEOs were advised to submit this information complete in all respects along with the rough cost estimate by 30.12.2008. They may also take the help of SDO (Civil Works) who have recently been posted in districts;

j) Similarly, in respect of the new classrooms and other Civil Works, DEOs were advised once again that only the correct information is collected as per the instructions issued by the Government and competent authority from time to time. The requirement of the classrooms should be incorporated in the DISE data itself and no changes thereafter be made;

k) DM (CW) informed that number of the civil works allotted and executed by districts during previous years requires reconciliations with the districts. DM CW confirms that the requisite information has been received from the districts. She was advised to examine this information and take further necessary action;

l) Information was collected from the districts regarding the spill over funds for TLE. All the districts have sent the information to ASPD (TT-2) except district Faridkot, Ferozepur, Mansa and Moga. After examining the information in detail it was noted that this grant

has not been utilized by the districts effectively and most of these funds are still lying either at the VEDC level or at the block level. DEOS were advised to prepare an action plan to utilize these funds and in case there are any clarifications are required the same may be brought to the notice demi officially to the SPD;

m) Furnishing of BRCs and CRC was reviewed. However it was noted that buildings for 2 BRCs in Fatehgarh Sahib, 8 in Ludhiana and 1 in Mohali have still not been constructed. Out of the constructed BRCs, 1 in Fatehgarh Sahib, 3 in Hoshiarpur, 1 in Kapurthala, 3 in Mohali and 4 in Nawanshaher have not been furnished. Similarly on CRCs 7 in Faridkot, 12 in Fatehgarh Sahib 14 in Hoshiarpur, 57 in Ludhiana, 3 in Mansa, 1 each in Mohali and Muktsar, 9 in Ropar and 30 in Tarn Taran remains to be constructed. In addition the information in respect of district Amritsar, Barnala, Ferozepur, Gurdaspur, Moga and Sangrur has not been made available. Out of the constructed CRCs, 125 in Hoshiarpur, 23 in Kapurthala, 35 in Ludhiana, 37 in Nawanshaher, 73 in Patiala and 25 in Ropar have not been furnished. Some of the DEOs explained the shortage of funds as one of the reasons for non functioning of BRCs and CRCs. It was decided that this matter may be examined in the head office on file and thereafter the requisite guidelines may also be given to the districts so that BRCs / CRCs are adequately furnished.

9. EGS/AIE Centres:

a) It was informed in the meeting that the State Government has already decided to conduct examination of class V by the respective Senior Secondary schools, High Schools and Middle schools. Detailed guidelines in this regard are being separately issued by Government. **It was decided that Dy. SPD (A) may examine the matter on file and take further necessary action on the matter.** He was advised to prepare an action plan in

compliance with the directions of the Government so that no inconvenience is caused to anyone at the time of examination;

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

S.No.	Name of the District	Children to be mainstreamed in schools during 2008-09					
		OoSC (6-8) as per HHS	Children from EGS Centres	Children from AIE Centres	Total No. of Children to be mainstreamed	No.of Children Mainstreamed	Percent age
1	Amritsar	1675	2235	1247	5157	4974	96.45
2	Barnala	449	3019	198	3666	3527	96.21
3	Bathinda	2168	2762	110	5040	4462	88.53
4	Faridkot	872	1024	972	2868	2470	86.12
5	F. Sahib	344	761	209	1314	1078	82.04
6	Ferozepur	3912	3828	0	8937	7417	82.99
7	Gurdaspur	704	506	235	1445	1425	98.62
8	Hoshiarpur	1832	1029	1597	4458	3379	75.80
9	Jalandhar	2184	447	362	2993	2304	76.98
10	Kapurthala	399	336	1091	1888	1858	98.41
11	Ludhiana	3558	654	657	4869	4322	88.77
12	Mansa	1517	2167	278	3962	3903	98.51
13	Moga	1156	962	31	2149	1872	87.11
14	Mohali	846	84	112	1042	914	87.72
15	Muktsar	1592	3381	605	4973	4432	89.12
16	Nawanshaheer	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	4504	82.06

20	TarnTaran	1405	889	860	3154	2715	86.08
		30012	29911	10070	70647	61800	87.48

c) It was informed by DEOs that the Nodal Officers in each school or a near by school has already been appointed to monitor the progress on mainstreaming of out of school children. However it was noted that no follow up action has been taken at the school level, block level or cluster level. DEOs were advised to direct the BRPs to review it with the concerned school teachers and ensure that the out of school children are mainstreamed either by bringing them to the near by school or by opening a new AIE centres as per the guidelines issued from time to time;

d) 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;

e) Districtwise performance of the NGOs in mainstreaming the out of school children was reviewed. It was noted that the performance of the NGOs Param Vabhav in Amritsar, Capt. Gurdeep Singh Memorial in Amritsar, Balaji in Sangrur, Khalsa Kang Heritage in Tarn Taran and India Rural Development in Patiala need to be monitored as it has been noted that they have registered lesser number of out of school children as per the targets given to them. It was further decided that the requisite facilities are perhaps been not given to the students studying in EGS / AIE centres run by the Department of by the NGOs. DEOs were advised to ensure the utilization of the funds under this component by providing requisite

items as per the details

f) It was informed that the meeting of the 3rd Grant-in-Aid Committee under SSA has been held on 22.10.2008. The minutes have also been circulated. ASPD (EGS) and all DEOs concerned were advised to take further necessary action as per the decisions taken in the meeting. DEOs were also advised to take up the matter with respective Deputy Commissioners to expedite the proposal to the head office

g) It was noted that the DEOs are not inspecting the AIE Centres run by NGOs themselves. All DEOs were advised strictly to visit the AIE centres run by NGOs themselves and send consolidated report along with the observations and deficiencies, if any, to the head office;

h) The matter of opening of new AIE centres to mainstream the out of school children was discussed in the meeting in detail. DEOs of district Amritsar (02), Bathinda (09), Faridkot (05), Gurdaspur (07), Hoshiarpur (21), Jalandhar (11), Kapurthala (03), Mansa (5), Moga (40) are still to open the new AIE centres to mainstream the Out of School Children;

i) It was further noted that the DEO Bathinda, Hoshiarpur Jalandhar and Moga have not taken any action in opening of the AIE centres. It was decided that the explanation of the DEOs may be obtained and thereafter be reported to the Government for taking further necessary action;

j) All DEOs confirmed that the Bridge Courses have reached for the out of school children for respective districts. They also confirmed that these Bridge Courses have been distributed to the students however DEO Mohali requested to provide 410 books and the same have been provided;

k) 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;**

l) 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;

m) It was noted that out of 310 EGS centres which were approved in Principle by PAB to be upgraded as Primary Schools, confirmation has been received from the districts only in respect of 55 such centres. ASPD (EGS) was advised to examine this matter on file and see whether some of these EGS centres can be upgraded during this financial year itself out of the 31 primary schools approved this year. The remaining schools may be incorporated during the next year plan;

n) It was informed by DEOs during the meeting held on 10.10.2008 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 once again in the meeting that the DEOs may get this list verified along with photograph of such children by 31.12.2008. Further necessary action may also be taken to mainstream these children;

10. 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 one of the previous meetings to all the DEOs and was emailed also. 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 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. However the head office has not examined this plan on file. It was decided that the responsibility in this regard may be fixed;
- d) DM (MIS) was advised to follow the action plan prepared to collect the DISE data and get the same entered on computer through some agency. DM (MIS) further informed that data entry in respect of 7 districts shall be done at State level and remaining 13 districts will make the necessary entry on their own and send the report to the head office till 15.12.2008 by all means;
- e) DM (MIS) informed that the districts who have not entered data for 2nd quarter on web portal are Fatehgarh Sahib, Ferozepur, Mansa, Nawanshaher, Ropar and Tarn Taran. DEOs concerned were advised to do the needful.

- f) All DEOs informed that necessary data entry on medical reimbursement shall be made by them by 31.12.2008.

11. 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 of districts Jalandhar, Hoshiarpur, Nawanshaher and Patiala were advised to take strict disciplinary action against these officers and submit the report in the next monthly meeting after getting the details from ASPD TT;**

b) On TLM, ASPD (TT) examined the matter on file. The information is still to be received from the district Fatehgarh Sahib. ASPD (TT) was advised to collect the information from remaining districts and put up the matter on file and take further necessary action;

c) On CTE, it was decided that the reference be made to IGNOU as to why they have not conducted any PCPs for the Certificate Courses in Teaching of English (CTE). Further ASPD (TT) was advised to examine the issues relating to the arrears which need to be paid by IGNOU to all the DEOs for conducting examinations. He informed that payments have been made to Amritsar, Ferozepur, Jalandhar, Muktsar, Nawanshaher and Ropar whereas the information regarding the bills related to CTPM examination have not been received from the districts of Faridkot, Fatehgarh Sahib, Ludhiana, Mansa and Tarn Taran. ASPD (TT-1) may take further necessary action;

d) .ASPD (TT-2) informed that the districts of Amritsar, Barnala, Ferozepur, Fatehgarh Sahib, Gurdaspur, Moga, Muktsar, Ropar and Sangrur have not sent the information of furnishing of the Block Resource Centres. He further informed that some of the

districts have also reported that they do not have any funds to furnish the Block Resource Centres. ASPD (TT-2) was advised to collect the necessary information from the DEOs and take up the matter with AMF to resolve the issue;

e) Monthly meetings of the teachers are stated to be observed 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 are not being received regularly. It was decided that the Principal DIETs and GISTCs may be asked to submit their reports without any delay;

f) It came to the notice that honorarium and other TA / DA has not been released by the DIET Principals to the teachers who attended teacher training. Similar type of complaints have also been received against some of the BPEOs that they have not made the payment to the teachers for conducting Household Survey in January, 2008. DEOs were advised to ensure that they themselves visit the training programmes and ask the participants whether they have been paid the honorarium as per the rates decided or not;

g) Quarterly progress reports of the September, 2008 have been received now. However the quarterly progress reports are generally not received in time from DEOs. All DEOs were advised to look into the matter and ensure that quarterly progress reports be sent to the head office immediately at the end of the quarter. ASPD (TT-1) was advised to ensure that the quarterly report of the next quarter ending December, 2008 be collected in time;

h) NCERT has been asking the State to send the report on monitoring tools. It was decided that matter may be examined in the head office and thereafter the directions may be issued to the districts to collect the requisite information on Monitoring Tools and send it to the NCERT and Government of India;

i) 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 decided that the Principal DIETs have not sent any information regarding the reports of the observers appointed by them to monitor the monthly meetings of the teachers. Necessary action against such DIETs in this regard may be initiated.

12. IED & ECCE

a) Section Officer informed that recruitment of IERT teachers has already been done. The list of these IERT teachers has already been provided to DEOs. However it was informed by DEOs that 4 posts of IERT in district Gurdaspur, 1 in Nawanshaher, 2 in Bathinda, 3 in Hoshiarpur, One in Ludhiana, 1 in Mansa and 2 in Ferozepur are still vacant. It was decided that the appointment orders may be issued to the next candidates as per the waiting list. At the same time DEOs were also advised to ensure that the IERT teachers join their duty and their works and performance is also monitored;

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 and report it in the next meeting;

c) The DEOs were advised to recruit the IE volunteers as per the plan approved by the Government of India. Out of 630 posts, recruitment in respect of 504 has been made. The districts of Bathinda (8), Faridkot (1), Fatehgarh Sahib (3), Hoshiarpur (19), Jalandhar (10), Ludhiana (19), Moga (2), Mohali (2), Muktsar (6), Nawanshaher (5), Patiala (8), Ropar (7) and Sangrur (1) are yet to recruit the IE 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 be visiting the schools nor do they take much action in providing Home Based Education. It was further decided that DM (IED) may collect the information from the districts and put up the matter on file;

g) It was informed in the meeting that a workshop was held on 12th July, 2008 for 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. Though there was poor response in some of the districts. It was decided that action plan on Distribution Camps may now be prepared and it may be ensured that the objectives as decided in the Annual Plan 2008-09 under this component are 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. DEOs informed that the exposure visits have been

organized. DM (IED) was advised to put up a detailed report during the next meeting after collecting details from DEOs who have organized such exposure visits;

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 and IERT teachers have recently been posted, the survey needs to be conducted afresh;

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 informed that Special Educators has been appointed in all districts except Amritsar, Barnala and Nawanshaher. It was decided that necessary action be taken to appoint the Special Educators without any further delay.

13. Media

a) All DEOs have submitted the reports on the strategy of publicity campaign of their districts. ASPD (EM) was further asked to compile the details on the villages covered by the districts along with media reports and photographs and the reports of the same have been received from the districts of Bathinda, Mohali, Barnala, Sangrur, Fatehgarh Sahib, Amritsar and Jalandhar;

b) On Radio Classroom programme, it was informed by ASPD (E Media) that this programme shall be started w.e.f. 01.04.2009 again. She was further advised to take the further necessary action in this regard so that the programme can be re started w.e.f 1.04.2009;

c) It was informed by ASPD (Media) that the DEOs need to

review the implementation of this programme in close coordination with Parho Punjab Coordinators as well as other staff. It was further pointed out by him that the schools where progress has been very poor as indicated by mid term test may be identified by DEOs and a report in this regard may be made by DEOs specifically to the Head Office after taking corrective measures. DEOs were also advised to identify such teachers but have not been involving themselves in implementing the project and improving the learning levels of the students;

d) It was decided that BRP (Training) who have been involved in organizing teacher training at the block level may also be asked to assist the Parho Punjab Coordinators at the block level. Orders may be issued accordingly. Further, 5th class students may be exempt from the Parho Punjab Project till 31st March, 2009;

e) Consolidated information on the base line survey and mid term test conducted of all the schools has been received. It was decided that a copy of the base line survey and mid term test be provided to all the DEOs who may further be asked to examine the same and take remedial measures;

f) 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;**

g) 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;

h) It was decided that DEOs of district Muktsar, Barnala, Mohali and Bathinda may visit district Mansa where as the DEOs of district Hoshiarpur, Gurdaspur and Jalandhar may visit district Kapurthala to study the English Project. The matter shall be reviewed in the next meeting and thereafter the decision shall be taken to implement this project uniformly of every State;

i) It was desired that the external evaluation of the project i.e. Parho Punjab and English Project in districts of Mansa and Kapurthala may also be carried out by Head Office;

j) It was informed by DEOs that territorial jurisdiction of BRPs has already been fixed. In addition ASPD (TT-1) informed that 7 days training to the BRPs have already been completed whereas 3 days training remains to be given to the BRPs. It was noted that the training given to the BRPs needs to be evaluated and assessed which can be best be done in case the works done by BRP is reviewed. This would not only give an opportunity to BRPs to train themselves but can also give an opportunity for the DEOs to achieve the objectives of SSA in better manner. Instructions in this regard have separately been issued. DEOs were advised to hold monitoring meetings / training programmes to review the work done by BRPs in the remaining 3 months of financial year. An official from the head office shall also visit the districts;

k) It was noted that inspections of the schools have not been conducted by the DEOs till date despite the fact that monitoring registers have been sent since long. The matter was viewed as serious. DEOs confirmed that the school shall be checked by all BRPs atleast once by 7th January, 2009 and similarly all school registers provided this year shall also be filled up by 7th January, 2009 by higher authorities;

l) 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 Nawanshaher, Sangrur and Fatehgarh Sahib. **All DEOs were advised to bring action taken report against all such employees in the next meeting by all means;**

m) It was discussed in details that the inputs given in teacher training programme are not being translated into the classroom by teachers and thus there is not much gains from teacher training programmes. It was decided in the meetings that the advantage of teacher training programme can only be taken if there is a proper follow up action. It was further decided that the Block Master Trainers who have been involved in implementing the Parho Punjab Project be asked to train the teachers in their schools itself. Remaining 3 days training of primary school teachers in SSA programme may be completed in this manner. This programme may be evaluated at the end of the financial year through some agency;

n) 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 also noted that Library Registers have been sent to the schools but little use is made of the Library Register. It was decided that all the magazines and the books issued by the students may be entered in Library Register;

o) Publicity campaign by painting slogans/logos on the walls and pasting posters over the Panchayat Ghar have been completed by Mohali, Fatehgarh Sahib, Muktsar and Faridkot. Further no reports have been received regarding the painting of the objectives of SSA programme and Social Audit performas on the boards at Panchayat Ghar and in schools. DEOs may like to identify a district level or block level agency who can complete this task expeditiously;

p) 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;

q) ASPD (Media) informed that **a draft for National Anthem which needs to be written / painted in all schools has already been sent to schools. Similarly all schools should necessarily** have the paintings of the maps of Punjab, India and the concerned district;

r) ASPD (Elect. Media) was advised to prepare an advertisement which needs to be given on Television to promote the quality of education in the schools. For this, she may get in touch with DEO Muktsar and prepare an advertisement on Parho Punjab Project;

s) In the meeting it was noted that competitive examinations for Navodaya Vidyalaya is likely to be held in the month of February, 2009. It was further informed that there is very less representation of the students from Government Schools for this competitive examination. ASPD Media informed that necessary directions / guidelines have been prepared and the same are being issued to the DEOs in this regard.

14. Court Cases:

All DEOs were advised to ensure 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 also be held responsible. It was further informed that there are only two Contempt Petitions from district Nawanshaher and Moga which are lying pending. Both DEOs were advised to file necessary reply before the

due date.

15. 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 21500 plants in Amritsar, 7000 plants in Barnala, 20,000 plants in Bathinda, 7500 plants in Faridkot, 3951 plants in Fatehgarh Sahib, 17533 plants in Ferozepur, 20,000 plants in Gurdaspur, 27,000 plants in Hoshiarpur, 16000 plants in Jalandhar, 9500 plants in Kapurthala, 6040 plants in Ludhiana, 8350 plants in Mansa, 12000 plants in Moga, 20000 plants in Mohali, 25000 plants in Muktsar, 15000 plants in Nawanshaher, 13000 plants in Patiala, 5086 plants in Ropar, 19666 plants in Sangrur and 2000 plants in Tarn Taran 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.** The matter may be reviewed on weekly basis by DM (HRD) with districts;

c) DEO Amritsar informed that a case of Ms. Sudhan Kumari vs. State of Punjab and a case of Ms. Baljeet Kaur vs. State of Punjab in CWP 15274 of 2008 of district Tarn Taran are pending for the necessary action at the level of Government. It was decided that Superintendent Education – 7 may examine the matter and put up on file;

d) It was noted in the meeting that a large number of

teachers are absent since long and no disciplinary action has been taken against them. Such teachers resume their duty after a long time and at that time Department is left with no opportunity except to grant them certain benefits. DEOs were advised to provide a list of such teachers who were absent from duty for a period of more than six months in the performa enclosed. However no information has been received except from the districts of Amritsar, Gurdaspur, Kapurthala, Mansa, Barnala and Amritsar;

e) It was further noted that despite the fact that the Government has framed a rationalization policy, however the same has not been implemented in the districts in true letter and spirit. It was desired that the information may be sent to the head office once again failing which the teams from head office may be sent to review the districts on this issue;

f) DEOs informed that 33 schools in Tarn Taran, 12 schools in Moga and 14 schools in Ferozepur have been closed for the want of teachers. DEOs were advised to explore the possibility of engaging Educational Volunteers under SSA and make these schools run.

16. Issues which are pending with Head Office

- (i) DEOs pointed out that the posts in Mid Day Meal cell are lying vacant and the same may be filled up expeditiously;
- (ii) Guidelines regarding disposal of record relating to DISE data and other material;
- (iii) Appointment of the District Managers under Mid Day Meal cell to be expedited;
- (iv) DEOs of Barnala, Bathinda, Ropar and Muktsar are still to provide digital cameras to their staff as per the discussions held in the last meeting for proper documentation and reporting;

- (v) 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;
- (vi) 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;
- (vii) The case of EGS centres in district Patiala is pending in the Head Office for the necessary advise;
- (viii) DEO Amritsar requested for two computers and a Photostat machine;
- (ix) 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;
- (x) DEO Gurdaspur mentioned the deficiency of the computer and the vacancy of the 10 IERT teachers in the district;
- (xi) Broad Band connections have not be provided in the districts of Barnala, Ropar, Hoshiarpur, Mohali, Ferozepur, Ludhiana, Moga, Muktsar, Kapurthala, Amritsar, Bathinda, Jalandhar, Fatehgarh Sahib, Nawanshaher and Tarn Taran. DM (ICT) was advised to look into the matter and take appropriate action;
- (xii) Instructions to be issued to the districts that the broad band connections need to be used in the blocks;
- (xiii) A meeting be organized with BSNL to review the matter of providing Broad Band connections to the districts;

- (xiv) Post of Accountant is lying vacant in district Mansa;
- (xv) Necessary approval of providing cabins in district Nawanshaher and Moga is to be given by head office;
- (xvi) Guidelines to use the grant under ECCE component to be issued;
- (xvii) The matter relating to paint the SSA slogans where the funds are to be utilized under Management cost or Media component be issued;
- (xviii) DEO Mohali informed that the requisite record of the 5 schools from Banur Block to Derabassi Block is to be issued by DEO Patiala.

**DGSE cum State Project Director
SSA Punjab**

Encls: As above