

**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 17.11.2008**

1.0 A meeting of DEOs (EE) was held on 17.11.2008 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 October, 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 Ludhiana and Sangrur;
- (2) 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;
- (3) 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;
- (4) 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;

- (5) 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;
- (6) DEOs of district Ropar has not submitted the detailed inspection report of Civil Works in their respective districts;
- (7) 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;
- (8) 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;
- (9) 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;**
- (10) Districts of Amritsar, Ferozepur, Bathinda, Fatehgarh Sahib & Moga. 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;
- (11) Districts of Ludhiana, Moga and Jalandhar have not

furnished their Block Resource Centres (BRCs) as advised to them in the previous meetings;

- (12) 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;
- (13) 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;
- (14) It was informed by DEOs Ferozepur, Moga and Gurdaspur that the sim cards provided to them were not functional. ASPD (Proc.) was asked to take up the matter with the BSNL and take further necessary action.

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) It was informed by AMF that utilization certificates have been received from all DEOs. He was further advised to ensure that audit of the funds released during 2007-08 be conducted through Statutory Auditor engaged by Head Office and thereafter report be sent to Government of India without any further delay;

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

Amount in Lacs

Sr No	Name of the district	Total Funds released during the year	Reported Expenditure	Percentage of Expenditure to the funds released	Unspent Balance as on 31 st Oct. 2008 (as reported by districts)
1	Amritsar	944.58	844.45	89.40	118.81
2	Barnala	324.46	314.47	96.92	13.61
3	Bathinda	497.22	424.60	85.39	118.33
4	Faridkot	247.98	193.05	77.85	76.40
5	Fatehgarh Sahib	626.20	618.91	98.84	18.72

6	Ferozepur	1271.01	1130.69	88.96	240.52
7	Gurdaspur	1929.60	1874.40	97.14	90.03
8	Hoshiarpur	842.51	791.54	93.95	73.73
9	Jalandhar	1100.06	1079.09	98.09	259.47
10	Kapurthala	434.23	366.89	84.49	73.46
11	Ludhiana	1015.28	924.79	91.09	134.56
12	Mansa	576.12	570.07	98.95	35.23
13	Moga	535.52	517.80	96.69	36.93
14	Mohali	421.65	370.75	87.93	54.93
15	Muktsar	552.90	525.66	95.07	35.51
16	Nawanshaher	362.881	338.94	93.40	33.08
17	Patiala	1181.81	1114.074	94.27	80.42
18	Ropar	407.45	362.15	88.88	40.91
19	Sangrur	892.24	768.52	86.13	387.09
20	Tarn Taran	645.13	582.24	90.25	66.59
	Total	14808.831	13713.084	1833.69	1988.33

d) It was noted that huge unspent balance is lying in districts of Amritsar, Bathinda, Ferozepur, Jalandhar, Ludhiana, Sangrur, Patiala and Gurdaspur. 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. However the districts have not sent the detailed classification of these funds lying with the districts. All DEOs were advised to send this information to AMF by 30.11.2008 so that the same can be reviewed in the next meeting;

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;

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, Mansa and Bathinda are yet to provide training to their staff on financial matters;

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 during 1st week of December;

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

j) 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 2 districts where KGBV are functional / to be made functional i.e. Sangrur and Ferozepur.

5.0 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 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 regarding the books;

e) It was informed that the books in Block Bhikhi of district Mansa have still not be 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 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.

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 distributed to the students on 01.04.2009;

h) 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 informed by ASPD (Pedagogy) that the monitoring reports of the schools where procurement of remedial coaching is being implemented has been received from the district except Bathinda, Muktsar, Tarn Taran, Sangrur, Ludhiana, Faridkot, Kapurthala and Amritsar;

b) It was informed in the meeting that the detailed monitoring formats have already been sent to the districts, however, no information has been received from the districts of Amritsar and Gurdaspur. It was further decided that ASPD (Ped.) may examine the reports sent by the districts and also get in touch with DM (MIS) to get a soft ware prepared and enter the information on the computer;

c) 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. However no report has been received from the DEOs regarding the requirement of additional funds except Bathinda, Faridkot, Ludhiana, Muktsar and Hoshiarpur ;

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.

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 October, 2008:-

Rs. in lacs

Release of Civil Works grant for the Fin. Yr. 2008-09 as on 31.10.2008

S.No.	District	Total funds released from SPO (in lacs)	Reached to V.E.D.C. level (in lacs)	Balance
1	Amritsar	365.14	365.14	0.00
2	Barnala	135.75	135.75	0.00
3	Bathinda	113.05	113.05	0.00
4	Faridkot	46.44	46.44	0.00
5	Fatehgarh Sahib	336.55	336.55	0.00
6	Ferozepur	582.29	577.54	4.75
7	Gurdaspur	1121.75	1121.75	0.00
8	Hoshiarpur	154.03	154.03	0.00
9	Jalandhar	449.75	449.75	0.00
10	Kapurthala	91.77	91.77	0.00
11	Ludhiana	274.605	274.605	0.00
12	Mansa	314.45	314.45	0.00
13	Moga	202.2	202.2	0.00
14	Mohali	181.12	181.12	0.00
15	Muktsar	221.03	221.03	0.00
16	Nawanshahar	65.605	65.605	0.00
17	Patiala	579.99	579.99	0.00
18	Ropar	83.85	83.85	0.00
19	Sangrur	353.35	353.35	0.00
20	Taran Taran	218.2	218.2	0.00
TOTAL		5890.92	5886.17	5886.17

b) It was noted that the progress of the districts except district Ferozepur 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 of civil works by the Committee constituted by head office at district level. However, no report has been received from the district Ropar. 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 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	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	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	Yes
21	Kapurthala	Sultanpur-2	Nand Sangra	Yes
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	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 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 for 2007-08, 2 Additional Class Rooms (Primary), 2 Additional Class Rooms (Upper Primary), and 175 units of BALA 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 20 CRCs, 9 New School Buildings (Primary), 15 New School Buildings (Upper Primary), 179 Additional Class Rooms (Primary), 154 Additional Class Rooms (Upper Primary), 9 Toilets / Urinals, 8 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 of Ropar and Sangrur. DEOs of Ropar and Sangrur were 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 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 Mainstrea med	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	4448	88.25
4	Faridkot	872	1024	972	2868	2457	85.67
5	F. Sahib	344	761	209	1314	1078	82.04
6	Ferozepur	3912	3828	910	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	Nawanshahe r	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	TaranTarn	1405	889	860	3154	2715	86.08
		30012	29911	10980	70647	61773	87.44

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 Gurdaspur. She was advised to send this information to the Head Office now;

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) 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

f) 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 alongwith the observations and deficiencies if any to the head office;

g) 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 (yet to be given), Barnala (0), Bathinda (33), Faridkot (19), Fatehgarh Sahib (5), Ferozepur (yet to be given), Gurdaspur (7), Hoshiarpur (123), Jalandhar (13), Kapurthala (6), Ludhiana (6), Mansa (9), Moga (40), Mohali (0), Muktsar (5), Nawanshaher (1), Patiala (15), Ropar (0), Sangrur (0) and Tarn Taran (yet to be given) will open the new AIE centres by next meeting to mainstream the Out of School Children;

h) 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.

ASPD EGS was advised to do the needful;

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 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 52 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;

l) 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. 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 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;**

e) 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;

f) The information of the Web Portal is still to be updated by district Ferozepur. DM (MIS) further informed that there are certain problems in the software which needs to be appraised by the

NIC. She was advised to get in touch with NIC / Government of India and ensure that all technical problems are adequately appraised. DEOs were also advised to up date this data on web portal on regular intervals i.e. at the end of every quarter;

g) **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 of districts Jalandhar, Hoshiarpur, Nawanshaher and Patiala were advised to take strict disciplinary action 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 districts Bathinda, Fatehgarh Sahib & Moga. ASPD (TT) was advised to collect the information from remaining districts and put up the matter on file and take further necessary orders;

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) 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;

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 have been received now. However the quarterly progress reports are 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) 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) Section Officer informed that recruitment of IERT teachers has already been done. The list of these IERT teachers has already been provided to DEOs. All DEOs were advised to ensure that IERT teachers join their duties. And in case there are some vacancies the DEOs should report the matter to the head office and the waiting list may be offered the appointment letters;

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) 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 485 have been made. The districts of Barnala (2), Bathinda (12), Faridkot (9), Fatehgarh Sahib (3), Hoshiarpur (22), Jalandhar (10), Ludhiana (25), Mansa (3), Moga (2), Mohali (5), Muktsar (20), Nawanshaher (11), Patiala (7), Ropar (13) and Sangrur (1) have 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	1491	75	1416

	Sahib			
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 has already been sent to the districts. It was further decided that DM (IED) may collect the information from the districts and put up on file;

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 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 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. 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, 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 November under the 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. ਕਲਾਸ ਰੂਮ ਮੁਨੀਟਰਿੰਗ ਤੇ ਵਧੇਰੇ ਜ਼ੋਰ ਦਿੱਤਾ ਜਾਣਾ ਹੈ।
6. 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।

7. ਬੱਚਿਆਂ ਅੰਦਰ ਵਧੇਰੇ ਪੜ੍ਹਨ ਲਿਖਣ ਦੀਆਂ ਰੁਚੀਆਂ ਵਿਕਸਿਤ ਕਰਨਾ ਅਤੇ ਇਸ ਕਾਰਜ ਲਈ ਨਵੀਆਂ ਵਿਧੀਆਂ ਦੀ ਤਲਾਸ਼ ਕਰਨਾ।
8. ਅਧਿਆਪਕ ਅੰਦਰ ਪੜ੍ਹੇ ਪੰਜਾਬ ਦੀ ਪ੍ਰੋਗਰਾਮ ਦੀ ਲਹਿਰ ਨੂੰ ਉਭਾਰਣਾ ਅਤੇ ਉਹਨਾਂ ਅੰਦਰ ਮੋਟੀਵੇਸ਼ਨ ਪਖੋਂ ਜਾਗਰੂਕਤਾ ਦਾ ਅੰਸ਼ ਪੈਦਾ ਕਰਨਾ ।
9. ਜ਼ਿਲ੍ਹਾ ਕੋਆਰਡੀਨੇਟਰ ਪੜ੍ਹੇ ਪੰਜਾਬ ਨਾਲ ਮਿਲਕੇ ਆਪਣੇ ਜ਼ਿਲ੍ਹੇ ਅੰਦਰ ਪੜ੍ਹੇ ਪੰਜਾਬ ਪ੍ਰੋਗਰਾਮ ਦੀ ਪਲਾਨਿੰਗ ਕਰਦਿਆਂ ਇਸ ਵਿੱਚ ਹੋਰ ਸੁਧਾਰ ਲਿਆਉਣਾ।
10. ਜ਼ਿਲ੍ਹਾ ਪੱਧਰ ਤੇ ਹੋ ਰਹੀਆਂ ਮਿਤੀ 26.11.2008 ਤੋਂ 29.11.2008 ਤੱਕ ਬੀ.ਐਮ.ਟੀ ਟਰੇਨਿੰਗਾਂ ਨੂੰ ਸਾਚਾਰੂ ਢੰਗ ਨਾਲ ਨਪੇਰੇ ਚਾੜ੍ਹਨਾ।
11. ਬਲਾਕ ਪੱਧਰ ਤੇ ਹੋ ਰਹੀਆਂ ਮਿਤੀ 1.12.2008 ਤੋਂ 20.12.2008 ਤੱਕ ਪੜ੍ਹੇ ਪੰਜਾਬ ਦੀਆਂ ਦੂਸਰੇ ਫੇਸ ਦੀਆਂ ਟਰੇਨਿੰਗਾਂ ਦੀ ਮੋਨੀਟਰਿੰਗ ਨੂੰ ਯਕੀਨੀ ਬਣਾਉਣਾ

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.

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 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;

f) 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;

g) 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 reviewed very seriously. All DEOs were asked to confirm demi officially to the DGSE that all schools have been got inspected at least once through BRPs, BPEOs or by some other senior authorities;

h) 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;**

i) 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;**

j) 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. DEOs may like to identify a district level or block level agency who can complete this task expeditiously;

k) 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;

l) ASPD (Media) was advised to **circulate a draft for National Anthem which needs to be written / painted in all schools. Similarly all schools should necessarily have the** paintings of the maps of Punjab, India and the concerned district;

m) 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;

n) 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. Accordingly it was decided that a strategy may be prepared by ASPD (Media) in consultation with the DEO Muktsar. It may require conduction of some preparatory examination, identification of students in all schools in all districts;

Procuring sample question papers, circulating them to all the students, provision of making entry in ACR of the teachers whose students got entry in to Navodaya Vidyalayas etc. ASPD (Media) may take further necessary action;

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. It was further informed that there are only two contempt's from district Nawanshaher and Faridkot which are lying pending. Both DEOs were advised to file necessary reply before the court.

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 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;**

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 herewith at annexure C to the minutes;

e) 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.

14. Issues which are pending with Head Office

- (i) Providing Xerox machine in district Ropar & other districts as per the requirement;
- (ii) DEOs pointed out that the posts in Mid Day Meal cell are lying vacant and the same may be filled up expeditiously;
- (iii) Appointment of APC (F) in Faridkot;
- (iv) Guidelines regarding disposal of record relating to DISE data and other material;
- (v) Providing Data Entry Operator in Mid Day Meal cell;

- (vi) Appointment of the District Managers under Mid Day Meal cell to be expedited;
- (vii) DEOs requested to grant administrative approval for procurement of digital cameras so that all the activities undergoing under SSA are well documented;
- (viii) 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;
- (ix) 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;
- (x) The case of EGS centres in district Patiala is pending in the Head Office for the necessary advise;
- (xi) One IERT teacher namely Ms. Sukhmaya is on long leave. However, no action has been taken by the Head Office in this matter;
- (xii) DEO Amritsar requested for two computers and a Photostat machine;
- (xiii) 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;
- (xiv) DEO Hoshiarpur requested to fill up the vacant post of Accountant and IERT teachers and also to provide two computers;
- (xv) DEO Moga pointed out that there is deficiency of Photostat machines and the computers in the district;
- (xvi) 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;

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

**DGSE cum State Project Director
SSA Punjab**

Encls: As above

