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Arrangements to be made for the IED distribution camps for distributing the recommended assistive devices to the CWSN:

1. Delivery of the goods from ALIMCO is in process.

- In this regard, the person taking delivery should check that the goods mentioned in the goods receipt available with the truck driver are actually delivered. The designated person should check that the goods are in proper condition, not damaged, and in proper packaging. The wheel chairs will come packed in cardboard boxes. All parts of tricycles will be delivered in un-assembled condition. If the goods are damaged or not packed, they should write the condition of the goods & packaging on the receipt itself and inform the IED Coordinator. If the items are less than those mentioned in the receipt, the shortfall should be mentioned on the receipt and IED Coordinator be informed. H.O. should also be informed immediately.
- NO PAYMENT IS TO BE MADE TO THE TRUCK DRIVER, neither for the delivery, nor un-loading of the goods.

2. The material from the trucks will have to be kept in secure rooms of the school. From this material:

- The tricycles will come in un-assembled condition, with the frame and components in separate packaging. They will have to be assembled at the site itself; therefore, they should be kept at the front for easy access.
- Assemblers will reach the school a few days after the delivery of goods/ few days before the camps. They will be coming from Kanpur to assemble the tricycles.
- These mechanics are **not to be paid anything** for their work. However, arrangement should be made for their **night stay in one of the rooms of the school**. No hotel is to be booked for them. Arrangement for their simple food and tea etc. should to be made at the school or near-by dhaba.
- A team of 2 persons can assemble 25 tricycles in a day. Length of their stay and the number of teams needed will depend on the number of tricycles to be assembled.
- The assembly technicians will be assembling tricycles day and night. Therefore, please ensure that in the rooms of the school where the tricycles are to be assembled; there should be proper lighting arrangement for working at night.

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3. The wheelchairs will be packed in cardboard cartons. The empty cartons should be sold in *raddi*, and the proceeds should be sent to the DEO (EE) office. This money can be deposited in the IED fund and used for IED purposes.
 4. **At the back of all Wheelchairs and Tricycles, the following words should be written in Punjabi:**
 - **Provided by SARVA SHIKSHA ABHIYAN PUNJAB, district _____ in month & year (February, 2012).**
 - This wording should be written in white paint. Aluminum or Plastic Stencils of the aforesaid wording can be made and then white paint can be brushed across them to paint the wording on the back of the WCs and TCs, or removable stickers with *pucca* paint can be used.
 5. **Please ensure that the goods remain safe** during the intervening period between their delivery at the school premises to their final distribution to the children at the camp. For this, the *chowkidar* of the school needs to be alerted and the local police constables on night beat should be informed.
 6. **The most important task is to ensure that all children who have been recommended aids and appliances by the doctors and ALIMCO during the assessment camps held in May 2011 come to the distribution camp and receive the recommended devices.**
 - It is also **important to note** that the present camps will be **distribution** camps and **NOT** assessment camps. Therefore, **no new children should be invited to the camp**. Nor should those children be called who came during the last camp, but were not recommended to be given any aids by the prescribing medical officers/ ALIMCO team.
 - **Only those children are to be called whose ADIP forms were taken by ALIMCO to Kanpur, and those who were recommended to be provided assistive devices.**
- ✚ **For ensuring that all beneficiary children come to the camp, multiple modes of communication will have to be adopted:**
- ✓ Postcards may be sent to all beneficiary children, mentioning the date and venue of camp.
 - ✓ Duties may be assigned to the BRPs and IERTs/ IE Volunteers of your district for informing the beneficiary children.
 - ✓ VEDC Chairmen and the village panchayat can also be informed of the children who need to be brought to the camp from their village.
 - ✓ Announcements on the Gurdwara network can be made, but **please be VERY CLEAR in your announcement, that only those**

children who have been recommended aid at the PREVIOUS camp need to come. NO NEW CHILDREN SHOULD COME TO THIS CAMP. You can make a list of the beneficiary children from every village and send that list to be announced at the respective Gurdwaras.

- ✓ Other methods that you deem fit can be employed for bringing maximum beneficiary children to the camps.
7. **It will be hard for children living in far-off places to come to the camp, and especially, to return home with tricycles and wheel chairs.**
- Therefore, efforts may be made to tie-up with the District Transport Officer (DTO) or local transporter to arrange for trucks or buses on diesel basis to ferry these children and their parents to the camp site and back.
 - Focal points can be decided at convenient places for each camp (e.g., at the Block level), where the children collected from a few villages can be picked up and later dropped by the district administration.
 - If any such arrangement cannot be made at a certain location, then those CWSN/ parents may be paid TA on actual basis (ordinary bus fare) for two-way journey.
 - **However, expenditure on all these activities should be kept at a minimum.**
8. **One day before the camp, a team of 3 – 4 persons will come from ALIMCO/ fabricating agency at Delhi/ Kanpur.** This team will be the same that came for the Assessment camps.
- Their adequate stay arrangement may be made in rest houses, circuit houses or reasonable local hotels. Their food can be arranged in the form of breakfast/ packed lunch/ simple dinner. Only vegetarian food for all meals and no drinks are to be provided.
 - Travel arrangements for the team also need to be made for traveling within the district and to the camp venue. One taxi for taking the team, and another taxi may be arranged for taking SSA staff/ equipment to the camp site, if needed.
 - The host district will also arrange for travel of the team to the **next** district for camps. Convenient mode of transport may be arranged (bus/ train/ taxi). Payment for the travel fare will be made by the host district (district of departure). The nodal officer of the next district (district of arrival) may also be informed of the expected arrival time/ location, etc. of the team. The 2 districts may coordinate with each other in this regard.
9. **The team of technicians from ALIMCO will be responsible for fitment of the aids and appliances to the beneficiary children.** At the

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camp, separate counters should be opened for registration, fitment of artificial limbs/ calipers, disbursal of ready-to-use items like tricycles & wheelchairs, Braille slates, blind canes, etc., and disbursement of TA.

10. **It should be ensured that the team members provide proper fitment of the artificial limb or caliper to the satisfaction of the child/ parents and also provide training to the child/ parents on its use and care.** If a device is not fitting properly, it should be rectified before giving it to the child.
11. Arrangement of tent (in case the camp is held in open ground), chairs, and tables/counters for the ALIMCO fitment technicians need to be made on the same lines as last time. Also arrange for clean drinking water (in separate counter) and simple lunch/ tea/refreshment (in separate counter) for each child and guardian(s) at the rate of **Rs. 25/- per head MAXIMUM**. Lunch for the ALIMCO team/ any dignitaries can be arranged @ Rs. 150/- per head max. Help of NGOs can be sought in this regard. If no help is forthcoming, IED fund or management funds can be used for all arrangements/ payments for the distribution camps, as per availability/ district allocation. **However, expenditure should be kept at the minimum.**
12. On the ADIP form an IERT or DSE (Rehabilitation Expert) may sign **at the bottom of the form (Part III, Item No. 9 – RECEIPT OF APPLIANCE)** mentioning that the child has received the appliance in his presence.
13. Banners should be displayed at the venue of the camp, which should mention that **the camp is being held by SARVA SHIKSHA ABHIYAN, PUNJAB for providing aids and appliances totally free of cost to children with special needs.**
14. Please contact the SP Office of your district to arrange for proper security during the camps. As per past experience the crowds during the distribution camp can sometimes get out-of-control. Therefore, adequate security arrangements should be made in advance.
15. Arrangement may be made for adequate publicity by issuing press notes in the local dailies regarding the camps and also inform the local cable channels etc., on the same lines as last time. A local photographer can be arranged for taking a few pictures of the camps for keeping on record at District Project Office and for sending to the SPO.


Director General School Education