

## OFFICE OF THE U.E.E. MISSION

1<sup>st</sup> Floor, above Estate Branch, Department of Education

Distt. North, Lucknow Road, Delhi - 110054.

Ph.: 23812072, 23810361, Tele Fax: 23810658, E-mail: spd\_delhi@rediffmail.com

F.No.DE(29)UEEM/SS/2018-19/ 11446-51

Date 18/03/2019

### Sub: Compiled Guidelines for Intervention under SSA at School level

It has been observed that clarifications are being sought from various HoS of Govt. Schools as well as of Local Bodies regarding norms & guidelines which are to be followed by concerned HoS while utilizing the amount sanctioned for a number of interventions of Samagra Shiksha. These interventions have to be done by HoS at their end, following the guidelines already issued under the monitoring of concerned DPO in coordination with DURCC of the District.

In order to address this issues, guidelines already issued in respect of these interventions is being enclosed to all concerned for necessary compliance at their end in letter and spirit.

**Dy. Director of Education  
Samagra Shiksha**

**Encl: As above**

#### Copy to: -

1. PPS to Secretary (Education) cum Chairperson, EC-IEEM, Old Secretariat,
2. DDEs/DPOs of all Districts
3. Nodal Officers (all Local Bodies)
4. All DURCCs
5. SO (IT) for uploading this circular on website of the Department
6. Guard file.

**Dy. Director of Education  
Samagra Shiksha**

## Details of Norms and guidelines of all SSA interventions

S. No	Name of Intervention	Norms/Funds Allocation at HoS level	Purpose	Details of Guidelines/Norms issued
1	Media and Community Mobilization	@1500/-	Awareness rallies in all DOE & MCD schools	Guidelines issued vide Letter No. F.No. 29/UEEM/Community Mobilization/2018-19/10977-94 dated 25.02.2019
2	Shaala Siddhi	@600/-	Provision of Flex Board	Guidelines issued vide Sanction order 8911-23 dated 20.12.2018 alongwith the necessary amendment vide Letter 12.02.2019 Soft Copy of Dashboard available mail ID of all the schools.
3	Special Training of Out of School Children (OoSc)	@1500/-	Expenditure regarding Special Training Centre	Guidelines issued vide order No. UEEM/2016-17/1918 dated 05.06.2017
4	Annual Grant (up to Highest Class VIII)	<div>(MCD) School Grant - (Enrolment &lt;100@13000/-</div> <div>(DOE) School Grant-(Enrol &lt;100@25000</div> <div>School Grant-(Enrol&gt; 100 and &lt;=250)@50000/-</div> <div>School Grant- (Enrol&gt;250 and &lt;=1000) @75000/-</div> <div>School Grant - (Enrol&gt; 1000)@100000/-</div>	Composite School grant should be judiciously spent on various quality interventions for students SMCs may utilize this grant in their Endeavour to provide healthy environment in the school for the improvement of quality of Teaching Learning Process	Guidelines issued vide Circular No.F. DE (61)/SS/2018-19/731-743 dated 03.12.2018

5	Support at Pre-Primary Level (NR)	@25000/- for Pre- Primary in DOE & MCD Schools	Purchase of Indoor Play Equipments to provided Resource Support for children at Pre- Primary level. (Non recurring grant)	Guidelines issued vide circular no. 9076-96 dated 26/12/2018
6	Sports & Physical Education (upto Highest Class VIII)	Sports & Physical Education (Primary Schools) @5000/-	Sports goods to be purchased, so that their utilization leads to all round development of the beneficiary Students.	Guidelines issued vide Circular no. F.No. DE(62)/SS/201/-19/9870-9901 dated 23/01/2019
		Sports & physical Education (Upper Primary Schools ) @ 1000/-		
7	Sports & Physical Education (upto Highest Class XII)	Sports & Physical Education (Secondary) @25000/-		
		Sports & Physical Education (Sr. secondary) @25000/-		
8	Model STC	@ Rs. 1.55 for 150 Model STC (58- DOE, 83- MCD, 03- DCB, 04- NDMC, 02- Observation Home for Boys)	For setting up of Model STC/Gyan Lok under item 53 Project Innovation Elementary sub head Gyan Lok	Guidelines issued vide Circular No.F.DE(29)/UEEM/STC/12/2018-19/ 11361-65 dt. 12.03.2019
9	Child Tracking for all Children	@ Rs. 2.00 per child to all Schools of all Management Delhi	Online Child Tracking for all children population under Samagra Shiksha	Guidelines issued vide Circular No.F.DE(29)/UEEM/MIS/2018-19/ 10205-18 dt. 30.01.2019



No: -UEEM/2016-17/

1418

Date:-

5/6/17

### Guidelines for running STCs-

#### **Background**

As per RTE, the Department of Education, Government of National Capital Territory of Delhi, Old Secretariat, Delhi-110054 issued a notification vide No. DE.23 (462)/Sch.Br./10/17-33 dated 23.11.2011 i.e. "The Delhi Right of Children to Free and Compulsory Education Rules, 2011". It has become the Right of Children to Free and Compulsory Education. Under the RTE, Act 2009, a provision of Special Training has been made for the out of school children.

- (1) The School Management Committee of a school owned or managed by the Government or the local authority shall identify Out of School Children requiring special training and organize such training in the following manner, namely:-
  - a) The special training shall be based on specially designed Age Appropriate Learning Material, approved by the Academic Authority specified in sub-section (1) of section 29 of the Act;
  - b) The said training shall be provided in classes held in the premises of the school or in classes organized in safe residential facilities;
  - c) The said training shall be provided by teachers working in the school, or by teachers specially appointed for the purpose;
  - d) The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
- (2) The child shall, upon induction into the age appropriate class after special training continue to receive special attention by the teacher to enable him/her to successfully integrate with the rest of the class, academically and emotionally.

Under this provision of RTE Act, 2009, it is the responsibility of the State Government to streamline all out of school children in Delhi, into formal schooling system by providing them special training which will prepare them for admission in their age appropriate class, subsequently. The following terms and conditions and guidelines shall be observed by the Heads of Schools where Special Training Centers will function.

Para no. 2.5.3.1 of Sarva Shiksha Abhiyan frame work for implementation based on the Right of Children to Free and Compulsory Education Act, 2009 issued by Ministry of Human Resource Development, Department of School Education & Literacy is also being reproduced below for reference.

"Special Training for never enrolled children or those who dropped out before completing elementary education would require an identification of children who must be enrolled. For this the State Government, Local Authority and School Management Committee will need to undertake a community level school mapping exercise. The neighborhood and social mapping exercise will be followed by (i) immediate enrolment in school (ii) Organization of Special Training of flexible duration to enable the child to be at par with other children (iii) Actual admission of the child in age-appropriate class on completion of Special training and his/her participation in all class activities (iv) Continued support to the child, once admitted to the regular school, so that the child can integrate with the class socially, emotionally and academically. The RtE Act also provides that such children shall continue to be provided free and compulsory elementary education even after they cross 14 year of age".

3. The Special Training Centers shall be allocated in Govt./MCD/NDMC/DCB/Aided schools only.
4. The school shall conduct a comprehensive door-to-door survey in the catchment area /neighborhood Kshetra to identify out of school children and will register them in Special Training Centers in following format.

Sl. No.	Name of the child	Father's and Mother's name	Age of the child	Residential Address	Whether Drop-out or never enrolled	If Drop-out, mention the class last studied

5. No learner below the age of 6 years should be enrolled at STC.
6. There shall not be more than 30 out of school children at each STC whether the group is for Primary Level (Classes I-V) or Upper Primary Level(Classes VI-VIII) or entire elementary level (Classes I- VIII).
7. The HOS will ensure that the children enrolled in Special Training Centres are not enrolled elsewhere for schooling purpose.
8. The details of all the children enrolled for Special Training are to be entered online in the prescribed module and their unique IDs are to be generated by the HOS. This is applicable for NGO running STCs also.(Annexure)
9. The special training to the children enrolled in these Special Training Centres shall be provided in the premises of the school parallel to the schools hours if extra rooms are available or after school hours if extra rooms are not available.
10. The duration of the functioning of the Special Training Centres should be for 5 hours per day i.e. 8:00AM to 1:00PM or 1:00 PM to 6:00 PM.



11. The special training at these Special Training Centres shall be provided by teachers working in the school or Head of the school can directly engage the teachers or Head of the school can take assistance of a reputed NGO working in the field of Education. The HOS shall, however be responsible for the monitoring supervision and smooth operation of the Special Training Centres.
12. Each Special Training Centre shall have one teacher for each group (max. 30 children). The teacher engaged by the Head of the Institution for training of students of Upper Primary Level must have minimum qualification of B.Ed/B.El.Ed whereas for Primary Level the minimum qualification in Diploma in ETE/JBT.
13. Training programme in Special Training Centres will be as per the curriculum, syllabus and Text material supplied/developed by SCERT.
14. The duration of the special training at these Special Training Centres shall be for a minimum period of 3 MONTHS which may be extended for a maximum period not exceeding TWO YEARS based on periodical (quarterly) assessment of the children thus enrolled which is to be done by HOS in collaboration with concerned DIET.
15. It will be the responsibility of the Head of the school to ensure that children are admitted in their age appropriate class after receiving the special training in their school or in neighbourhood school.
16. The school shall conduct comprehensive and continuous monitoring and evaluation of the academic achievement of children enrolled in the Special Training Centres, maintain records of their progress and submit quarterly report to UEE Mission about the child. The school will also be bound to submit other report, as and when asked by the UEE Mission related to the centres.
17. The school or support institution like SCERT and DIETs shall organize periodical orientation/training of the teachers engaged at Special Training Centres and shall also undertake preparation of Teaching Learning material for these centres.
18. The officers from UEEM and of Education Department of the DOE/MCD/NDMC/DCB shall carry out surprise checks of the Special Training Centres.
19. Timing/Location of Special Training Centre shall not be changed without permission from this office.
20. UEEM office/DDEs should be immediately informed, if some learners leave or join Special Training Centre.
21. The school wise/NGO wise details of annual expenditure on running the Special Training Centers will be submitted by the HOS/NGO to UEEM through concerned Education officer and DPOs.
22. Any Govt. taxes as applicable from time to time shall be charged out of the payment made to them.
23. The payment shall be made on monthly basis if the bills/claims are received with all relevant papers.

- 2/c
24. Utilization certificates shall have to be submitted on quarterly basis and the Audited Statement of Accounts at the end of the financial year.
  25. Details pertaining to children admitted in age appropriate class of the STC should be provided at the earliest (as part of the claim and also separately).
  26. In case a centre is closed or clubbed due to admission of children in age appropriate class it should be communicated to the UEEM through DPO, immediately.
  27. No new centre will be started/shifted without the permission of the competent authority i.e. the SPD, SSA.
  28. Proper location/communication address with contact number of the authorized person/teacher of centre should be submitted to the UEEM before or within the first week of the operationalization of STC.
  29. The name, residential address and qualification of the teacher and other staff duly verified by the HoS/NGO should be submitted to the DPO.
  30. All out efforts should be made to organize multi-grade Teaching- Learning at STC in an inclusive and child friendly environment and to admit all children in age appropriate class as early as possible.
  31. The age for Out of School Children With Special Needs is 6-18 years.
  32. The HOS/NGO should adopt a "Zero Rejection Policy" while identifying, enrolling and mainstreaming the Out of School Children in the neighborhood/catchment area of the school.

#### Financial Norms:-

PAB has approved the unit cost (@ Rs. 6000/- per child per annum i.e. Rs. 500/- per child per month for providing Non-Residential Special Training in its meeting held on 02.04.2012 for one centre Primary/Upper Primary/both combined to be run in school premises by Head of the school.

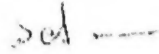
Non-Residential Special Training Centre & Madarsa/Maqtab(Fresh & Continued) for 10 months for the year 2016-17

Sl. No.	Head of the expenditure	Unit cost Per child	Expenditure per month for a group of 30 Children	Annual budget Cost for a group of 30 Children (In Rs.)	% share of unit cost
1	Payment to teacher (Pry. U.Pry.)-01	400	12000	120000	80.00
2	*Miscellaneous expenditure	35	1050	10500	7.00
4	TLM (Per centre) for teacher (Rs.500/-) once any time in the year	2	60	600	0.40
5	FLM per child	40	1200	12000	8.00
6	Contingency (Per Centre)	19	570	5700	3.80




Sl. No.	Head of the expenditure	Unit cost Per child	Expenditure per month for a group of 30 Children	Annual budget Cost for a group of 30 Children (In Rs.)	% share of unit cost
7	Training of Teacher by SCERT @ Rs. 100/- for ten days.	4	120	1200	0.80
	Total	500	15000	150000	100.00

\* The above fund can be used for maintaining and keeping the STC clean (They can get the outside assistance)

  
 Consultant (HQ)  
 UEE Mission-SSA

Copy for information to:-

1. DDE/DPO-East/North East/North/North West/West/South West/South/Central
2. Director(Edn) MCD/NDMC/DCB
3. FCA-SSA, UEE Mission
4. HoS of MCPS Jharoda Majra-II, Civil Line Delhi-110084(DD-1252029)
5. AAO- East/North East/North/North West/West/South West/South/Central
6. DURCC- East/North East/North/North West/West/South West/South/Central
7. MIS for uploading the details of STC on the website.
8. Office Copy
9. Guard file

  
 Consultant (HQ)  
 UEE Mission-SSA



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F. DE(61)/SS/2018-19/731-743

Date: 03/12/18

**Circular**

**Sub:-Composite School Grant under Samagra Shiksha 2018-19**

The Project Approval Board (PAB) of Samagara Shiksha Abhiyan (SS) has approved a sum of **Rs.2019.77 Lakhs** as School Grant for **2596 Govt. Schools (DOE, MCD, NDMC, DCB, DSW)** for the year 2018-19 as per U-DISE data for the year 2017-18.

Accordingly, the following 1012 Govt. Schools run by Dte. Of Education, GNCT of Delhi, 1532 schools run by Municipal Corporation of Delhi, 41 schools run by New Delhi Municipal Corporation, 06 schools run by Delhi Cantonment Board and 05 schools run by Department of Social Welfare Schools; total numbering **2596** in all, as per list enclosed are being provided School Grant for the year 2018-19 based on the enrollment of the children.

No. of Govt. schools (DOE,MCD,NDMC,DCB, DSW)  
Pry & Upper Pry and Secondary & Sr. sec.  
UP Class-VIII and UP Class-X or Class-XII

S no	Doe dist	Total No. of schools	Amount released to DPO concerned									Total Amount released (A+B+C+D+E) (In Lakhs)
			No. of schools having Enr<=100	List A Rs. 0.13 lacs per school	List B @Rs.0.25Lakh lacs per school	No. of schools having Enr>100 and <=250	List C Rs.0.50 lacs per school	No. of schools having Enr>250 and <=1000	List D Rs.0.75 lacs per school	No. of schools having Enr>1000	List E Rs.1.00 lacs per school	
1	DOE	1012	2	0	0.5	29	14.5	338	253.5	642	642	910.63
2	MCD	1532	3	0.39	0	402	201	1035	776.25	93	93	1070.51
3	NDMC	41	0	0	0	6	3	26	19.5	9	9	31.5
4	DCB	6	0	0	0	0	0	6	4.5	0	0	4.5
5	DSW	5	1	0.13	0	2	1	2	1.5	0	0	2.63
Total		2596	6	0.52	0.5	439	219.5	1407	1055.25	744	744	2019.77

Accordingly, funds are being released to DPOs in respect of Govt. Schools (DOE, MCD, NDMC, DCB, DSW) under their jurisdiction as per following details:

District	Number of Schools	Amount
Central	104	6638000
East	284	22388000
New Delhi	46	3575000
North	167	11488000
North East	308	25500000
North West A	316	24238000
North West B	313	24925000
South	178	13325000
South East	231	18475000
South West A	99	7450000
South West B	193	14750000
West A	166	12925000
West B	191	16300000
Grand Total	2596	201977000

The DPOs are directed to release the school grant in the account of Samagra Shiksha of the respective schools under their jurisdiction as per the lists enclosed. **This Grant is to be utilized by the Head of each of the 2596 Schools through respective SMCs as per the enclosed guidelines. School Heads don't need any Administrative Approval & Expenditure Sanction from the Dy. Directors of the Districts concerned.** (The utilization is subject to Audit)

  
(Ranjana Deswal)  
State Project Director-SS

Encl:-

1. List A, B,C, D and E
2. Guidelines for school grant 2018-19

F. DE(61)/SS/2018-19/731-743

Date: 03/12/18

Copy to:-

1. Dy. Secretary (IS.7 Section), SE&L, Room No. 422, C-Wing, MHRD, Shastri Bhawan, New Delhi-110005.
2. All DPOs/Heads of concerned schools of Directorate of Education.



**Guidelines regarding utilization of Composite School Grant  
under Samagra Shiksha Abhiyan for the year 2018-19**

As a support for quality improvement, Composite school grant is being sanctioned on an annual basis to Government Schools under the Samagra Shiksha Abhiyan. The objective is to utilize this support to provide conducive learning environment in schools. It is desired that this grant should be judiciously spent on various quality interventions for students. SMCs may utilize this grant in their endeavour to provide healthy environment in the school for the improvement of quality of Teaching Learning Process.

In this regard, HoSs/Members of SMCs/District DDEs/DPOs, DURCCs, CRCCs and AOs/AAOs concerned are requested to note the following guidelines for strict compliance:

1. Composite School Grant under Samagra Shiksha Abhiyan is directly transferred to individual schools by the respective DPOs in the Samagra Shiksha Account being maintained by the school and the expenditure is to be incurred in consultation with SMCs and the school Building Sub-committee and Academic Sub-committee.
2. The HoS shall utilize the Grant under Samagra Shiksha as per approved norms. **There is NO REQUIREMENT of taking any Administrative Approval and Expenditure Sanction from the DPO/District DDE for incurring expenditure out of Composite School Grant.**
3. Proper Account is to be maintained by each school of the Grant received under Samagra Shiksha.
4. Account so maintained at the level of the School is auditable and may be examined any time by the Central Team of MHRD/ Team constituted at State Level/UEE Mission/Team of Directorate of Education, Delhi.
5. Utilization certificate, duly signed by the Head of the School, is to be submitted by each HoS to the concerned DPO by 7<sup>th</sup> April 2019 positively who, in turn, shall submit the same to the UEEM by 14<sup>th</sup> April 2019.
6. All the HoS concerned shall follow the GFR-2017 guidelines for the expenditure norms for proper & judicious utilization of the grant. As far as possible, all procurement should be effected through GEM (Govt. E-market) and payments should be made through E-payment system in respect of vendor/supplier **(Cashless)**.



3/12/19



Given below are **various suggestive items** on which this grant can be utilized along with the reasonable maximum amount (i.e. Spending Limit) that can be spent on each such item(s). Simultaneously, it is to be ensured by the Head of the School that, as far as possible, expenditure out of "Composite School Grant" under Samagra Shiksha is made only on those items which directly facilitate better learning of students and for which funds are not available from Delhi Govt.

A list of suggestive items that can be procured out of School Grant' is given below, divided among different 'heads'. Schools heads can spend a maximum of Rs. 12000.00 under any sub-head.

Heads	Suggestive Items
1	Repair/replacement of defective/obsolete/unserviceable equipment in the school.
2	Other recurring costs, such as consumables, play material, newspapers, electricity charges, internet, water, teaching aids etc
3	Provide annual maintenance and repair of existing school building, toilets and other facilities to upkeep the infrastructure in good condition.
4	<b>At least 10% of the Composite School Grant is to be mandatorily spent on Activities related to Swachhta Action Plan</b>
5	<b>Creation/strengthening of existing Child-Centred Activity Room / Reading Room /Recreation Room cum Resource Centre cum Multimedia Centre</b> - Subscription for newspapers & magazines. Purchase of current Year Books and dictionaries also allowed. (Such a room has to be in addition to the School Library). <b>Schools are allowed to purchase Book Shelves but purchase of furniture including Almirah is NOT ALLOWED.</b>
6	Organisation of Intra-class/Inter-Class Quiz/Debate/Drawing competitions and General Awareness/Quiz Programmes for students. (Including support material and Prizes)

  
3/12/18

7	Organisation of indoor games and Intra-class/Inter-Class Sports competitions and General Awareness Programme for students (Including support material and Prizes).
8	Purchase of items for a first-aid box.
9	Organisation of workshops for children on Origami/Macrame/ /Quilling/Pottery/ Paper Mache/Book Binding/ Puppet making etc along with purchase of material for practise by children
10	Organization of other programmes such as Legal Literacy, Gender Sensitization, Health Awareness Programme on Hygiene and Sanitation, Safe & unsafe Touch, Substance Abuse etc as announced by DoE from time to time.
11	<b>Organization of Music/Dance/Theatre activities at the school level (Hiring of dresses/costumes) Repair and purchase of Musical Instruments.</b>
12.	<b>Organization of Activities under Kala Utsav at the school level, leading to participation at the District/State Level Competitions in Music, Dance, Theatre and Visual Arts</b>
13	<b>Arrangement of Transport facilities for taking children to various functions and activities including Career Conclaves</b>
14	Purchase of support material for successfully running ASL, PSA, OTBA. Purchase of standard maps/graphs for distribution among all students (max A4 size)
15	Purchase of Consumables for use in Science Laboratory. Organisation of Guest lectures and demonstrations. Organization of Science Exhibition in school.
16	Providing facility of 'Student Concessional Pass (All Route) @Rs. 100 per month for 10 months to very needy and deserving students commuting to school by DTC buses. <b>(This facility will not be extended to students residing within 1km radius of the school)</b>
17	Composite School Grant can also be used to improve the interiors of STCs being run in the school to make the learning environment more child friendly
18	Purchase of some indoor games/art & craft material for use by STC children specifically


  
5/12/17



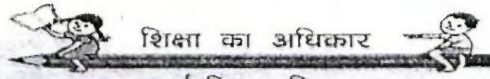
School principals can pay honorarium to experts/resource persons invited from outside the school to judge various events/activities /competitions or to deliver talks/presentations @ Rs. 500/- per person per day/event or as per specified norms of the Department if the same is prescribed.

School principals will be required to maintain record (Such as Name and class of the student and Residential Address with recommendation of the teachers) of all such needy and deserving students offered facility of 'Student Concessional Pass (All Route) issued by DTC @Rs. 100 per month for a maximum of 10 months.

Expenditure towards printing of certificates to be given away to students can also be met out of School Grant under different sub-heads as mentioned above. School Grant is not to be utilized for purchasing bouquets, mementoes and gifts to be presented to the guests/special invitees. No purchase of items of personal use by the staff including school Principal is allowed out of School Grant.

  
(S. Sunil)  
DDE-SS





सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

## OFFICE OF THE U.E.E. MISSION

1<sup>st</sup> Floor, near Estate Branch, Department of Education

District North, Lucknow Road, Delhi - 110054

Ph: 23812072, 23810503, E-mail: spd\_delhi@rediffmail.com

No. DE/21/SSEP/SS/2018-19/8911-23

Dated: 20/12/18

To

All Deputy Director of Education,  
District - East, North East, North, North West A & B, West A & B,  
South West A & B, South, New Delhi, Central

Subject:- Purchase of Flex-board for display of Dashboard of Shaala-Siddhi in Schools.

Sir/Madam,

I am directed to convey the sanction of the competent authority for incurring expenditure amounting to Rs. 18,13,200/- (Rs. Eighteen Lac Thirteen Thousand Two Hundred only) under the Innovation head for Shaala-Siddhi activity under REMS for the purchase of flex-boards for all schools in 13 districts as approved by PAB (2018-19).  
District wise expenditure will be as given below:-

It may be ensured that all the codal formalities and specifications already given to DURCCs are taken care of while incurring the Expenditure.

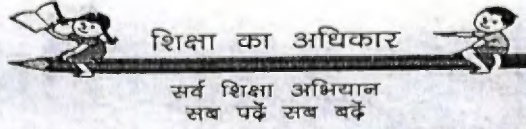
S.No.	District	DOE	DOE Aided	MCD	MCD Aided	NDMC	NDMC Aided	DCB	DSW	Total No. of schools	Total amount to be released @ Rs. 600/-
1	East	115	15	177	10				1	318	190800
2	North East	128	8	192	1					329	197400
3	North	63	42	119	2					226	135600
4	North West-A	110	8	219	1				1	339	203400
5	North West-B	126	3	210					1	340	204000
6	West-A	58	14	119	4					195	117000
7	West - B	81	6	117						204	122400
8	South West-A	41	16	57	1			6		121	72600
9	South West-B	91	0	132						223	133800
10	South East	89	14	158	5				1	267	160200
11	South	73	4	114	3					194	116400
12	New Delhi	4	19	0		46	3			72	43200
13	Central	40	59	78	16				1	194	116400
	Total	1019	208	1692	43	46	3	6	5	3022	18,13,200

DDE 20/12/18  
(Samagra Shiksha)

Copy to:-

1. P.S. to Chairman
2. P.A. to SPD
3. F.C.A
4. DURCCS
5. All HoS through DPO





## OFFICE OF THE U.E.E. MISSION

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District North, Lucknow Road, Delhi – 110054

Ph: 23812072, 23810503, E-mail: spd\_delhi@rediffmail.com

No. DE/21/SSEP/SS/2018-19/ 3901-10

Dated: 20/12/18

### CIRCULAR

**Subject:- Guidelines for the District-Project Officers for procurement and installation of Flex-boards in schools (under Shaala-Siddhi intervention).**

All District Project Officers are directed to make a centralized purchase of Flexboards (One for each school) for all the Govt. and Govt. Aided schools of their districts as mentioned in the Sanction Order and get these installed in schools. Further it is to mention that:-

- Since all the schools have been doing School Self evaluation since 2016-17 and also uploading the information on NUEPA Web portal, a provision has been approved in PAB (2018-19) for installation of Flex-board in school displaying Dash-Board of Shaala-Siddhi, document (given on the last page of the document).
- The Flex-board displaying Dashboard will be used as a ready-recknor for HoS and teachers to reflect upon the level of achievement and the desired goals. This will also serve the purpose of introspection for Self-improvement.
- This will also highlight the school accomplishments in various domains to the visitors.
- The Flex-board will have the following specification such as:- size (6X4 Feet) with Card-board mount, Erasable quality and Wooden/Aluminium frame of strong quality.



- The Procurement and Installation of Flex-board will be done @ Rs. 600/- per board per school.
- As the flexboard, once installed will be used every year, due care must be taken for its erasable quality for regular use over the years.
- The Flexboard will be placed inside/ just outside Principal's Room so that this may be accessible and visible to all stakeholders.
- In order to maintain uniformity in size and quality, the flex-boards may be purchased @ Rs. 600/- (one for each school) at district level (as per the specimen provided) and supplied to school for further installation.
- The compliance report of the complete procurement and installation at school level may be received at District level.
- The utilization certificate and collective compliance report for the same, duly verified by DPO may be sent to SPD-SSA.

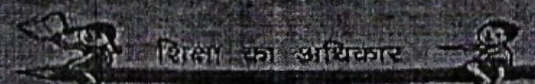
This issues with the prior approval of Competent authorities.



2.1/2/17

**S. Sunil**  
**DDE (Samagra Shiksha)**





शिक्षा का अधिकार

सर्व शिक्षा अभियान  
सब पढ़े सब बढ़े

# OFFICE OF THE U.E.E. MISSION

1<sup>st</sup> Floor, near Estate Branch, Department of Education

District North, Lucknow Road, Delhi - 110054

Ph: 23812072, 23810503, E-mail: spd\_delhi@rediffmail.com

No. 9076-96

Dated: 26/12/18

To

All Deputy Director of Education,

District - East, North East, North, North West A & B, West A & B,  
South West A & B, South, South East, New Delhi, Central

**Subject: Purchase of Indoor Play Equipments to provide Resource Support for children at pre-primary level. (Non-Recurring Grant)**

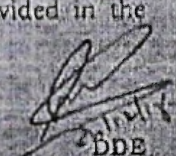
Sir/Madam,

I am directed to convey the sanction of Rs. 348.00 Lac under one time Non-Recurring grant of Rs. 25000/- to 1392 Schools of Delhi, NCT for the purchase of Indoor Play Equipments such as Slides, swings, Trampoline etc. so as to provide Resource Support for children at pre-primary level

The details of District wise schools & the financial implications will be as given below:-

S.No.	District	One Time Grant to School	DOE S.V.	Total Amount	MCID	Total Amount	NDMC	Total Amount	DCB	Total Amount	Total Amount Sanctioned to District for all school	Total School
1	East	25000	69	1725000	93	2325000	0	0	0	0	4050000	
2	North East	25000	23	575000	71	1775000	0	0	0	0	2350000	
3	North	25000	27	675000	72	1800000	0	0	0	0	2475000	
4	North West-A	25000	35	875000	122	3050000	0	0	0	0	3925000	
5	North West-B	25000	67	1675000	123	3075000	0	0	0	0	4750000	
6	West-A	25000	35	875000	75	1875000	0	0	0	0	2750000	
7	West-B	25000	37	925000	65	1625000	0	0	0	0	2550000	
8	South West-A	25000	24	600000	36	900000	0	0	6	150000	1650000	
9	South West-B	25000	30	750000	73	1825000	0	0	0	0	2575000	
	South	25000	27	675000	72	1800000	0	0	0	0	2475000	
10	South East	25000	34	850000	73	1825000	0	0	0	0	2675000	
11	New Delhi	25000	3	75000	0	0	34	850000	0	0	925000	
12	Central	25000	17	425000	49	1225000	0	0	0	0	1650000	
	Total		428	10700000	924	23100000	34	850000	6	150000	34800000	1392

It may be ensured that all the codal formalities and specifications already provided in the guidelines, are taken care of while incurring the Expenditure.

  
BDE  
(Samagra Shiksha)

Copy to:

1. P.S. to Chairman
2. P.A. to SPD
3. P.C.A.
4. DURCOS
5. All HoS through DPO





शिक्षा का अधिकार

सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

## OFFICE OF THE U.E.E. MISSION

11 Floor, Near Estate Branch, Department of Education

District North, Lucknow Road, Delhi - 110054

Ph: 23812072, 23810503, E-mail: spo\_delhi@rediffmail.com

No. 2076-96

Dated: 26/12/18

### CIRCULAR

**Subject :- Detailed Guidelines for School Heads for Procurement of Material/Educational Toys/Physical Infrastructure for Pre-Primary children. (Non-Recurring Grant).**

Samagra Shiksha (2018-19) has taken initiative in providing funds for the purchase of supplementary material and equipments to facilitate learning activities at Pre-Primary level including but not limited to indoor slides of swings and indoor trampoline.

MHRD has made a provision of One-time Non-Recurring Grant of Rs. 25000/- to schools for the purchase of suggested indoor play equipments such as indoor slides, swings and indoor trampoline for the children at Pre-Primary level including but it may not be limited to the suggested equipment only and according to the available space and requirement of the school.

All Heads of schools are directed to make purchase of play equipments utilizing the grant of Rs. 25000/- which is being released for providing resource support for children at Pre-Primary level with one-time Non-recurring grant.

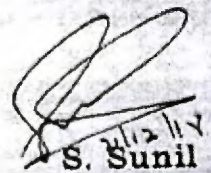
In this regards, this is to mention that HOSs must ensure that :-

- The funds are judiciously utilized for the purchase of items which are age-appropriate for children at pre-primary level.
- No duplicacy in purchase of items takes place since the school might have received material/equipments from other agencies such as PWD act. Thus, the equipments may be carefully purchased.
- A 3-member purchase committee may be constituted at school level to ensure the needful procurement of equipments keeping in mind the physical space available inside the classroom and also within in the school premises.



- The committee must ensure that the items purchased are colourful, attractive, age-appropriate and cost-effective.
- The committee must also take in to consideration that the equipments are safe and can be handled independently by children.
- The codal formalities for all the items purchased, should be done as per norms.
- A separate stock register may be maintained to make the entries for all the items purchased out of grant received from office of Samagra Shiksha.
- The duly signed and verified compliance certificate and utilization certificate of the grant will be sent to concerned DPO immediately with a copy of the same to SPD-SS.
- In addition to the above items purchased at School Level, the HOS will also receive 10 sets of 6 books of NBT and Early Primary Mathematics Kit along with manual from their respective districts. The HOSs must ensure that all the material received from districts is also kept in safe custody of Nursery teacher so that it may be used by children.

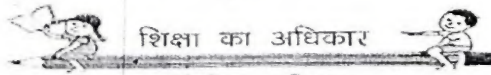
This issues with the prior approval of Competent authorities.



S. Sunil

DDE (Samagra Shiksha)





सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

## OFFICE OF THE U.E.E. MISSION

1<sup>st</sup> Floor, near Estate Branch, Department of Education

District North, Lucknow Road, Delhi - 110054

Ph: 23812072, 23810503, E-mail: spd\_delhi@rediffmail.com

F.No.DE(62)/SS/2018-19

987654321

Dated:

23/1/19

### CIRCULAR

**Sub :-Detailed Guidelines for School Heads for Procurement of Material under the activity of Sports & Physical Education.**

The Project Approval Board of MHRD has made a provision grant under the head of Sports & Physical Education as per details mentioned below:-

S. No	Activities		Final Approved Outlay in PAB 2018-19 (Rs. In Lakh)		
			Schools (Phy.)	Unit Cost	Fin
<b>Sports &amp; Physical Education (upto Highest Class VIII)</b>					
58.a	Sports & Physical Education (Primary Schools )	Physical (Primary)	1675 (Attached List A)	0.05	83.8
58.b	Sports & Physical Education (Upper Primary Schools )	Physical (Upper Primary)	19 (Attached List B)	0.1	1.9
<b>Total of Sports &amp; Physical Education (upto Highest Class VIII)</b>					<b>85.7</b>
59	<b>Sports &amp; Physical Education (upto Highest Class XII)</b>				
59.a	Sports & Physical Education (Secondary)	Physical	107 (Attached List C)	0.25	26.75
58.a	Sports & Physical Education (Sr. Secondary)	Physical	929 (Attached List D)	0.25	232.25
<b>Total of Sports &amp; Physical Education (upto Highest Class XII)</b>					<b>259</b>
<b>Total of Sports &amp; Physical Education Programme</b>					<b>344.7</b>


A copy of D.O letter dated 24.12.2018 containing therein the guidelines issued by MHRD & suggested list of sports equipments which can be purchased is enclosed herewith.

All Heads of schools are directed to make purchase of equipments utilizing the grant which is being released expeditiously.

In this regards, this is to mention that HOSs must ensure that:-

- The funds are judiciously utilized for the purchase of items which are age-appropriate for children various levels.
- No duplicity in purchase of items takes place since the school might have received material/equipments from other agencies such as PWD etc, Thus, the equipments may be carefully purchased.
- A 3-member purchase committee may be constituted at school level to ensure the needful procurement of equipments keeping in mind the physical space available within in the school premises.
- Any proposed equipment chosen to be purchased should be such that it can be utilized to the maximum level and by the maximum number of Students.
- There should be variety in choosing the sports goods to be purchased, so that their utilization leads to all round development of the beneficiary students.
- The committee must ensure that the items purchased are colourful, attractive, age-appropriate and cost-effective.
- The committee must also take in to consideration that the equipments are safe and can be handled independently by children.
- The codal formalities for all the items purchased, should be done as per norms.
- A separate stock register may be maintained to make the entries for all the items purchased out of grant received from office of Samagra Shiksha.
- The duly signed and verified compliance certificate and utilization certificate of the grant will be sent to concerned DPO immediately with a copy of the same to SPD-SS.
- The HOSs must ensure that all the material purchased are kept in safe custody of PET/ concerned teacher and are utilized properly by the children for whom it is being purchased.

This issues with the prior approval of Competent authority

  
(S. Sunil)  
DDE-SS

Encl:-

1. Copy of D.O. Letter dated 24.12.2018
2. List of sports equipments
3. List A, B,C and D



**Copy to:-**

1. Dy. Secretary (IS.7 Section), SE&L, Room No. 422, C-Wing, MHRD, Shastri Bhawan, New Delhi-110005.
2. All DPOs/Heads of concerned schools of Directorate of Education.
3. FCA-UEEM
4. All the DURCCs with the directions to get the funds utilized at the earliest.
5. AO/AAO All Districts
6. OS (IT) with the directions to get the circular uploaded on Department's website.

**F. DE (62)/SS/2018-19**

9570-9901

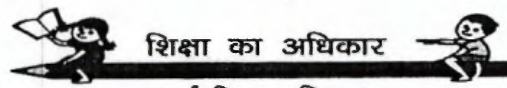
**Date:** 23/11/19

**Copy for information to:-**

1. PS to Principal Secretary (Education)/Chairman EC-SS
2. PS to Director (Education)/Vice Chairman EC-SS
3. Director East/North/South MCD
4. CEO, Delhi Cantonment Board
5. Director, NDMC
6. Director, DSW
7. Guard File



**(S. Sunil)**  
**DDE-SS**



शिक्षा का अधिकार

सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

OFFICE OF THE U.E.E. MISSION

1<sup>st</sup> Floor, near Estate Branch, Department of Education

Distt. North Lucknow Road, Delhi – 110054

Ph.23812072, 23810647, 23811442, Fax No. 23810654 Email:-spd\_delhi@rediffmail.com

No. DE (29)/UEEM/MIS/2018-19/

10205-18

Dated: 30/11/19

To,

All DDEs/DPOs,

Directorate of Education, Delhi,

District: East, North East, North, North West A & B, West A & B,

South West A & B, South/South East, Central, New Delhi

**Sub: Conveying of Administrative Approval and Expenditure Sanction for Rs. 82,99,802/- (Rs. Eighty Two Lac Ninety Nine Thousand Eight Hundred Two only) Child Tracking for all Children population under Samagra Shiksha for the year 2018-19 for all District.**

Sir/Madam,

I am directed to convey the Administrative Approval and Expenditure Sanction of Rs. 82,99,802/- (Rs. Eighty Two Lac Ninety Nine Thousand Eight Hundred Two only) Child Tracking for all Children population under Samagra Shiksha for the year 2018-19 for all District.

1. That the management wise, district wise and class wise enrolment of total children population are 41,49,901.
2. That the amount of total sanction is Rs. 82,99,802/- restricted @ Rs. 2.00 per child as fund approved by MHRD under Samagra Shiksha for Child Tracking for all Children population.
3. The priority should be given for all children population from Class-I to Class-XII schools of DoE, DoE Aided, DoE Un-aided, MCD, MCD Aided, MCD Un-aided, NDMC, DSW, JNV, DCB, Jamia including all management.
4. The printing data capture format and online data entry exercise should be completed within ten (10) days from the date of issue of A/A & E/S.
5. That it will be the responsibility of CRCCs, DURCCs, HoSs and DPOs concerned to ensure the work of online data entry.
6. The amount to be paid to all the district is as below: -


**District wise Amount to be Paid for Child Tracking**

Sl. No.	District Name	No. of Children	Amount in Rs. (@ Rs. 2 Per Child)
1	East	441762	883524
2	North East	587274	1174548
3	North	182704	365408
4	North West	901089	1802178
5	West	638874	1277748
6	South West	554370	1108740
7	South	644828	1289656
8	New Delhi	84614	169228
9	Central	114386	228772
<b>Total</b>		<b>4149901</b>	<b>8299802</b>

OK

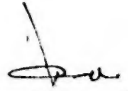


7. Guidelines regarding utilization of fund approved for Child Tracking for all Children population for the year 2017-18 is enclosed.

  
(Kamal Deep Gupta)  
DDE-Samagra Shiksha

**Copy to:**

1. PPS to Secretary (Education)/Chairman-SSA, Dte. of Edn. Old Sectt. Delhi
2. PA to Director of Education, Vice-Chairman-SSA Dte. of Edn. Old Sectt. Delhi.
3. PA to SPD-SS, Dte. of Edn. Old Sectt. Delhi

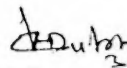
  
(Kamal Deep Gupta)  
DDE-Samagra Shiksha

**Guidelines regarding utilization of fund approved for Child Tracking for all Children population under SSA for the year 2018-19**

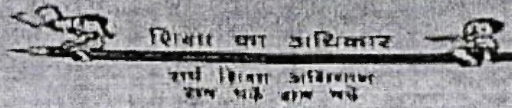
It is considered appropriate to give directions to Heads of all beneficiary schools of Delhi by the concerned DPOs to the local authorities and all other management regarding utilization of fund under Samagra Shiksha for 2018-19 exclusively for **Child Tracking for all Children population**. It is desired that this grant should be judiciously spent for this interventions for students of all class (i.e. Pre-pri to 12<sup>th</sup>). Priority should be given for all children population from Class-I to Class-XII and schools of DoE, DoE Aided, DoE Un-aided, MCD, MCD Aided, MCD Un-aided, NDMC, DSW, JNV, DCB, Jamia including all management.

In this regard, CRCCs DURCCs, HoSs and DPOs concerned are requested to note the following guidelines for strict compliance:

1. Child Tracking fund under Samagra Shiksha should be directly transferred to individual schools by the respective District DPOs and the expenditure be incurred in consultation with DURCCs, CRCCs and AOs/AAOs concerned.
2. Financial Powers are given to the HoS for utilizing the funds under Samagra Shiksha as per approved norms. **There is no requirement of taking any Administrative Approval and Expenditure Sanction form the DPOs for incurring expenditure out of Child Tracking fund.**
3. Proper Accounts Books are also to be maintained by each school at the level of HoS for audit purpose.
4. Utilization certificate, duly signed by the Head of the School to be submitted to the concerned DPO by 15<sup>th</sup> Feb.,2019 positively.
5. The fund be utilized for works such as Printing/ photocopy of Student Data Capture Format and Online Data Entry of the Student Data Capture Format.

  
(Kamal Deep Gupta)  
DDE-Samagra Shiksha





### **Samagra Shiksha**

OFFICE OF THE U.E.E. MISSION

1 Floor, near Estate Branch, Department of Education

Distt. North Lucknow Road, Delhi - 110054

Ph.23810361, 23810647, Tele Fax: 011 23811442

Email: [spd\\_delhi@rediffmail.com](mailto:spd_delhi@rediffmail.com)

Not-F.No.29/UEEM/Community Mobilization/2018-19/10977-44 Date:- 25/2/19

To

The DDEs/DPOs

District:- East/North East/North/North West/West/South-  
West/South/Central/New Delhi

#### **Sub- Activity under "Community Mobilization" 2018-19**

Sir/Madam,

I am directed to convey the Administrative Approval & Expenditure Sanction to the tune of Rs. 41,02,500/- (Rs. Forty one lakh Two Thousand five hundred) accorded by Secretary(Education)/Chairman-UEEM, Delhi for conduct of following activity as per norms and guidelines given as under:-

#### **Activity - Awareness Rallies for community mobilization at school Level**

##### **Objectives:-**

- To provide the access to each and every child of the age group of 6 to 14 years.
- To spread the awareness of RTE Act, 2009 among the community
- To fulfill the goal of Samagra Shiksha /RTE 2009
- To increase the enrollment in school
- To make the community aware of Child Abuse
- To spread awareness about the cleanliness about the community
- To spread the awareness in community about girl education

##### **Guidelines for the Organization of School-level Awareness Rallies:-**

1. The activity will be conducted at the School level in supervision of DPO, DURCC & CRCCs of concerned district.
2. The amount given to concerned DDEs/DPOs under "Community Mobilization Head" (47.b Elementary and 48.a Secondary) @ Rs.1500/- per school.

*Handwritten signature*



- (1)
- (2)
3. The fund will be released in advance to the school to organize the awareness rallies.
  4. The fund will be released in the school prior to awareness rallies in community.
  5. Settlement of the advance along with Utilization Certificate should be submitted within ten days from receiving of the activity amount.
  6. Utilization certificate as per the norms should be given to the Accounts branch.
  7. Slogan/ banner based on various topics NATIONAL INTEGRITY, EK BHARAT SHRESHTHA BHARAT, AWARENESS OF SWACHHTA, RIGHT TO EDUCATION, BETI BACHAO, BETI PADHAO. The expenditure will be incurred in each school as per items given in table:-

Sl. No.	Particulars	No of Persons	Amount (per person in Rs)	Amount (in Rs)
1.	Refreshment for the participants, escorts (fruity/Milk biscuit /small chips pkt.)	45+3	25	1200
2.	Miscellaneous (Banner 6x3, slogan etc.)			300
Total				1500

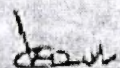
Expenditure per school= 1500/-

Expenditure for DOE schools- 1039 schools x 1500= 15, 58,500/-

Expenditure for MCD schools - 1696 schools x 1500= 25, 44, 000/-

Grand Total Expenditure (DOE schools +MCD schools) = 41,02,500 /

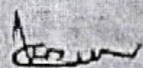
This has been issued with the prior approval of the Competent Authority vide U. O. No. 502/SE dated 21/02/2019.

  
 (Kamal Deep Gupta)  
 DDE-Samagra Shiksha  
 UEE-Mission

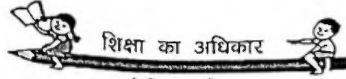
Encl:- The list of schools as per U-DISE

Copy to:-

1. All DDEs/DPOs
2. All DURCCs
3. FCA-SS
4. Guard file

  
 (Kamal Deep Gupta)  
 DDE-Samagra Shiksha  
 UEE-Mission





OFFICE OF THE U.E.E. MISSION  
1 Floor, near Estate Branch, Department of Education  
Distt. North Lucknow Road, Delhi - 110054  
Ph. 23810361, 23810647, Tele Fax:-011 23811442  
Email:-spd\_delhi@rediffmail.com

No.F.DE 29/UEEM/STC/12/2018-19 / 11361-65

Dated:- 12/3/19

### SANCTION ORDER

Sanction of Secretary (Education)/Chairman UEE Mission is hereby conveyed for release an advance of Rs. 2,32,50,000/- (Rupees Two Crore Thirty Two Lakh Fifty Thousand only) in favour of 148 schools (58 DoE, 83 MCD, 03 DCB & 04 NDMC) & 02 Observation Home for Boys (list attached) @ Rs. 1.55 Lac per school/Observation Home for Boys for setting up of Model STC/Gyan Lok (2018-19) under item 53 Project Innovation Elementary Sub Head Gyan Lok (53. ao) approved in PAB for the year 2018-19.

(KAMAL DEEP GUPTA)  
DDE-SAMAGRA SHIKSHA

Copy for information and necessary action to:-

1. PS to Secretary (Education)/Chairman UEE Mission
2. PA to SPD- Samagra Shiksha
3. FCS-Samagra Shiksha - *CD & List of Schools*
4. All concerned HoS *with detail of A/c & amt.*
5. Guard file.

(KAMAL DEEP GUPTA)  
DDE-SAMAGRA SHIKSHA



**GUIDELINES FOR PURCHASING OF ITEMS FOR SETTING UP OF GYAN LOK  
FOR OUT OF SCHOOL/SCHOOL DROPOUTS CHILDREN UNDER SAMAGRA  
SHIKSHA DELHI**

1. PAB has approved Rs. 600 Lakh for setting up of 150 Model STCs/Gyan Loks. vide minutes, dated 13 June 2018. The Gyan Loks, also known as Model Special Training Centre for Out of School Children, are being set up to provide a suitable and conducive learning environment to motivate the children. They will play a crucial role in encouraging the children to attend school regularly and make learning a joyful experience for them.
2. The Competent Authority has approved setting up of 150 Gyan Loks as under-

S. No.	Agency	No. of Gyan Loks approved
1	Directorate of Education	58
2	MCDs	83
3	NDMC	04
4	DCB	03
5	Observation Home for Boys, Seva kutir	01
6	Observation Home for Boys, Delhi Gate	01
	Total	150

3. The break-up of the funds allocated to HoS for setting up of the Gyan Lok is as under:-

S. No.	PARTICULAR OF ITEM (Non-consumable/consumable)	UNIT COST (IN LAC.)	ESTIMATED COST/PRICE in Lakh
1.	Educational Kits	0.012	0.36
2.	Excursion trip	0.2	0.20
3.	Abacus (1 per child)	.005	0.15
4.	Almirah (1)*	0.07	0.07
5.	Bag with attached table water bottle, tiffin	0.006	0.18
6.	Yoga Mats	0.003	0.093
7.	TLM	0.1	0.10
8.	Curtains and Curtains Rods	0.015	0.015
9.	Display/bulletin board (1 per centre dimensions=4*3 Ft.)	0.03	0.03
10	Green Board/Black Board at ground level (4ft*101ft)	0.1	0.10
11	Musical instrument @ Rs. 10000/- per centre	0.1	0.10
12	Board games and sports items 5000/-	0.05	0.05
13	Wall clock (1 each per centre)	0.002	0.002
14	Recurring contingency expenditure for above items annually	0.1	0.10
	Total		1.55Lac.



4. The break-up of the funds allocated for purchase of items centrally through JD (IT) for setting up of the Gyan Lok is as under, the schools are not to procure these items at their level:-

S. No.	PARTICULAR OF ITEM (Non-consumable/consumable)	UNIT COST (IN LAC.)	ESTIMATED COST/PRICE in Lakh
1.	K-YAN(1)/OHP	1.5	1.50
2.	COMPUTER WITH PRINTER, SCANNER (1) AND DONGAL	0.45	0.45
3.	Smart LED TV	0.5	0.50
	Total		2.45 Lac.

5. Guidelines for purchasing of items from S. No. 1-14 for Model STCs/Gyan Loks

All the Heads of Schools and wherein the Gyan Loks are to be set up are directed to follow the guidelines given below for procurement of items for Gyan Lok at HoS level-

1. The amount of Rs. 1.55 Lacs will be transferred as advance to the Samagra Shiksha Account of each of the identified schools for setting up Model STC/Gyan Lok in that school.
2. The amount will be utilized for purchasing of items mentioned at S. No. 1-14 for the above mentioned items as per the laid down procedure of procurement in GFR-2017, which also includes the procedure and guidelines of procurement through Government E-market (GEM)
3. The items procured (Consumable/Non-Consumable) will be entered in the Stock Registers meant for the purpose.
4. Proper record of purchase document should be maintained specifically for audit/inspection purposes.
5. Statement of Expenditure and Utilization Certificate as per the GFR-2017 should be furnished to the Accounts Branch, Samagra Shiksha -HQ, by 15<sup>th</sup> April 2019 positively.
6. The CRCC of the concerned cluster wherein the Gyan lok is to be set up will coordinate with the HoS for ensuring timely and judicious utilisation of funds.
7. The DURCCs will personally monitor the setting up of these Gyan Loks in their respective districts.

F.No. 29/UEEM/STC-Cell/12/2018-19/1041-84 (KAMALDEEP GUPTA)  
Copy to:- dt:-11/3/19 DDE (Samagra Shiksha)

1. JD (IT) for compliance to observe the Codel formalities for purchase of K-YAN, LED TV & Computer as mentioned at Para 4
2. PPS to Secretary (Education)/Chairperson (UEE Mission)
3. DPO/DURCC/CRCC for compliance, co-ordination and monitoring of the Gyan Lok
4. PA to SPD (Samagra Shiksha)
5. Concerned HoS, as per attached list, for compliance
6. FCA (Samagra Shiksha) for compliance
7. OS (IT) to upload on Department's website

(KAMALDEEP GUPTA)  
DDE (Samagra Shiksha)