



SAMAGRA SHIKSHA
OFFICE OF THE U.E.E MISSION

(A Society under Education Department, Govt. of NCT of Delhi)

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No. F.15/DDE (IEB)/SS/Booklet/2020/2317-2322

Dated: 10/09/2020

CIRCULAR

This is in continuation to circular dated 16.07.2020 regarding distribution of Samarth Booklet for Children with Special Needs (CWSN) with activities to be followed at home to students studying in MCD schools. Now, said booklets have been printed for distribution to CWSN studying in Govt. Aided, MCD, NDMC, & DCB schools in Delhi.

Schedule for distribution of booklet is given below:

Sl. No	To be collected by	To be collected from	Date
1	Cluster Resource Coordinator (CRC), Samagra Shiksha deputed by DPO	Inclusive Education Branch, Directorate of Education, Lajpat Nagar – IV, New Delhi - 110024	14.09.2020
2	CRC shall make the booklet available in Govt. Aided, MCD, NDMC, & DCB Schools under concerned DPO		Latest by 19.09.2020
3	Parents of CWSN	Concerned school	Latest by 22.09.2020

1. The booklet is printed disability wise and all disability together (combined booklet). The parents shall receive booklet based on the category of disability of their ward. Combined booklet shall be provided one each to Special Educator or Resource Person (CWSN) or Inclusive Education in-charge in the school.
2. One Cluster Resource Coordinator (CRC), Samagra Shiksha to be deputed by each District Project Officer to collect the Samarth Booklet for **Govt. Aided, MCD, NDMC, & DCB schools** under the DPO from **Inclusive Education Branch, Lajpat Nagar** on 14.09.2020 from **11.00 AM to 3.00 PM**.
3. The official authorized for collecting Samarth Booklet must have list containing disability wise no. of CWSN in the Govt. Aided, MCD, NDMC, & DCB Schools under DPO in duplicate and authority letter from concerned District Project Officer along with the copy of Identity Card of the authorized person.
4. District Project Officers shall further ensure that this booklet is made available in concerned Govt. Aided, MCD, NDMC, & DCB schools latest by 22.09.2020. as per the category of disability of CWSN in the school and one combined booklet to each to Special Educator or Resource Person (CWSN) or Inclusive Education in-charge in the school.
5. The HOS shall further contact parents of CWSN telephonically and ask them to collect the concerned booklet based on the disability of their ward latest by 22.09.2020.

6. DPOs must make their own arrangements for collection of booklets.
7. DPOs are to ensure that the booklet reaches to parents of CWSN as per the schedule mentioned above.

Instructions for implementation of activities given in the booklet

1. Special Educator or Resource Person (CWSN) or Inclusive Education in-charge in the school shall brief about the activities to parents and they shall also ensure that any queries of parents with regard to implementation of activities are addressed.
2. Weekly follow up with regard to implementation of activities shall be done by Special Educator or Resource Person (CWSN) or Inclusive Education in-charge in the school over phone call.
3. A report of weekly follow up shall be send to the concerned DURCC (Samagra Shiksha) on every Saturday through email. Compiled report shall be submitted by DURCC (Samagra Shiksha) to the DDE (IEB) by Monday. Format for submission of report is given at **Annexure -I**.
4. Signed hard copy of the report shall be maintained at school for future reference.
5. Concerned Head of School shall supervise the above said activities.

This issues with the prior approval of the competent authority



(DR. MUKESH CHAND)
DEPUTY DIRECTOR OF EDUCATION (IEB)

No. F.15/DDE (IEB)/SS/Booklet/2020/ 2317-2322
Copy to:

Dated: 10/09/2020

1. P.S. to Secretary (Education), GNCTD
2. P.S. to Director (Education, DOE, GNCTD
3. All DPOs/DDE (Districts)/DDE (Zones), DOE
4. HOS concerned
5. DURCCs to ensure timely distribution of booklets to parents as per schedule.
- ✓ 6. Programmer (Computer Cell) to upload on Department website
7. Guard File



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Report Format

1. Name of the Special Educator or Resource Person (CWSN) or Inclusive Education in-charge:
2. Name of School with ID:
3. Duration of the report: __/__/2020 to __/__/2020
4. Total no. of CWSN in school:
5. No. of CWSN whose parents were contacted for follow up:
6. Fill the student wise details on table below (add rows as per need) :

Sl. No.	Name & ID of Student	Class & Section	Type of Disability	Phone No. of parents	List activities (as per booklet) conducted by parents	Follow up date(s)	Difficulties faced/Feedback of the parents/caregivers	Suggestions given by Special Educator or concerned teacher to parents w.r.t column 8	Remarks
1	2	3	4	5	6	7	8	9	10