



सर्व शिक्षा अभियान
सब पढ़ें सब बढ़ें

SAMAGRA SHIKSHA-DELHI

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DE.29 (3)/SSA/STC-Cell/2018-19/ 1682-1695

Date: 26/08/22

CIRCULAR

SUB: Guidelines for Special Training Centres for Out of School Children

In supersession of the Guidelines for STCs issued Vide Circular No. 29/STC/STC –Cell/2018-19/9074-9124 dated 17/3/20, the following Guidelines for setting up and running Special Training Centres for Out of School Children have been finalized for compliance by all concerned:

1. BACKGROUND: A brief background of the efforts made for providing elementary education to all children is given below:

- 1.1 The original Article 45 in the Directive Principles of State Policy in the Indian Constitution had mandated the State to Endeavour to provide **free and compulsory education to all children until they complete the age of fourteen years** within a period of ten years from the commencement of the Constitution.
- 1.2 In 2001, Sarva Shiksha Abhiyan, the flagship programme for **Universalisation of Elementary Education** was launched, in a mission mode to actualise this dream.
- 1.3 The national resolve to achieve universal elementary education gained further momentum with the adoption of the Constitution (Eighty-sixth Amendment) Act, 2002 which inserted Article 21-A in the Constitution of India to provide **free and compulsory education for all children in the age group of six to fourteen years as a Fundamental Right** in such a manner as the State may, by law, determine.
- 1.4 The Right of Children to Free and Compulsory Education (RTE) Act, 2009, which represents the consequential legislation envisaged under Article 21-A in the constitution of India, came into force in the country on 1stApril 2010.
- 1.5 The Education Department, Government of National Capital Territory of Delhi, issued a notification on "The Delhi Right of Children to Free and Compulsory Education Rules, 2011" vide No. DE.23 (462)/Sch.Br./10/17-33 dated 23.11.2011.

2. PROVISION FOR SPECIAL TRAINING CENTRES FOR OoSC IN RTE ACT, 2009 :

Provision made for providing Special Training to Out of School Children to bring them to the level of age-appropriate class in the RTE Act, 2009, is as follows:

- 2.1 The Right of Children to Free and Compulsory Education Act, 2009, (RTE Act) emphasises that it is an obligation of appropriate government to provide free and

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compulsory elementary education till its completion to every child of the age 6-14 years.

2.2 Section 4 of the Right of Children to Free and Compulsory Education Act 2009 (RTE Act) provides that

"Where a child above six years of age has not been admitted in any school or though admitted, could not complete his or her elementary education, then, he or she shall be admitted in a class appropriate to his/ her age;

Provided that where a child is directly admitted in a class appropriate to his or her age, then, he or she, shall, in order to be at par with others, have a right to receive special training, in such manner and within such time-limits, as may be prescribed:

Provided further that a child so admitted to elementary education shall be entitled to free education till completion of elementary education even after fourteen years"

2.3 Section 8 of the RTE Act inter-alia provides as follows:

The appropriate government shall-

a) *Provide free and compulsory elementary education to every child:*

(i) provide free elementary education to every child of the age of six to fourteen years; and

(ii) ensure compulsory admission, attendance and completion of elementary education by every child of the age six to fourteen years;

(b) Ensure availability of a neighbourhood school as specified in section 6;

(c) Ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds;

(d) Provide infrastructure including school building, teaching staff and learning equipment;

(e) Provide special training facility specified in section 4;

(f) Ensure and monitor admission, attendance and completion of elementary education by every child;

(g) Ensure good quality elementary education conforming to the standards and norms specified in the schedule;

(h) Ensure timely prescribing of curriculum and courses of study for elementary education; and

(i) Provide training facility for teachers.

3. Special Training Centres:

It is to fulfil this responsibility that, the Special Training Centres (hereafter referred as STCs) for Out of School Children (hereafter referred to as OoSC) are set up under the Samagra Shiksha - Delhi under the new integrated scheme Samagra Shiksha with the following norms:

3.1 The said training shall be provided in classes held in the premises of Govt./Govt. Aided Schools, MCD schools, NDMC and Delhi Cantonment Board Schools under the direct control of Head of School or in classes organized in safe residential facilities run by an NGO working in the field of education.

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- 3.2 The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment (quarterly) of learning progress which is to be done by HoS, for a maximum period not exceeding two years.
- 3.3 **No child who is already studying in the school shall be shifted to the STC by the HoS. STCs are only meant for the Out of School Children, who have either never been enrolled in a school or have dropped out of school.**
- 3.4 There should/shall be maximum 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). In case of the locality/area having no STC then Out of School Children identified in a particular area should be enrolled in the nearby School and academic support should be monitored by the concerned HoS/Teacher/CRCC.
- 3.5 The duration of the functioning of the Special Training Centres for children should be for Five hours and for teachers should be for Five and a half hours per day as per the timing of the school. Timing/Location of Special Training Centre shall not be changed without prior permission from State Project Director, Samagra Shiksha-Delhi.
- 3.6 Special Training shall be based on especially designed/developed curriculum, Syllabus and Text Material- as per the age appropriate and approved by the academic authorities i.e. SCERT.
- 3.7 It will be the responsibility of the Head of the School to ensure about the mainstreaming of Out of School Children in the age-appropriate class after receiving the special training in their own school or in neighbourhood school.
- 3.8 In case, a Centre is closed or clubbed due to admission of children in age-appropriate class, it should be communicated to the Samagra Shiksha-HQ through DPO, immediately.
- 3.9 No new STC will be started /shifted/closed without the prior permission of the competent authority i.e the State Project Director, Samagra Shiksha-Delhi.
- 3.10 All the efforts should be made to organize Multi-grade Teaching- Learning at STC in an inclusive and child friendly environment and mainstream by admitting the children in age-appropriate class. **The assessment to be done before mainstreaming should be done by inviting BRP from the nearby DIET.**
- 3.11 The HoS should adopt a "Zero Rejection Policy" while identifying, enrolling and mainstreaming the Out of School Children in the neighborhood/catchment areas of the school.

4. Out of School Child:

As per guidelines issued by Ministry of Education, Govt. of India vide D.O. No. 12-2/2012 EE.11 (para 2.2), "A child of 6-14 years of age will be considered out of school if he/she has never been enrolled in an elementary school or if after enrolment has been absent from school without prior information for reasons of absence for a period of 45 days or more."

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5. Guidelines for Special Training Centres:

The following steps in various stages shall be followed by all concerned for opening/ starting Special Training Centres for Out of School Children

Stage One: For Identification and verification of Out of School Children:

5.1 Responsibility of HoS to handover the list of OoSC in the nearby vicinity of catchment area

(a) The HoS shall conduct a comprehensive door-to-door survey in the neighborhood area to identify never enrolled and drop-out children in the age group of 6-14 years. The data of the surveyed OoSC will be recorded as follows:

Sl. No.	Name of the child	Father's and Mother's name	Contact no.	Age of the child	Permanent Address	Residential Address	Eligible for the class	Whether Drop-out or never enrolled	If Drop-out, mention the School & class last attended

(b) The following points are to be considered:

I. The HoS will form a team comprising of the following to verify the list of OoSC:

i. CRCC

ii. 2-3 SMC members

iii. 2 teachers of the school

II. List of OoSC other than the list provided by HoS to the team will not be considered/ entertained.

III. No learner below the age of 6 years and above 14 years should be enrolled at STC. However, if any child in the age group of 14-18 years is found, it may be noted and the same should be shared with DURCC.

IV. The child in the age group of 6 years i.e for class I will be admitted directly in the school and children between 7 to 14 years to be enrolled in age-appropriate class.

V. The CRCC shall obtain a certificate from the HoS of all neighbouring schools in the locality that the identified OoSC are not enrolled in their respective schools.

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- (c) HoS will submit the verified list of OoSC recommended by the committee to the DPO in district office for further verification. The verification of OoSC will be done by DURCC level under the supervision of DDE (District/DPO-SS).
- (d) The DURCC shall get the physical verification of the identified OoSC as proposed by the HoS, done by a team of 3 CRCCs of the district, who shall record their facts findings on the list submitted by the HoS.
- (e) Once physical verification is done, the DURCC shall forward the list with their comments and return the same to the HoS with the recommendation to put up the proposal for opening of STC in the school.
- (f) **To open/start a new STC in a school minimum ten students should be admitted in a STC.**

Stage Two: For engagement of STC Teacher

5.2 The Special Training at the Special Training Centers shall be provided by the school teachers as first option or the Head of the School can take the assistance of a reputed NGO worker/ volunteer in the Education field as 2nd option. In case, the above two options are not feasible, then the HoS can directly engage the STC Teacher by following the due prescribed procedure as detailed below:

- a) Head of the School has to form a committee at School level comprising the following members for the engagement of teacher at STC:
 - i. Head of the School
 - ii. Head of the Parental/ Feeder School
 - iii. CRCC of nearby Cluster
 - iv. One SMC Member of the same school
 - v. DURCC of the concerned district
 - vi. DURCC of the neighbouring district
- b) HoS of the concerned School will have to issue a notice regarding the intent to select STC Teacher and display the same on Notice Board of the School, under intimation to concerned DPO, DURCC and CRCC.
- c) Interview shall be held at School level by the selection committee for all eligible candidates/applicants.
- d) A merit list of the candidates to be maintained at school level and in case any candidate fails to join/leaves the job, next candidate shall be engaged from the merit list without any delay. The merit list/waiting list shall be valid for a year.
- e) Police verification of the engaged STC teacher should be completed at school level.
- f) The engagement of STC teacher at school level, for any financial year should be for one year with one day break i.e. 31st March.
- g) The engagement will be purely temporary in nature (at school level).
- h) Whole exercise for the engagement of STC Teacher must be completed within fifteen days after the receiving of the list of OoSC duly verified from the district.
- i) **STC shall be operational and STC Teacher will be engaged after obtaining the prior approval of State Project Director, Samagra Shiksha-Delhi.**
- j) The letter of engagement to STC Teacher will be issued by the HoS concerned. (format placed at **Annexure -I**).

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- k) In case of Transfer /promotion /superannuation of the HoS, the new incumbent i.e new HoS will not disengage the STC Teacher without seeking prior approval of State Project Director (SPD), Samagra Shiksha-Delhi.
- l) **The engagement/disengagement of the STC teacher shall be done by seeking the prior approval of the Competent Authority i.e. State Project Director, Samagra Shiksha-Delhi. In case, any HoS violates the guidelines of opening of STC, the HoS will be held responsible for the lapse and necessary departmental action will be initiated.**
- m) The HOS shall, however be responsible for monitoring, academic supervision and smooth operation of the Special Training Centre.
- n) The STC Teacher engaged for training of students of Primary Level should possess the Diploma in ETE/JBT/D.Ed./B.Ed./B.El.Ed. or equivalent as minimum qualification and for Upper Primary Level must have minimum qualification of B.Ed./B.El.Ed. or equivalent.

Stage Three: Proposal for opening of new STC:

5.3 After completing the Stage One & Stage Two, the proposal for opening the Special Training Center alongwith the proposal for obtaining approval for engaging STC Teacher, may be forwarded to the DDE (District)/DPO, Samagra Shiksha, through proper channel.

- a) File comprising of the following documents should be submitted to the District office:
- i. Verified list of OoSC by DURCC & 3 CRCCs
 - ii. Certificate from the concerned HoS with the statement that the said children are not enrolled in any other school.
 - iii. Certificate from the HoS of neighbouring schools with the statement that the said children are not enrolled in their respective schools.
 - iv. Consent of HoS for the availability of Space/one classroom for proposed STC.
 - v. Copy of the Notice displayed regarding the intent to select/engage STC Teacher
 - vi. Merit list of the applicants
 - vii. Result of the interview
 - viii. Final selection of the candidate as STC Teacher duly signed by the committee members.
 - ix. Self-attested documents of STC Teacher's Qualification and verified by HoS concerned.
 - x. Residential Address proof and Contact number of Teacher.
 - xi. Documents of Police Verification of Teacher.
 - xii. Hardcopy of the online request for opening of STC which was submitted at school level on www.edudel.nic.in duly signed by the HoS.
 - xiii. Checklist attached as **Annexure-II** duly signed by HoS, DURCC and CRCC
- b) Once the proposal for opening of STC is received at district, DURCC shall recommend the proposal in online module and hard copy of the same to be placed in the file.

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- c) DPO shall satisfy himself/herself of the veracity of the documents placed in the file and once satisfied, will submit the online recommendation/sanctioned for opening of the STC to the SPD for further recommendation at SS-HQ level.
- d) The hard copy of the recommendation from DPOs shall be placed in the file and submitted to SPD for approval.
- e) Once approval of the SPD is obtained on the file, the online approval shall be given for the opening of STC.
- f) **STC will be functional and teacher will be engaged only after the approval from the competent authority i.e. SPD-SS. Sanction order for the opening of new STC will be issued from the SS-HQ.**
- g) A copy of the Sanction Order for opening of new STC should be sent to Nodal Officer of Concerned MCD/NDMC/DCB, concerned DPO, DoE for information.

5.4 Enrolment of identified OoSC:

- a) The HoS must ensure that the identified OoSC is immediately enrolled in age-appropriate class.
- b) The Admission No .and the Student ID of the enrolled child is to be generated.
- c) Subject wise base line assessment of the child is to be done by the Class Teacher with the help of the assessment tool.
- d) If required, the class teacher shall recommend to shift the child to Special Training Centre for the bridge course to achieve age-appropriate grade level.
- e) The details of all children enrolled for Special Training must be entered online in the Prescribed Module i.e PRABANDH Portal.
- f) HoS and STC Teacher shall ensure regular attendance of STC children.

5.5 GUIDELINES/PROCEDURE FOR CLOSURE OF STC

State Project Director, Samagra Shiksha-Delhi is authorised to close the Special Training Centres as per following points & STC can be treated as closed:

- a) Guidelines issued by SS-HQ are not being followed
- b) Enrolment is less than 10 students in the STC
- c) Shortage of rooms and infrastructure
- d) Any adverse report of functioning of the STC at any level
- e) If STC Teacher remains absent for 15 days continuously/intermittently or remains intermittently on leave/absent, the HoS may intimate the CRCC and DURCC who shall further report the matter to SS-HQ. The next teacher in the merit list/waiting list may thus be engaged as STC Teacher with prior approval of SPD-SS Delhi.
- f) For closure of any STC, Head of the School has to submit valid reason and the status of enrolled /continued OoSC to the DDE (District)/DPO, DURCC and OoSC Cell, SS-HQ.

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6. PRABANDH Portal online module for STC:

An online module for monitoring of STCs has been developed by the MoE i.e. PRABANDH Portal. The details of OoSC has to be updated timely on the said portal.

7. Financial Norms of running STC:

- (a) Project Approval Board of Ministry of Education 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 for one centre - Primary/Upper Primary/both combined to be run in school premises by Head of the School.
- (b) In partial modification of norms listed in the guidelines issued vide circular no. UEEM/2016-17/1918 dated 05.06.2017 for running the Special Training Centres for OoSC under RTE Act 2009 the Government of NCT of Delhi has approved vide Cabinet Decision No.2706 dated 02/07/2019, the proposal for Revision of norms and for making provision of funds for improving effectiveness of Special Training Centres (STCs) as contained in para 3 and 7 of the Cabinet Note of Secretary (Education), GNCTD. The revised norms are as follows:

S.No	Head of Expenditure	Revised Norms		Remarks
		(Expenditure per month for a group of 30 children) (In Rs)		
		HOS run Centre	NGO run Centre	
1	Teacher Salary*	21000	21000	Teacher's salary is proposed to be paid fully per month irrespective of the number of children at the centre
2	TLM for Child	1800	1800	
3	TLM for Teachers	100	100	
4	Contingency for Centre(Misc+ Contingency)	1000	1000	Reduced by Rs.740/- as new concept of rent etc being introduced
5	Incentive to HOS/Coordinator**	3000	3000	This incentive for HoS /Coordinator is proposed to ensure continuous attendance of the OoSC and also for additional hours to be put in for STCs running after school hours.
6	Rent for space, water & electricity charge etc.	Nil	10000	This is a new component introduced for the first time
7	Annual grant for purchase/replacement of furniture, durries etc.		5000 per annum	This is a new component introduced for the first time
	Total	Rs.26900 per month	Rs.36,900 per month + Rs. 5000/- P.A	

*Minimum Education standards for teachers, methodology of employment and accountability parameters, will be setup by DoE, from time to time.

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** subject to monitoring & ensuring 70 % attendance of OoSC and mainstreaming of at least 70% children at the end of the session (the condition of Aadhar cards being made for at least 90% children has been done away with in the light of recent Supreme Court judgment)

(c) The District shall transfer the salary component online into the account of the STC Teacher.

(d) The District must ensure salary of STC Teachers is to be credited in to their account by 5th of every month.

Encl: As above

Mohinder Pal
26/8/2022

(MOHINDER PAL)

(Deputy Director of Education)
Samagra Shiksha-Delhi

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Dated:- 26/8/22

Copy to :

1. Municipal Corporation of Delhi Education Department: Headquarter 15th Floor, E1 Block, Dr. S.P. Mukherjee Civic Center JLN Marg, New Delhi-110002
2. Director (New Delhi Municipal Council).
3. Director (DCB).
4. All District DDEs/DPOs
5. PS to Principal Secretary (Education), Old Secretariat, Delhi.
6. PS to Director (Education), Old Secretariat, Delhi.
7. PA to SPD
8. FCA-SS, UEEM.
9. All District, Sr. AO/AO/AAO
10. All DURCCs,
11. All CRCCs, through DURCCs
12. All HoS, (DoE, MCDs, NDMC, DCB) through Website.
13. S.O (IT) to upload on the Education Website.
14. Guard File.

Mohinder Pal
26/8/2022

(MOHINDER PAL)

(Deputy Director of Education)
Samagra Shiksha-Delhi

Engagement Letter of Special Training Centre Teacher under Samagra Shiksha for the year _____

Name of the school & ID

Date:.....

Mr./Mrs.....S/D/o resident of is engaged in the capacity of Special Training Centre Teacher, w.e.f..... in STC Centre subject to the following terms and conditions:

1. This engagement is being entered into purely to meet the temporary, short term requirement of the Centre arising as a result of Out of School Children Intervention Component under RTE Entitlements of Samagra Shiksha.
2. The term of the engagement shall be for a period from _____ to _____.
3. The teacher will be entitled to one day leave in each month which cannot be carried forward.
4. The STC teacher shall perform the services diligently and honestly. The quality of the performance of the STC teacher shall be high standards and to the complete satisfaction of the HoS concerned. The STC Teacher shall devote his/her full time, attention and efforts exclusively to the STC work assigned to him/her by HoS/CRCC/DURCC.

.....

Signature and stamp
with Name of HoS

CHECKLIST FOR STC

S.No.	Documents required	Signed by HoS	Signed by CRCC	Signed by DURCC
1.	Verified list and report of OoSC by DURCC & 3 CRCCs			
2.	Certificate from the concerned HoS with the statement that the said children are not enrolled in any other school.			
3.	Certificate from the HoS of neighbouring schools with the statement that the said children are not enrolled in their respective schools.			
4.	Consent of HoS for the availability of Space/one classroom for proposed STC.			
5.	Copy of the Notice displayed regarding the intent to select/engage STC Teacher			
6.	Merit list of the applicants			
7.	Result of the interview			
8.	Final selection of the candidate as STC Teacher for STC duly signed by the committee members.			
9.	Self attested documents of STC Teacher's Qualification and verified by HoS concerned.			
10.	Residential Address proof and contact number of Teacher.			
11.	Documents of Police Verification of Teacher.			
12.	Hardcopy of the online request for opening of STC which was submitted at school level on edu.nic.in duly signed by the HoS			

Signature
Name of HoS

Signature
Name of CRCC

Signature
Name of DURCC