

# **DISTRICT PROJECT OFFICE SARVA SHIKSHA ABHIYAN (SSA), DEOGARH.**

## **Introduction**

Sarva Shiksha Abhiyan (SSA) is an effort to universalize elementary education by community-ownership of the school system. It is a response to the demand for quality basic education all over the country. The SSA programme is also an attempt to provide an opportunity for improving human capabilities to all children, through provision of community-owned quality education in a mission mode.

### **1. About the Organization. (Section 4(1) (b) (i)**

District Project Office, Sarva Shiksha Abhiyan, Deogarh was established under Sarva Shiksha Abhiyan Flagship Programme to implement the aims and objectives of the programme. This organization is constituted of different Coordinators, Assistants, Accountant, Cahier, Data Entry Operators etc. headed by one O.A.S. (I) officer. Collector is the Chairman of SSA in the district. This organization implements different activities of SSA like Teachers' Training, Shiksha Sahayaks appointment, new school building construction, provision of free uniforms to girl students, different provisions for CWSN students etc.

### **2. Powers and Duties (Section 4(1) (b) (ii)**

Sl No	Designation of Post	Powers			Duties attached
		Administrative	Financial	Other	
1	District Project Coordinator	Head of this office	Drawing and disbursement of salary of staff, release of funds for different programmes under different interventions		
2	Sr. Technical Consultant				Monitoring and Supervision of Civil Works
3	Financial Consultant				Providing financial advice to different Intervention heads on implementation of activities.
4	Pedagogy Coordinator				Providing pedagogical Support to teachers and imparting

					different training module to them.
<b>5</b>	Girls Education Coordinator				Development of Girls Education in the district by providing different facilities to them.
<b>6</b>	Planning Coordinator				Preparation & implementation of AWP&B
<b>7</b>	IED Coordinator				Development of CWSN education by providing different Aids & appliances
<b>8</b>	SC/ST Coordinator				Development of SC-ST education in the district
<b>9</b>	Programmer				To ensure data entry of DISE, CTS, its compilation & report generation
<b>10</b>	Technical Consultants				Providing technical help in construction of school building & preparing MB
<b>11</b>	Accountant				Preparation of debit vouchers & scrutiny of vouchers
<b>12</b>	Steno				Dealing with confidential matters, issue & dispatch of Daks, Phone & Fax
<b>13</b>	Cashier				Dealing with Cash Book & cash transaction of office
<b>14</b>	Data Entry Operator				To ensure the data entry of DISE, CTS & daily day to day DTP work of office
<b>15</b>	Programme Asst.				Dealing with Estt. section
<b>16</b>	Peon				Attached to DPO
<b>17</b>	Watchman				Attached to DPO
<b>18</b>	Block Resource Teachers (BRT)				Development of Inclusive Education at school level for

					CWSN
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### **3. Decision Making Process (Section 4(1) (b) (iii)**

Relevant facts and activities are prepared by different Coordinators of this office which is put before the District Project Coordinator for final approval and for some specific purposes approval of Collector-cum-Chairman, SSA shall be obtained.

### **4. Norms for Discharge of functions Process (Section 4(1) (b) (iv)**

Different activities and functions of this office are performed by the norms and policies laid down by OPEPA, Bhubaneswar.

### **5. Rules and Regulations Process (Section 4(1) (b) (v)**

Various Rules, Regulations, Instructions and Manuals are applied in the affairs of SSA.

The details are as given below.

1. Service Rules of OPEPA
2. Financial Expenditure Rules
3. Leave Rules
4. Maternity Leave Rules
5. Income Tax/Act Rules
6. Recruitment, Promotion Rules.
7. TA/DA Rules etc.

### **6. Categories of Documents Process (Section 4(1) (b) (vi)**

Following categories of Documents are held by this office.

1. Different Rules and Regulations from OPEPA for the incorporation of this office.
2. Notifications and instructions received from OPEPA as well as from the Govt.
3. Books of Accounts and Vouchers.
4. Record notes and Resolution of different meeting held from time to time.
5. Sanction and release of files.
6. Annual Work Plan and Budget of this office.
7. Purchase and Procurement of Furniture and office consumables.
8. Recruitment and Appointment Files.
9. Vigilance and Legal Files.
10. New Construction, repair and maintenance files of school building.

## **7. Formulation of Policy Process (Section 4(1) (b) (vii)**

In SSA planning process involves an assessment of the present situation/ requirement to have adequate information regarding status of the education in a district and problem encountered in improving the system. The Plan preparation involves the analysis of specific needs at the ground level of the education system.

To decentralize the planning process and to prepare the plan from the grass root level, BlockLevel and Cluster Level planning team has been formed.

### **Cluster Level Planning Team.**

- 1- CRCC
- 2- PEOs/CEOS
- 3- Head Master/Active Teacher
- 4- VEC
- 5- MTA/PTA Members
- 6- PRI Representatives

### **Block Level Planning Team Members**

- 1- BDO
- 2- DI of Schools
- 3- BRCC
- 4- PEOs
- 5- One CRCC
- 6- Active NGO Members
- 7- PTA Members
- 8- MTA/VEC Members

### **District Level Planning Team Members**

- 1- District Project Coordinator
- 2- DI of Schools
- 3- All Intervention Heads

### **Convergence Meeting**

- Immediately after the preparation of the Plan at district level, it is presented before the district advisory Planning team in the month of February and had detail discussion with them.
- After that this plan has been modified taking into consideration of the views of the Planning team members under the Chairmanship of Collector-cum-Chairman.

- Under the guidance of the Collector-cum-Chairman of the District Planning Team all District Level officers like DWO, DSWO, RWSS, CDMO etc actively involved in the preparation of the plan to ensure that there is no duplication of any activity.

## **8. Boards/Councils/Committees Process (Section 4(1) (b) (viii)**

### **Cluster Level Planning Team.**

- 1- CRCC
- 2- PEOs/CEOS
- 3- Head Master/Active Teacher
- 4- VEC
- 5- MTA/PTA Members
- 6- PRI Representatives

### **Block Level Planning Team Members**

- 1- BDO
- 2- DI of Schools
- 3- BRCC
- 4- PEOs
- 5- One CRCC
- 6- Active NGO Members
- 7- PTA Members
- 8- MTA/VEC Members

### **District Level Planning Team Members**

- 1- District Project Coordinator
- 2- DI of Schools
- 3- All Intervention Heads

### **SSA Committee Members**

- 1- All MPs
- 2- All MLAs
- 3- Collector -Chairman
- 4- One PRI Representative
- 5- Inspector of Schools
- 6- District Project Coordinator- Member Convener
- 7- All the DIs
- 8- Principal DIET /DRC
- 9- DWO
- 10- DSWO
- 11- Sr. Technical Consultant
- 12- One BRCC
- 13- One CRCC
- 14- Women Activists (nominated – 2 nos)
- 15- NGO Representative (nominated – 1 nos)
- 16- Teacher Representatives (nominated – 2 nos)

### **Purchase Committee Members**

- 1- Additional District Magistrate
- 2- DWO
- 3- Financial Consultant, SSA, Deogarh
- 4- GM, DIC

**9. Employees Database Process (Section 4(1) (b) (ix)**

<b>Sl No.</b>	<b>Name of the employee</b>	<b>Designation</b>	<b>Contact Number</b>
1	2	3	4
1	Sourav Ku. Mallick	Senior T.C. (I/C)	9437962436
2	Chandrajit Parija	Programmer	8895166266
3	Santosh Kumar Jena	Financial Consultant	9778393793
4	Champabanti Danta	IED Coordinator	9861631616
5	Seemarani Panigrahi	Gender Coordinator	9437882644
6	Swapnarani Samantaray	Pedagogy Coordinator	9338190781
7	Sunita Badhai	Tribal Coordinator	9437392778
8	Sanjib Kumar Mishra	Accountant	9438120560
9	Deepika Mishra	Jr. Steno	9437832881
10	Heeradhar Behera	Cashier	9437565004
11	Mandolin Kumar Pradhan	Prog. Asst.	9437183428
12	Pradyumna Kumar Pal	DEO	9438394905
13	Asit Ku. Sahoo	DEO	9438150709
14	Sudhir kumar Natha	T.C. Tileibani	9437333948
15	Kailash Ch Meher	T.C. Barkote	9937947721
16	Sarojkanta Behera	T.C. Reamal	9437644039
17	Debendra Ku. Das	Peon	9556999648
20	Dileswar Ghadei	Peon	9178392913
21	Sujit Ku. Mukhi	Sweeper-cum-Night Watcher	9583580805
22	Lingaraj Pradhan	Block Resource Teacher	9938453430
23	Minaketan Patra	Block Resource Teacher	

**10. Remuneration & compensation Process ( Section 4(1) (b) (x) )**

<b>Sl No.</b>	<b>Name of the employee</b>	<b>Designation</b>	<b>Monthly remuneration (in Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Sourav Ku. Mallick	I/C Senior T.C.	
2	Chandrajit Parija	Programmer	
3	Santosh Kumar Jena	Financial Consultant	12152
4	Champabanti Danta	IED Coordinator	13042
5	Seemarani Panigrahi	Gender Coordinator	12389
6	Swapnarani Samantaray	Pedagogy Coordinator	12604
7	Sunita Badhai	Tribal Coordinator	12152
8	Sanjib Kumar Mishra	Accountant	10493
9	Deepika Mishra	Jr. Steno	10493
10	Heeradhar Behera	Cashier	9021
11	Mandolin Kumar Pradhan	Prog. Asst.	8521
12	Pradyumna Kumar Pal	DEO	8602
13	Asit Ku. Sahoo	DEO	8521
14	Sudhir kumar Natha	T.C. Tileibani	12792
15	Kailash Ch Meher	T.C. Barkote	
16	Sarojkanta Behera	T.C. Reamal	
17	Debendra Ku. Das	Peon	7065
20	Dileswar Ghadei	Peon	7065
21	Sujit Ku. Mukhi	Sweeper-cum-Night Watcher	7065
22	Lingaraj Pradhan	Block Resource Teacher	6000
23	Minaketan Pata	Block Resource Teacher	6000

## 11. Budget Provision Process (Section 4(1) (b) (xi)

Name of District : DEOGARH				(Rs. In Lakhs)		
S.No.	Activity	AWPB 2010-11				
		Spill Over	Fresh Proposal			Total Proposal
		Fin.	Unit Cost	Phy.	Fin.	Fin.
<b>1</b>	<b>New Schools Opening</b>					
1.01	Upgradation to Class VIII			58		
1.02	New PS			13		
1.03	Upgraded/New UPS			4		
<b>2</b>	<b>New Teachers Salary</b>					
2.01	Primary Teachers ( Regular)	0.00			0.00	0.00
2.02	Primary Teachers (Para)		0.468	26	12.17	12.17
2.03	Upper Primary Teachers (Regular)	0.00			0.00	0.00
2.04	Upper Primary Teachers (Para)	0.00	0.468	12	5.62	5.62
2.05	Upper Primary Teachers for Class VIII		0.468	58	27.14	27.14
	<b>Add. Teacher against PTR</b>					
2.06	New Additional Teachers - PS (Regular)	0.00			0.00	0.00
2.07	New Additional Teachers - PS (Para)				0.00	0.00
2.08	New Additional Teachers-UPS (Regular)	0.00			0.00	0.00
2.09	New Additional Teachers - UPS (Para)				0.00	0.00
2.10	Teachers under OBB				0.00	0.00
2.11	New Others	0.00			0.00	0.00
	<b>Sub Total (2.01 to 2.11)</b>	<b>0.00</b>	0.468	<b>96</b>	<b>44.93</b>	<b>44.93</b>
	<b>Teachers Salary (Recurring)</b>					
2.12	Primary Teachers ( Regular)	0.00			0.00	0.00
2.13	Primary Teachers (Para)		0.624	246	153.50	153.50
2.14	UP Teachers (Regular)	0.00			0.00	0.00
2.15	UP Teachers (Para)	0.00	0.624	357	222.77	222.77
2.16	UP Teachers - Head Master				0.00	0.00
2.17	Additional Teachers - PS (Regular)	0.00			0.00	0.00
2.18	Additional Teachers - PS (Para)	0.00	0.624	391	243.98	243.98
2.19	Additional Teachers - UPS (Regular)	0.00			0.00	0.00
2.20	Additional Teachers - UPS (Para)		0.624	119	74.26	74.26
2.21	Teachers under OBB				0.00	0.00
2.22	Others (Recurring) Against BRP & CRP	0.00	0.624		0.00	0.00
	<b>Sub Total (2.12 to 2.22)</b>	<b>0.00</b>	0.624	<b>1113</b>	<b>694.51</b>	694.51
	<b>SUB TOTAL (New Teachers+Teachers Recurring)</b>	<b>0.00</b>		<b>1209</b>	<b>739.44</b>	<b>739.44</b>
<b>3</b>	<b>Teachers Grant</b>					
3.01	Primary Teachers	0.00	0.005	1359	6.80	6.80
3.02	Upper Primary Teachers	0.00	0.005	687	3.44	3.44
	<b>Sub Total</b>	<b>0.00</b>		<b>2046</b>	<b>10.23</b>	<b>10.23</b>
<b>4</b>	<b>Block Resource Centre (BRC)/UBRC</b>					
4.01	Salary of Resource Persons	0.00	0.624	12	7.49	7.49
4.02	Furniture Grant	2.00	0.000	3	0.00	2.00
4.03	Contingency Grant	0.00	0.500	3	1.50	1.50
4.04	Meeting, TA	0.00	0.300	3	0.90	0.90
4.05	TLM Grant	0.00	0.100	3	0.30	0.30
	<b>Sub Total</b>	<b>2.00</b>		<b>24</b>	<b>10.19</b>	<b>12.19</b>
<b>5</b>	<b>Cluster Resource Centres</b>					
5.01	Salary of Resource Persons	0.00	0.624	48	29.95	29.95

5.02	Furniture Grant	5.10	0.000		0.00	5.10
5.03	Contingency Grant	0.00	0.100	51	5.10	5.10
5.04	Meeting, TA	0.00	0.120	51	6.12	6.12
5.05	TLM Grant	0.00	0.030	51	1.53	1.53
	<b>Sub Total</b>	<b>5.10</b>		<b>201</b>	<b>42.70</b>	<b>47.80</b>
<b>6</b>	<b>Teachers Training</b>					
6.01	In-service Teachers' Training(20 days)	0.00	0.015	1966	29.49	29.49
6.02	Induction training for Newly Recruit Trained Teachers(30 days)	0.00	0.030	96	2.88	2.88
6.03	Training for Untrained Teachers(60 days)	0.00	0.060	80	4.80	4.80
6.04	Other (BRCC/CRCC)	0.00	0.010	64	0.64	0.64
	<b>Sub Total</b>	<b>0.00</b>		<b>2206</b>	<b>37.81</b>	<b>37.81</b>
<b>7</b>	<b>Interventions for OOSC</b>					0.00
7.01	EGS Centre (P)	0.00			0.00	0.00
7.02	EGS Centre (UP)	0.00			0.00	0.00
7.03	Residential Bridge Course	0.00			0.00	0.00
7.04	Non Residential Bridge Course	0.00	0.018	868	15.19	15.19
7.05	Back to School	0.00			0.00	0.00
7.06	Mobile Schools	0.00			0.00	0.00
7.07	Madarsa/ Maktab	0.00			0.00	0.00
7.08	AIE Center	0.00			0.00	0.00
7.09	Others	0.00			0.00	0.00
	<b>Sub Total</b>	<b>0.00</b>		<b>868</b>	<b>15.19</b>	<b>15.19</b>
<b>8</b>	<b>Remedial Teching</b>					
8.01	Remedial Teching				<b>0.00</b>	<b>0.00</b>
	<b>Sub Total</b>				<b>0.00</b>	<b>0.00</b>
<b>9</b>	<b>Free Text Book</b>					
9.01	Free Text Book (P)	0.00	0.001	26282	26.28	26.28
9.02	Free Text Book (UP)	0.00	0.002	14416	24.51	24.51
	<b>Sub Total</b>	<b>0.00</b>		<b>40698</b>	<b>50.79</b>	<b>50.79</b>
<b>10</b>	<b>Interventions for CWSN (IED)</b>					
10.01	Inclusive Education	0.00	0.030	1627	48.81	48.81
	<b>Sub Total</b>	<b>0.00</b>		<b>1627</b>	<b>48.81</b>	<b>48.81</b>
<b>11</b>	<b>Civil Works</b>					
11.01	BRC	0.41	6.000		0.00	0.41
11.02	CRC	1.28	2.000		0.00	1.28
11.03	Primary School (new)	129.10	9.200	19	174.80	303.90
11.04	Upper Primary (new)	65.99	9.000	4	36.00	101.99
11.05	Additional Class Room	96.23	3.600	59	212.40	308.63
11.06	Toilet/Urinals	0.00	0.400	0	0.00	0.00
11.07	Separate Girls Toilet	4.50	0.300	0	0.00	4.50
11.08	Drinking Water Facility	0.00	0.000	0	0.00	0.00
11.09	Buildingless School (P)	1.45	0.000	0	0.00	1.45
11.10	Buildingless School (UP)	0.27	0.000	0	0.00	0.27
11.11	Dilapidated Building (Pry)	0.05	0.000	0	0.00	0.05
11.12	Dilapidated Building (UP)	0.14	0.000	0	0.00	0.14
11.13	Boundary Wall	0.00	0.000	0	0.00	0.00
11.14	Additional Class Room VIII	54.00	3.600	58	208.80	262.80
11.15	Electrification	0.00	0.000	0	0.00	0.00
11.16	Head Master's Room	0.00	0.000	0	0.00	0.00
11.17	Residential Hostel	0.00	0.000	0	0.00	0.00
11.18	Major Repairs (Primary)	0.00	1.000	0	0.00	0.00
11.19	Major Repairs (Upper Primary)	0.00	0.000	0	0.00	0.00
11.20	Others	0.00	0.000	0	0.00	0.00
	<b>Sub Total of Civil Works</b>	<b>353.40</b>		<b>140</b>	<b>632.00</b>	<b>985.40</b>
<b>12</b>	<b>Furniture for Govt. UPS</b>					
12.01	No. of Children		0.005		0.00	0.00
	<b>Sub Total(Furniture)</b>			<b>0</b>	<b>0.00</b>	<b>0.00</b>
	<b>Sub Total (Civil + Furniture)</b>	<b>353.40</b>	<b>0.000</b>	<b>140</b>	<b>632.00</b>	<b>985.40</b>

<b>13</b>	<b>Teaching Learning Equipment</b>					
13.01	TLE - New Primary	4.20	0.200	13	2.60	6.80
13.02	TLE - New Upper Primary	12.30	0.500	4	2.00	14.30
13.03	Others	0.00			0.00	0.00
	<b>Sub Total</b>	<b>16.50</b>		<b>17</b>	<b>4.60</b>	<b>21.10</b>
<b>14</b>	<b>Maintenance Grant</b>					
14.01	Maintenance Grant for PS /UPS	0.00	0.075	761	49.50	49.50
	<b>Sub Total</b>	<b>0.00</b>		<b>761</b>	<b>49.50</b>	<b>49.50</b>
<b>15</b>	<b>School Grant</b>					
15.01	Primary School	0.00	0.050	534	26.70	26.70
15.02	Upper Primary School	0.00	0.070	243	17.01	17.01
	<b>Sub Total</b>	<b>0.00</b>		<b>777</b>	<b>43.71</b>	<b>43.71</b>
<b>16</b>	<b>Research &amp; Evaluation</b>					
16.01	Research & Evaluation	0.00	0.010	777	7.95	7.95
	<b>Sub Total</b>	<b>0.00</b>		<b>777</b>	<b>7.95</b>	<b>7.95</b>
<b>17</b>	<b>Management &amp; Quality</b>					
17.01	Management & MIS	0.00	0.000	1	79.00	79.00
17.02	Learning Enhancement Prog. (LEP)		0.000	1	30.51	30.51
17.03	Community Mobilisation		0.000	1	5.00	5.00
	<b>Sub Total</b>	<b>0.00</b>			<b>114.51</b>	<b>114.51</b>
<b>18</b>	<b>Innovative Activity</b>					
18.01	ECCE	0.00	8.500	1	15.00	15.00
18.02	Girls Education	0.00	15.000	1	15.00	15.00
18.03	SC / ST	0.00	15.000	1	15.00	15.00
18.04	Computer Education	0.00	50.000	1	50.00	50.00
18.05	Urban Deprived			1	5.00	5.00
18.06	Minorities Intervention					
	<b>Sub Total</b>	<b>0.00</b>		<b>5</b>	<b>100.00</b>	<b>100.00</b>
<b>19</b>	<b>Community Training</b>					
19.01	3 days residential at Cluster Level	0.00	0.002	3546	5.32	5.32
19.02	3 days residential at Block Level for local authority	0.00	0.003	2364	7.09	7.09
19.03	3 days residential at Block Level for local authority	0.00	0.003	244	0.73	0.73
	<b>Sub Total</b>	<b>0.00</b>		<b>6154</b>	<b>13.14</b>	<b>13.14</b>
	<b>Total of SSA (District)</b>	<b>377.00</b>			<b>1920.57</b>	<b>2297.57</b>
<b>20</b>	<b>STATE COMPONENT</b>				<b>0.00</b>	<b>0.00</b>
20.01	Management	<b>0.00</b>			<b>0.00</b>	<b>0.00</b>
20.02	REMS	<b>0.00</b>				
20.03	SIEMAT					0.00
	<b>Sub Total</b>	<b>0.00</b>			<b>0.00</b>	<b>0.00</b>
	<b>STATE SSA TOTAL</b>	<b>377.00</b>	<b>0.000</b>	<b>0.00</b>	<b>1920.57</b>	<b>2297.57</b>
<b>21</b>	<b>NPEGEL</b>	<b>0.00</b>		<b>45</b>	<b>42.37</b>	<b>42.37</b>
<b>22</b>	<b>KGBV</b>	<b>12.09</b>		<b>2</b>	<b>46.08</b>	<b>58.17</b>
	<b>GRAND TOTAL (SSA+NPEGEL+KGBV)</b>					
	<b>GRAND TOTAL</b>	<b>389.09</b>	<b>0.000</b>	<b>47.000</b>	<b>2009.03</b>	<b>2398.12</b>

## **12. Subsidy programme process ( Section 4 (1) (b) (Xii)**

As DPO is running directly under OPEPA there is no subsidy programmes under SSA, Deogarh.

## **13. Concessions & permits Process (Section 4 (1) (b) (Xiii)**

There is no recipient of concessions, permits or authorization.

**14. Information in Electronic Form Process (Section 4 (1) (b) (Xiv)**

- 1- The information regarding Details of Schools as per District Information System for Education (DISE)
- 2- Information on Child Tracking System (CTS) available in website www.opepa.in
- 3- Supply of N.T Books- SC /ST Coordinator
- 4- Civil Work – Sr. T.C
- 5- Provision of CWSN- IED
- 6- Girls Education Activities – Girls Education
- 7- Management Information System- Programmer
- 8- Financial Progress- Financial Consultant

**15. Facilities for citizens Process (Section 4(1) (b) XV)**

Information can be obtained by the public by giving an application in the prescribed format with requisite fee in any of the following format-

- I) By personal visit during working hours ( from 10 a.m to 5 p.m.)
- II) By sending a letter requesting for the detail of the information
- III) By e-mail: dpcdeogarh @ opepa.in

**16. P.I.O Details Process ( Section 4(1) (b) (xvi)**

**Assistant Public Information Officer**

Sl No.	Name	Designation	Ph. No.	Address
1	Sanjeeb Ku. Mishra	Accountant	06641-226093	DPO, SSA, Deogarh

**Public Information Officer**

Sl No.	Name	Designation	Ph. No.	Address
1	Chandrajit Parija	Programmer	06641-226093	DPO, SSA, Deogarh

**First Appellate Authority**

Sl No.	Name	Designation	Ph. No.	Address
1	Sri Pratap Pritimaya, OAS-I(JB)	DPC, SSA, Deogarh	06641-226093	DPO, SSA, Deogarh

**17. Other information process ( Section 4 (1)(b) (xvii)**

Nil