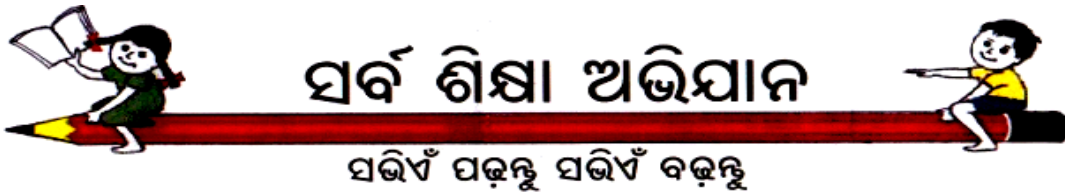


INFORMATION AT
A
GLANCE
DISTRICT PROJECT OFFICE,
SARVA SHIKSHA ABHIYAN, CUTTACK



**Complete Identity of the Department along
with Generic Postal Address, Fax, Phone No &
E-mail of the Dept.**

District Project Office,

Sarva Shiksha Abhiyan, Collectorate, Cuttack.

Fax & Phone: 0671 – 2609934 / 2609937

E-mail: dpc.cuttack@opepa.in / cuttack.mis@opepa.in

AIMS, OBJECTIVES & RESPONSIBILITIES

SARVA SHIKSHA ABHIYAN

INTRODUCTION:

Sarva Shiksha Abhiyan is an effort to universalise 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.

WHAT IS SARVA SHIKSHA ABHIYAN?

- A programme with a clear time frame for universal elementary education.
- A response to the demand for quality basic education all over the country.
- An opportunity for promoting social justice through basic education.
- An effort at effectively involving the Panchayati Raj Institutions, School Management Committees, Village and Urban Slum level Education Committees, Parents' Teachers' Associations, Mother Teacher Associations, Tribal Autonomous Councils and other grass root level structures in the management of elementary schools.
- An expression of political will for universal elementary education across the country.
- A partnership between the Central, State and the local government.
- An opportunity for States to develop their own vision of elementary education

OBJECTIVES OF SARVA SHIKSHA ABHIYAN

- All children in school, Education Guarantee Centre, Alternate School, ' Back-to-School' camp by 2003;
- All children complete five years of primary schooling by 2007 .
- All children complete eight years of elementary schooling by 2010 .
- Focus on elementary education of satisfactory quality with emphasis on education for life .
- Bridge all gender and social category gaps at primary stage by 2007 and at elementary education level by 2010.
- Universal retention by 2010.

ORGANISATIONAL STRUCTURE:

District Project Office, SSA, Cuttack is under the administrative control of OPEPA (Orissa Primary Educational Programme Authority) . Near about 55 Contractual Employees are working under the control of District Project Office.

Funding Pattern of SSA:

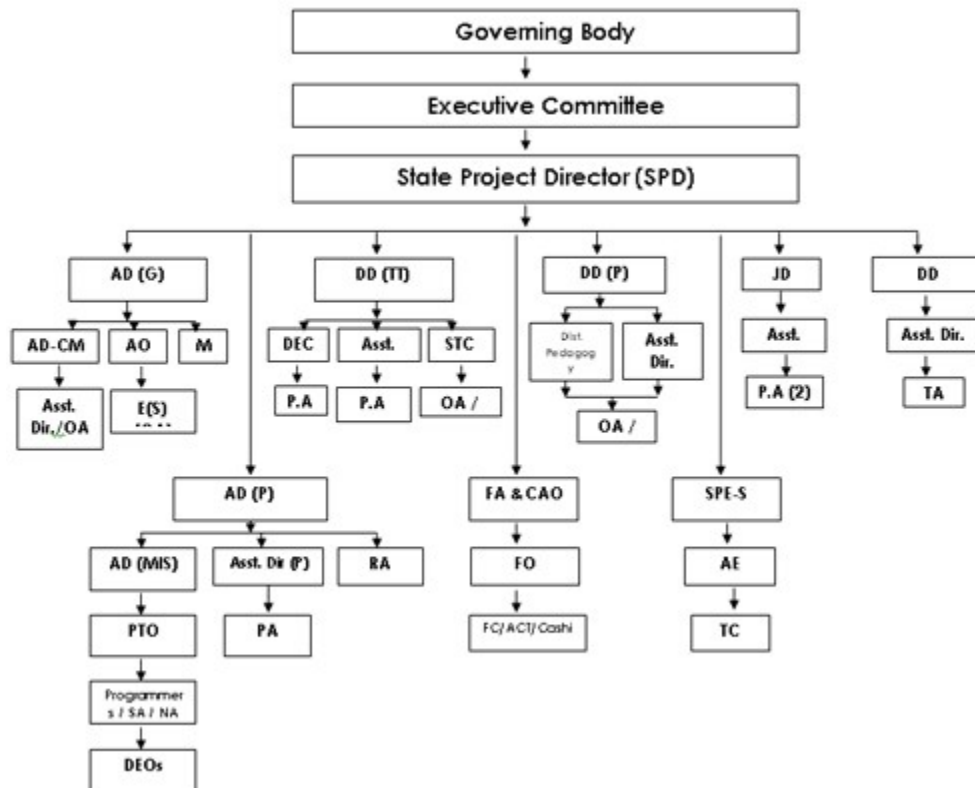
The ratio of funding for SSA Programme by Govt. of India and Govt. of Orissa is as follows:
During 9th Plan (up to march 2002) GOI GOO 85% 15% respectively.
During 10th Plan (from 2002-2007) 75% 25%
From 11th plan onwards (from March 2007) 50% 50%

ORGANISATION STRUCTURE, INCLUDING AGENCIES, DIRECTORIES ETC.

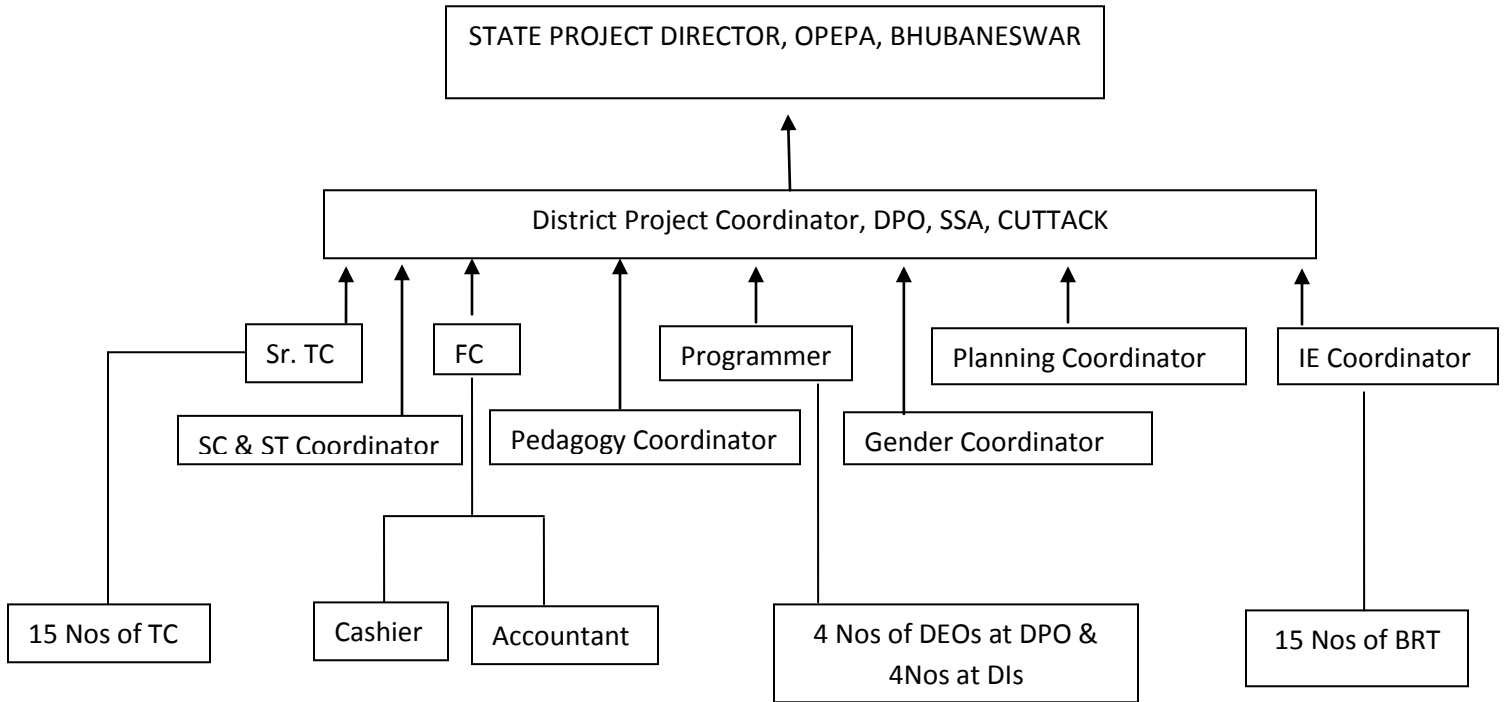
ADMINISTRATIVE STRUCTURE		
Sl. No.	Name	Name of the activities/Interventions
1	Additional Director (General)	<ul style="list-style-type: none"> - Establishment - Service Matter/Recruitment - Text Book - Court Cases - Uniform - Teacher Appointment - PIO - House Committee - Assembly Question - Printing Work - Management of SIEMAT - Rajya Sabha / Lok Sabha Question - Additional Reading Material - Community Mobilization - IED - KGBV - Mid Day Meal - School Sanitation Hygiene Education - Media
2	Additional Director (Planning)	<ul style="list-style-type: none"> - Planning and Management - Joint Review Mission - MIS (DISE, CTS, GIS, EPIS, IMIS, Data Sharing and Capacity Building, All Presentations, MIS Activities, Computer Aided Learning (System), Reporting and Documentation, HW, SW & Network Maintenance of SPO & DPO, Roll out of NIC portal) - Research, Evaluation, Monitoring and Supervision
3	FA & CAO	<ul style="list-style-type: none"> - Finance and Management - Audit
4	Deputy Director (Pedagogy)	<ul style="list-style-type: none"> - Pedagogical Improvement (SIG, TLM, RMG, Quality Monitoring, BRC, CRC, Curriculum, Textbook revision, Remedial Teaching etc.) - Computer Aided Learning (Quality)
5	Deputy Director	<ul style="list-style-type: none"> - In-service training. Induction training. Training for un-trained teachers. Training of

	(TT)	Resource Person, Preparation of training materials - SC & ST Education - Distance Education
6	Joint Director (AS)	- Access and Alternative Schooling - Opening up of new Schools (Primary and Upper Primary Up gradation) - Innovation
7	Deputy Director (Girls Education)	- Girls Education - NPEGEL - ECCE
8	State Project Engineer	- Civil Work Related to SSA, DPEP, NPEGEL and KGBV - State Project Office Maintenance

OPEPA (SPO)- ADMINISTRATIVE STRUCTURE



DPO – STRUCTURE



Administrative Structure of DPO is as above long with 2Nos. of Programme Assistant, 2Nos of Office Assistant, One Steno & 4Nos of Class-IV employees.

Their Duties & Responsibilities are as follows:

1. Preparing Annual Works Plan & Budget every Year.
 2. Conducting Training Programmes.
 3. Managing Different types of Data Like DISE, CTS, EPIS, WEB PORTAL etc.
 4. Identifying the CWSN Children in the age group of 6-14 age.
 5. Providing all types of qualitative & Quantitative support to the Govt & Govt Aided Teachers.
 6. Specific Identification of Girls Children, Providing Girls' Uniform.
 7. Supervision & Monitoring of Construction of Building.
- These posts are on contractual basis renewable annually and will continue till continuance of the Project.

Details of Duties & Responsibilities:

a. Scope of Work:

- He/She has been engaged in the post as per his/her qualification and specific nature of job has been assigned to him / her.
- He / She shall take up any work / assignment given to him / her of the respective intervention / branch.
- He/She shall develop strategies and ensure effective implementation of the programme of the concerned intervention / branch.
- He/She shall undertake any additional duties assigned to him / her for the interest of the programme.
- His / her performance will be reviewed by the competent authority as and when required.

b. Term of engagement:

This term of engagement will be for one year and will commence from joining till one year. The engagement can be extended further on one year basis subject to the following condition.

- His / Her performance is found to be satisfactory.
- He / She has cleared all personal advance received / granted by OPEPA at the time of proceeding one month of the end of the last tenure of engagement before further extension.

Directory of Officers & Employees of District Project Office, Sarva Siksha Abhiyan, Cuttack

Sl. No.	Name & Designation of the Employee	Designation	Phone / Mobile No.
	Bijay Ku. Rath((OAS(I))	District Project Officer,SSA, Cuttack	9437516381
1	Chittaranjan Panda	IE Coordinator	9861092871
2	Manasi Dhal	Girls Education Coordinator	9437103278
3	Hiramani Mohanty	Computer Programmer	9437192554
4	Susanta ku. Rout	Pedagogy Coordinator	9437784223
5	Manaswini Pradhan	Planning Coordinator	9853480536
6	Deepak Ku. Sarangi	Financial Coordinator	9437141154
7	Ashok Ku. Upadhyaya	Senior Technical Consultant	9437265855
8	Asutosh Mohanty	SC / ST Coordinator	
9	Sibabrata Behera	Accountant	9937997137
10	Santosh ku. Sahoo	Junior Steno	9937761761
11	Prajati Mishra	Cashier	9937310459
12	Sampurnananda Panda	Data Entry Operator	9937607653
13	Bihi Prasad Mohapatra	Data Entry Operator	9338124041
14	Sumana Satpathy	Data Entry Operator	9937567274
15	Bagmi Dash	Data Entry Operator	9437905279
16	Md. Khalid	Programme Assistant	NIL
17	Kishore Ku. Sahoo	Programme Assistant	NIL
18	Susmita Mishra	Office assistant	9778145302
19	Pradeep Ku. Jena	Office assistant	NIL
20	Pradipta Ku. Mohapatra	Technical Consultant	NIL
21	Rabinarayan Sahoo	Technical Consultant	9437248192
22	Sushree Sarita Sarangi	Technical Consultant	9437332344
23	Guru Prasad Sahoo	Technical Consultant	9437315325
24	Nishamani Pradhan	Technical Consultant	9437281717
25	Banoj ku. Beura	Technical Consultant	9937774421

26	Aseem Mallick	Technical Consultant	9338054334
28	Sriram Ch. Tiadi	Technical Consultant	9861012033
29	Tapas Khatoi	Technical Consultant	9437274037
30	Saroj Ku. Sahoo	Technical Consultant	9937054286
31	Pranati Nayak	Technical Consultant	NIL
32	Subhashree Suchismita Nanda	DEO of DI Office	9861862255
33	Ranjit Ku. Bhanjadeo	DEO of DI Office	NIL
34	Sanghamitra Mohapatra	DEO of DI Office	9437635125
35	Ajit Ku. Sabat	DEO of DI Office	9040665166
36	Ganeswar Nayak	Block Resource Teacher	NIL
37	Birndra Ku. Sahoo	Block Resource Teacher	NIL
38	Kalpana Swain	Block Resource Teacher	NIL
39	Gayatri Bal	Block Resource Teacher	NIL
40	Suryanarayan Rath	Block Resource Teacher	NIL
41	Dinabandhu Dalei	Block Resource Teacher	NIL
42	Manjulata Bhuyan	Block Resource Teacher	NIL
43	Anamika Mishra	Block Resource Teacher	NIL
44	Anandamayee Beura	Block Resource Teacher	NIL
45	Snigdhamayee Sahoo	Block Resource Teacher	NIL
46	Swarnaprava Dei	Block Resource Teacher	NIL
47	Bidyadhar Behera	Block Resource Teacher	NIL
48	Diptemayee Routray	Block Resource Teacher	NIL
49	Sabiyta Ku. Panda	Block Resource Teacher	NIL
50	Sasmita Pattnaik	Block Resource Teacher	NIL
51	Santosh Dash	Peon	NIL
52	M.Manoj Kumar	Peon	NIL
53	Chidananda Behera	Peon	NIL
54	Bholanath D. Nayak	Night Watch man	NIL

FINANCIAL NORMS UNDER SARVA SHIKSHA ABHIYAN

- The assistance under the programme of Sarva Shiksha Abhiyan will be on a 85:15 sharing arrangement during the IX Plan, 75:25 sharing arrangement during the X Plan, and 50:50 sharing thereafter between the Central government and State governments. Commitments regarding sharing of costs would be taken from State governments in writing.
- The State governments will have to maintain their level of investment in elementary education as in 1999-2000. The contribution as State share for SSA will be over and above this investment.
- The Government of India would release funds to the State Governments/Union Territories only and instalments (except first) would only be released after the previous instalments of Central government and State share has been transferred to the State Implementation Society.
- The support for teacher salary appointed under the SSA programme could be shared between the Central Government and the State government in a ratio of 85:15 during the IX Plan, 75:25 during the X Plan and 50:50 thereafter.
- All legal agreements regarding externally assisted projects will continue to apply unless specific modifications have been agreed to, in consultation with foreign funding agencies.
- Existing schemes of elementary education of the Department (except National Bal Bhawan and NCTE) will converge after the IX Plan. The National Programme for Nutritional Support to Primary Education (Mid-Day-Meal) would remain a distinct intervention with foodgrains and specified transportation costs being met by the Centre and the cost of cooked meals being met by the State government.
- District Education Plans would inter-alia, clearly show the funds/resource available for various components under schemes like PMGY, JGSY, PMRY, Sunishchit Rozgar Yojana, Area fund of MPs/MLAs, State Plan, foreign funding (if any) and resources generated in the NGO sector.
- All funds to be used for upgradation, maintenance, repair of schools and Teaching Learning Equipment and local management to be transferred to VECs/ School Management Committees/ Gram Panchayat/ or any other village/ school level arrangement for decentralisation adopted by that particular State/UT. The village/ school-based body may make a resolution regarding the best way of procurement.
- Other incentive schemes like distribution of scholarships and uniforms will continue to be funded under the State Plan. They will not be funded under the SSA programme.

The major financial norms under SSA are:

NORMS FOR INTERVENTIONS UNDER SSA

	INTERVENTION	NORM
1.	Teacher	<ul style="list-style-type: none"> ▪ One teacher for every 40 children in Primary and upper primary ▪ At least two teachers in a Primary school ▪ One teacher for every class in the upper primary
2.	School / Alternative schooling facility	<ul style="list-style-type: none"> • Within one Kilometre of every habitation • Provision for opening of new schools as per State norms or for setting up EGS like schools in unserved habitations.
3.	Upper Primary schools/ Sector	<ul style="list-style-type: none"> • As per requirement based on the number of children completing primary education, up to a ceiling of one upper primary school/section for every two primary schools
4.	Classrooms	<ul style="list-style-type: none"> • Ø A room for every teacher in Primary & upper Primary, with the provision that there would be two class rooms with verandah to every Primary school with at least two teachers.

		<ul style="list-style-type: none"> • A room for Head-Master in upper Primary school/section
5.	Free textbooks	<ul style="list-style-type: none"> • To all girls/SC/ST children at primary & upper primary level within an upper ceiling of Rs. 150/- per child • State to continue to fund free textbooks being currently provided from the State Plans.
6.	Civil works	<ul style="list-style-type: none"> • Ceiling of 33% of SSA programme funds. • For improvement of school facilities, BRC/CRC construction. • CRCs could also be used as an additional room. • No expenditure to be incurred on construction of office buildings • Districts to prepare infrastructure Plans.
7.	Maintenance and repair of school buildings	<ul style="list-style-type: none"> • Only through school management committees/VECs • Upto Rs. 5000 per year as per specific proposal by the school committee. • Must involve elements of community contribution
8.	Upgradation of EGS to regular school or setting up of a new Primary school as per State norm	<ul style="list-style-type: none"> • Provision for TLE @ Rs 10,000/- per school • TLE as per local context and need • Involvement of teachers and parents necessary in TLE selection and procurement • VEC/ school-village level appropriate body to decide on best mode of procurement • Requirement of successful running of EGS centre for two years before it is considered for upgradation. • Provision for teacher & classrooms.
9.	TLE for upper-primary	<ul style="list-style-type: none"> • @ Rs 50,000 per school for uncovered schools. • As per local specific requirement to be determined by the teachers/ school committee • School committee to decide on best mode of procurement, in consultation with teachers • School Committee may recommend district level procurement if there are advantages of scale.
10.	Schools grant	<ul style="list-style-type: none"> • Rs. 2000/- per year per primary/upper primary school for replacement of non functional school equipment • Transparency in utilisation • To be spent only by VEC/SMC
11.	Teacher grant	<ul style="list-style-type: none"> • Rs 500 per teacher per year in primary and upper primary • Transparency in utilisation
12.	Teacher training	<ul style="list-style-type: none"> • Provision of 20 days In-service course for all teachers each year, 60 days refresher course for untrained teachers already employed as teachers, and 30 days

		<p>orientation for freshly trained recruits @ Rs. 70/- per day</p> <ul style="list-style-type: none"> • Unit cost is indicative; would be lower in non residential training programmes • Includes all training cost • Assessment of capacities for effective training during appraisal will determine extent of coverage. • Support for SCERT/DIET under existing Teacher Education Scheme
13.	State Institute of Educational Management and Training (SIEMAT)	<ul style="list-style-type: none"> • One time assistance up to Rs. 3 crore • States have to agree to sustain • Selection criteria for faculty to be rigorous
14.	Training of community leaders	<ul style="list-style-type: none"> • For a maximum of 8 persons in a village for 2 days in a year - preferably women • @ Rs. 30/- per day
15.	Provision for disabled children	<ul style="list-style-type: none"> • Upto Rs. 1200/- per child for integration of disabled children, as per specific proposal, per year • District Plan for children with special needs will be formulated within the Rs. 1200 per child norm • Involvement of resource institutions to be encouraged
16.	Research, Evaluation, supervision and monitoring	<ul style="list-style-type: none"> • Upto Rs. 1500 per school per year • Partnership with research and resource institutions, pool of resource teams with State specific focus • Priority to development of capacities for appraisal and supervision through resource/research institutions and on an effective EMIS • Provision for regular school mapping/micro planning for up dating of household data • By creating pool of resource persons, providing travel grant and honorarium for monitoring, generation of community-based data, research studies, cost of assessment and appraisal terms & their field activities, classroom observation by resource persons • Funds to be spent at national, state, district, sub district, school level out of the overall per school allocation. • Rs. 100 per school per year to be spent at national level • Expenditure at State/district/BRC/CRC/ School level to be decided by State/UT, This would include expenditure on appraisal, supervision, MIS, classroom observation, etc. Support to SCERT over and above the provision under the Teacher Education scheme may also be provided. • Involvement of resource institutions willing to undertake state specific responsibilities
17.	Management Cost	<ul style="list-style-type: none"> • Not to exceed 6% of the budget of a district plan • To include expenditure on office expenses, hiring of experts at various levels after assessment of existing

		<p>manpower, POL, etc.;</p> <ul style="list-style-type: none"> • Priority to experts in MIS, community planning processes, civil works, gender, etc. depending on capacity available in a particular district • Management costs should be used to develop effective teams at State/ District/Block/Cluster levels • Identification of personnel for BRC/CRC should be a priority in the pre-project phase itself so that a team is available for the intensive process based planning.
18.	Innovative activity for girls' education, early childhood care & education, interventions for children belonging to SC/ST community, computer education specially for upper primary level	<ul style="list-style-type: none"> • Upto to Rs. 15 lakh for each innovative project and Rs. 50 lakh for a district per year will apply for SSA • ECCE and girls education interventions to have unit costs already approved under other existing schemes.
19.	Block Resource Centres/ Cluster Resource Centres	<ul style="list-style-type: none"> • BRC/CRC to be located in school campus as far as possible. • Rs. 6 lakh ceiling for BRC building construction wherever required • Rs. 2 lakh for CRC construction wherever required - should be used as an additional classroom in schools. • Total cost of non-school (BRC and CRC) construction in any district should not exceed 5% of the overall projected expenditure under the programme in any year. • Deployment of up to 20 teacher in a block with more than 100 schools; 10 teachers in smaller Blocks in BRCs/CRCs. • Provision of furniture, etc. @ Rs. 1 lakh for a BRC and Rs. 10,000 for a CRC • Contingency grant of Rs. 12,500 for a BRC and Rs. 2500 for a CRC, per year • Identification of BRC/CRC personnel after intensive selection process in the preparatory phase itself.
20.	Interventions for out of school children	<ul style="list-style-type: none"> • As per norms already approved under Education Guarantee Scheme & Alternative and Innovative Education, providing for the following kind of interventions • Setting up Education Guarantee Centres in unserved habitations • Setting up other alternative schooling models • Bridge Courses, remedial courses, Back-to-School Camps with a focus on mainstreaming out of school children into regular schools.
21.	Preparatory activities for microplanning, household surveys, studies, community mobilization, school-based activities, office equipment, training and orientation at all levels, etc.	<ul style="list-style-type: none"> • As per specific proposal of a district, duly recommended by the State. Urban areas, within a district or metropolitan cities may be treated as a separate unit for planning as required.

