

GOVERNMENT OF PUNJAB
(Department of School Education)
(Education-VII Branch)

The 11 day of September, 2014

No ...2.4/2010-2177/306124/1

Subject:- Guidelines of Punjab Government under section 9 of the Right of Children to Free and Compulsory Education Act, 2009 regarding identification of Local Authority as per Section 2 (h) of RTE Act.

In the exercise of powers conferred under Sub Section (2) of Section 35 of "The Right of Children to Free and Compulsory Education Act, 2009", and all other powers enabling in this behalf, the Governor of Punjab is pleased to issue the guidelines to "Local Authorities" at various level in the state to perform the following functions .

As per Section 9, of RTE Act, 2009 the duties of "Local Authority" shall be as under:-

Sr no	Functions devolved under Section 9 of RTE Act	Functions of Mapping of Local Authorities under RTE Act		
		Panchayati Raj Institutions		
		Zila Parishad	Intermediate Panchayat	Village Panchayat/Gram Panchayat
1	(a) Provide free and compulsory elementary education to every child: Provided that where a child is admitted by his or her parents or guardian, as the case may be, in a school other than a school established, owned, controlled or substantially financed by funds provided directly or indirectly by the appropriate Government or a local authority, such child or his or her parents or guardian, as the case may be, shall not be entitled to make a claim for reimbursement of expenditure incurred on elementary education of the child in such other school;	<ul style="list-style-type: none"> To supervise and undertake random checking for CWSN, SC/ST, children from weaker sections and girls' education. Supervise the implementation of RTE Act at Block and Village level. 		<ul style="list-style-type: none"> Maintain list of Govt. /Govt. aided and private school in their jurisdiction to provide admission to children aged between 6-14 years. Maintain list of all children in the jurisdiction and develop mechanism to update records of children aged between 6-14 years on annual basis while considering migration of children in and out of the village On the basis of above to ensure that all children are in school In order to enroll oosc, persuade all such children and interact with their parents to persuade them also To facilitate a transparent system for those who opt for 25% admission so that all applications are considered from eligible children.

2	(b) Ensure availability of a neighborhood school as specified in section 6;	<ul style="list-style-type: none"> • To verify availability of school as per neighborhood norms specified in State RTE rules. • If new school needs to set up ✓ To ensure release of funds for construction immediately ✓ To ensure teacher availability in the school. This may require recruitment / redeployment. • To sensitize lower functionaries on RTE Act. • To supervise the functions of block and village level while ensuring the neighborhood school. 	<ul style="list-style-type: none"> • To verify that school has been established within distance norms as prescribed for PS and UPS. • If new school is demanded, to verify the demand and take up with sanctioning authority. 	<ul style="list-style-type: none"> • Where no school as per neighbourhood norm, to raise demand for the same • Ensure availability of land for new PS and UPS • To ensure construction immediately.
3	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.	<ul style="list-style-type: none"> • To monitor and supervise adoption of non-discriminatory practices • To sensitize lower functionaries about non-discrimination 		<ul style="list-style-type: none"> • To track attendance and regularity of children from disadvantaged group and weaker sections. • To ensure along with the teachers and SMC an equal participation in all curricular and extracurricular activities
4	d) Maintain records of children up to the age of fourteen years residing within its jurisdiction, in such manner as may be prescribed	<ul style="list-style-type: none"> • Supervisory role that record of children is maintained in every village/ block • To consolidate DISE information. • To ensure use of standard formats to consolidate information on neighborhood school, as developed by the State 	<ul style="list-style-type: none"> • Supervisory role that record of children is maintained in every village 	<ul style="list-style-type: none"> • To maintain record of birth in the village. • To maintain in prescribed formats information on all children 0-3 years about name, father, mother name, Date of birth, sex, coverage by AWC /Pre School etc. • To maintain in prescribed formats information on all children 3-6 years about name, father, mother name, Date of birth, enrollment in school / out of school /special training. • To maintain record of in regarding /out migrating children if any. • To maintain details of children with disability, Single parent family, orphans etc as vulnerable group .
5	e) Ensure and monitor admission, attendance and completion of	<ul style="list-style-type: none"> • To monitor the admissions and attendance of children in their jurisdiction. 		<ul style="list-style-type: none"> • To ensure that admission is not to be denied to anyone.

	<p>elementary education by every child residing within its jurisdiction.</p>	<ul style="list-style-type: none"> • To monitor and support the removal of any hurdles in providing admission and ensuring attendance by the village panchayat 		<ul style="list-style-type: none"> • If any child is irregular or dropout or is not enrolled, to mobilize the village community and ensure admission and regular attendance. • To monitor that every child improves his learning levels. • To ensure and assist SMC to monitor admission, attendance and completion of elementary education. • Support SMC to get admissions in schools in transparent, open and fair manner. • Mobilize parent of girls, vulnerable groups and weaker sections to send their child in school. • Make sure that hurdles and problems are removed which may impact admission and attendance like lack of teachers, impact of natural disasters etc. if problems are beyond their capacity, to take up same with the district
6	<p>(f) Provide infrastructure including school building, teaching staff and learning material;</p>	<ul style="list-style-type: none"> • To ensure that schools in the jurisdiction are in alignment with the RTE Act and maintain PTR. In case of any shortfall, the District Panchayat may use own resources to make interim and ad hoc arrangements 		<ul style="list-style-type: none"> • Funds received by the SMC has to be supervised to ensure timely completion and quality for civil works and provisioning of other school infrastructure • To take up issues with higher authorities if entitled staff not available or if teacher performance/attendance is poor • To be able to rise issues to maintain PTR in school.
7 & 11	<p>g) Provide special training facility specified in section 4</p> <p>AND</p> <p>k) Ensure admission of children of migrant families.</p>	<ul style="list-style-type: none"> • To supervise, ensure and keep information on all the Special Training which is taking place in the district 		<ul style="list-style-type: none"> • To maintain record out of school children • Along with the SMC to ensure that all OOSC have been enrolled and are catching up with the regular class • To ensure that special training is provided as far as possible in the school, else at nearest safe location and to support the SMC and school in the same • To mobilize village

				<p>community so that all the OOSC are sent to special training /school regularly</p> <ul style="list-style-type: none"> • To keep track all children who migrate in or out the village • Provide special training support to all children migrating in to the village • To mobilize the community to leave behind the children while migrating
8	(h)Ensure good quality elementary education conforming to the standards and norms specified in the Schedule.	<ul style="list-style-type: none"> • To ensure redeployment of teachers as prescribed PTR • To monitor progress and completion of infrastructure is done where sanctioned 	•	<ul style="list-style-type: none"> • To monitor children attendance and support enrollments /Special training of OOSC children. • To ensure any time admission of migrant children. • To mobilize community for sending children regularly to schools
9	(i)Ensure timely prescribing of curriculum and courses of study for elementary education.	<ul style="list-style-type: none"> • To ensure timely distribution of text books and TLM's etc in each school. 		<ul style="list-style-type: none"> • To monitor the working of schools to ensure requisite working days /instructional hours are adhered to, in case of contravention to complain to the controlling officer • To mobilize village community for regular attendance of children and frequent parent/community and school interactions for keeping track of children's progress
10	j)Provide training facility for teachers	<ul style="list-style-type: none"> • To prepare training calendar in consultation with DIETs/ BRCs • In case specialized training is needed to connect the teachers with the institution providing the same • To provide physical infrastructure for in service teachers training of newly appointed teachers • To provide BRCs with information on community's perception of what is required in as focus in the in service training 	<ul style="list-style-type: none"> • Provide for infrastructure for block level teachers training. 	
12	(l)Monitor functioning of schools within its jurisdiction	<ul style="list-style-type: none"> • To ensure that complaints received from village and block panchayat level are resolved. 		<ul style="list-style-type: none"> • To monitor maintenance of School building and that the area is used only for the purposes of education • To ensure teacher

				<p>attendance</p> <ul style="list-style-type: none">• If village panchayat is dissatisfied then issues to be raised with DEO/ZP.• To meet HM and SMC members of low performing schools to monitor school functioning and create community pressure to implement RTE Act.• Check improvement in learning level over time
13	(m)Decide the academic calendar	<ul style="list-style-type: none">• To be decided based on local needs by District Panchayat on the basis of nature of occupations of the community, local festivals etc.		



(Anjali Bhawra, IAS)


Principal Secretary to Govt. Punjab,
Department of School Education,
Punjab

Endst No. 2/4/2010-2187/30624/2-7 Dated, Chandigarh, 11-09-2014

A copy is forwarded to the :-

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2. All the financial Commissioners and Principal Secretaries and Administrative Secretaries to the Government of Punjab.
3. Resident Financial commissioner, Punjab, Punjab Bhawan Copernicus Marg, New Delhi.
4. Director General School Education, Punjab.
5. Director Information and Technology (Info Tech) , Udyog Bhawan, Sector-17, Chandigarh (Put the information on Punjab Govt. website).
6. Under Secretary to Govt. of Punjab, Department of Finance (Codification Branch).

For information and necessary action.


Superintendent
Education-7 Branch
Punjab, Chandigarh

Endst No 2/4/2010-2/306124/8-10 Dated, Chandigarh, 11-09-2014

A copy is forwarded to the :-

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3. Finance Secretary, Chandigarh Administration (UT) Chandigarh.

Kiranjit Kaw
Superintendent
Education-7 Branch
Punjab, Chandigarh
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Endst No 2/4/2010-2/306124/11-25 Dated, Chandigarh, 11-09-2014

A copy is forwarded to the :-

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5. Deputy Accountant General, Office of the Accountant General, Himachal Pradesh and Union Territory, Sector 17, Chandigarh.
6. All district Treasury officers and Treasury officers in the State of Punjab.
7. Assistant Pay and Accounts Officer, Punjab Bhawan, New Delhi.
8. Director, Pensions and Pensioner's welfare, Punjab Chandigarh .
9. Director Public Relations, Punjab, Chandigarh.
10. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central office C-7, Bandra Kurla Complex, PO Box No 8143, Bandra Mumbai.
11. DPI (SE) Punjab, Mohali,
12. DPI (EE) Punjab, Mohali,
13. All Circle Education Officers Punjab,
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15. All District Education Officers (EE)

For information and necessary action.

Kiranjit Kaw
Superintendent
Education-7 Branch
Punjab, Chandigarh
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A copy is forwarded to the Controller Printing and Stationery, Punjab, Chandigarh along with 500 copies of these set of Guidelines may be sent to this department.

Kiranjit Kaur
Superintendent

Education-7 Branch
Punjab, Chandigarh
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