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Date:- 17/10/12

Sub:- Guidelines for Heads of schools and NGOs for running the Special Training Centres for Out of School children under RTE, Act 2009 for the year 2012-13

Part A: Background

As per RTE, the Department of Education, Government of National Capital Territory of Delhi, Old Secretariat, Delhi-110054 issued a notification vide No. DE.23 (462)/Sch.Br./10/17-33 dated 23.11.2011 i.e. **“The Delhi Right of Children to Free and Compulsory Education Rules, 2011”**. It has become the Right of Children to Free and Compulsory Education. Under the RTE, Act 2009, a provision of Special Training has been made for the out of school children.

- (1) The School Management Committee of a school owned or managed by the Government or the local authority shall identify Out of School Children requiring special training and organize such training in the following manner, namely:-
 - a) The special training shall be based on specially designed Age Appropriate Learning Material, approved by the Academic Authority specified in sub-section (1) of section 29 of the Act;
 - b) The said training shall be provided in classes held in the premises of the school or in classes organized in safe residential facilities;
 - c) The said training shall be provided by teachers working in the school, or by teachers specially appointed for the purpose;
 - d) The duration of the said training shall be for a minimum period of three months which may be extended, based on periodical assessment of learning progress, for a maximum period not exceeding two years.
- (2) The child shall, upon induction into the age appropriate class after special training continue to receive special attention by the teacher to enable him/her to successfully integrate with the rest of the class, academically and emotionally.

Under this provision of RTEA, 2009, it is the responsibility of the State Government to streamline all out of school children in Delhi, into formal schooling system by providing them special training which will prepare them for admission in their age appropriate class, subsequently. The following terms and conditions and guidelines shall be observed by the Heads of Schools where Special Training Centers will function.

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Para no. 2.5.3.1 of Sarva Shiksha Abhiyan frame work for implementation based on the Right of Children to Free and Compulsory Education Act, 2009 issued by Ministry of Human Resource Development, Department of School Education & Literacy is also being reproduced below for reference.

“Special Training for never enrolled children or those who dropped out before completing elementary education would require an identification of children who must be enrolled. For this the State Government, Local Authority and School Management Committee will need to undertake a community level school mapping exercise. The neighborhood and social mapping exercise will be followed by (i) immediate enrolment in school (ii) Organization of Special Training of flexible duration to enable the child to be at par with other children (iii) Actual admission of the child in age-appropriate class on completion of Special training and his/her participation in all class activities (iv) Continued support to the child, once admitted to the regular school, so that the child can integrate with the class socially, emotionally and academically. The RTE Act also provides that such children shall continue to be provided free and compulsory elementary education even after they cross 14 year of age”.

Part B: For Special Training Centers (STCs) operationalized by HOS

1. The Special Training Centres shall be allocated in Govt./MCD/NDMC/DCB/ Aided schools only.
2. The school shall conduct a comprehensive door-to-door survey in the catchment area /neighborhood Kshetra to identify out of school children and will register them in Special Training Centres in following format.

S. No.	Name of the child	Father's and Mother's name	Age of the child	Residential Address	Whether Drop-out or never enrolled	If Drop-out, mention the class last studied

3. No learner below the age of 6 years should be enrolled at STC.
4. There shall not be more than 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).
5. The HOS will ensure that the children enrolled in Special training Centers are not enrolled elsewhere for schooling purpose.
6. The details of all the children enrolled for Special Training are to be entered online in the prescribed module and their unique IDs are to be generated by the HOS. This is applicable for NGO running STCs also.(Annexure)

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7. The special training to the children enrolled in these Special Training Centers shall be provided in the premises of the school parallel to the schools hours if extra rooms are available or after school hours if extra rooms are not available.
8. The duration of the functioning of the Special Training Centers should be for 5 hours per day i.e. 8:00AM to 1:00PM or 1:00 PM to 6:00 PM.
9. The special training at these Special Training Centers shall be provided by teachers working in the school or Head of the school can directly engage the teachers or Head of the school can take assistance of a reputed NGO working in the field of Education.
The HOS shall, however be responsible for the monitoring supervision and smooth operation of the Special Training Centers.
10. Each Special Training Centre shall have one teacher for each group (max. 30 children). The teacher engaged by the Head of the institution for training of students of Upper Primary Level must have minimum qualification of B.Ed/B.El.Ed whereas for Primary Level the minimum qualification in Diploma in ETE/JBT.
11. Training programme in Special Training Centres will be as per the curriculum, syllabus and Text material supplied/developed by SCERT.
12. The duration of the special training at these Special training Centers shall be for a minimum period of 3 MONTHS which may be extended for a maximum period not exceeding TWO YEARS. based on periodical (quarterly) assessment of the children thus enrolled which is to be done by HOS in collaboration with concerned DIET.
13. It will be the responsibility of the Head of the school to ensure that children are admitted in their age appropriate class after receiving the special training in their school or in neighborhood school.
14. The school shall conduct comprehensive and continuous monitoring and evaluation of the academic achievement of children enrolled in the Special Training Centers, maintain records of their progress and submit quarterly report to UEE Mission about the child. The school will also be bound to submit other report, as and when asked by the UEE Mission related to the centers.
15. The school or support institution like SCERT and DIETs shall organize periodical orientation/training of the teachers engaged at Special Training Centers and shall also undertake preparation of Teaching Learning material for these centers.
16. The officers from UEEM and of Education Department of the DOE/MCD/NDMC/DCB shall carry out surprise checks of the Special Training Centers.
17. Timing/Location of Special Training Centre shall not be changed without permission from this office.

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18. UEEM office/DDEs should be immediately informed, if some learners leave or join Special Training Centre.

19. PAB 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 in its meeting held on 02.04.2012 for one centre Primary/Upper Primary/both combined to be run in school premises by Head of the school.

For the STCs run by the HoS:

Percentage breakup of expenditure of Rs. 500/-

S. No	Head of Expenditure	Breakup of Unit Cost of Rs. 500/- per child per month (Rs.)	% Share of Unit Cost	Total amount per month for a group of 30 children (Rs.)	Total Annual Budget for a group of 30 children (Rs.)
1	Payment to Teacher (Pry./ U. Pry.)-01 teacher	300	60%	9000/-	108000/-
2	TLM(per child)	40	8 %	1200/-	14400/-
3	TLM (per centre for teacher)	20	4%	600/-	7200/-
4	Honorarium to HoS	65	13%	1950/- (Max. for a venue)	23400/-
5	Payment to Class IV	60	12%	1800/- (Max. for a venue)	21600/-
6	Contingency	10	2%	300/-	3600/-
7	Training of Teacher by SCERT @ Rs. 100 per day for 18 days (Working)	05	1%	150/-	1800/-
Total		500	100%	15000/-	1,80,000/-

The payment for HoS and class IV will be per venue of STC whether there is one or more STCs operating at the same venue/building.

20. If more than one centre are running under the jurisdiction of a single HoS, the honorarium to HOS will be permissible for one center only.

21. The release of payment will be subject to the inspection report conducted by the monitoring team constituted for this purpose.



22. HoS shall be responsible for monitoring and supervision of all STCs including residential STC in their neighborhood.

Part C: For the STCs run by the NGO:

Percentage breakup of expenditure of Rs. 500/-

S. No	Head of Expenditure	Breakup of Unit Cost of Rs. 500/- per child per month (Rs.)	% Share of Unit Cost	Total amount per month for a group of 30 children (Rs.)	Total Annual Budget for a group of 30 children (Rs.)
1	Payment to Teacher (Pry./ U. Pry.)-01 teacher	300	60%	9000/-	108000/-
2	TLM(per child)	40	8 %	1200/-	14400/-
3	TLM (per centre for teacher)	20	4%	600/-	7200/-
4	Honorarium to HoS & NGO	65	13%	1950/- (Max. for a venue)	23400/-
5	Payment to Class IV	60	12%	1800/- (Max. for a venue)	21600/-
6	Contingency	10	2%	300/-	3600/-
7	Training of Teacher by SCERT @ Rs. 100 per day for 18 days (Working)	05	1%	150/-	1800/-
Total		500	100%	15000/-	1,80,000/-

The payment at Sr. No. 4 is for monitoring & Supervision, Hence it is to be shared between HoS & NGO @ Rs. 1000/- & Rs. 950 Per venue respectively.

The payment for HoS, NGO and Class IV will be per venue of STC whether there is one or more STCs operating at the same venue/building.

1. The claim for payment shall be submitted by NGO to DDE/DPO through the concerned HOS on monthly basis.
2. Payment for each STC will be made on the basis of monitoring report after deducting the payment for HoS and training of the teachers.

Part D: General

1. The school wise/NGO wise details of annual expenditure on running the Special Training Centers will be submitted by the HOS/NGO to UEMM through concerned Education officer and DPOs.
2. Any Govt. taxes as applicable from time to time shall be charged out of the payment made to them.

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3. The payment shall be made on monthly basis if the bills/claims are received with all relevant papers.
4. Utilization certificates shall have to be submitted on quarterly basis and the Audited Statement of Accounts at the end of the financial year.
5. Details pertaining to children admitted in age appropriate class of the STC should be provided at the earliest (as part of the claim and also separately).
6. In case a centre is closed or clubbed due to admission of children in age appropriate class it should be communicated to the UEEM through DPO, immediately.
7. No new centre will be started/shifted without the permission of the competent authority i.e. the SPD, SSA.
8. Proper location/communication address with contact number of the authorized person/teacher of centre should be submitted to the UEEM before or within the first week of the operationalization of STC.
9. The name, residential address and qualification of the teacher and other staff duly verified by the HoS/NGO should be submitted to the DPO.
10. All out efforts should be made to organize multigrade Teaching- Learning at STC in an inclusive and child friendly environment and to admit all children in age appropriate class as early as possible.
11. The age for Out of School Children With Special Need is 6-18 years.
12. The HOS/NGO should adopt a 'Zero Rejection Policy' while identifying, enrolling and mainstreaming the Out of School Children in the neighborhood/catchment area of the school.

This issues with the prior approval of Secretary (Education)/Chairperson EC-UEEM/SSA


(Udit Prakash), IAS

State Project Director -UEEM/SSA

All HoS (Through DDEs)
All NGOs
All BURCCs

Copy to:

1. Director (Education), East Delhi Municipal Corporation Plot No. 18-24, Udyog Sadan Patparganj Industrial area Delhi .
2. Director (Education), North Delhi Municipal Corporation, Shyama Prasad Mukherjee Civic Centre, J.LN. Marg, New Delhi.
3. Director (Education), South Delhi Municipal Corporation, Shyama Prasad Mukherjee Civic Centre, J.LN. Marg, New Delhi.
4. Director (Education), N.D.M.C., Palika Bhawan, New Delhi.
5. C.E.O (Education), Delhi Cantonment Board, Delhi.
6. Spl.Project Director. UEEM/SSA, Delhi
7. DDEs/DPOs (All Districts)
8. P.S. to Secretary (Education) /Chairperson EC-UEEM/SSA
9. P.S. to Director (Education)/Vice Chairperson EC-UEEM/SSA
10. AAOs/AOs/Sr. AOs (All Districts)- with the direction to ensure that the above instructions are strictly followed before making payment in this regard.
11. ADE (IT) – to upload the Circular on the official website of the DoE, Delhi.
12. Guard file

Annexure

Format for the current status of the child enrolled at the Special Training Centre for out of school children.

District	
DOE Zone	
Cluster Resource Centre	Select
Name of Special Training Center with school ID	Select
GO	

Child's Details			
Academic Session	Select	Year of Enrollment	
Child's Name			
Current Class in which enrolled as per appropriate age	Select	Section	Select
Never enrolled or drop-out	Never enrolled Drop out	If drop out from which class	
Gender	Male Female	Birth State	Select
Category	Select	Religion	Select
DOB(dd/mm/yyyy)			
Child's age at the time of admission			
Mother tongue	Select	Nationality	Select
Phone No.		Mob. No.	
Unique ID No.		Admission Date(dd/mm/yyyy)	
Physical Disability	Yes No	If yes, give details	
Correspondance Address			
Address		State	Select
City	Select	Pincode	
Residential Address			

Address		Locality	
City	Select	State	Select
Pincode			
Family Details			
Family Head	Select	If Other, Enter	Family Head
Father's Details			
Name			
Occupation	Select	If Other, Enter	Occupation
Qualification	Select	If Other, Enter	Qualification
Office Address		Phone No.	
Mother's Details			
Name			
Occupation	Select	If Other, Enter	Occupation
Qualification	Select	If Other, Enter	Qualification
Office Address		Phone No.	
Guardian's Details			
Name			
Relation	Select	If relation Other, Enter	
Main Stream in Regular School			
Is Student Main-Streamed	Yes No		
School Management	Select	Class	Select
School Id given by Department		If in School, then enter student id	DOE enter
Submit Reset			