

Paschim Banga Sarva Shiksha Mission

Memo No: 622 (20)/ADMN/PBSSM

Dated: 20/12/10

To

1-19) The District Project Officer, SSM

Bankura / Birbhum / Bardhaman / Dakshin Dinajpur / Howrah / Hooghly / Jalpaiguri
/ Cooch Behar / Kolkata / Murshidabad / Nadia / North 24 Parganas / Paschim
Medinipur / Purba Medinipur / Purulia / Siliguri / South 24 Parganas / Uttar
Dinajpur / Malda

20) Council Project Officer, SSM, DGHC

Sub : Job chart of special educators and leave entitlement.

Ref : This office Memo No. : 622 (20) /ADMN/PBSSM, Dated : 03.11.2010 and latest Govt.
order vide No. 880 -SE (Pry) /P /SSA-6/2010, Dated : 16.11.10

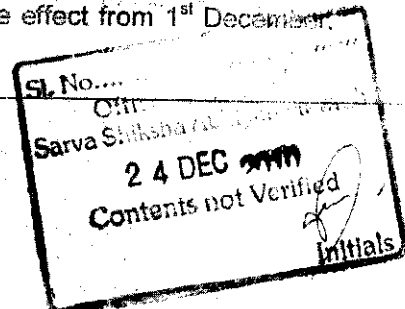
Madam / Sir,

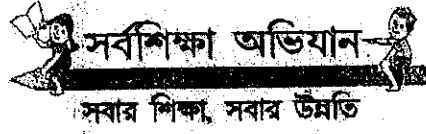
As per the Order issued from the School Education Department (vide No. 880-SE (Pry) /P/SSA-6/ 2010, Dated : 16.11.2010 all special educators working under DLROs will now be engaged directly by the District Project Officer on the basis of recommendation of a District level Committee consisting of eight members.

In this connection, you are requested to complete the formation of District level Committee and complete the engagement of special educators within 31st December positively. The administrative cost of DLRO (s) earmarked against each special educator be paid to the concerned such DLROs maximum up to December, 2010 and they may be requested to submit the list of identified CWSN category wise with addresses to the office of concerned DPO, SSM within 31st December, 10.

Under the circumstances therefore, to go ahead with the revised mode of implementation of IED related activities under the immediate supervision of Circle Project Coordinator (CPC) of respective CLRC jurisdiction, enclosed is the job chart for special educators along with the revised mode of submission of Tentative Tour Programme and Work Done Report of each special educator (Annexure :A) . This will take effect from 1st December, 2010 onwards until further order.

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Paschim Banga Sarva Shiksha Mission

With regard to the entitlement of leave of special educators, the latest leave rules (No. 134-SE(Pry) / 55 / ped /PBSSM, dated: 26.02.09) of Para teachers be followed. Allowance will be paid as per SSA norms.

It is suggested that a district level meeting of CPCs be convened at a convenient date to explain to them the modalities to be followed for implementation of the IED programme.

Encl : Job chart of special educators.

Yours faithfully,


(C.D. Lama, IAS)
State Project Director
PBSSM

Memo No:(20)/2(1)/ADMN/PBSSM

Dated:

Copy forwarded to :

- 1) PS to Secretary, School Education Department for kind perusal of Secretary, School Education Department.
- 2) Director of School Education, Govt. of West Bengal

State Project Director

Job chart of Special Educators

Sl. No.	Activity and Place at which the service is to be utilized	No. of day involvement in a week.
1	<u>Extending support to the cwsn at resource room would be located at CLRC/CRC/SCHOOL level.</u> (Like remedial teaching, Braille teaching, parent counselling, use of aids and appliances, therapeutic support etc)	2 (Monday and Wednesday of the week)
2	<u>Visit of school having CWSN @ I School per day and spending the entire day as per the school hour.</u> Therefore three schools per week to be visited by a special educator and the norms will be each school from each CRC/GP/ward. (During holidays of schools they will be involved in developing TLM, updating IEP, maintaining house wise map of coverage of CWSN based on service provided for coverage or any other activities as will be asked by the office of DPO,SSM time to time)	3 (Tuesday ,Thursday and Saturday of the week)
3	<u>Interaction with KRPF members of the concerned GPs / CRCs at CRC / CLRC/ULRC office</u> and also need based home visit by special educator along with KRPF.	1 (Friday of the week)
4	<u>Appraising the CPC at CLRC/ULRC office about the entire activities of the week.</u> IED Coordinator of the district SSA will also be asked by the DPO, SSM to attend such meeting periodically.	

Separate Attendance Register shall be maintained at concerned schools to be visited by special educators for those concerned dates, concerned CLRC/CRC office on the date (s) of duty at CLRC/ CRC and for resource room duty at concerned school/CLRC/CRC where Resource room(s) is located. A calendar schedule showing weekly involvement of special educators of the concerned

month shall (signed by the Circle Project Officer) be readily available with concerned CPC of the CLRC/ULRC and one such copy shall also be preserved by concerned special educator as record.

Date wise work done report of the current month along with tentative tour programme for the coming month shall be submitted by each special educator to the CPCs of the concerned CLRCs on the last working day of the running month.

A copy of the same date wise work done report of the current month along with tentative tour plan for the coming month shall also be shared compulsorily to the IED Coordinator of the concerned district through DPO/CPO, SSM of respective districts .

All DPOs /CPO, SSM are here by requested to ask the IED Coordinator of the district to organize monthly review meeting within 1st week of the month with all special educators and also collect those reports from them during that meeting. Special educators shall have to attend MRM (Monthly Review Meeting) in a regular fashion at District level and for that actual bus/ train fare shall be paid to the special educators by the concerned office of DPO ,SSM .

Actual financial involvement towards making photocopies of format for tentative tour plan for next month as well as monthly work done report of the running month etc shall also be paid to the concerned special educator along with the remuneration of special educator through the CPC from the overall IE budget of SSA.


State Project Director
PBSEM



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Choten Dhendup Lama, IAS
State Project Director
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Memo No.: 264(20) / IED / PBSSM/SE

Dated : 14.12.11

To
The District Project Officer / Council Project Officer
Sarva Shiksha Mission

Bankura / Birbhum / Cooch Behar / Murshidabad / South 24 Parganas / North 24 Parganas /
Dakshin Dinajpur / Jalpaiguri / Malda / Purulia / Uttar Dinajpur / Burdwan / Howrah /
Hooghly / Nadia / Siliguri Educational District / Purba Medinipur / Paschim
Medinipur / Kolkata / DGHC

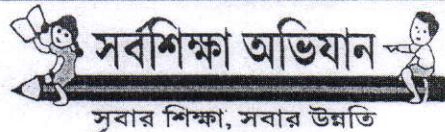
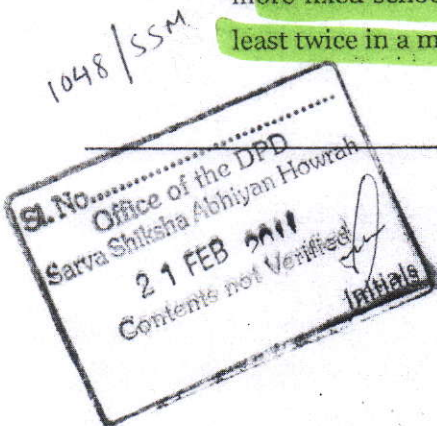
Sub : Extension of school visit and resource room support by special educators in a more focused way.

Ref : The earlier letter of this office vide, Memo No. 679 (20) /ADMN/PBSSM, Dated : 20.12.10

Madam/Sir,

This has a reference to the earlier letter of this office (Memo No. 679 (20) /ADMN/PBSSM, Dated: 20.12.10) in connection with the guidelines issued intimating the job chart of special educators. Consequent upon adoption of the present mode of implementation of several IE related activities vis-à-vis the existing available number of special educators at CLRC level, the following few points are to be considered for optimal utilization of the services of special educators in a more focused manner:

- ❖ To ensure the functioning of model schools for IE (@ one model for each per CLRC), the selected two to three schools (including the model schools of IE) are to be visited by a special educator out of the earmarked three days of school visit of a week. While selection of the schools to be visited, the number of CWSN enrolled in the schools as well as geographical location of schools are to be considered. The model IE school of each CLRC has already been selected by the districts in the meantime. The tour programme of special educators be designed accordingly with a target to extend the service to the model school (IE) @ 2 days per week (fixed) and two more fixed schools (@ 1 day) per week would be visited rotationally with the target to visit at least twice in a month.



IED

6/2/11



Choten Dhendup Lama, IAS
State Project Director

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- ❖ When activities, like: Screening camps, collection and submission of data on CWSN, towards facilitation of retention of CWSN, organization of integrated games and sports, distribution of aids and appliances, teachers' training, KRPF orientation/interaction/parental counseling are organized, their service may be taken by the DPO,SSM as per need. Special educators shall also develop inclusive TLM, update IEP, maintain house wise map of coverage of CWSN or any other activities as will be asked by the office of DPO, SSM from time to time.
- ❖ Attendance at Resource room for two days per week will be as per existing order.
- ❖ The arrangement of Main Attendance Register for marking attendance of special educators be kept at CLRC office. Attendance record Register should also be kept in the schools to be visited by special educators & Resource Rooms to be attended by special educators also. The Main Attendance Register will be the reflection of the attendance of special educators for the entire month. In the Main Attendance register (at CLRC office) for the day he/she will be absent from concerned CLRC office for field visit, 'out for school visit/ out for resource room visit /out for home visit of CWSN /etc' to be written by the concerned special educator by himself/herself when (Friday of the week) he/she will be at CLRC for the specific day of each week of the month. The service of Special educators be utilized as per revised job chart and their services are to be utilized at the CLRC only on the designated day. The Authority at the CLRC level will monitor the attendance in the schools /Resource rooms to ensure that all services are being delivered to CWSN.

Yours faithfully

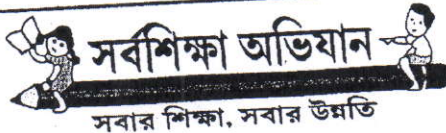
(Choten D. Lama, IAS)
State Project Director
PBSSM

Dated :02.11

Memo No:..... (20)/1 / IED / PBSSM/SE

Copy forwarded for kind information and necessary action to :
1) Director of School Education, Govt. of W.B.

(Choten D. Lama, IAS)
State Project Director





**Choten Dhendup Lama, IAS
State Project Director**

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Memo No: 100 (20) / IED / PBSSM/SE

Dated: 24.05.11

To

The District Project Officer / Council Project Officer

Sarva Shiksha Mission

Bankura / Birbhum / Cooch Behar / Murshidabad / South 24 Parganas / North 24 Parganas / Dakshin
Dinajpur / Jalpaiguri / Malda / Purulia / Uttar Dinajpur/ Burdwan / Howrah / Hooghly / Nadia / Siliguri
Educational District / Purba Medinipur / Paschim Medinipur/Kolkata/DGHC

Sub: Job chart of Special Educators and clarification on leave entitlement

Ref: The earlier letters of this office vide, Memo No. 679 (20) /ADMN/PBSSM, Dated: 20.12.10 and
Memo No. 26(20) /IED /PBSSM/ SE, Dated: 14.02.11

Madam/Sir,


The job chart of Special Educators has already been circulated to all of you under the reference, where duties of Special Educators have been clearly indicated for six days in a week. The same should be strictly followed.

However, during vacation of schools, the duties of Special Educator is not clearly spelt out. In this regard it is suggested that district should organize various capacity building workshops, preparation of inclusive TLMs and other need based district specific IE related programme.

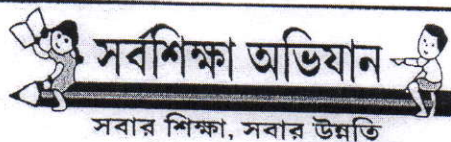
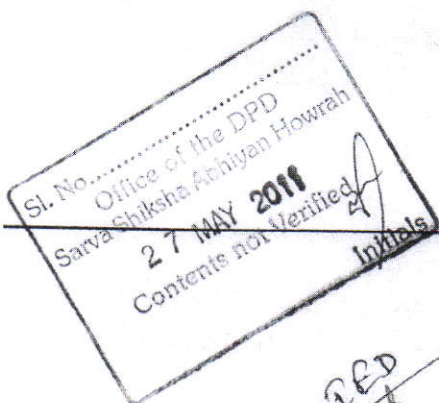
The programme for attending CLRC / DPO Office / ULRC will continue as usual during vacation also. For the dates on which no programmes could be arranged during school vacation by the district, the Special Educators will enjoy holiday. However, it should be ensured that they would be engaged for a minimum of two weeks in a month in any case.

Districts are requested to plan for organizing such programmes well in advance and intimate the Special Educators accordingly.

Yours faithfully


(C D. Lama, IAS)

State Project Director
PBSSM



2367/ssm

SAMAGRA SHIKSHA MISSION, HOWRAH

TENTATIVE TOUR PROGRAMME / ACTUAL WORK DONE FOR THE MONTH OF-
NAME OF THE SPECIAL EDUCATOR.....

DATE	DETAILS OF THE WORKING PLACE (SCHOOL /RESOURCE ROOM/HOME OF CWSN/CLRC/DPO OFFICE) * Name of the School/Resource Room must be mentioned	ACTIVITY DONE/TO BE DONE	SIGNATURE OF THE AUTHORITY/HM/TIC (WITH DATE)

* To be submitted at the CLRC in every Month

.....
(SIGNATURE OF THE SPL EDUCATOR)

.....
(SIGNATURE OF CPC/SI OF SCHOOLS)