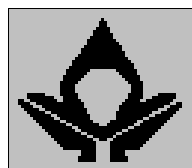


**PROJECT MONITORING INFORMATION
SYSTEM UNDER SSA**

TOOLS FOR MONITORING



National Institute of Educational Planning and Administration

17-B, Sri Aurobindo Marg, New Delhi - 110016



National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi – 110016
Monitoring Under SSA
Instructions for filling up Data Capture Formats at School Level

DCF I (a) & (b) - Statement of Progress of Expenditure and Progress of Civil Works

School teachers will fill in school formats. School DCF is in two parts, viz. DCF I (a) & DCF I (b). DCF I (a) pertains to revenue accounts, the expenditure of which is incurred by the school from resources available in school fund comprising teacher grant, school grant, teaching-learning equipment, other sources, such as funds from students, donations, Panchayat sources etc. This is also called recurring expenditure. DCF I (b) pertains to expenditure incurred on civil works like: school building, construction of additional classrooms, Toilets (for boys and common toilets), Toilets for girls, drinking water facility, retaining wall/boundary wall, acquisition of land etc. This type of expenditure is also known as non-recurring expenditure. In some states funds for non-recurring grants are made available to the VEC and the expenditure has to be obtained from the VEC/PRI. Normally, the Head teacher or Head master of the school is represented on the VEC and other Panchayati Raj Institutions but cashbook is maintained by the school. (Some times in an account to be operated jointly by Head Teacher and President, VEC) Therefore, details of expenditure can easily be obtained. The expenditure must tally with the details shown to have been incurred in the cashbook and the cash in hand in the Bank. Budget means an itemized list of expected receipts and expenditure for a specified period. Please indicate previous year's receipt/expenditure as under:-

Sources of receipt and expr. (Previous Year)		Receipt ('000)	Expenditure ('000)
(i)	DPEP Funds		
(ii)	SSA Funds		
(iii)	Funds from students		
(iv)	Donations, Endowments, if any		
(v)	Other sources, (Please specify)		

DCF I (a) Statement of Progress of Expenditure/Physical Achievement

- School Grant:** All expenses incurred out of school grant may be recorded in the appropriate columns. The amount of expenditure incurred can be for replacement of non-functional equipment or for any other school requirement
- Teacher Grant:** All expenses incurred for purchase or preparation of teaching learning materials may be indicated in the appropriate columns against total teacher grant received in the school. Transparency in expenditure is a precondition.
- Teaching Learning Equipment:** A one time grant of Rs. 10000/= for a Primary School and Rs. 50, 000/= for an Upper Primary School is given under SSA. Expenses incurred by schools out of these funds may kindly be shown against this item.

4. **Maintenance and Repairs:** The School committee is authorized under SSA to approve proposal for maintenance and repairs of the school to the extent of Rs.5000/=per annum. Of course the community contribution under this item is over and above this. Therefore all expenses incurred may be shown in rupees in the appropriate columns. The physical achievements against all these items have to be indicated separately in the appropriate column. If it is not practicable to itemize physical achievements, the column can be left blank. This should happen rarely and not habitually.
5. **FTB:** Kindly indicate the number of beneficiaries in Primary and Upper Primary classes from free textbooks as under
(a) All Girls (b) Girls (excluding SC/ST) (b) SC (c) ST
If it is not practicable for the school to indicate the financial implications in this item, those may not be indicated but number of beneficiaries of free textbooks may be indicated.
6. **Honorarium to Para Teachers:** Kindly indicate the honorarium paid to the Para teachers/community teachers together with the number of such teachers deployed. This will also include the honorarium paid to computer instructors by the community under innovative computer education.

School DCF I (b) Progress of civil works

Item No 1: If the work for the construction of school building has been done at SDC/SMC/VEC level, the expenditure incurred may be appropriately filled in appropriate columns against this item.

Item No 2: When the construction of toilets (for boys or common toilets) has been done at SDC/SMC/VEC level, all expenditure incurred may be shown against this item in the respective columns.

Item No 3: Similarly if the construction of separate toilets for girls has been done, the expenditure details may be shown against item No 3 in the appropriate columns.

Item No 4: Drinking water facility can be either tap-water, hand-pump, well or storage tank, pitcher and all expenditure incurred on these items may be shown against item No 4 in the appropriate columns.

Item No 5: If expenditure on construction of additional classrooms has been undertaken during the year, then expenditure details may kindly be entered against item No 5 in the appropriate columns.

Item No 6: If the construction of retaining wall/ boundary wall is undertaken during the year, the expenditure details may be given in the respective column against item No 6.

Note:- Only that part of the expenditure is to be shown here by school, which is duly entered in the school Cashbook and accounted for in the school Joint Bank Account or simply stated School Account. The civil works for which money incurred by any level other than the school committee should not be included in their expenditure by the school authorities.

(Signature of the teacher)

(Signature of president VEC)

(Signature of H.T)

School DCF I : Statement of Progress of Expenditure at School/EGS Level

Name of the School/EGS _____ School Code: Block Name _____ Block Code :
 District Name: _____ District Code: State Name _____ State code Quarter under Report¹
 Financial Year (Financial data in Rs.)

Major Interventions	Actuals (previous year)		Current years budget						Expenditure incurred			
			Unspent Balance		This year Budget		Total		During the Qr. ¹		Current year till date	
	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
DCF I (a) Progress of School Expenditure (Recurring)												
1. School Grant												
2. Teacher Grant												
3. Teaching Learning Equipment												
4. Maintenance & Repairs												
5. Free Text Books Beneficiaries												
5.1 Pry.classes: (a) All Girls												
(b) Girls excluding SC/ST												
(c) SC												
(d) ST												
5.2 U.Pry.classes: (a) All Girls												
(b) Girls excluding SC/ST												
(c) SC												
(d) ST												
6. Honorarium to Para teachers(@@)												
7. Expenditure from other sources (please specify)\$												
DCF I (b) Progress of civil works (Non-recurring)												
1. School Buildings												
2. Toilets (For boys & common)												
3. Toilets for girls												
4. Drinking water facility												
5. Additional classrooms												
6. Retaining wall/boundary walls												
7. Civil works from other sources (Please specify)\$												

1. Details given above must tally with the cash book & bank balances. 2. Under the civil works, only that part of expenditure is to be reported for which cash book is being maintained either at school level or at VEC level or jointly. Para Teachers include contract teachers, shiksha karmi, Guruji and Teachers owned and paid by the community. \$ Add more sheets if necessary
 3. Phy. = Physical achievements; Qr.= Quarter. (@@) includes Honorarium paid by community to computer instructors

¹ April-June=1; July-September=2; October-December=3; January-March=4.



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**Monitoring Under SSA
Instructions for filling up DCF at CRC level**

There are four Questionnaires. Of these four Questionnaires, two are to be monitored quarterly. Remaining two are for Record and consolidation of data received from schools. DCF-I is a record questionnaire for consolidation of expenditures incurred by different schools falling under CRC. It contains 14 columns. Column I contains the items of expenditure, column 2 provides space for writing the names of schools in CRC. Remaining 12 columns contain information about physical achievements and financial details similar to school DCF. The items of expenditure included are School grant, Teacher grant, TLE, M&R etc. which have already been explained in school DCF. Totals of each item will be carried over to CRC DCF I (a). CRC DCF I (a) is the Reporting questionnaire. It has 13 columns exactly corresponding to the columns in school DCF I. The total number of schools, EGS centres considered in Record Format I shall be filled up on top of questionnaire CRC DCF-I (a) below financial year. After the summation of school expenditures under Revenue account, the expenditure incurred in the CRC itself shall be filled up in the Reporting Format I (a) for submission to block quarterly (The expenditure of CRC level shall be incurred from receipts such as contingency, furniture grant, TLM grant, monthly meetings, trainings of community leaders etc.). Similarly CRC DCF II is a Record Questionnaire about the progress of civil works in all the schools. The information thus consolidated in Record Proforma DCF No.II will be appropriately carried over to Reporting Proforma DCF No. II (a) and below this, the progress of civil works being financed by CRC directly shall be recorded and submitted quarterly to the Block/BRC/Mandal officer. The details of receipt and expenditures incurred in CRC as also carried over from schools during the previous year may be given as under:

Source of receipt/expr. (Previous year)		Receipts ('000)	Expenditure ('000)
(i)	DPEP Funds		
(ii)	SSA Funds		
(iii)	From Donations/Endowment , if any		
(iv)	Funds from students		
(v)	From other sources, (Please specify)		
	(a)		
	(b)		
	(c)		
	(d)		

(Signature of CRC Coordinator)

To: Block_

CRC DCF I: Progress of Expenditure Revenue A/c (Record Format)

Name of the CRC _____
 District Name _____
 Financial Year -

Block Name _____
 District Code: State Name: _____ State Code

Block Code : _____
 Quarter under Report _____

(Financial data in Rs.)

Item of Expenditure	Name of School/EGS	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
1. School Grant	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
2. Teacher Grant	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
3. TLE	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													

Use More Sheets, if required. (Phy = Physical; CRC= Cluster Resource Centre; DCF= Data Capture Format Qr.= Quarter.) Acutals=Actual expenditure. TLE=Teaching Learning Equipment

¹ April-June=1; July-September=2; October-December=3; January-March=4.

Item of Expenditure	Name of School/EGS	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
4. Maintenance & Repairs	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
5. Free Text Books Beneficiaries													
5.1. Pry. Classes													
(a) All Girls	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
(b)Girls excluding SC/ST Girls	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													

Use More sheets, if required. (Phy. = physical. CRC= Cluster Resource Centre; DCF = Data Capture Format; Qr. = Quarter.)

¹ April-June =1; July-September=2; October-December =3; January-March =4.

CRC DCF I (continued: Record Format)

Item of Expenditure	Name of School/EGS	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
(c) Sch. Castes	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
(d) Sch. Tribes	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
5.2.U.Pry.classes													
(a) All Girls	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													

Use More sheets, if required. (Phy. = physical. CRC= Cluster Resource Centre; DCF = Data Capture Format; Qr. = Quarter.)

¹ April-June =1; July-September=2; October-December =3; January-March =4.

CRC-DCF 1(Contd.) Record Proforma

Item of Expenditure	Name of School/EGS	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
(b) Girls excluding SC/ST Girls	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
(c) Sch.Castes	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
(d) Sch. Tribe	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													

Use More sheets, if required. (Phy. = physical. CRC= Cluster Resource Centre; DCF = Data Capture Format; Qr. = Quarter.)¹ April-June =1; July-September=2; October-December =3; January-March =4

CRC-DCF 1(Contd.) Record Proforma

Item of Expenditure	Name of School/EGS	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
6. Honorarium to Para teachers (@@)													
	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													
7. Expr. From other sources													
	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
Total													

Use More sheets, if required. (Phy. = physical. CRC= Cluster Resource Centre; DCF = Data Capture Format; Qr. = Quarter.)¹ April-June =1; July-September=2; October-December =3; January March =4 (@@) Honorarium paid by community to computer instructor under innovative computer education.

CRC DCF I (a) Statement of Progress (Reporting Format)

Name of the CRC _____ Block Name _____ Block Code:
 Financial Year District Name: _____ District Code: Quarter under Report¹
 Number of Schools: EGS _____ Primary _____ Upper Primary _____ **(Financial data in Rs.)**

Items of Expenditure	Actuals (Previous Year)		Current year budget						Expenditure incurred			
	Phy	Financial	Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
			Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
1. School Grant												
2. Teacher Grant												
3. Teaching Learning Equipment												
4. Maintenance & Repairs												
5. Free Text Books Beneficiaries												
5.1 Primary Classes (a) All Girls												
(b) Girls excluding SC/ST girls												
(c) SC												
(d) ST												
5.2 Upper Primary Classes (a) All Girls												
(b) Girls excluding SC/ST girls												
(c) SC												
(d) ST												
6. Honorarium to Para Teachers (@@)												
7. Expenditure from other sources (Pl. Specify)												
Total												
8. Expenditure of CRC												
(a) Training of Community leaders												
(b) Deployment of Teachers												
(c) Materials & Supplies												
(d) Monthly Meetings												
(e) Monitoring & Evaluations												
(f) Contingencies												
(g) Teaching Learning Materials												
(h) From other sources (Please Specify)\$												
(i)												
(ii)												
(iii)												
Total												

'Actuals' mean 'Actual Expenditure'. To be reported to Block /BRC quarterly and a copy thereof to be pasted on the CRC Notice Board. \$ Add more sheets if need be. (@@) Includes honorarium paid by community to computer instructors under innovative computer education.

¹ April-June=1; July-September=2; October-December=3; January-March=4.

CRC DCF II: Progress of Civil Works (Record Proforma)

Name of the CRC _____
 Financial Year
 State Name _____

Block Name _____
 District Name _____ District Code:
 State Code:

Block Code :
 Quarter under Report¹
(Financial data in Rs.)

Item of Expenditure	Name of School	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
(1) School Building	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												
(2) Toilets (for Boys & common)	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												
(3) Toilets for Girls	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												

Use more sheets, if required. Qr. = Quarter; Phy = Physical achievements.

¹ April-June=1; July-September=2; October-December=3; January-March=4.

(Financial data in Rs.)

Item of Expenditure	Name of School	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
				Unspent Balance		This Year Budget		Total		During the Qr. ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
(4) Drinking Water Facility	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												
(5) Addl. Classrooms	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												
(6) From other sources (Please Specify)	1												
	2												
	3												
	4												
	5												
	6												
	7												
	8												
	9												
	10												
	Total												

Qr. Means Quarter; Phy = Physical achievements.

¹ April-June=1; July-September=2; October-December=3; January-March=4.

CRC DCF II(a) Progress of Civil Work (Reporting Format)

Name of the CRC _____

Block Name _____

Block Code :

Financial Year -

District Name _____

District Code:

Quarter under Report¹

No. of Schools: Primary _____

Upper Primary _____

(Financial data Rs.)

Items of Expenditure	Actuals (Previous Year)		Current year's budget						Expenditure incurred			
			Unspent Balance		This Year Budget		Total		During the Quarter ¹		Current year till date	
	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
1. School Buildings												
- Primary												
- Upper Primary												
2. Additional Class room												
- Primary												
- Upper Primary												
3(For boys & common) Toilets												
- Primary												
- Upper Primary												
4. Toilets for girls												
- Primary												
- Upper Primary												
5. Drinking water facility												
- Primary												
- Upper Primary												
6. Civil works from other sources												
7. Expenditure at CRC												
(a) CRC Buildings												
(b) Other civil works (Please specify)												
(i)												
(ii)												
(iii)												
(iv)												
(v)												
Total												

To be submitted to Block/BRC quarterly and a copy thereof to be pasted on CRC Notice Board; Actuals mean Actual expenditure. Phy = Physical achievements

Under drinking water facility only that part of the expenditure may be shown here which is incurred on laying water line, digging of well, constructions of water storage tanks etc.

¹ April-June=1; July-September=2; October-December=3; January-March=4.



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Monitoring Under SSA

Instructions for filling up Data Capture Formats at Block Level

Block DCF I: Basic Data

Block DCF I contains basic data and is to be filled up annually by all the Blocks/Mandals/BRCs. Worksheets for consolidating physical achievement and expenditure incurred by schools & CRC may be prepared separately so as to accommodate entire expenditure figures in this Reporting Format. Please send the filled-in formats to District Primary Education Officer/District Project Coordinator/District Elementary Education Officer as the case may be. Please consolidate all expenditure incurred by schools/CRCs for which they are competent to spend as also expenditure incurred by the blocks/BRC for which they are the Drawing and Disbursing Officers.

1. Item No. 1: The total number of Cluster Resource Centres may be given.
2. If Household Survey has been conducted in the Block/Mandal, write (1) if conducted completely; write (2) if conducted partially; and, write (3) if not yet conducted. Year of reference of the household survey last conducted may be given in 2(a)
3. (i) Give the dates of release of funds instalment-wise by the District/State to the Block/Mandal/BRC. In case funds have been released by SIS to Block directly, then strike out district.
(ii) Give the dates of receipt of funds by Block/Mandal/BRC instalment-wise.
(iii) Give the dates of receipt of money by CRC/schools. In case funds have been released by the SIS directly, then strike out other options.
4. Write the number where

A: PRI/Community Orgns.

B: Organisational

- (i) VEC
- (ii) SMC/SDC
- (iii) PTA
- (iv) MTA

- (i) CRC
- (ii) BRC

have been established or not yet established in your Block/Mandal/BRC. Also give the number of meetings held this year.

5. Give sources of receipt/expenditure during the previous year including funds from schools/CRCs.

Block DCF II: Statement of Progress

In Block DCF II, there are 14 columns, of which information about the Physical achievements and financial implications/actual expenditure have to be filled in 12 columns, against 24 items mentioned in column 2 quarterly. The financial year has been divided into four quarters as under.

- (i) First quarter relates to April-June of the year.
- (ii) Second quarter covers July-September of the year.
- (iii) Third quarter comprises October-December of the year.
- (iv) Fourth quarter pertains to January-March of the next year.

The reference point of time is the last working day of the last month of the quarter to which information relates. The expenditure incurred is to be shown in lakhs of rupees, while physical achievements will be in numbers. The items of expenditure are self-explicit. Worksheets may first be prepared to consolidate the details of expenditure received from school/CRC, item wise, and only after adding the school details, CRC details, Block details etc the final expenditure figures to be reported in Block DCF II may be arrived at.

Item No 1:- This item has two parts: Part one gives the details of Primary & Upper Primary schools and total expenditure incurred thereon, while Part two contains the number of teachers in Primary & Upper Primary Schools already included in part one.

Item No 2 & 3:- Additional teachers in Primary and Upper Primary Schools. The physical achievements will be the number of additional Teachers provided in Primary and Upper Primary Schools and their salaries and allowances will be filled in column “financial”.

Item No 4:- Up gradation of EGS to regular PS: All expenses i.e. salaries and allowances and expenditure on infrastructure shall be included and shown here.

Item No 5:- Interventions for out of school children:

- a. New EGS in unserved habitations
- b. Alternative schools/models
- c. Remedial courses
- d. Back to school camps

All expenses put together shall be shown here under appropriate columns. This information may come from down below. Only summation may be required.

Item No 6:- Teachers in EGS: The number of teachers in EGS have to be shown separately and expenditure returns may be shown separately.

Item No 7:- Additional teachers in EGS: If on the basis of additional work load, additional teachers have been provided, these may be included but it may be ensured that only those additional teachers are covered by district who have not been covered earlier.

Item No 8:- the beneficiaries under free textbooks may be shown here. However if lower level functionaries have not covered the beneficiaries, these may be covered herein. Duplication may be avoided.

Item No 9:- Indicate the honorarium paid to para teachers as also the number of such teachers.

Item No 10:- TLE: Finances for teaching learning equipments are provided for schools or at CRC and block levels also. So apart from lower level consolidations, some expenditure will be incurred.

Item No 11& 12:- Same as discussed under school formats. (School grants/Teachers grants)

Item No 13:- Teachers Training Programme: A 20 days training provided to all Teachers; 30 days to the freshly appointed trained Teachers and 60 days teachers training programme will be provided to untrained teachers. So all expenses incurred on this item may be shown here.

Item No 14:- Training programme of community leaders. A two day training @ Rs30/=each day is provided to community leaders with a maximum of 8 persons in a village. All expenses incurred whether at CRC level or at Block level may be shown here.

Item No 15:- A sum of Rs1400/- per school is provided for Research, Evaluation, Supervision and monitoring activities. It is for the state government to decide at what level these funds are to be spent. All those levels where these funds are being spent and cash book maintained shall report the respective amounts against this item. This item has been divided into two sub-items

Item No 16:- Innovative Activities: Under SSA funds, a sum of Rs.15 lakhs per project and Rs.50 lakhs for a district is provided per annum. These funds will be reported at the level where these have been provide by SIS and spent. These activities shall cover areas, such as girl's education, ECCE, SC/ST, Computer education for Upper Primary Schools etc.

Item No 17:- Here all contingent expenditure may be shown. Contingency grants are available both at CRC and BRC levels. So, it will be a summation of expenditure received from these levels.

Item No 18:- Represents expenditure on maintenance and repairs and shall be filled up from summation of expenditure received from lower levels. These funds are approved by School Development Committees.

Item No 19:- TLM: Under SSA funds the grant for TLM is available at CRC /BRC and teacher grant also.

Item No 20:- This represents expenditure on furniture which comes from a grant of Rs.10000/= for CRC and Rs. one lakhs for blocks per annum.

Item No 21:- Deployment of teachers at BRC/CRC levels. Expenditure on salaries and allowances may be included under this item.

Item No. 22:- All expenditure in the scheme for disabled children may be included. SSA provides a sum of Rs.1200/= per annum per handicapped child.

Item No 23:- Management cost includes expenditure on OE, POL, honorarium to technical personnel etc. This item has also been apportioned in two sub-items.

Item No. 24: - Any other expenditure (Please specify)

Block DCF III: Management Profile

This Table comprises 8 columns; first two columns have already been filled up. In column 3, kindly write the name/category of posts available and in the subsequent column give the number of sanctioned posts against that category. And in fifth column, write the total number of posts filled up in the Block. The sixth column requires information about Teachers attached to or retained in schools/organizations in comfortable areas. It so happens that some do not join their places of postings, which are in rural/difficult areas and manipulate their posting in convenient stations as surplus arrangement. Such teachers continue drawing their salaries from schools of their actual postings. This way they not only adversely affect education in schools of their postings (where they are badly needed) but create organizational problems where they work as surplus arrangement. In the remaining 3 columns, half-yearly status of these posts is required to be filled up. This is a Reporting Format. Appropriate working sheets will have to be prepared.

Block DCF IV: Progress of Civil works

This Table contains 8 columns, first column relates to items of information which is already filled up. Subsequently three columns relate to physical components while in the next three columns, financial details are to be given. The last column relates to the stage of civil works. The items/columns are self-explicit. Again, this is a Reporting Format. Record Format will have to be prepared by the Block/BRC office separately after taking into account the following:

- The money spent by schools and CRC under SSA head.
- The money spent by BRC under SSA head.

The consolidation may be done on separate worksheet (to be designed by BRC).

(Signatures of BEO/BRC Coordinator)

MONITORING UNDER SSA
BLOCK DATA CAPTURE FORMAT I: Basic Data

Name of the Block/Mandal/BRC _____ Block Code:
 District _____ Dist. Code State _____ State Code
 Year: (As on 31st March) Annual

1. Total number of CRC in the Block/Mandal/BRC:

2. Has the Household Survey been conducted in your Block: Completely=1, Partially=2, Not yet done=3

2.(a) Year of reference of household survey last conducted Year

3(i) Dates of release of funds to Block/Mandal/BRC by district/state: (strike out whichever is not relevant) \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

3(ii) Dates of receipt of funds by Block/Mandal/BRC from district/state: (strike out whichever is not relevant) \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

3(iii) Dates of receipt of funds in schools/CRC by BRC/district/state (strike out whichever is not relevant) \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

4. Have the following been constituted in all the schools of your Block/BRC/Mandal:

	Particulars	Number, where			
		Established and functional	Not yet established	Established but not yet functional	No. of Meetings held in this year
A: PRI:	(i) VEC				
Com. Org	(ii) SMC/SDC				
	(iii) PTA				
	(iv) MTA				
B: Orgnl.	(i) CRC				
	(ii) BRC				

5. Total Receipts/Expenditure (Previous Year) including the receipts/expenditures of CRC/Schools.

Sources of Income	Receipts ('000)	Expenditure ('000)
1. DPEP Funds		
2. SSA Funds		
3. Funds from students		
4. Community contribution		
5. Funds from, other sources		
(a) Donations/Endowments		
(b) Other sources		

\$ Add more sheets, if necessary

Block DCF II: Statement of Progress (Reporting Format)

Name of the Block _____ Block Code: District Name: _____ District Code :
 Financial Year State Name: _____ State Code: Quarter under Report¹

No. of Schools: EGS _____ Primary _____ Upper Primary _____ CRC _____ **(Financial data in Lakh of Rs.)**

S No	Major Intervention	Actuals (previous year)		Current year's budgetary approval						Expenditure incurred			
				Unspent Balance		This year budget		Total		During the Quarter ¹		Current year till date	
		Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial
1*	New Schools approved												
	(a) Primary												
	(b) Upper primary												
1.1	New Primary School Teachers												
1.2	New Upper Pry. School Teachers												
2	Addl. Teachers in existing pry. schools												
3	Addl teachers in existing Upper Primary Schools												
4	Upgradation of EGS to regular school												
5	Interventions for out of Sch. children												
	(a) New EGS in unserved habitations												
	(b) Alternative schools/models												
	(c) Remedial courses												
	(d) Back to school camp												
6	Teachers in EGS												
7	Additional Teachers in EGS												
8	Free text books Beneficiaries												
	(i) Primary (a) All Girls												
	(b) Girls excluding SC/ST girls												
	(c) SC												
	(d) ST												
	(ii) Upper primary (a) All Girls												
	(b) Girls excluding SC/ST girls												
	(c) SC												
	(d) ST												
9	Honorarium to Para teachers (@@)												
10	Teaching Learning Equipments in Primary Schools												
	Upper Primary Schools												

(@@) includes honorarium paid by the community to computer instructors under innovative computer education

¹ April-June=1; July-September=2; October-December=3; January-March=4.

S. No	Major Intervention	Actuals (previous year)		Current year's budgetary approval						Expenditure incurred			
				Unspent Balance		This year Budget		Total		During the Quarter ¹		Current year till date	
		Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial
11	School Grants												
	(a) Primary												
	(b) Upper primary												
12	Teacher's Grants												
	(a) Primary												
	(b) Upper primary												
13	Teacher's Training Program												
	(a) Primary												
	(b) Upper primary												
14	Training of community leaders												
15	Research #, M&ES												
	(a) Research Studies												
	(b) ME&S												
16	Innovative Activities												
	(a) Girls Education												
	(b) ECCE												
	(c) SC/ST												
	(d) Computer education for Upper Primary School												
17	Contingencies												
18	Maintenance & Repairs												
19	Teaching Learning Materials												
20	Furniture (ME & S)												
21	Deployment of Teachers in BRC/CRC												
22	Provision for disabled children												
23	Management cost												
	(i) Office Expenses												
	(ii) Honorarium for experts												
24	Any Other Expenditure@												
	Total												

* Excluding EGS. (# indicates number of studies with topics.) Phy = Physical achievements. Please ensure that there is no duplication in the information of information in any item and more so in Free text books (beneficiaries) ME&S= Monitoring, Evaluation & Supervision

Abbreviations used: 1. BRC= Block Resource Centre; 2. VEC= Village Education Committee 3. PTA= Parent Teacher Association; 4. MTA= Mother Teacher Association; 5. SMC= School Management Committee; 6. SDC = School Development Committee; 7. CRC = Cluster Resource Centre; 8. DCF = Data Capture Format @ Please add more sheets if necessary

Block DCF III: Management Profile (Reporting Format)

Name of the Block _____ Block Code:
 District Name _____ District Code:
 State Name _____ State Code:
 Year: Half Yearly⁴

No. of schools: EGS _____ Primary _____ Upper Primary _____ CRC _____

S. No	Level	Category of post (Please Specify)	No. of sanctioned posts	Half yearly status ⁴			
				Of the sanctioned/ear marked posts			
				Number filled	Teachers attached	Number Vacant	Action taken to fill ²
1	BRC/Block	1					
		2					
		3					
		4					
		5					
		6					
		Total					
2	CRC	1					
		2					
		3					
		Total					
3.	Teachers in Schools:						
	Teachers in (a) EGS/AS	1					
		2					
		3					
		4					
		5					
		6					
		Total					
	(b) Primary	1					
		2					
		3					
		4					
		5					
		6					
		Total					
	(c) Upper Primary	1					
		2					
		3					
		4					
		5					
		6					
		Total					
4.	Others (Please Specify)	1					
		2					
		3					
		4					
		5					
		6					
	Total						

To be reported to the District Primary Education Officer/District Elementary Education Officer half yearly. 2 No action 1; Officers selected=2; Government approval awaited =3; Interviews held =4; Appointment Orders issued =5; Candidates not joined = 6; Any other =7; (Please specify)

⁴ April-September=1; October-March=2

Block DCF IV: (Progress of Civil Works)

Name of the Block/BRC/Mandal _____ Block Code : District Name: _____ District Code
 State Name: _____ State Code: Quarter under Report¹
 Number of schools: Primary _____ Upper Primary _____ CRC _____ Financial Year -

Item	Physical achievements In Numbers			Expenditure Incurred (Rupees Lakhs)			Stage of Civil Work ³
	Completed till last year	During current year till date	During the quarter ¹	Till last year	During current year till date	During the quarter ¹	
1. Building for Schools without building							
- Primary							
- Upper Pry							
2. New School Bldg							
- Primary							
- Upper Pry							
3. Adl Class rooms							
- Primary							
- Upper Pry							
4. BRC Buildings							
5. CRC Buildings							
6. Toilets (For Boys & common toilets)							
6. (a) Toilets for Girls							
7. Drinking Water Facility							
8. Civil works from other sources (Please specify in remarks columns)							

Note: Under drinking water facility only the expenditure incurred on laying tap water line, digging of well, construction of water storage tank etc. shall be included under civil works. Remaining expenditure on the wages of water carriers, if any, shall be reported against regular recurring expenditure of the school as the case may be

¹ April-June = 1; July-September = 2; October - December = 3; January - March = 4

³ Site selected = 1; work at plinth level completed = 2; Work upto ceiling level completed = 3; Lanter completed = 4; Finishing work going on = 5; Building work completed = 6; Possession taken by School = 7; Not yet started = 8



**National Institute of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi - 110016**

Monitoring Under SSA

Instructions for filling up Data Capture Formats at District Level

District DCF I: Basic Data

District DCF I contain basic data and is to be filled up annually by all the Districts. Please send the filled-in formats to Director, Primary Education /Elementary Education as the case may be.

1. Give the total no. of BRC in the District.
2. In case, Planning Teams have been constituted in the district, write (1), otherwise write (2).
3. If Household Survey has been conducted in your districts completely, write (1), partially write (2), otherwise write (3).
- 3 (a) Give the date of reference when House Hold survey was last conducted.
4. (i) Give the date of release of funds instalment-wise by the State Implementation Society to the district.
(ii) Give the date of receipt of funds by district instalment-wise.
(iii) Give the date of receipt of funds to BRC/Mandal/Block.
(iv) If funds by SIS are released to all simultaneously.
5. (i) Write (1) if BAS has been conducted, if not, write (2).
(ii) Year in which BAS conducted.
(iii) School wise particulars where BAS have been conducted.
6. If Management Information System (MIS) is in place in your District write (1), otherwise write (2); write the number of BRC where MIS is in place.
7. Give the sources of receipt/expenditure against item No.7.
8. Write (1) where MIS is in place in the district, if not write 2.
9. Write the number of BRC/Blocks/Mandal where
(i) VEC; (ii) PTA/MTA/SMC/SDC; (iii) CRC; (iv) BRC (v) DIET and (vi) DRG.

have been established/ not established/established but not yet functional against item No.9. Also write the number of meetings held during the year.

District DCF II: Statement of Progress

In district DCF II, there are 16 columns, of which information about physical achievement and financial implication/provision/actual expenditure have to be filled in 14 columns, against 24 items mentioned in column 2. The information has to be filled up quarterly. The financial year has been divided into four quarters, as under.

- (v) First quarter relates to April-June of the year
- (vi) Second quarter covers July-September of the year.
- (vii) Third quarter comprise October-December of the year.
- (viii) Fourth quarter pertains to January-March of next year.

The reference point of time is the last day of the last month of the quarter to which the information relates. The expenditure incurred is to be shown in lakhs of rupees while physical – achievements will be in numbers. The items of expenditure are self-explicit.

Item No 1:- This item has been divided into two parts; in part one, the number of primary and upper primary schools planned and established and total expenditure planned and incurred thereon have to be given; while in part two, the number of teachers in primary and upper primary schools already included in part one have to be separated and shown here together with the expenditure planned and incurred thereon

Item No 2 & 3:- Additional teachers in Primary and Upper Primary Schools. The physical achievements will be the number of additional Teachers provided in Primary and Upper Primary Schools and their salaries and allowances will be filled in column “financial”.

Item No 4:- Up gradation of EGS to regular PS: All expenses i.e. salaries and allowances and expenditure on infrastructure shall be included and shown here.

Item No 5:- Interventions for out of school children:

- e. New EGS in unserved habitations
- f. Alternative schools/models
- g. Remedial courses
- h. Back to school camps

All expenses put together shall be shown here under appropriate columns. This information may come from down below. Only summation may be required.

Item No 6:- Teachers in EGS: The number of teachers in EGS have to be shown separately and expenditure returns may be shown separately.

Item No 7:- Additional teachers in EGS: If on the basis of additional work load, additional teachers have been provided, these may be included but it may be ensured that only those additional teachers are covered by district who have not been covered earlier.

Item No 8:- The beneficiaries under free textbooks may be shown here. However if the beneficiaries have not been covered by lower level functionaries, these may be covered herein. Duplication may be avoided.

Item No 9:- Honorarium to Para teachers

Item No10: TLE: Finances for teaching learning equipments are provided for schools or at CRC and block levels also. So apart from lower level consolidations, some expenditure will be incurred.

Item No 11 & 12:- Same as discussed under school formats. (School grants/Teacher grants)

Item No 13:- Teachers Training Programme: A 20 days training provided to all Teachers; 30 days to the freshly appointed Teachers and 60 days teachers training programme will be provided to untrained teachers. So all expenses incurred on this item should be shown here.

Item No 14:- Training programme of community leaders. A two day training @ Rs30/= each day is provided to community leaders with a maximum of 8 persons in a village. All expenses incurred whether at CRC level or at Block level may be shown here. District may ensure that these expenditures are covered.

Item No 15:- A sum of Rs.1400/- per school is provided for Research, Evaluation, Supervision and monitoring activities. It is for the state government to decide at what level these funds are to be spent. All those levels where these funds are being spent shall report the respective amounts against this item.

Item No 16:- Innovative Activities: Under SSA funds, a sum of Rs.15 lakhs per project and Rs.50 lakhs for a district is provided per annum. These funds will be reported at the level where these have been provide by SIS and spent. These activities shall cover four areas, such as girls education, ECCE, SC/ST, Computer education for Upper Primary Schools.

Item No 17:- Here all contingent expenditure may be shown. Contingency grants are available both at CRC and BRC levels. So, it will be a summation of expenditure received from these levels.

Item No 18:- Represents expenditure on maintenances and repairs and shall be filled up from summation of expenditure received from lower levels.

Item No 19:- TLM: Under SSA funds the grant for TLM is available at CRC /BRC and teacher grant also.

Item No 20:- This represents expenditure on furniture which comes from a grant of Rs.10,000/= for CRC and Rs. one lakhs for block per annum.

Item No 21:- Deployment of teachers at BRC/CRC levels. Expenditure on salaries and allowances may be included under this item.

Item No. 22:- All expenditure in the scheme for disabled children may be included. SSA provides a sum of Rs.1200/= per annum per handicapped child.

Item No 23:- Management cost includes expenditure on OE, POL, honorarium to technical personnel etc.

Item No.24:- Any other expenditure (Please specify).

District DCF III: Management Profile

This Table comprises 8 columns; first two columns have already been filled up. In column 3, kindly write the name and broad category of posts available and in the subsequent column, give the number of sanctioned posts against that category. In the subsequent column, number of post filled up may please be indicated. Fifth column relates to surplus arrangement. It so happens that some teachers posted in difficult areas, instead of joining there get themselves posted in a convenient station as surplus teachers and continue drawing their salaries from the so called difficult area school. This not only adversely affects teaching in difficult area school but sometimes creates organizational problems where such surplus arrangement has been made. Information about such teachers may be given in column 6. In the remaining 2 columns, half yearly status of these posts is required to be filled up.

District DCF IV: Progress of Civil works

This Table contains 12 columns, first column relates to items of information which is already filled up. Subsequently five columns relate to physical components while in the next five columns financial details are to be given. Last column requires stage of civil works to be recorded. The items/columns are self-explicit. So far as stage of work is concerned there are additional rows provided below each and every item. In case there are more than one work going on simultaneously, the position of each and every work may be appropriately shown in subsequent row already provided below every item. For instance work A is of plinth level; work B is of site selection stage; work C is at column level, these will be shown as under in one straight row.: A =2; B =1; C = 3.

(Signature with stamp)

DISTRICT DATA CAPTURE FORMAT I: Basic Data

Name of the District _____

District Code:

State _____

State Code

Year: - (As on 31st March)

Annual

1. Total number of BRC in the District:

2. Has the Planning Teams been constituted in your District: Yes = (1); No = (2)

3. Has the Household Survey been conducted in your District: Completely=1; Partially=2; Not conducted=3

3.(a) Year of reference of household survey last conducted Year

4(i) Date of release of funds by SIS to Districts: \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

4(ii) Date of receipt of funds by districts: \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

4(iii) Give the date of receipt of funds by BRC/Mandal: \$

(a) Amount DD MM Year

(b) Amount DD MM Year

(c) Amount DD MM Year

4(iv) Are funds released by SIS directly to all Districts/Blocks/CRC/Schools simultaneously

Districts: Yes = (1), No = (2); *Blocks:* Yes = (1), No = (2); *CRC:* Yes = (1), No = (2); *School:* Yes = (1), No = (2).

5. (i) Have the Baseline Learners Assessment studies (BAS) been conducted: Yes = (1); No = (2);

(ii) Year in which conducted:

(iii) School wise particulars:

Particulars	Number of School BAS has been conducted
(a) For Primary	
(b) For Upper Primary	

6. In how many Block, MIS is in place with reference to the following:

Particulars	No. of Blocks where MIS is in Place
(i) Computer Hardware installed	
(ii) MIS Staff identified & placed	
(iii) Training to MIS (DISE) staff provided	
(iv) DISE software not received	
(v) No activities initiated	

7. Total Receipt (Previous Year) including the receipts/expenditure of all Blocks.

	Particulars	Receipt ('000)	Expenditure ('000)
(i)	DPEP Funds		
(ii)	SSA Funds		
(iii)	From State share		
(iv)	Funds from students		
(v)	Funds from, other sources		
	(a) Donations		
	(b) Other sources		

8. Is the Management Information System (MIS) in place at district level Yes(1); No(2)

9. Have the following been constituted in the districts:

Particulars		Number where			
		Established and functional	No of Meetings held during the year	Not yet established	Established but not yet functional
A: PRI/Com.Org	(i) VEC				
	(ii) SMC/SDC				
	(iii) PTA				
	(iv) MTA				
B: Orgnl.	(i) CRC				
	(ii) BRC				
	(iii)DRG				
	(iv) DIET				

Has the DIET building been constructed: Yes (1) Incomplete (2) No (3)

If yes, mention the year of construction

\$ Add more sheets, if necessary.

Abbreviations used:

- (1) DPEP: District Primary Education Programme
- (2) SSA: Sarva Shiksha Abhiyan
- (3) PAB: Project Approval Board
- (4) SIS: State Implementation Society
- (5) MIS: Management Information System
- (6) BAS: Baseline Learners Assessment Studies
- (7) DRG: District Resource Group
- (8) SRG: State Resource Group
- (9) DISE: District Information System for Education
- (10) VEC: Village Education Committee

- (11) CRC: Cluster Resource Centre
- (12) BRC: Block Resource Centre
- (13) PTA: Parent Teacher Association
- (14) SMC: School Management Committee
- (15) SDC: School Development Committee
- (16) MTA: Mother Teacher Association

District DCF II: Statement of Progress

Name of the District _____ District code: State name _____ Sate code:
 Financial Year Quarter under Report¹
 Number of school: EGS _____ Primary _____ Upper Primary _____ **(Financial data in Lakh of Rs.)**

S No	Major Intervention	PAB Approval for Perspective plan		Utilization till previous year		Current year's budgetary approval						Expenditure incurred				
						Unspent Balance Pre. Year		This year budget		Total		During the Quarter ¹		Current year till date		
						Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy
1*	New Schools approved															
	(a) Primary															
	(b) Upper primary															
1.1	New Primary School Teachers															
1.2	New Upper Pry. School Teachers															
2	Addl. teachers in existing pry. schools															
3	Addl teachers in existing Upper Primary Schools															
4	Upgradation of EGS to regular school															
5	Interventions for out of School children															
	(a) New EGS in unserved habitations															
	(b) Alternate schools/models															
	(c) Remedial courses															
	(d) Back to school camp															
6	Teachers in EGS															
7	Additional teachers in EGS															
8	Free text books Beneficiaries															
	(i) Primary (a) All Girls															
	(b) Girls excluding SC/ST girls															
	(c) SC															
	(d) ST															
	(ii) Upper primary (a) All Girls															
	(b) Girls excluding SC/ST girls															
	(c) SC															
	(d) ST															
9	Honorarium to Para Teacher (@@)															

¹ April-June=1; July-September=2; October-December=3; January-March=4.

S. No.	Major Intervention	PAB Approval for Perspective plan		Utilization till previous year		Current year's budgetary approval						Expenditure incurred				
						Unspent Balance (previous year)		This year budget		Total		During the Qr. ¹		Current year till date		
						Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.
10	Teaching Learning Equipments															
	(a) Primary Schools															
	(b) Upper primary schools															
11	School Grants															
	(a) Primary															
	(b) Upper primary															
12	Teacher's Grants															
	(a) Primary															
	(b) Upper primary															
13	Teacher's Training Program															
	(a) Primary															
	(b) Upper primary															
14	Training of community leaders															
15	Research #, ME&S															
	(a) Research studies															
	(b)ME&S															
16	Innovative Activities															
	(a) Girls Education															
	(b) ECCE															
	(c) SC/ST															
	(d) Computer education for UPS															
17	Contingencies															
18	Maintenance & Repairs															
19	Teaching Learning Materials															
20	Furniture															
21	Deployment of Teachers in BRC/CRC															
22	Provision for disabled children															
23	Management cost															
	(i) Office Expenses															
	(ii) Honorarium															
24	Any Other Expenditure															
	Total															

* Excluding EGS. (# indicates number of studies with topics.) Phy = Physical achievements. To be reported to Directorate of Primary/Elementary Education quarterly. (@@) Includes honorarium paid by the community to computer instructors under innovative computer education. ME&S= Monitoring, Evaluation and Supervision.

District DCF III: Management Profile

Name of the District _____

District code:

State Name _____

State code:

Year: -

Half Yearly⁴

Number of schools: EGS _____ Primary _____ Upper Primary _____

S.No	Level	Category of post (Please Specify)	No. of sanctioned posts	Half yearly status ⁴			
				Of the sanctioned/ear- marked posts			
				No. filled	Teachers. Attached	No. Vacant	Action taken to fill ²
1	DPEO/DPC	1					
		2					
		3					
		4					
		5					
		Total					
2	DIET	1					
		2					
		3					
		4					
		5					
		Total					
3	BRC	1					
		2					
		3					
		Total					
4	CRC	1					
		2					
		3					
		Total					
5	Teachers in School/EGS	(a) EGS	1				
			2				
			3				
		Total					
	(b) Primary		1				
			2				
			3				
		Total					
	(c) Upper Primary		1				
			2				
			3				
		Total					
		6	Others if any				
		Total					

To be reported to Directorate of Primary/Elementary Education half yearly.

² No action 1: Officers selected/posts advertised=2; Government approval awaited=3; Interviews held=4; Appointment Orders issued=5; Candidates not joined=6; Any other=7;

⁴ April-September=1; October-March=2

District DCF IV: (Progress of Civil Works)

Name of the District _____

District code:

State Name _____

State code:

Financial Year - Number of recognized schools : Primary _____ Upper Primary _____

Quarter under Report¹

Item	Physical Components (figures in Numbers)					Financial Components (Figures in lakhs of Rupees)					Stage of civil works ³ During Qr ¹
	PAB Approval for		Projects Completed			PAB Approval for		Expenditure incurred			
	Perspective	AWP&B	Completed till last year	During the quarter ¹	Current year till date	Perspective	AWP&B	During till last year	During the Qr. ¹	Current year till date	
1. Building for Schools without building											
- Primary											
- Upper Primary											
2. New School buildings											
- Primary											
- Upper Primary											
3. Addl. Class rooms											
- Primary											
- Upper Primary											
4. BRC Buildings											
5. CRC Buildings											
6 Toilets (Boys & common)											
6. (a) Toilets for Girls											
7. Drinking Water Facility											
8. Civil works from other sources (Please specify)											
(a)											
(b)											
(c)											

³ Site Selection; Construction started = 2; Plinth level completed = 3; work upto ceiling level completed = 4; Lanter completed = 5; Finishing work completed = 6; Building handed over to authorities = 7; No civil works initiated = 8.

¹ April-June = 1; July-September = 2; October - December = 3; January - March = 4



National Institute of Educational Planning and Administration
17-B, Aurobindo Marg, New Delhi - 110016
Monitoring Under SSA
Instructions for filling up Data Capture Formats at State Level

Please send the filled-in formats to Director, National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016.

State DCF I: Basic Data

State DCF I contains basic data and is to be filled up annually by all the states.

1. Item No. 1: The total number of districts may be given.
2. Item No. 2 and 3: Out of the total number of districts shown against item No.1, how many have been covered under DPEP and how many under SSA may be shown against item No. 2 and 3 respectively for primary and upper primary levels.
3. Give number of districts having
 - (i) Perspective Plans approved, and
 - (ii) Annual Work Plan and Budget (AWP&B) approved in item no. 4.

4. In case, Planning Teams have been constituted in all the districts, write (1), otherwise write (2) against item 5.

In case reply to item no.5 is (2), write the number of districts where planning teams have not been constituted in column 5(a).

5. Write (1) if House Hold survey has completely been conducted in all districts, write (2) if it has partially been conducted and write (3); if nothing has been done. In case reply is (2); write the number of left out district, in item 6(a)

Give the year of reference of House Hold survey last conducted against item no 6 (b)

7.
 - (i) Give the date on which Project Approval Board (PAB) approved Plan.
 - (ii) Give the dates of release of funds by the Central Government.
 - (iii) Give the dates of receipt of funds by the State Implementation Society (SIS).
 - (iv) Give the dates of release of funds instalment-wise by the State Implementation Society to the districts.
 - (v) Give the dates of receipt of funds by districts instalment-wise.

8. Give the sources of receipts/expenditure in item No. 7(i) to 7(v).

8 (a). If SIEMAT has been established write (1), if not, write (2); if not operational write (3) and, if the SIEMAT has not been approved, write (4).

8(b). If the SIEMAT has been established, write its type like whether it is autonomous or attached to SCERT or any other.

9. Give the number of districts where Baseline Learners Assessment Studies (BAS) have been conducted and the year in which conducted give the number of districts where BAS has been conducted for primary level and for upper primary levels.

10. If Management Information System (MIS) is in place in your State write (1), otherwise write (2).

11. Write the number of districts where MIS is in place against item No. 11.

12. In case MIS is not in place write number of districts with reference to specific requirements mentioned against 12(i) to 12(v).

13. Write the number of districts where

(1) PRI/Com.Org. (i) VEC; (ii) SMC/SDC; (iii) PTA; (iv) MTA.

(2) Organizational (i)CRC; (ii) BRC; (iii) DRG; (iv) DIET; (v) SEMAT.

have been established and functional/not established/established but not yet functional.

14. In case State Resource Group (SRG) has been established write (1), otherwise write (2).

State DCF II: Statement of Progress

In State DCF II, there are 16 columns, of which information about the physical achievement and financial implications/provision/actual expenditure have to be filled in 14 columns, against 25 items mentioned in column 2. The information has to be filled up quarterly. The financial year has been divided into four quarters as under.

(ix) First quarter relates to April-June of the year.

(x) Second quarter covers July-September of the year.

(xi) Third quarter comprise October-December of the year.

(xii) Fourth quarter pertains to January-March of next year.

The reference point of time is the last day of the last month of the quarter under report. The expenditure incurred is to be shown in lakhs of rupees while physical achievements will be in numbers. The items of expenditure are self-explicit. It is not merely consolidation of district report at state level under SSA, the States have also to incur expenditure on various items, to quote a sum of rupees 1400/= per school is at the disposal of states and they are free to decide at what level this expenditure is to be incurred. Any expenditure out of these funds at state level may be included over and above the summation of expenditure from lower levels.

State DCF III: Management Profile

This Table comprises 8 columns; first three columns have already been filled up. In subsequent column give the number of sanctioned posts against each category. In the remaining 3 columns, half-yearly status of these posts is required to be filled up. Attached teacher is when a teacher posted in remote/difficult area, instead of joining, gets himself/herself retained in a convenient station as surplus and continue to draw his/her salaries from the previous school. This not only adversely affects education in school of his/her posting but creates administrative problems for the head of the schools where he/she is maladjusted.

State DCF IV: Progress of Civil works

This Table contains 12 columns, first column relates to items of information, which is already filled up. Subsequently five columns relate to physical components while in the next six columns financial details are to be given. The items/columns are self-explicit.

State DCF V: Statement of Budget & Expenditure

This Table requires information about total budget and expenditure incurred according to districts, quarterly.

MONITORING UNDER SSA
State DATA CAPTURE FORMAT I: Basic Data

Name of the State _____

State Code:

Year: -

(As on 31st March)

Annual

1. Total number of districts in the state:
2. Districts covered under DPEP: Primary
3. Districts covered under SSA: Primary
Upper Primary
4. Number of districts having approved:
 - (i) Perspective Plan: Primary
Upper Primary
 - (ii) Annual Work Plan & Budget: Primary
Upper Primary
5. Has the Planning Teams been constituted in all the Districts: Yes = (1); No = (2)
- 5 (a). If not, how many districts left out :
6. Has the Household survey been conducted in all the districts: Completely=1; Partially=2; Not Done=3
- 6.(a) If not, how many districts left out :
- 6.(b) Year of reference of household survey last conducted Year
7. (i) Date on which PAB approved Plans DD MM Year
- (ii) Date of release of funds by Central Government: \$
 - (a) Amount DD MM Year
 - (b) Amount DD MM Year
 - (c) Amount DD MM Year
- 7(iii) Date of receipt of funds by SIS: \$
 - (a) Amount DD MM Year
 - (b) Amount DD MM Year
 - (c) Amount DD MM Year
- 7(iv) Date of release of funds by SIS to Districts:\$
 - (a) Amount DD MM Year
 - (b) Amount DD MM Year
 - (c) Amount DD MM Year
- 7(v) Date of receipt of funds by districts: \$
 - (a) Amount DD MM Year
 - (b) Amount DD MM Year
 - (c) Amount DD MM Year

8. Sources of Receipt/Expenditure(previous year) including receipts/expenditure of all the districts:

\$ Add more sheets if necessary

Sources		Income ('000)	Expenditure ('000)
(i)	DPEP Funds		
(ii)	SSA Funds		
(iii)	From State share		
(iv)	Funds from students		
(v)	Funds from other sources		
	(a) Donations/endowments		
	(b) Other sources		

8. (a) Has the SIEMAT been established in your state Yes(1); No(2); Not operational(3); Not approved(4)

8. (b) If yes, the type of SIEMAT established:

- (i) Autonomous = 1
 (ii) Attached to SCERT = 2
 (iii) Any other (Please specify) _____

9. Give the number of districts where BAS have been conducted:

Year in which conducted:

No of Districts BAS has been conducted	For Primary <input type="checkbox"/> <input type="checkbox"/>	For Upper Primary <input type="checkbox"/> <input type="checkbox"/>
--	---	---

10. Is the Management Information System (MIS) in place at state level Yes(1); No(2)

11. In how many districts MIS is in place

12. In how many districts MIS is not in place with reference to the following:

Particulars	No. of districts where MIS is not in Place
(i) Computer Hardware installed	
(ii) MIS Staff identified & placed	
(iii) Training to MIS (DISE) staff provided	
(iv) DISE software not received	
(v) No activities initiated	

13. Have the following been constituted in the districts:

Particulars		Number where			
		Established and functional	No of meetings held this year.	Not yet established	Established but not yet functional
A: PRI/Com.Orgn.	(i) VEC				
	(ii) SMC/SDC				
	(iii) PTA				
	(iv) MTA				
B: Orgnl.	(i) CRC				
	(ii)BRC				
	(iii)DRC				
	(iv)DIET				
	(v) SIEMAT				

14. Has the State Resource Group (SRG) been established Yes(1); No(2)

15. In how many districts DIET buildings have been constructed

- (a) Complete _____ districts
(b) Incomplete _____ districts
(c) Not yet Constructed _____ districts

16. Has the previous year's SSA A/Cs been audited

Yes (1) No (2)

If yes, when the A/Cs were audited DD MM YY

17. Has the previous year's Report of Audited A/Cs been submitted to Govt. of India

Yes (1) No (2)

If yes, date when submitted DD MM YY

Abbreviations used: (1) DPEP: District Primary Education Programme (2) SSA: Sarva Shiksha Abhiyan (3) PAB: Project Approval Board (4) SIS: State Implementation Society (5) MIS: Management Information System (6) BAS: Baseline Learners Assessment Studies (7) DRG: District Resource Group (8) SRG: State Resource Group (9) VEC: Village Education Committee (10) CRC: Cluster Resource Centre (11) PTA: Parent Teacher Association (12) SMC: School Management Committee (13) SDC: School Development Committee (14) MTA: Mother Teacher Association (15) DISE: District Information System for Education (16) SIEMAT: State Institute of Education Management and Training (17) SCERT: State Council of Educational Research and Training (18) DCF: Data Capture Format; DIET= District Institute of Education & Training, DPEO/DPC= District Primary Education Officer/District Project Coordinator; BRC= Block Resource Centre; DPE=Directorate of Primary Education; DEE= Directorate of Elementary Education.

State DCF II: Statement of Progress

Name of the State _____

Financial Year

State Code:

Quarter under Report¹

Number of Schools: EGS _____ Primary _____ Upper Primary _____

(Financial data in Lakh of Rs.)

S No	Major Intervention	PAB Approval for Perspective plan		Utilization till previous year		Current year's budgetary approval						Expenditure incurred				
						Unspent Balance		This year Budget		Total		During the Quarter ¹		Current year till date		
						Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy	Financial	Phy
1*	New Schools approved															
	(a) Primary															
	(b) Upper primary															
1.1	New Primary School Teachers															
1.2	New Upper Pry. School Teachers															
2	Addl. teachers in existing pry. schools															
3	Addl teachers in existing Upper Primary School															
4	Upgradation of EGS to regular school															
5	Interventions for out of Sch. children															
	(a) New EGS in unserved habitations															
	(b) Alternative schools/models															
	(c) Remedial courses															
	(d) Back to school camp															
6	Teachers in EGS															
7	Additional Teachers in EGS															
8	Free text books Beneficiaries															
	(i) Primary (a) All Girls															
	(b) Girls excluding SC/ST girls															
	(c) SC															
	(d) ST															
	(ii) Upper primary (a) All Girls															
	(b) Girls excluding SC/ST girls															
	(c) SC															
	(d) ST															
9	Honorarium to Para Teachers (@@)															

(@@) includes honorarium paid by the community.

¹ April-June=1; July-September=2; October-December=3; January-March=4.

S.No.	Major Intervention	PAB Approval for Perspective plan		Utilization till previous year		Current year's budgetary approval						Expenditure incurred			
		Phy.	Financial	Phy.	Financial	Unspent Balance		This year Budget		Total		During the Quarter ¹		Current year till date	
						Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial	Phy.	Financial
10	Teaching Learning Equipments														
	(a) Primary Schools														
	(b) Upper Primary Schools														
11	School Grants														
	(a) Primary														
	(b) Upper primary														
12	Teacher's Grants														
	(a) Primary														
	(b) Upper primary														
13	Teacher's Training Program														
	(a) Primary														
	(b) Upper primary														
14	Training of community leaders														
15	Research #, ME&S														
	(a) Research Studies														
	(b) ME&S														
16	Innovative Activities														
	(a) Girls Education														
	(b) ECCE														
	(c) SC/ST														
	(d) Computer education for upper pry. level														
17	Contingencies														
18	Maintenance & Repairs														
19	Teaching Learning Materials														
20	Furniture														
21	Deployment of Teachers in BRC/CRC/equipment/contingency														
22	Provision for disabled children														
23	Management cost														
	(i) Office expenses														
	(ii) Honorarium														
24	SIMAT														
25	Any other expenditure (Pl. specify)														
	Total														

* Excluding EGS. (# indicates number of studies with topics.) Phy = Physical; Fin = Financial. To be reported to National Authorities quarterly. ME&S= Monitoring, Evaluation & Supervision
Management cost includes expenditure under office expenses (OE), POL, honorarium etc.

State DCF III: Management Profile

Name of the State _____

State Code:

Year: -

Half Yearly⁴

S.No	Level	Category of post (Please Specify)	No. of sanctioned posts	Half-yearly Status ⁴			
				Of the sanctioned/ear- marked posts			
				No. filled	Teachers Attached	No. Vacant	Action taken to fill ²
1	SIS	1 Teaching/Academic					
		2 Technical					
		3 Ministerial					
		Total					
2	SCERT	1 Teaching/Academic					
		2 Technical					
		3 Administrative/ Ministerial					
		Total					
3	SIEMAT	1 Teaching/Academic					
		2 Technical					
		3 Administrative / Ministerial					
		Total					
4	DPE/DEE	1 Teaching/Academic					
		2 Technical					
		3 Administrative/Ministerial					
		Total					
5	DPEO/DPC	1 Teaching Academic					
		2 Technical					
		3 Administrative/ Ministerial					
		Total					
6	DIET	1 Teaching / Academic					
		2 Technical					
		3 Administrative / Ministerial					
		Total					
7	BRC/Block	1 Teaching/Academic					
		2 Technical					
		3 Administrative/Ministerial					
		Total					
8	CRC	1 Teaching					
		2 Non teaching					
9	Schools	1 Teaching					
		2 Non teaching					
10	-Upper Primary	1 Teaching					
		2 Non teaching					
		Total					
11	Others(Pl.specify)						

To be reported to National Authorities half yearly

² No action 1; Officers selected=2; Government approval awaited =3; Interviews held =4; Appointment Orders issued=5; Candidates not joined=6; Any other=7; (Please specify)

⁴ April-September=1; October-March=2.

State DCF IV: (Progress of Civil Works)

Name of the State _____

Financial Year -

State Code:

Quarter under Report¹

Number of recognized schools : Primary _____ Upper Primary _____

Item	Achievements (Physical) in numbers					Financial components(Figures in rupees lakhs)				Current year expenditure till date	Stage of civil works ³ during qr ¹
	PAB Approval for		Present Status			PAB Approval for		Expenditure incurred			
	Perspective	AWP&B	Completed till last year	During the Quarter ¹	Current year till date	Perspective	AWP&B	Till last year	During the Quarter ¹		
1. Building for Schools without building											
- Primary											
- Upper Primary											
2. New School Bldgs											
- Primary											
- Upper Primary											
3. Addl Class rooms											
- Primary											
- Upper Primary											
4. BRC Buildings											
5. CRC Buildings											
6. Toilets (Boys & common)											
6. (a) Toilets for Girls											
7. Drinking Water Facility											
8. SIMAT											
9. Civil works from other sources (Please specify)											
(a)											
(b)											
(c)											

³ Land acquired/site selected =1; construction work started = 2; Plinth level completed =3; Pillars laid/work upto ceiling level completed =4; Lanter completed=5; Finishing work completed= 6; Building landed over to authorities =7; Nothing done so far =8.

To be reported to National Authorities quarterly

¹ April-June = 1; July-September = 2; October - December = 3; January - March = 4

State DCF V: Statement of Budget & Expenditure

Name of the State _____

State code: _____

Financial Year -

Quarter under report¹

Number of Districts covered under SSA: under DPEP

(Figures in Rs. Lakhs)

Name of District	District Code	PAB approved Outlay of Perspective Plan	Actual Expenditure upto Previous Year	Approved AWP & B of Current Year (including spill over)	Expenditure in Current Quarter ¹	Expenditure till date (current year)	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20*							
Total							
State Component							
Grand Total							

*Note: 1. Please attach more sheets, if required.

2. In remarks column please indicate the action taken or proposed to be taken.
3. To be reported to National Authorities quarterly

¹ April-June=1; July-September=2; October-December=3; January-March=4.