

SAMAGRA SHIKSHA

(A Society under Education Department, Govt. of NCT of Delhi)

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No. F.11/DDE (IEB)/SS/HBE/2020/42-55

Dated: 05.01.2021

ORDER

Sub: Admin. Approval & Expenditure Sanction of Rs. 9,73,500 (Rupees Nine Lakh, Seventy Three thousand Five hundred only) for Home Based Education to out of school CWSN and Winter Break Survey under Inclusive Education– Samagra Shiksha for the year 2020-21- reg

This is to convey the convey the Administrative Approval and Expenditure Sanction of Chairperson (Samagra Shiksha)/Pr. Secretary (Education) for Rs. 9,73,500 (Rupees Nine Lakh, Seventy Three thousand Five hundred only) towards providing Home Based Education to out of school CWSN under Inclusive Education– Samagra Shiksha for the year 2020-21. The DPO wise allocation of fund is given in table below:

S. No.	DPO/District	No. of Out of School CWSN	Amount (Rs) in Lacs @Rs.1500/- per out of school CWSN
1	East	151	2.265
2	North East	99	1.485
3	North	37	0.555
4	North West A	35	0.525
5	North West B	56	0.84
6	West A	38	0.57
7	West B	70	1.05
8	South West A	31	0.465
9	South West B	08	0.12
10	South	57	0.855
11	South East	28	0.42
12	New Delhi	23	0.345 (To central DPO)
13	Central	16	0.24
	TOTAL	649	9.735

The Expenditure Norms/Guidelines and Standard Operating procedure for organizing the Home Based Education to out of school CWSN are given at **Annexure I & II**. The expenditure on this account shall be incurred from the funds available at DPOs level under Samagra Shiksha 2020-21 and expenditure shall be booked under Inclusive Education– Samgara Shiksha for the financial year 2020-21.

(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IEB)

Copy to:-

1. Chairperson, NDMC, Palika Kendra, Parliament Street, New Delhi with request to issue necessary direction to HOSs for implementation of HBE and winter break survey to out of school CWSN as per guidelines and SOP.
2. Director of Education, South MCD, Dr. S.P.M. Civic Centre, Minto Road, New Delhi – 100 002 with request to issue necessary direction to HOSs for implementation of HBE and winter break survey to out of school CWSN as per guidelines and SOP.
3. Director of Education, East MCD, 419, Udyog Sadan, Patparganj Industrial Area, New Delhi – 110 092 with request to issue necessary direction to HOSs for implementation of HBE and winter break survey to out of school CWSN as per guidelines and SOP.
4. Director of Education, North MCD, 15th Floor, Dr. SPM Civic Centre, Minto Road, New Delhi with request to issue necessary direction to HOSs for implementation of HBE and winter break survey to out of school CWSN as per guidelines and SOP.
5. CEO, Delhi Cantonment Board, Sadar bazaar, Delhi Cantt., Delhi - 10 with request to issue necessary direction to HOSs for implementation of HBE and winter break survey to out of school CWSN as per guidelines and SOP.
6. DDE, Samagra Shiksha, Delhi
7. All DPOs, Samagra Shiksha, Delhi with direction to implement HBE and winter break survey to out of school CWSN as per guidelines and SOP.
8. P.S. to Pr. Secretary (Education), GNCTD
9. P.S. to Director (Education), GNCTD
10. P.A. SPD, Samagra Shiksha, Delhi
11. FCA (Samagra Shiksha), Delhi.
12. Coordinator (IE), Inclusive Education – Samagra Shiksha, Lucknow Road, Delhi
13. All District Coordinator (IE), Directorate of Education, GNCTD
14. In-charge (Computer Cell), Directorate of Education with request to upload the circular on the department website.
15. Guard file



(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IEB)

Guidelines/Expenditure Norms for providing Home Based Education (HBE) to Children with Special Needs (CWSN) under Inclusive Education –Samagra Shiksha

1. PAB – Samagra Shiksha has approved Rs.1500/- per child towards Home Based Education of Children with Special Needs (CWSN) under Inclusive Education Samagra Shiksha.
2. The said fund has been already transferred to concerned DPO for procurement and development of Teaching Learning Material (TLM) to CWSN for Home Based Education.
3. TLM may be prepared or procured by RP (CWSN) as per the individual needs of CWSN.
4. The suggestive list of the recommended items/ materials to be purchased/developed is given below and it may include other items as deemed fit by the concerned Resource Person (CWSN) as per the needs of the CWSN.

Broad areas of focus	Items that can be procured/purchased
Stationary items	A4 size sheets, designer scissors, colours, Plastic containers/tray, Card-board, Blank flash cards, Photo album, stamps, portable white boards etc.
Fine-motor skills	Therapeutic clay, flexi-wires, perforated sheets, spongy ball, Velcro tapes, grippers, cloth clips etc.
Gross motor skills	Plastic mat, Thermoform mats, hanging ladder
Multi sensory kit	Maximum use of audio-visual aids
Olfactory sense	Tea, Coffee, perfume/deodorant
Auditory sense	Rattle toys/games Bell, Bluetooth speakers
Visual sense	Picture books, puzzles, puppets etc.
Touch/Tactile sense	Different textures of cloth/paper/material
Gustatory sense	Sugar, salt, candies, spices (if needed)
Motivational purpose	Gift items like pen, pencil, eraser, stickers etc.

5. RP (CWSN) shall submit the duly authorized invoice/bill having GST No in concerned DPO for reimbursement.
6. The allotted amount shall be fully utilized for the sole purpose of development of TLMs and activities specifically for CWSN.



(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IEB)

Standard Operating Procedure (SOP) for providing Home Based Education (HBE) to CWSN

The Home Based Education shall be implemented by Resource Person (CWSN) engaged under Samagra Shiksha to out of School CWSN (up to the age of 18 years), in addition to their exiting duties and responsibilities, with a view to mainstream them in the general education system.

Steps involved-

Step 1: Door to door verification of Out of School CWSN identified since 2015-16 for finalization of the updated list of CWSN who require HBE. DPO wise list of out of school CWSN identified since 2015-16 is available with concerned DURCC.

This verification is being done to confirm that whether the CWSN are still out of school and whether they have difficulty to attend the school due to physical limitations or any other reason.

In case, during door to door verification it has been found that any CWSN (as per list) has taken admission in school, then the same shall be taken in writing from parent of the CWSN for record.

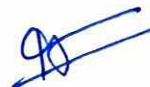
If any CWSN is not currently residing in the address given, then the same shall be taken in writing from the neighbor.

Step 2: Screening and Identification of CWSN who require HBE shall be done by the Resource Persons by visiting homes. These CWSN shall be screened for 21 disabilities as given in the Rights of Persons with Disabilities (RPWD) Act, 2016. The parents shall get the diagnostic assessment of such identified CWSN at the district level resource centres or at the designated Govt. Hospitals. RP (CWSN) shall provide necessary guidance to parents in this regard.

Step 3: Based on the screening and identification, RPs shall conduct educational and need assessment of the child and family. Accordingly, they shall prepare Individualized Education Plan (IEP). The formats for developing IEP has been already notified vide order dated 24.06.2020.

Step 4: RPs (CWSN) shall teach/train the student as per IEP and also train the primary care taker/parents of the student on how to teach various personal, social, occupational, & educational skills to their ward.

Step 5: RPs shall do the follow up in next visit and discuss the difficulties faced by the primary care taker/parents in teaching/training the student and suggest modifications in the programme. The frequency of follow up visit shall be decided based on the need of the CWSN and total number of CWSN a RP has to attend for HBE. However, RP CWSN shall do follow up of the HBE interventions by visiting home of CWSN at least FORTNIGHTLY.



In addition to the above, the following shall be ensured whilst implementing the HBE & winter-break survey:

1. Awareness shall be generated among parents to create CWSN friendly atmosphere in their homes and parents shall be given skill based training so that they can regularly look after their ward even in the absence of RPs.
2. RP (CWSN) shall provide the services to CWSN at home **ONLY** in the presence of parent or the primary care taker of the child.
3. If any female RP (CWSN) feels the need to be accompanied with Attendant /aaya / helper or another RP (CWSN) or a TGT (SET) for home visits, he/she may submit request to concerned DPO. DPO may take a decision to attach an Attendant /aaya/ helper or another RP (CWSN) or a TGT (SET) with her.
4. RP (CWSN) shall submit child wise monthly progress report to concerned District Coordinator (IE). Further, District Coordinator (IE) shall discuss the same with RP (CWSN) during monthly meeting of TGT (SETs).
5. The concerned District Coordinator (IE) shall coordinate with the RPs (CWSN) for the successful completion of this intervention.
6. All the District Coordinators (Inclusive Education) shall regularly monitor HBE activities done by RPs and report to HQ.
7. Door to door verification of Out of School 649 CWSN identified since 2015-16 shall be done from 06.01.2021 to 15.01.2021 and during this period online classes/HBIP for existing CWSN shall remain suspended.
8. During door to door verification RP (CWSN) shall also do survey of out of school CWSN in the same locality and submit report to District Coordinator (IE) on 16.01.2021 as per **Annexure-III**.
9. District Coordinator (IE) shall submit compiled report on door to door verification of out of school 649 CWSN and newly identified CWSN during this winter break to IEB, Lajpat Nagar – IV latest by 19.01.2021.
10. **During implementing the HBE & winter-break survey COVID-19 protocol issued by MHA, GOI must be followed.**



(RAMACHANDRA SHINGARE)
JOINT DIRECTOR OF EDUCATION (IEB)



Entry Form For survey of Out of School CWSN (2020-21)

SURVEY DETAILS-

District			
DoE Zone			
Cluster Resource Centre			
Ward No. & Name			
Colony Name / Habitation			
Date of Survey			
DURCC's Name			
CRCC's Name			
Surveyer's Name			
Surveyer's Designation			
Surveyer's Mobile No.			
CHILD DETAILS			
Name of Child			
Gender			
Category (GEN, OBC, SC, ST)			
Religion (Hindu, Muslim, Sikh, Cristian)			
Date of Birth			
Age in years(0-18)			
Type of Disability			
Father's Name			
Mother's Name			
Guardian Name			
Complete Address of Family having CWSN			
Landline/Mobile No. of Parent/Guardian			
Remarks			

Signature of Surveyer's /Resource Person (CWSN)