

**GOVERNMENT OF ODISHA  
SCHOOL & MASS EDUCATION DEPARTMENT**

**NOTIFICATION**

**Bhubaneswar , dated the ~~31<sup>st</sup>~~ July 2014**

**No.II-SME(B)-61/2014** 16550 **SME**, In pursuance to the provisions contained in Section 38 (1) of the Right of Children to Free & Compulsory Education (RCFCE) Act, 2009, State Government do hereby declare the **Panchayat Raj Institutions/ ULBs as the Local Authorities at different levels** as required under the provisions of Section 2 (h) of the said Act.,

2. The function of the Local Authorities at different levels shall be broadly as follows:

**I. Zillaparishad (Rural Area) & Urban Local Bodies (Urban Area)**

To undertake and supervise the implementation of schemes or adopt measures relating to the development of Primary & Upper Primary Education within the district including giving of financial assistance.

**II. Panchayat Samiti**

To manage, regulate, supervise and spreading of Primary & Upper Primary Education in the block.

**III. Gram Panchayat**

To undertake, regulate and administer and be responsible for tendering all reasonable assistance to the Samiti in the matter of establishment and maintenance of schools for Primary and Upper primary Education.

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3. The Activity mapping for performing the functions of Local Authorities in accordance with the provision under section 9 of the RTE Act shall be as follows:

Functions to be performed as per provisions of the Act	Zillaparishad (Rural Area) & Urban Local Bodies (Urban Area)	Panchayat Samiti	Gram Panchayat
(a) Provide free and compulsory elementary education to every child.	<ul style="list-style-type: none"> <li>To undertake schemes related with elementary education.</li> <li>To monitor and undertake random checking for CWSN, SC/ST, children from weaker sections and girls' education.</li> <li>To monitor the implementation of RTE Act at Block and Village/school level.</li> </ul>	<ul style="list-style-type: none"> <li>To monitor and undertake random checking for CWSN, SC/ST, children from weaker sections and girls' education.</li> <li>To monitor the implementation of RTE Act at GP &amp; village/school level.</li> <li>To create awareness on RTE among GP &amp; village level people.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain list of Govt. /Govt. aided and private school in their jurisdiction to provide admission to children aged between 6-14 years.</li> <li>Maintain list of all children in the jurisdiction and develop mechanism to update records of children aged between 6-14 years on annual basis while</li> <li>considering migration of children in and out of the village.</li> <li>On the basis of above, to ensure that all children are in school</li> <li>To enroll OOSC, mobilise all such children and interact with their parents to send them to school .</li> <li>To facilitate a transparent system for those who opt for 25% admission so that all applications are considered from eligible children.</li> </ul>
(b) Ensure availability of a neighborhood school as specified in section 6;	<ul style="list-style-type: none"> <li>To verify the availability of school as per neighborhood norms specified in State RTE rules and take up with the sanctioning authority.</li> <li>If new school needs to be set up:- <ul style="list-style-type: none"> <li>✓ To take up the matter of construction with authority and to ensure &amp; facilitate release of funds for construction immediately.</li> <li>✓ To ensure teacher availability in the school through</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>To verify that school has been established within distance norms as prescribed for PS and UPS.</li> <li>If new school is demanded, to verify the demand and take up with sanctioning authority.</li> <li>To do the school mapping/ neighborhood mapping through GP/SMC/CRCC and notify the neighborhood school for each habitation.</li> </ul>	<ul style="list-style-type: none"> <li>To do the school mapping/ neighborhood mapping through CRCC/SMC to have a data base on schooling facility in habitations.</li> <li>Where no school exists as per neighborhood norm, to raise demand for the same.</li> <li>To ensure availability of land for new PS and UPS</li> <li>To ensure construction immediately.</li> </ul>

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	<p>recruitment/ redeployment as per the instruction of Govt.</p> <ul style="list-style-type: none"> <li>• To sensitize functionaries on RTE Act.</li> <li>• To monitor the functions of block, GP and village/school level while ensuring the neighborhood school.</li> </ul>		
c) Ensure that the child belonging to weaker section and the child belonging to disadvantaged group are not discriminated against and prevented from pursuing and completing elementary education on any grounds.	<ul style="list-style-type: none"> <li>• To monitor and supervise adoption of non-discriminatory practices</li> <li>• To sensitize lower functionaries about non-discrimination</li> <li>• To monitor admission in Private schools under 25% quota</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor and supervise adoption of non-discriminatory practices.</li> <li>• To sensitize lower functionaries about non-discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>• To track attendance and regularity of children from disadvantaged group and weaker sections.</li> <li>• To ensure along with the teachers and SMC an equal participation in all curricular and extra-curricular activities</li> <li>• To ensure admission in Private (Un-aided &amp; non-minority) schools under 25% quota.</li> </ul>
d) Maintain records of children up to the age of fourteen years residing within its jurisdiction, in such manner as may be prescribed	<ul style="list-style-type: none"> <li>• To monitor that record of children is maintained in every village/school/ block</li> <li>• To consolidate DISE/ CTS information.</li> <li>• To ensure use of standard formats to consolidate information on neighborhood school, as developed by the State</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor that record of children is maintained in every village/school</li> </ul>	<ul style="list-style-type: none"> <li>• To maintain in prescribed formats information on all children 0-3, 3-6 &amp; 6-14 years about name, father, mother name, Date of birth, gender &amp; social categories, enrollment in school / out of school /special training.</li> <li>• To maintain record regarding in/out migrating children if any.</li> <li>• To maintain details of children with disability, Single parent family, orphans, hard to reach etc as vulnerable groups.</li> </ul>
e) Ensure and monitor admission, attendance and completion of elementary education by every child residing within its jurisdiction.	<ul style="list-style-type: none"> <li>• To monitor the admissions and attendance of children in their jurisdiction.</li> <li>• To monitor and support the removal of any hurdles in providing admission and ensuring attendance by the Gram Panchayat.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the admissions and attendance of children in their jurisdiction.</li> <li>• To spread awareness on the admission of all children in school among parents and other community members.</li> <li>• To monitor &amp; provide support to SMC to take</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that admission is not denied to anyone.</li> <li>• If any child is irregular or dropout or is not enrolled, to mobilize the village community and ensure admission and regular attendance.</li> <li>• To monitor that every child improves his/her learning levels.</li> <li>• To ensure and assist SMC to monitor children's admission, attendance and completion of elementary education.</li> <li>• To mobilize parents of girls, vulnerable groups and weaker</li> </ul>

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		admissions in schools in transparent, open and fair manner.	sections to send their children to school. <ul style="list-style-type: none"> <li>To make sure that hurdles and problems are removed which may impact admission and attendance like lack of teachers, impact of natural disasters etc. if problems are beyond the capacity, to take up same with the district.</li> </ul>
(f)Provide infrastructure including school building, teaching staff and learning material;	<ul style="list-style-type: none"> <li>To ensure that schools in the jurisdiction are in alignment with the RTE Act and maintain Student Classroom Ratio (SCR) &amp; Pupil Teacher Ratio (PTR).</li> <li>Budget requirement may be placed before the sanctioning authority.</li> <li>In case of any shortfall, ZP/ULB may use its own resources to make interim and adhoc arrangements</li> </ul>	<ul style="list-style-type: none"> <li>To monitor the construction work &amp; teacher rationalization, attendance, performance &amp; recruitment.</li> <li>To bring matters like teacher shortage or requirement of infrastructure facilities to the notice of ZP/ULB.</li> </ul>	<ul style="list-style-type: none"> <li>Funds received by the SMC has to be supervised to ensure timely completion and quality for civil works and provisioning of other school infrastructure like drinking water, toilet, boundary wall etc</li> <li>To take up issues with higher authorities if entitled staff are not available or if teacher performance/ attendance is poor</li> <li>To be able to rise issues before authority to maintain PTR&amp; SCR in school and to maintain school infrastructure.</li> </ul>
g)Provide special training facility specified in section 4	<ul style="list-style-type: none"> <li>To supervise, ensure and keep information on all the Special Training which is taking place for the children in the district.</li> </ul>	<ul style="list-style-type: none"> <li>To monitor all OOSC admitted on age appropriate basis and undergo special training.</li> </ul>	<ul style="list-style-type: none"> <li>To maintain record of all out of school children</li> <li>To mobilize the SMC&amp; to ensure that all OOSC have been taken age appropriate admission and are catching up with the regular class and complete elementary education.</li> <li>To ensure that special training is provided as far as possible in the school, else at nearest safe location and to support the SMC and school in the same</li> <li>To mobilize village community so that all the OOSC are sent to special training center/school regularly</li> </ul>

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<p>(h) Ensure good quality elementary education conforming to the standards and norms specified in the Schedule.</p>	<ul style="list-style-type: none"> <li>• To ensure redeployment of teachers as prescribed PTR</li> <li>• To monitor progress and completion of infrastructure is done where sanctioned</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the redeployment of teachers as prescribed PTR</li> <li>• To monitor progress and completion of infrastructure is done where sanctioned</li> <li>• To monitor the CCE is implemented in all schools.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor children &amp; teacher attendance and support enrollments /Special training of OOSC children.</li> <li>• To ensure any time admission of migrant children.</li> <li>• To mobilize community for sending children to schools.</li> <li>• To ensure the completion of construction work timely where sanctioned.</li> <li>• To ensure all schools evaluate learning level through CCE and take steps to enhance the learning level.</li> </ul>
<p>(i) Ensure timely prescribing of curriculum and courses of study for elementary education.</p>	<ul style="list-style-type: none"> <li>• To ensure timely distribution of text books and TLM's etc in each school.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the timely distribution of text books and TLM's etc in each school.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the working of schools to ensure requisite working days /instructional hours are adhered to, in case of contravention then to inform to the controlling officer.</li> <li>• To mobilize village community for regular attendance of children and frequent parent/community and school interactions for keeping track of children's progress .</li> </ul>
<p>(j) Provide training facility for teachers.</p>	<ul style="list-style-type: none"> <li>• To prepare training calendar in consultation with DIETs/ BEOs/BRCs</li> <li>• In case specialized training is needed, to connect the teachers with the institution providing the same</li> <li>• To provide physical infrastructure for in service teachers training of newly appointed teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• To provide space for block level teachers training.</li> <li>• To monitor teacher training is done as per the approval or as prescribed.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor all teachers attend training programme as prescribed.</li> <li>• To provide BEOs/BRCs with information on community's perception of what is required in as focus in the in-service training</li> </ul>
<p>(k) Ensure admission of children of migrant families.</p>	<ul style="list-style-type: none"> <li>• To supervise, ensure and keep information on all the children of migrant families in the district.</li> <li>• To bring about convergence with other schemes to reduce migration of children to other district/state.</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor the retaining of children of migrant families and sensitize GP level functionaries on the effect of migration.</li> </ul>	<ul style="list-style-type: none"> <li>• To keep track of all children who migrate in or out of the block/ district</li> <li>• Provide special training support to all children migrating in to the village</li> <li>• To mobilize the community to leave behind the children while migrating, in seasonal hostel/ safe places where the child can access the schooling facility.</li> </ul>

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(l) Monitor functioning of schools within its jurisdiction.	<ul style="list-style-type: none"> <li>To ensure that complaints received from GP and Panchayat Samiti level are resolved.</li> </ul>	<ul style="list-style-type: none"> <li>To monitor that complaint received from Gram Panchayat level are resolved or placed with appropriate authority as the case may be.</li> <li>To sensitize and monitor all Govt /Aided schools prepare the School Development Plan (SDP) every year.</li> </ul>	<ul style="list-style-type: none"> <li>To monitor and ensure that the school campus is used only for the purpose of education</li> <li>To ensure teacher attendance .</li> <li>To meet HM and SMC members of low performing schools to monitor school functioning and create community demand to implement the RTE Act.</li> <li>To check improvement in learning level over time.</li> <li>To ensure, all Govt./Aided SMCs/schools prepare the School Development Plan and submit before three months of the financial year.</li> <li>To ensure that teachers are not engaged in non-academic activities except decennial population census, disaster relief duties &amp; election related duties.</li> </ul>
(m) Decide the academic calendar <i>(To be linked with the academic calendar to be communicated by State)</i>	<ul style="list-style-type: none"> <li>To decide in consultation with DEO/DIET, on the basis of local needs, nature of occupations of the community, local festivals etc.</li> </ul>	<ul style="list-style-type: none"> <li>To sensitize the GP &amp; SMC level functionaries on the implementation of the academic calendar.</li> </ul>	<ul style="list-style-type: none"> <li>To monitor the academic calendar is implemented as prescribed in all schools within its jurisdiction</li> </ul>

5. All previous Notifications /Resolutions /Instructions issued in this regard are hereby superseded

**Order: Ordered that the Notification shall be published in an extraordinary issue of the Odisha Gazette.**

**By order of the Governor**

 31/12/14

**Commissioner-cum-Secretary to Govt.**

Memo No. 16551 /SME Date. 31-7-14

Copy forwarded to Gazette Cell in-charge, Orissa Gazette Cell C/o Commerce Department, Odisha Secretariat, BBSR with a request to publish the above Notification in an extraordinary issue of the Orissa gazette and supply 200 copies to this Department.



Addl. Secretary to Govt.

Memo No. 16552 /SME Dt. 31-7-14

Copy forwarded to all Departments of Government for information and necessary action.



Addl. Secretary to Govt.

Memo No. 16553 /SME Dt. 31-7-14

Copy forwarded to all Directors under S&ME Deptt./ all Collectors/all DEOs /all DPC,SSA /all BDOs/ all BEOs for information and necessary action.



Addl. Secretary to Govt.

Memo No. 16554 /SME Dt. 31-7-14

Copy forwarded to all Officers/ all Sections/Section-II (50) copies/ Computer Cell of the S&ME Deptt./ State Portal for information and necessary action.



Addl. Secretary to Govt.