



**Management Information System**  
**in**  
**Lok Jumbish**



**LOK JUMBISH PARISHAD**  
**JAIPUR**

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**in**  
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**JAIPUR**

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# INTRODUCTION

Management Information System (MIS) is a tool for monitoring and evaluation of any long term project or programme. A sound information system is a necessity for efficient management of the project, more so when the project is as complex as Lok Jumbish with its decentralized management set up and variety of components. A good information system does not only give an idea of the status of the project but also provide basis for its review and planning. Therefore, the need for MIS is more to meet the requirement of continuous monitoring of the project than just information collection. The essence of monitoring and the requirement of MIS can be understood in the following points:

- (1) It helps in assessing and redefining the pace, direction & processes of the project - in an effort to achieve the objective of the project in the stipulated timeframe and allotted resources.
- (2) The recurrent reviews on the basis of MIS will help in bringing about expected revisions in the content and processes of the project or of any activity, as may be the need. This would help avoid any delay in taking the corrective measure which may have detrimental effect on the programme or the project.
- (3) The regular flow of information between various levels of management and among persons engaged in different programme, enhances their involvement with the project. They get information about the status of the project, which helps them analyze the programme and the project in a holistic manner.
- (4) By placing the informations on the objective indicators, the health of a particular programme or of the whole project, can be assessed and decisions can be taken on the prescriptions to improve the health, wherever required.
- (5) Collecting quantitative information is very useful because, if it is valid and reliable, it can make planning more informed and less reliant on general impressions and individual viewpoints (which may or may not be based on fact).

**Monitoring** is concerned with:

- \* gathering and analysing information on a regular basis.

**Evaluation** is concerned with:

- \* making decisions and judgements about whether or not the objectives of a project are being achieved.

## Who is responsible for monitoring and evaluation in IJP

The answer is simple: all of the people involved in LJP are responsible for monitoring and evaluation. It is because monitoring and evaluation activities are essential parts of the project improvement and project accountability, and this concerns everyone. It is everyone's responsibility to assist in obtaining the information required for monitoring and evaluation and to use this for both accountability and improvement purposes.

**MIS is not meant for evaluation of performance of workers. It is meant for analyzing the problems being faced by villagers and LJ workers at all levels and suggest the right directions and pace of their work.**

Another reason why monitoring and evaluation is the responsibility of everyone is that the LJ workers at all levels increasingly need to monitor and evaluate their own activities.

Lastly LJP is based on the 'action research' cycle of: plan, act, reflect; plan, act, reflect in a series of cycles - as amply demonstrated in RPMs at all levels of Lok Jumbish. It is not possible to separate monitoring and evaluation from the actual project activities.

## **MIS in LJ**

In the field of education or social activities in general, monitoring is difficult task. There is no direct 'cause and effect' relationship in the various activities nor will input have any direct relationship with the output. Therefore, what becomes important is to closely monitor the process and strengthen it as much as possible.

The development of MIS, had to negotiate two important elements of LJ project - Firstly; the decentralized set up of management and Secondly; multiplicity of programmes having different desired objectives. Therefore, the MIS had to cater to the needs of each level of management set up and also different programmes in an integrated manner. There is conscious effort not to gather information just for the sake of it nor should any information be such that becomes evaluatory of an individual's performance.

MIS in LJP can be divided, broadly, into the following six categories:

- I. Mobilization Activities Monitoring System**
- II. Non-formal Education Monitoring System**
- III. Formal School Monitoring System**
- IV. Financial Management Monitoring System**
- V. Buildings Development Monitoring System**
- VI. MLL & Teacher's Training Monitoring System**

The broad categories would also have interlinkages to provide complex data analysis and support system.

### **I. Mobilization Activities Monitoring System**

This heading includes monitoring of activities such as: (a) Environment Building; (b) Core Team/VECs; (c) School Mapping and Micro-planning; and (d) Women's Development. The information for this is generated at the levels of Block, Cluster and the Village.

A monthly report is submitted every month by the Mobilizing Agency of each Cluster to BSG and each BSG to the Parishad. Information from villages are received on specified VL-2 form filled every month by members of *Prerak Dal* with the help of cluster staff. The

report of clusters is compiled on the form called CL-2 at the cluster after lengthy discussion in monthly Cluster Level Review & Planning Meeting (CRPM). The CL-2 form, besides informations on personnel & administrative matters, contains report on LJ activities in villages. The report of each cluster is discussed in monthly Block Level Review & Planning Meeting (BRPM). The BSG send its monthly report on BL-2 form. The monthly report of the BSG contains information pertaining to: (a) Coordination with the Government Departments, (b) Khand Stariya Shiksha Prabandhan Samiti (KSPS), (c) Khand Stariya Sameeksha Meeting (BRPM), (d) Tours/Night halts by BSG personnel, (e) personnel matters, and (f) trainings organized in the Block. It also includes a descriptive part for reference and analysis by the professional staff. A consolidated report is prepared by the BSG based on the information collected from the clusters and submitted to the LJP HQ.

The cluster incharge submits the report on activities within the cluster in matrix form monthly to the BSG which, in turn, forms the basis for a consolidated report to be submitted by the BSG to LJ head office.

## **II. Non-formal Education (NFE) Monitoring System**

The NFE programme is a vital component of LJ Project which directly helps in achieving one of the most important objective, i.e., providing universal access of primary education. Moreover, the management of NFE centres is also completely in the hands of Lok Jumbish Project and therefore the responsibility of efficient running of this programme lies only on LJ. As the number of NFE Centres run by LJ is steadily rising it is imperative that the informations indicating the health of the programme in each village, cluster and block reach regularly to each level of management.

LJ has devised a separate information system of NFE in which informations flow from one level to another. The information indicate the performances of the programme at each level. These informations are generated at two levels - village, i.e., NFE centre and the cluster. **For local maintenance of record and updating of informations three registers have been prescribed of which two have to be maintained at NFE Centre by the Instructor and third by the Cluster Incharge at the Cluster.**

Information registers to be maintained by Instructors at NFE Centres are:

- 1. Instructor Register, and**
- 2. Attendance Register**

At the cluster level the register which is maintained is the:

- 3. Cluster Incharge Register.**

The details of various forms in the registers mentioned above are as follows:

### **(i) Instructor Register**

- 1. Basic information...1 page**
  - 2. Equipment and teaching material semester-wise...2 pages**
  - 3. Instructor details...2 pages**
  - 4. NFE student details...6 pages**
  - 5. Necessary instruction regarding register maintenance...1 page**
- Total pages...12**

- (ii) **Attendance Register**
1. Basic information sheets...1 page
  2. Monthly attendance sheets (2 pages, 12 copies)...24 pages
- Total pages...25
- (iii) **Cluster Incharge Register**
1. Basic information...1 page
  2. Centre abstract...1 page
  3. Details of working Instructors...1 page
  4. Details of Pravartaks...2 pages
  5. Details of Instructors...4 pages
  6. Details of NFE Centres...4 pages
  7. Details of equipments...3 pages
  8. Details of equipment disbursement...4 pages
  9. Centre-wise details of equipment disbursement...4 pages
- Total pages...24

For continuous and periodic monitoring of NFE Centres four sets of forms have been proposed. These forms are as follows:

- (1) **NFE-1 : One-time information** - to be sent to Parishad along with the budget proposal by Cluster Incharge before the start of a Unit
- (2) **NFE-2 : (a) First information report** - to be sent by Instructors to Cluster Incharge immediately after the start of the Centre.  
**(b) First information report** - to be sent by Cluster Incharge to Parishad through BSG immediately after the start of a Unit.
- (3) **NFE-3 : (a) Monthly Centre's Report** - to be filled in by the Instructor and sent to Cluster Incharge every month.  
**(b) Monthly Cluster's Report** - to be sent by Cluster Incharge every month to Parishad through BSG.
- (4) **NFE-4 : (a) Six Monthly Centre's Report** - to be filled by NFE Instructor and sent to Cluster every six monthly.  
**(b) Six Monthly Cluster's Report** - to be sent by Cluster Incharge every six monthly to Parishad through BSG.

### III. Formal School Monitoring System

After lot of deliberations it was decided that the formal school monitoring system would be similar to that followed by the State Government, so that the teachers would not be taxed further in filling up additional forms for LJ. Ministry of HRD, Govt. of India has prescribed two forms, called S-1 and S-2, for monitoring of primary schools and upper primary schools respectively. It was decided that LJ would use same forms for collecting informations from schools in LJ blocks.

Informations through these forms would be collected twice, in the 1st weeks of October and April, every year, in course of an academic session. The forms, S-1 and S-2, have been designed very thoughtfully and if properly utilized can provide vital informations regarding the school indicating enrolment, retention, drop-outs and repeaters and all of them sex-wise, class-wise and category-wise. The infrastructural details can also be obtained



through these two simple forms. Regular collection of data through S-1 and S-2 would be essential for LJ, if it requires to assess whether the LJ processes are having any impact on enrolment and retention in school or not.

#### **IV. Finance Management Monitoring System**

##### **Code and Classification:**

In LJ system of finance management the heads/sub-heads/sub-sub-heads under which various expenses incurred are accounted for are defined by a detailed code classification. The classification is at three levels: (a) Head; (b) Sub-head; and (c) Sub-sub-head. Each of the three levels have been given two digit code. For example, in order to know the code of expenses incurred in the construction of new primary school; the expenses will have to be accounted under the main head of Primary Education (02), Sub-head of Building Development (01), and Sub-sub-head of new school building construction (03). The final six digit code under which the expenses would be accounted for would be 020103. There are ten major heads of accounts. They are:

- (1) Management**
- (2) Primary Education**
- (3) Non-formal Education**
- (4) Qualitative Improvement in Education**
- (5) Mobilization Activities**
- (6) Women Development**
- (7) Early Childhood Care and Education**
- (8) Building Development**
- (9) Evaluation & Supervision**
- (10) Try-out Activities**

##### **Data Input:**

The data input into the computer is done on day to day basis at the head office. The head office maintains cash book and vouchers manually and the vouchers are fed into the computer. The computer processes the information and prepares ledgers as per the classification, and also supply the information necessary for monitoring.

The data from BSGs and MAs (where the BSG is not the MA) is collected on monthly and quarterly basis. Three proforma - two for monthly and one for quarterly collection of data - have been prescribed in which the BSG as well as the mobilizing agency send their returns. The forms are as follows:

- (1) FM-1a      Abstract of Monthly Expenditure**
- (2) FM-1b      Item-wise details of Monthly Expenditure**
- (3) FM-2        Monthly Statement of Account**
- (4) FM-3        Monthly Statement of pending Advances**

There would be many advances at BSG and cluster levels for various activities therefore it is felt that a separate monitoring system for pending advances - party-wise - need to be evolved.

## **V. Building Development Monitoring System**

Building Development Programme, being a very important component of LJP, is given to be monitored separately. Information for the monitoring of building development activities in a block is collected through a set of three forms. They are: BD-1, BD-2 and BD-3. The informations that they contain are as follows:

- (1) **BD-1** : This is a simple report prepared monthly by Cluster Incharge & sent to Parishad every month. The report contains an aggregate of all the building development work in the cluster, including activities of BNS and progress of work.
- (2) **BD-2** : This information is to be maintained at each cluster where building development work is going on. This form will be filled every month by Cluster Incharge with the help of APO (BD) or Consultant Architect.
- (3) **BD-3** : The BSG is supposed to send the summary of accounts of expenditure provided by various BNSs on this format every three months. This information will also give an overall idea about the progress of work in each village.

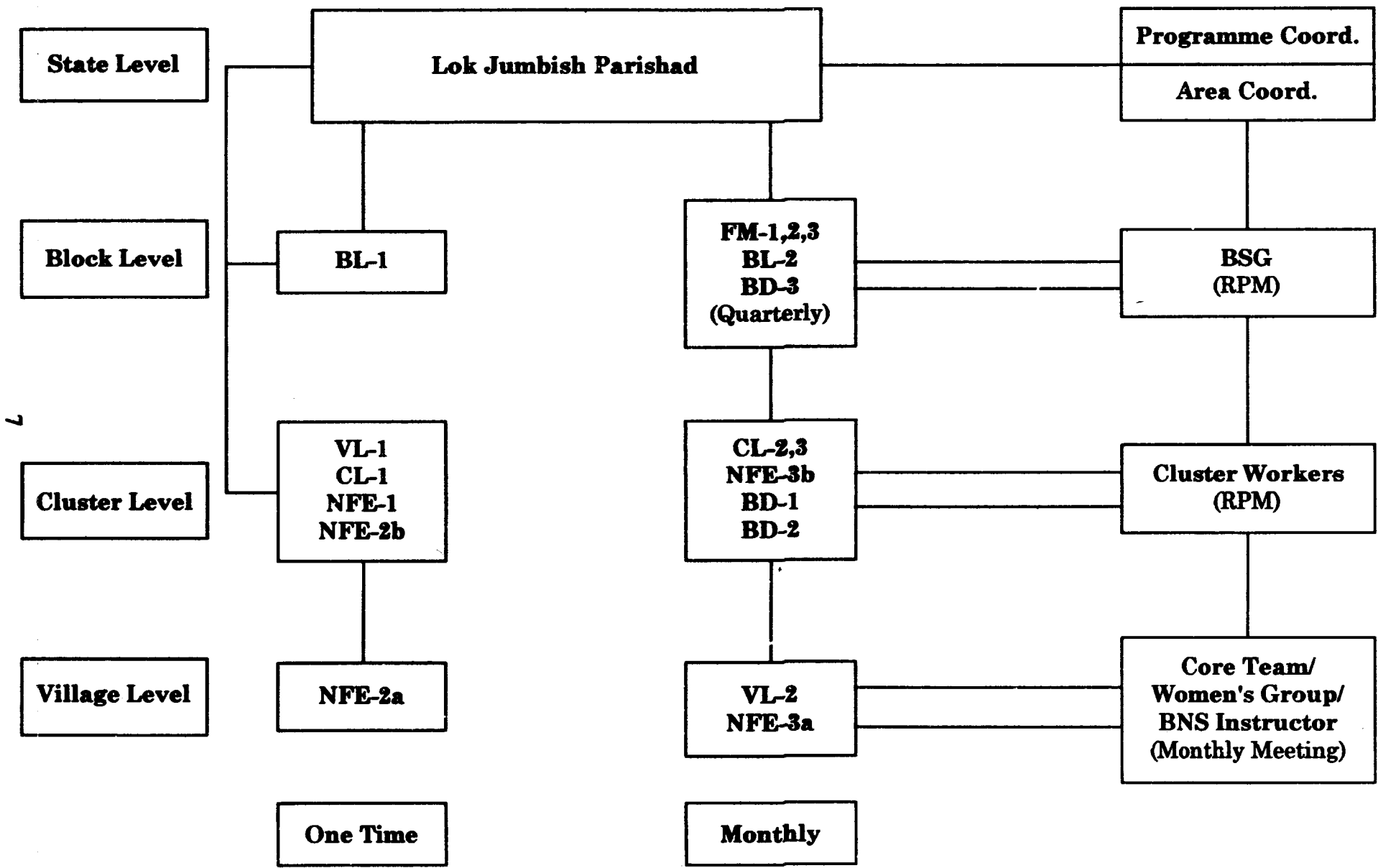
## **VI. MLL - Teacher's Training Monitoring System**

In order to bring about improvement in the achievements levels of children, LJ has introduced the concept of Minimum Levels of Learning. Besides the development of revised textbooks, based on MLL, the MLL programme includes recurrent teacher's training, monthly meetings of teachers and an efficient system of supervision of MLL schools.

The success of this programme, to a great extent, depends upon efficacy of all these activities. Therefore, they require not only continuous monitoring but also advance plannings and, at times, some corrective measures. For all of them, availability of relevant information is essential. Appreciating this, a set of formats called MLL-MIS has been introduced for the systematic flow of informations from one level to another, beginning at school at the one end and going up to Parishad on the other. These informations are related to teacher's training, monthly meetings, activities of Cluster Resource Team (CRT), Block Resource Team (BRT) and workshops/seminars organized at cluster. There are three forms for this purpose. These details are as follows:

- |                    |  |
|--------------------|--|
| <b>MLL-MIS (S)</b> | It is to be filled in by schools and given to Cluster Incharges thrice in a year, i.e., in July, October & April.  |
| <b>MLL-MIS (C)</b> | This is the cluster's report submitted to BSG in July, October & April after compiling school's information and adding activities of CRT and information of workshops organized, if any, at cluster.   |
| <b>MLL-MIS (B)</b> | This is sent by the BSG to the Parishad twice a year, in October and April. It has summary of all the activities related to MLL such as teacher's training, activities of CRT & BRT, meetings of teachers and other innovative activities in workshops and seminars. |

# MANAGEMENT INFORMATION SYSTEM : FLOW OF INFORMATIONS





## Formats of MIS

- (1) **Mobilization Activities**
  - (a) One-time - VL-1, CL-1, BL-1
  - (b) Monthly - VL-2, CL-2, BL-2
  
- (2) **Formal School**
  - (a) Primary Schools - S-1
  - (b) Upper Primary Schools - S-2
  
- (3) **Financial Management**
  - (a) Summary of Monthly Expenditure - FM-1
  - (b) Monthly Statement of Accounts - FM-2
  - (c) Statement of Pending Advances - FM-3
  
- (4) **Buildings Development**
  - (a) Cluster Level Report - BD-1
  - (b) Progress of Work - BD-2
  - (c) Quarterly Report - BD-3
  
- (5) **Non-formal Education**
  - (a) One-time - NFE-1
  - (b) First Information Report of Centre's Opening - NFE-2a, NFE-2b
  - (c) Monthly Report - NFE-3a, NFE-3b
  - (d) Six Monthly Report - NFE-4a, NFE-4b
  
- (6) **MLL & Teacher's Training**
  - (a) School's Report - MLL-MIS (S)
  - (b) Cluster's Report - MLL-MIS (C)
  - (c) Block's Report - MLL-MIS (B)









# Cluster/Field Centre Level Information

CL-1

(One time information to be sent by Mobilizing Agencies to Parishad through BSG)

Date of information:

Name of Block:

Name of Cluster:

**I. Personnel's Informations:**

**(a) Persons engaged in supervision of LJ work in the Cluster**

S.N.	Name	M/F	Designation	Date of Birth
1.				
2.				
3.				

**(b) Persons engaged full time in LJ activities**

S.N.	Name & Address	Date of Birth	Category (SC/ST/OBC/Gen.)	Qualification	Designation	Joining Date	Nature of Employment	Salary (Pay Scale/Consolidated)
<b>Cluster Staff</b>								
1.								
2.								
3.								
<b>Field Centre Staff</b>								
1.								
2.								
3.								

## II. Infrastructure

### (a) Building

	Address & Tel. No. of Office	Own/Rented	Rent per Month
Cluster			
Field Centre			

### (b) Office equipment & vehicles (5,000/- & more)

S.N.	Date of Receipt	Description of Equipment & Vehicles	Price
<b>Cluster</b>			
1.			
2.			
3.			
<b>Field Centre</b>			
1.			
2.			
3.			

# Block Level Information

(To be sent by BSG to Parishad once every year)

BL-1

Date of information:

Name of Block

District:

**I. Infrastructure:**

**(a) Building**

Address & Tel. No. of Office	Own/Rented	Rent per Month

**(b) Office equipment & vehicles (5,000/- & more)**

S.N.	Date of Receipt	Description of Equipment & Vehicles	Price
1.			
2.			
3.			
4.			
5.			

**II. Clusters & Mobilizing Agencies (Details of all Clusters)**

S.N.	Name of Cluster	No. of Villages	Name of Mobilizing Agency	Major activities of MA (if it is an NGO)	Experience in the field	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						



# Village Level Activities

(Monthly Report to be filled in by Core Team)

**VL-2**

Name of Village:  
 Name of Revenue Village:  
 Name of Panchayat:  
 Name of Cluster:  
 Name of Block:  
 Month:                      Year:

No. of Families
Population

## I. Women's Development

1. No. of Women's Groups trained:
2. Date of Trainings of Women's Group:
3. No. of regular members in Women's Group:
4. No. of meetings of Women's Group in this month:
5. No. of meetings in this month in which no cluster staff was present:
6. No. of women who received Skill Training this month:
  - (a) Name of Skill:
  - (b) Name of Organizer:
  - (c) No. of training days:
7. Issues taken up by Women's Group & other significant activities in this month:

(a) Issues taken up	(b) Other significant activities

## II. Environment Building Activities

- |                       | Attendance: | Female | Male | Total |
|-----------------------|-------------|--------|------|-------|
| 1. Gram Sabha         |             |        |      |       |
| 2. Rallies            | Yes/No      |        |      |       |
| 3. Street Plays       | Yes/No      |        |      |       |
| 4. Puppet Show        | Yes/No      |        |      |       |
| 5. Film Show          | Yes/No      |        |      |       |
| 6. Personal Contacts  | Yes/No      |        |      |       |
| 7. Any other activity |             |        |      |       |

### III. Core Team (CT)/Village Education Committee (VEC)

1. Core Team formed Yes/No Month & Year of training:
2. VEC formed Yes/No Month & Year of training:
3. No. of meetings by CT/VEC:
4. Attendance in meeting of CT/VEC:
 

	Total Members	Male	Female
	Members Present	Male	Female
5. Status of School Mapping: (Mark )

	Before this month	In this month
(a) Village Rough Map		
(b) Survey		
(c) Analysis		
(d) Village Education Register (VER)		

6. No. of children not attending school:
 

Total	Boys	Girls
-------	------	-------
7. Whether VER reviewed by Core Team/VEC this month: Yes/No
  - (a) Children's Fare
  - (b) Games
  - (c) Cultural activities
  - (d) Other activities

### IV. Proposal sent to KSPS

Detail of Proposals	Sent till last month	Sanctioned	Implemented	Sent this month
(a) Additional Teachers				
PS				
UPS				
(b) NFE				
(c) Schools				
Primary Schools				
Shiksha Karmi Schools				
Upgradation to UPS				
Conversion from Primary to Shiksha Karmi Schools				

**V. Name of enrolled boys/girls not coming to school for last 10 days & reason**

S.N.	Name	Reason
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**VI. Building Development**

1. Whether BNS formed Yes/No Month & Year of Training:
2. Meetings of BNS in this month Yes/No
3. Works taken up by BNS:
  - (a) Construction work (Nos.)
    - Repairs
    - Extension
    - New
  - (b) People's contribution (in Rs.)
    - Boundary Wall
    - Toilet
    - NFE Centre
    - Games articles
  - (c) Plantation (No. of trees):
4. Other help:
  - (a)
  - (b)
  - (c)
  - (d)

**VII. Other activities, if any, of Core Team/VEC in this month**

**VIII. Signature of Present Members**

**Name**

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.





**III. Core Team/VEC**

1. No. of Core Teams trained:
2. No. of members in Core Teams:      Male                  Female                  Total
3. No. of meetings of Core Teams:
  - (a) No. of villages where no meeting took place:
  - (b) No. of villages where one meeting took place:
  - (c) No. of villages where more than one meeting took place:
4. No. of VECs:
5. No. of members in VECs                  Male                  Female                  Total
6. No. of meetings of VECs:
  - (a) No. of villages where no meeting took place:
  - (b) No. of villages where one meeting took place:
  - (c) No. of villages where more than one meeting took place:
7. Important activities of Core Team/VEC in this month:

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**IV. School Mapping & Micro-planning**

1. Status of School Mapping:  
 No. of villages where School Mapping      completed                  in process                  not started
2. No. of proposals sent to KSPS:
  - (a) Accepted:
  - (b) Returned by KSPS:
3. Details of proposals related to Cluster (Give No. only):

		Additional Teachers				Schools											
		PS		UPS		New PS		SKS		PS to UPS		PS to SKS		New NFEC			
		1	2	1	2	1	2	1	2	1	2	1	2	1	2		
<b>Approved</b>																	
<b>Implementation</b>	<b>Ordered</b>																
	<b>Implemented</b>																

1. Till last month
2. This month

**V. Tours & Night Halts by Cluster Staff**

S. N.	Description	Cluster Incharge	Sahogi/Sahogini	Field Centre Incharge	Trainer (Prashikshika)	LJ Worker
1.	No. of days of Cluster tour					
2.	No. of villages					
3.	No. of days of meetings outside Cluster area					
4.	Night halts in Cluster					

**VI. Building Development Work (Give No.)**

1. Repairs
2. Extension
3. New construction

**VII. Other Important Activities**

S.N.	Name of Village	Activities



# Field Centre Level Information

CL-3

(To be sent by Field Centre Incharge to the BSG every month)

Name of Block:

Name of Cluster:

Month:

Year:

S.N.	Name of the Training	Duration		Residential Yes/No	No. of Participants		No. of Resource Persons		Per head expenses on Boarding-Lodging	Per head expenses on other items	Self Evaluation Yes/No	Remarks
		From	To		M	F	M	F				



**Block Level Activities**  
(To be sent by BSG to Parishad every month)

**BL-2**

Name of Block:

District:

Month:

Year:

---

**I. Coordination with Govt. Departments**

1. No. of meetings with District Administrative Officers (Mark [x], if no meeting held)

- |                         |     |
|-------------------------|-----|
| (i) District Pramukh    | ( ) |
| (ii) Collector          | ( ) |
| (iii) ADM (Development) | ( ) |
| (iv) CEO                | ( ) |

2. Education Department

- |                      |     |
|----------------------|-----|
| (i) DEO (Elementary) | ( ) |
| (ii) DEO (Girls)     | ( ) |
| (iii) DIET           | ( ) |
| (iv) Dy. Director    | ( ) |
| (v) SIERT            | ( ) |

3. Panchayat Samiti

- |                               |     |
|-------------------------------|-----|
| (i) Participation in meetings | ( ) |
| (ii) Meeting with BDO         | ( ) |
| (iii) Meeting with Pradhan    | ( ) |
| (iv) Meeting with Sarpanch    | ( ) |

4. Teachers & Teacher's Union

- |                                      |     |
|--------------------------------------|-----|
| (i) Meeting with Pr. School Teachers |     |
| - No. of meetings                    | ( ) |
| - No. of participants                | ( ) |
| (ii) Meeting with UPS Teachers       |     |
| - No. of meetings                    | ( ) |
| - No. of participants                | ( ) |
| (iii) Meeting with Teacher's Union   |     |
| - No. of meetings                    | ( ) |
| - No. of participants                | ( ) |

**II. Khand Stariya Shiksha Prabandhan Samiti (KSPS)**

1. Date of Meeting:

2. Participants (Mark [ ] , if participated and [x], if not participated)

- |                                    |     |
|------------------------------------|-----|
| (i) Chairman, KSPS                 | ( ) |
| (ii) DEO (Elementary)              | ( ) |
| (iii) BDO                          | ( ) |
| (iv) Women's Representative        | ( ) |
| (v) Teacher's Union Representative | ( ) |

3. (a) No. of proposals:  
 (b) No. of proposals considered:

4. (a) Sanction & Implementation details of KSPS proposals

		Additional Teachers				Schools											
		PS		UPS		New PS		SKS		PS to UPS		PS to SKS		New NFEC			
		1	2	1	2	1	2	1	2	1	2	1	2	1	2		
Approved																	
Implementation	Ordered																
	Implemented																

1. Till last month                      2. This month

- (b) Other important proposals discussed in meeting:

5. Approved proposals which were not implemented for last three months & more (Reasons):

Proposal	Date of Sanction	Reason for being pending
(a)		
(b)		
(c)		

**III. Block Level Review & Planning Meeting**

1. Date of meeting:

2. Participation

- (a) Block Steering Group:

- Project Officer                      Yes/No
- Samyukta                              Yes/No
- Assistant Project Officer (Give no.)

- (b) Participation of Mobilizing Agencies (Give no.)

Name of Mobilizing Agency	No. of participants
i.	
ii.	
iii.	
iv.	
v.	



**IV. Tour & Night Halts by the BSG (Write names of APOs)**

S. N.	Description	PO	Samyukta	APO-1	APO-2	APO-3	APO-4
1.	No. of days on tour within Project area						
2.	No. of villages toured						
3.	No. of days spent attending meetings, etc. outside Project area						
4.	Night halts in the Project area						

**V. Personnel's Matters**

**1. New appointments in this month (including Cluster & BSG)**

S.N.	Name & Address of Employee	Date of Birth	Designation	Nature of Employment (Deputation/ Contract)	Pay Scale/ Consolidated Pay	Date of Joining	Name of Parental Department
1.							
2.							
3.							
4.							

**2. Vacancies (including Cluster & BSG)**

S.N.	Name of Post	No. of working	No. of vacancies	Date of vacancy
1.				
2.				
3.				
4.				

**3. Workshops, Trainings & Seminars held at Block level**

S. N.	Training	No. of days	No. of Participants		No. of Resource Persons		Per head expenses on boarding-lodging	Per head expenses on learning material	Per head sundry expenses
			M	F	M	F			
1.	Teachers								
2.	Personnels from other Govt. Departments								
3.	LJ workers								
4.	People's representatives								
5.	Village level workers								
6.	Communication								
7.	Newly appointed workers								
8.	Others								

Study Tours

- No. of days:
- No. of participants:
- Place of visit:

VI. (a) **Review of LJ processes:** Short comment on the processes adopted by MAs for environment building, training of Core Team and school mapping. Mention departures, if any, from the established process.

(b) **Progress report of LJ activities (Give nos. only)**

Activities	Cluster	Cluster	Cluster	Cluster	Cluster	Cluster	Cluster	Cluster	Cluster
<b>1. Women's Development</b>									
i. Trained Women's Group (WG)									
ii. No. of regular members									
iii. No. of meetings this month									
iv. No. of WGs receiving skill training this month									
<b>2. Environment Building (EB)</b>									
i. No. of villages where EB activities going on									
<b>3. Core Team/VEC</b>									
i. No. of Core Teams formed									
ii. No. of VECs formed									
iii. No. of Core Team members - Male - Female									
iv. No. of VEC members - Male - Female									
v. Village where meetings held this month - Once - More than once - No meeting									
<b>4. School Mapping Status</b>									
i. No. of School Mapping villages									
ii. No. of villages where School Mapping completed									
iii. No. of villages where School Mapping going on									
iv. No. of villages where School Mapping not started									

Table 1 (General Information)

1. Name of the School:
2. Place:
  - (i) Address:
  - (ii) District:
  - (iii) Block:
  - (iv) Rural/Urban:
3. Management:
  - (i) Government
  - (ii) Local Body
  - (iii) Aided non-government
  - (iv) Non-government
4. Type of School:
  - (i) Boys
  - (ii) Girls
  - (iii) Co-education
5. Prescribed classes & curriculum: From class \_\_\_\_\_ to class \_\_\_\_\_
6. No. of students according to Register (Upto 30th September)
  - (i) Total students
  - (ii) (a) SC
  - (b) ST
7. No. of teachers
 

(a) Total no. of teachers:	Male	Female	Total
- Trained:			
- Untrained:			
(b) i) SC:			
- Trained:			
- Untrained:			
ii) ST:			
- Trained:			
- Untrained:			





**Table 3 (Information about the Minimum Facilities available in the Primary School covered under Operation Blackboard)**

**1. Toilet Facilities**

- |      |  |            |           |
|------|--|------------|-----------|
| (i)  | Is urinal available in school campus?<br>If yes, is it separate for girls? | Yes {    } | No {    } |
|      |  | Yes {    } | No {    } |
| (ii) | Is toilet available in school campus?<br>If yes, is it separate for girls? | Yes {    } | No {    } |
|      |  | Yes {    } | No {    } |

**2. Rooms & Related Facilities**

- |       |  |            |           |
|-------|--|------------|-----------|
| (i)   | Total no. of sections (all classes):   |            |           |
| (ii)  | No. of pucca classrooms:   |            |           |
| (iii) | Does the school have at least two pucca rooms of 30 m <sup>2</sup> area, according to the specifications of Operation Blackboard (OB)? | Yes {    } | No {    } |
| (iv)  | Does the school have a verandah of 9-10 feet, according to the specifications of Operation Blackboard (OB)?                            | Yes {    } | No {    } |

**Note:** If available according to the specifications of OB, mark ( ) in the bracket, otherwise mark

**3. Teacher's Material**

- |       |                            |        |
|-------|----------------------------|--------|
| (i)   | Syllabus (one set)         | {    } |
| (ii)  | Textbooks (one set)        | {    } |
| (iii) | Teacher's Manual (one set) | {    } |

**4. Classroom Teaching Material**

- |      |                      |        |
|------|----------------------|--------|
| (i)  | Wall Maps (one copy) |        |
|      | - District           | {    } |
|      | - State              | {    } |
|      | - Country            | {    } |
|      | - World              | {    } |
| (ii) | Plastic Globe (one)  | {    } |

- (iii) Educational Charts (one copy each)
  - Health { }
  - General Studies { }
  - Language { }

**5. Play Material**

- (i) Wisden Block (at least 3 sets) { }
- (ii) Birds & Animals Puzzle (at least 3 sets) { }
- (iii) Toys (dolls, movement toys, board games, animal sets) }  
(at least 3 sets)

**6. Games Equipment**

- (i) Skipping Ropes (10) { }
- (ii) Balls:
  - Football (2) { }
  - Volleyball (2) { }
  - Rubber Ball (2) { }
- (iii) Air Pump (1) { }
- (iv) Ring (5) { }
- (v) Swing Rope with Tyre (1) { }
- (vi) Primary Science Kit (NCERT's) (1) { }
- (vii) Mini Tool Kit (NCERT's) (1) { }
- (viii) Maths Kit (1) { }

**7. Books for Library**

- (i) Reference Books
  - Dictionary (2) { }
  - Encyclopaedia (1) { }
- (ii) Children's Books (at least 200) { }  
(other than textbooks)
- (iii) Newspapers, Magazines & Journals for Students  
& Teachers (one each)
  - Newspaper { }
  - Magazine { }
  - Professional Journal { }

**8. Music Instruments (Give Names)**

- (i) \_\_\_\_\_ (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_ (iv) \_\_\_\_\_
- (v) \_\_\_\_\_

**Note:** The figures in brackets indicate minimum OB specifications.

**9. Other Items**

- (i) School Bell (1) { }
- (ii) Contingency fund for teachers Rs. \_\_\_\_\_

**10. Furniture for Teachers and Students**

- (i) No. of chairs { }
- (ii) No. of tables { }
- (iii) No. of big boxes { }
- (iv) Available mats/furniture for students (Please Tick)
  - Enough (available for 75% students) { }
  - Not enough (available for less than 75% students) { }
  - Not available { }

**11. Blackboard etc.**

- (i) Usable blackboards (2) { }
- (ii) Notice Board (2) { }
- (iii) Chalks available (enough) Yes { } No { }
- (iv) Duster available (enough) Yes { } No { }

**12. Other Facilities (Drinking Water etc.)**

- (i) Is drinking water available (Pitches, Glass & Handle) Yes { } No { }
- (ii) No. of Trash Cans { }



**Table 1 (General Information)**

1. Name of the School:
2. Place:
  - (i) Address:
  - (ii) District:
  - (iii) Block:
  - (iv) Rural/Urban:
3. Management:
  - (i) Government
  - (ii) Local Body
  - (iii) Aided non-government
  - (iv) Non-government
4. Type of School:
  - (i) Boys
  - (ii) Girls
  - (iii) Co-education
5. Prescribed classes & curriculum: From class \_\_\_\_\_ to class \_\_\_\_\_
6. No. of students according to Register (Upto 30th September)
 

	Boys	Girls	Total
(i) Total students			
(ii) (a) SC			
(b) ST			
7. No. of teachers
 

	Male	Female	Total
(a) Total no. of teachers:			
- Trained:			
- Untrained:			
(b) i) SC:			
- Trained:			
- Untrained:			
ii) ST:			
- Trained:			
- Untrained:			







# Summary of Monthly Expenditure

FM-1

Name of Block:

District:

Month:

S.N.	Head	Expenditure of this month	Expenditure till last month	Total
1.	Management			
2.	Primary Education			
3.	Non-formal Education			
4.	Qualitative Improvement in Education			
5.	Mobilizing Activities			
6.	Women's Development			
7.	ECCE			
8.	Building Development			
9.	Evaluation & Try-out Activities			
10.	Innovation Activities			
	Grand Total			



# Monthly Statement of Accounts

FM-2

Name of Block:

District:

Month:

S.N.	Description	Amount
1.	Opening Balance	
	i. Cash	
	ii. Bank	
	iii. FDR	
2.	Receipts in this month	
	i. LJ headquarters	
	ii. Interest	
	iii. Advance refund	
	iv. Other receipts	
	v. Deposits	
	Total Receipts	
	Grand Total (1+2)	
3.	Expenditure in this month	
4.	Advances	
5.	Deposits Refund	
6.	Closing Balance	
	i. Cash	
	ii. Bank	
	iii. FDR	
	Total	









# Building Development

BD-1

## Cluster Level Progress Report

(To be presented by Cluster staff to Parishad through BSG every month)

Name of Block:

Name of Cluster:

Name of Mobilizing Agency:

Month:

Year:

---

### I. Formation of Bhawan Nirman Samitis (BNS) during the month

1. Names of villages where BNS members identified by MA
2. Names of villages where members finalized
3. Names of villages where BNS formed during the month
4. Total No. of BNS formed (last of the month)
5. How many orientation programmes organized
6. How many BNSs functioning satisfactorily
7. Reasons for inactive BNSs (Name & reasons)  
(Reasons - i. Internal differences, ii. Interference by local contractor, iii. Criminal activities)

Name of BNS

Reason for being inactive

- 1.
- 2.
- 3.
- 4.

### II. Progress of Building Development work

1. Total no. of works sanctioned till this month
  - (a) Repairs
  - (b) Additional rooms
  - (c) Both
2. Works completed
  - (a) Repairs
  - (b) Additional rooms
  - (c) Both
3. Work going on
  - (a) Repairs
  - (b) Additional rooms
  - (c) Both
4. Work not started
  - (a) Repairs
  - (b) Additional rooms
  - (c) Both





- (c) Last amount brought forward
  - (d) Received during this month
  - (e) Distributed during this month
  - (f) Amount carried forward
2. Construction Work
- (a) Formation of BNS
  - (b) Land required
  - (c) Land allotted
  - (d) Area of land
  - (e) Design & estimates prepared
  - (f) Bank A/c opened
  - (g) Amount distributed
3. Progress of Construction Work
- (a) Foundation completed
  - (b) Upto plinth completed
  - (c) Upto lintel completed
  - (d) Roof completed
  - (e) Finishing done
  - (f) Work completed
  - (g) Water connection
  - (h) Electricity connection
  - (i) Final format prepared

# Building Development

BD-3

## Quarterly Statement of Account of Building Development Programme (To be sent by BSG to Parishad every month)

Name of Block:

Month:

Year:

### Statement of Accounts received from Schools/BNSs

S.N.	Name of BNS	Estimated amount	Amount distributed upto month end	Accounts presented upto month end	Unadjusted advances to BNS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					





# Non-formal Education

NFE-1

## One Time Information

(To be sent by MA to Parishad along with sanction of Centres from KSPS)

Name of Cluster:

Mobilizing Agency:

Name of Block:

Name of Village:

Name of Hamlets: 1.

2.

3.

4.

### I. Population (On the basis of School Mapping)

Total	SC	ST	Female	Male	No. of children in 5-9 age group					No. of children in 9-14 age group								
					Total	SC	ST	Boys	Girls	Total	SC	ST	Boys	Girls				

No. of school going children					No. of out of school children					
Total	SC	ST	Boys	Girls	Total	SC	ST	Boys	Girls	

### II. Educational Facilities

1. Primary School

2. Upper Primary School

3. Secondary School

4. Others<sup>1</sup>

### III. Proposals for NFE Centres

Likely Enrolment					Location of Centre	Information of recognised Instructors			
Total	SC	ST	Boys	Girls		Name	SC/ST/Gen.	M/F	Qualification
					1.	1.			
					2.	2.			
					3.	3.			

Date of approval of proposal by KSPS:

Budget (For current financial year)	Non-recurring expenses		Recurring expenses <sup>2</sup>
	First year <sup>3</sup> (Equipment + Teaching-Learning material)	Second year (Teaching-Learning material)	

(Signature of Cluster Incharge)

<sup>1</sup> Shiksha Karmi, NFE, Anganshala etc.

<sup>2</sup> (i) Recurring expenditure in a year should be sanctioned in two instalments of six months each - April to September and October to March.

(ii) If Centre opens in the middle of the year the sanction may be accorded only for remaining months.

<sup>3</sup> In context of one year the expenditure on Teaching-Learning materials has been considered as non-recurring.



**Non-formal Education**  
**First Information Report of Opening of a Centre**  
 (To be sent to Cluster)

NFE-2a

Month/Year:

Name and Location of the Centre:

Cluster:

Day/Night:

**Enrolment Status**

Total Enrolment				Scheduled Caste				Scheduled Tribe			
Boys		Girls		Boys		Girls		Boys		Girls	
1	2	1	2	1	2	1	2	1	2	1	2

- 1 Below 9 years
- 2 Above 9 years



**Non-formal Education**  
**One-time Information Report of Start of a New Unit**  
 (To be sent by Cluster)

NFE-2b

Cluster/Panchayat Samiti:

Month/Year:

No. of Centres:

Day Centres:

Night Centres:

**I. Enrolment Status**

Total Enrolment				Scheduled Caste				Scheduled Tribe			
Boys		Girls		Boys		Girls		Boys		Girls	
1	2	1	2	1	2	1	2	1	2	1	2

- 1 Below 9 years  
 2 Above 9 years

**II. Light Arrangements (No. of Centres)**

Petromax	Electricity	Gas	Solar Lantern	Kerosene Lantern

**III. Information regarding Location**

Instructor's House	Public Place	School Building

(Signature of Cluster Incharge)



# Non-formal Education

NFE-3a

## Monthly Report of NFE Centre

(To be presented at Cluster by Instructor every month)

Month/Year:

Name of Instructor:

Village/Hamlet:

Cluster:

Date of commencement of Centre:

Timings of the Centre:

### 1. Enrolment & Retention

	Total Enrolment (including new enrolment)	New Enrolment during this month	No. of drop-outs during this month
Boys			
Girls			
Total			

2. Is honorarium being paid regularly  
(If no, name months of non-payment)

Yes/No

3. Other problems, if any

(Signature of Instructor)

(Signature of two members of Core Team)

1.

2.





# Non-formal Education

NFE-3b

## Monthly Cluster Report

(To be sent by Cluster Incharge to Parishad through BSG in duplicate)

Month/Year:

Cluster/Block:

Total no. of Centres:

No. of Night Centres:

No. of Day Centres:

Centres started during this month:

Centres closed during this month:

### Enrolment & Retention

	Total Enrolment (including new enrolment)	New Enrolment during this month	No. of drop-outs during this month
Boys			
Girls			
Total			

(Signature of Cluster Incharge)



**Non-formal Education**  
**Six Monthly Report of NFE Centre**  
 (To be sent by Instructor at Cluster every sixth month)

**NFE-4a**

Month/Year:  
 Name of Centre:  
 Day/Night:  
 Name of Cluster:

**1. Enrolment & Retention**

S.N.	Age Group-wise Enrolment Status	Total				SC				ST			
		Boys		Girls		Boys		Girls		Boys		Girls	
		1	2	1	2	1	2	1	2	1	2	1	2
1.	Total enrolment (at present)												
2.	New enrolment during last six months												
3.	No. of drop-outs during last six months												
4.	No. of shifted to School from NFE Centre												

1. Below 9 years    2. Above 9 years

**2. Information of drop-outs from NFE Centre**

S.N.	Reason	Total		SC		ST	
		Boys	Girls	Boys	Girls	Boys	Girls
1.	Centre closed						
2.	Shifted to school						
3.	Other reasons						

**3. Attendance**

S.N.	Level of Attendance	Total		SC		ST	
		Boys	Girls	Boys	Girls	Boys	Girls
1.	More than 3/4						
2.	Between 1/2 & 3/4						
3.	Less than 1/2						
4.	Nil						

**4. No. of Students (Grade-wise)**

Grades	Total		SC		ST	
	Boys	Girls	Boys	Girls	Boys	Girls
1						
2						
3						
4						
5						

**(Signature of Instructor)**

# Non-formal Education

**NFE-4b**

## Six Monthly Report of Cluster

(To be sent by Cluster Incharge to Parishad through BSG in duplicate)

Month/Year:

No. of Centres:

Day:

Night:

Name of Cluster:

Name of Block:

### 1. Enrolment & Retention

S.N.	Age Group-wise Enrolment Status	Total				SC				ST			
		Boys		Girls		Boys		Girls		Boys		Girls	
		1	2	1	2	1	2	1	2	1	2	1	2
1.	Total enrolment (at present)												
2.	New enrolment during last six months												
3.	No. of drop-outs during last six months												
4.	No. of shifted to School from NFE Centre												

1. Below 9 years    2. Above 9 years

### 2. Information of drop-outs from NFE Centre

S.N.	Reason	Total		SC		ST	
		Boys	Girls	Boys	Girls	Boys	Girls
1.	Centre closed						
2.	Shifted to school						
3.	Other reasons						

### 3. Attendance

S.N.	Level of Attendance	Total		SC		ST	
		Boys	Girls	Boys	Girls	Boys	Girls
1.	More than 3/4						
2.	Between 1/2 & 3/4						
3.	Less than 1/2						
4.	Nil						

**4. No. of Students (Grade-wise)**

Grades	Total		SC		ST	
	Boys	Girls	Boys	Girls	Boys	Girls
1						
2						
3						
4						
5						

**5. Participation in Trainings during six months**

S.N.	Name of Training	No. of Instructors participated				No. of Instructors invited
		Female	Male	SC	ST	

(Signature of Cluster Incharge)

**MLL Information - School**  
 (To be sent by Headmasters to Cluster Incharge  
 in 1st weeks of July, October & April)

**MLL-MIS (S)**

Name of School:

Session:

Name of Cluster:

Name of Block:

Period of Information : (I) July - September (II) October - March

---

**1. Informations to be sent in July & October**

**1.1 Name of Teachers and their status of MLL training**

S.N.	Teacher's Name	M/F	Status of Training	
			Level	Duration of Training
(1)			a. Orientation b. Class I & II c. Class III d. Class IV	
(2)			a. Orientation b. Class I & II c. Class III d. Class IV	
(3)			a. Orientation b. Class I & II c. Class III d. Class IV	
(4)			a. Orientation b. Class I & II c. Class III d. Class IV	
(5)			a. Orientation b. Class I & II c. Class III d. Class IV	

**2. Informations to be sent in October & April**

**2.1 Participation of MLI Teachers in monthly meetings**

S.N.	Teacher's Name	Name of months in which did not participate in meetings
1.		
2.		
3.		
4.		

**2.2 Name of months in which school has not been visited by any of the BRT/CRT member**

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Signature

Principal

Govt. PS/UPS



## Cluster Level Report of MLL Activities

(To be sent by Cluster Incharge to BSG  
in 1st weeks of July, October & April)

Session \_\_\_\_\_

1. Name of Cluster:
2. Name of Block:
3. Period of Information: (I) July - September (II) October - March
4. No. of Schools: Primary                      Upper Primary                      Total
5. Classes in which MLL started:

**6. Informations to be sent in July & October**

**6.1 Status of Teacher's Training**

Description	Male	Female	Total
(a) Total no. of teachers			
(b) No. of trained teachers for MLL classes			

**7. Informations to be sent in October & April**

**7.1 No. of schools not visited by any of the CRT/BRT member in this period**

Month	No. of unvisited schools	Month	No. of unvisited schools
1.		4.	
2.		5.	
3.		6.	

**7.2 Name of schools not visited by any of the CRT/BRT member in this period**

- 1.
- 2.
- 3.
- 4.

**7.3 Cluster Resource Team (CRT)**

- (a) No. of CRT members: Male Female Total  
 (b) Participation in CRT meetings in this period

Month of Meeting	No. of Participants			Month of Meeting	No. of Participants		
	Male	Female	Total		Male	Female	Total
1.				4.			
2.				5.			
3.				6.			

**7.4 Teacher's participation in monthly meetings**

Month	Teachers Invited			Teachers Participated		
	Male	Female	Total	Male	Female	Total
1.						
2.						
3.						
4.						
5.						
6.						

**7.5 Details of Workshops organized**

Place of Workshop	Dates of Workshop	Objectives	No. of Participants						
			Teachers			Others			
			Male	Female	Total	Male	Female	Total	
1.									
2.									
3.									
4.									
5.									
6.									

Name of MLL/Cluster Incharge

Signature

Date

## Block Level Report of MLL Activities

(Informations to be sent by BSG to Parishad twice, in October & April)

Session \_\_\_\_\_

Name of Block:

Period of Information: (I) July - September (II) October - March

1. No. of Clusters:

2. No. of Schools: Primary Schools                      Upper Primary Schools                      Total

3. Cluster-wise Status of Teacher's Training (to be sent with information of October only)

Name of Cluster	Total No. of Teachers			No. of Teachers teaching MLL classes			No. of Untrained Teachers			No. of Teachers trained in last session		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
1.												
2.												
3.												
4.												
5.												
<b>Total</b>												

4. Block Resource Team (BRT)

(a) No. of BRT members: Male                      Female                      Total

(b) Participation in monthly meetings

Month of Meeting	No. of Participants			Month of Meeting	No. of Participants		
	Male	Female	Total		Male	Female	Total
1.				4.			
2.				5.			
3.				6.			

### 5. Cluster-wise Status of School Visits

S.N.	Name of Cluster	No. of Schools	No. of Unvisited Schools						
			Month	Month	Month	Month	Month	Month	Not even once
1.									
2.									
3.									
4.									
5.									
<b>Total</b>									

### 6. Cluster-wise Status of Teacher's Participation in Monthly Meetings

S.N.	Name of Cluster	Month																	
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1.																			
2.																			
3.																			
4.																			
5.																			
<b>Total</b>																			

### 7. Details of Workshops organized

Dates of Workshop	Objectives	No. of Participants									
		Teachers			Others						
		Male	Female	Total	Male	Female	Total				

## Time-Table of Information Flow

S.N.	Form's Code	From	To	Frequency	When
1.	VL-1	Project Officer	Parishad	One-time	First week of September
2.	CL-1	Project Officer	Parishad	One-time	First week of September
3.	BL-1	Project Officer	Parishad	One-time	First week of September
4.	VL-2	Core Team	Cluster	Monthly	Upto 5th of month
5.	CL-2	Cluster Incharge	BSG	Monthly	Upto 7th of month
6.	CL-3	Cluster Incharge	BSG	Monthly	Upto 7th of month
7.	BL-2	Project Officer	Parishad	Monthly	Upto 12th of month
8.	FM-1	Project Officer	Parishad	Monthly	Upto 7th of month
9.	FM-2	Project Officer	Parishad	Monthly	Upto 7th of month
10.	FM-3	Project Officer	Parishad	Monthly	Upto 7th of month
11.	S-1	Cluster Incharge	BSG	Six Monthly	First weeks of October & April
12.	S-2	Cluster Incharge	BSG	Six Monthly	First weeks of October & April
13.	BD-1	Cluster Incharge	Parishad through BSG	Monthly	Upto 7th of month
14.	BD-2	Village	Cluster	Monthly	Upto 7th of month
15.	BD-3	Project Officer	Parishad	Quarterly	First weeks of every third month
16.	NFE-1	Mobilizing Agency	Parishad	One-time	With budget proposal before starting a unit
17.	NFE-2a	Instructor	Cluster	One-time	Immediately after starting a centre
	NFE-2b	Cluster Incharge	Parishad through BSG	One-time	Immediately after starting a unit
18.	NFE-3a	Instructor	Cluster	Monthly	First weeks of every month
	NFE-3b	Cluster Incharge	Parishad through BSG	Monthly	First weeks of every month
19.	NFE-4a	Instructor	Cluster	Six monthly	First weeks of July & January
	NFE-4b	Cluster Incharge	Parishad through BSG	Six monthly	First weeks of July & January
20.	MLL-MIS (S)	School	Cluster	Thrice a year	July, October & April
21.	MLL-MIS (C)	Cluster	BSG	Thrice a year	July, October & April
22.	MLL-MIS (B)	BSG	Parishad	Twice a year	October & April