

## NOTES OF DISCUSSIONS

**Ref: VC with the Districts held on 9 November, 2015**

**Sub: Programme for distribution of bi-cycles**

Principal Secretary BCW Department reviewed (1) status of bi-cycle distribution in five Districts where Sabooj Sathi scheme was inaugurated by Hon'ble CM. (2) Status of supply, fitting and availability of bi-cycles ready for distribution in 7 Districts viz. Purulia, Nadia, Hooghly, North 24 pgs, Howrah, Birbhum and Burdwan and (3) status of uploading of distribution records in Sabooj Sathi portal for proactive disclosure in public domain. Distribution of bi-cycles to ASHAs under Health & FW Department along with the Sabooj Sathi scheme was also declared by Principal Secretary, BCW Department.

Action points discussed:-

1. Students of class XI shall be considered in the present bi-cycle distribution programme. Wherever distribution programme will be held, bi-cycles will be distributed to all eligible and listed students of class X, XI and XII.
2. Uploading of distribution record in sabooj sathi portal is mandatory. District nodal officer should closely monitor and ensure uploading immediately after distribution. Uploading facility has already been provided in the school log-in. Manual for uploading of distribution record is available in the home page of Sabooj Sathi Portal. Hard copy of Muster Rolls, dully filled in, shall be procured by District Nodal Officers from the Schools in due course and kept under safe custody.
3. Additional requirement of bi-cycles for inclusion of class XI is being worked out by the State level Project Management unit. All the Districts will get additional supply in phases after ascertaining revised requirement. The Districts, where Sabooj Sathi scheme has been inaugurated should take proactive steps for distribution of bi-cycles to the students of class X, XI and XII. This will ensure availability of vacant space in the identified locations for taking further delivery.
4. A separate module for tagging of schools with the identified locations, where delivery is being made at Block/ Municipality level, will be available soon in Saboj Sathi portal. This facility will be available in the Block/ Municipality level log-in. A tutorial for using the module will also be made available in the Home page. In this module, BDOs/ EOs/SDOs, as the case may be, will be able to create/ upload particulars of identified spaces (delivery points) within their jurisdiction. The module will thereafter allow tagging of schools within the jurisdiction of Block/ Municipality with each of the identified spaces/ locations. **It may please be noted that this exercise had already been done by the BDOs/EOs/ SDOs earlier manually once for students of class X & XII and thereafter for students of Class XI.** When school tagging exercise is completed, BDOs/EOs/SDOs/DPMU and the State Unit will be able to generate identified space/ Delivery point wise report on revised requirements of bi-cycles for Boys & Girls students.
5. Downloading of Muster Roll/ Distribution records is in progress as per the schedule published in the home page of Sabooj Sathi Portal. District cell should closely monitor the progress. Pending issues of entry, finalization, validation etc., if there be any, should be taken up with the Technical support team in this phase. **This phase will be completed by November 2015.** No further window will be available for resolving pending issues.
6. Affixing **Sabooj Sathi Logo** properly in the outer side of front basket should be ensured before distribution.
7. A **special sticker (sample attached)** is also to be affixed on the bi-cycle frame at a conspicuous space. This sticker will be made available soon at the District level.

8. The State Government has decided to consider distribution of bi-cycles to the ASHAs along with the Sabooj Sathi Programme. It has further been decided to utilize the set up and machinery of Sabooj Sathi scheme for this purpose. Total requirement of bi-cycles for the ASHAs is 44007 (Forty-four thousand and seven) only. Existing suppliers tagged with the Districts will be entrusted with supply of these bi-cycles. The bi-cycles under this programme will be of same specification as being supplied for Girl students. The colour code will be violet. Specification of bi-cycles and Block wise requirement will be sent in due course after issuing supply order. Delivery will be made at any existing identified space/ Delivery point at Block level. A separate logo will be affixed on the front basket. After completion of fitting work bi-cycles will be handed over to respective BMOH/ MO as may be decided by the H&FW Department. Distribution of bi-cycles to ASHAs will generally be made by the BMOH/ MO concerned. Delivery challans should be signed by concerned BMOH/ MO and BDO and countersigned by the District Nodal Officer thereafter.
9. To expedite fitting work of bi-cycles the suppliers will engage helpers from the locally available unskilled workers. Block Development Officers should provide necessary support in selection and engagement of unskilled workers on daily wages basis. This will create some local employments. Wages will at least be at par with the latest rate of Minimum wages of unskilled worker. Suppliers will make payment as per agreed schedule.
10. Sometimes it is reported that fitters are staying idle due to shortage of covered space for keeping fitted bi-cycles. In some cases it is reported that fitting work is not possible in the night due to no availability of connections, schools are not permitting fitting work beyond school hours etc. **District level cell should ensure minimum facilities at the delivery points so that the fitting work can continue uninterruptedly.**
11. Arrangements for issuing challans against fitted bi-cycles and taking delivery should be made. Bi-cycles should be kept in secured covered spaces.