

NOTES OF DISCUSSIONS

Ref: VC with the Districts held on 14 October, 2015

Sub: Programme for distribution of bi-cycles

Status of data entry through portal, Supply status, Fitting status, Issuing challan etc. were reviewed 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. Supply against additional requirement shall be made in phases.
3. Facility for downloading "Muster Roll"/ " Distribution Record" will be provided as per the schedule below:-
15/10/2015 to 17/10/2015: Paschim Medinipur
16/10/2015 to 18/10/2015: Bankura
27/10/2015 onwards: Jalpaiguri
28/10/2015 onwards: Coochbehar
29/10/2015 onwards: Alipurduar
30/10/2015 onwards: Uttar Dinajpur

Schedule for other Districts will be communicated after 27/10/2015.

[Schools will find the facility for generation of "Distribution Record" in their respective log-in. They will select class and download **Muster Roll/ Distribution Record** for all the classes. They will take printouts and keep the Record ready for entry manually. The schools will have to enter distribution particulars, on-line, through their log-in immediately after distribution is completed.]

4. Pending issues like entry/ Update, Finalization, Validation etc. should be resolved by all Districts during 15/10/2015 to 18/10/2015. Only those schools or Sis should be informed to complete the tasks for which pending issues have been identified. **It is re-iterated that no schools other than those having pending issues are required to log-in.**
5. Entire facility for entry/ update/ finalization/ validation etc. shall be locked after 18th October, 2015.
6. Inspection of fitted bi-cycles will take place at District level. Inspectors of Third Party Agency engaged will visit Districts where distribution has been scheduled in first phase. They will be accompanied by Shri K. Bhattacharya, Project Manager. Schedule of visit will be communicated in due course. The Team should be provided accommodation, wherever required, local transport etc.
7. Suppliers were advised not to send consignments to the Districts during 18th to 26th October, 2015. However, Fitting work will continue in all the Districts during Puja Holidays. Necessary arrangements may please be kept.
8. Communication for ensuring security arrangements during puja holidays will be sent to Police Authorities.
9. Instructions are being issued to the suppliers regarding presence of fitters before and during distribution for fitting of Logo, warranty card, air filling and making suitable adjustments as may be required.
10. Arrangements for issuing challans against fitted bi-cycles and taking delivery should be made. Bi-cycles should be kept in secured covered spaces.