



Standard Operating Procedure (SOP) : Bi-cycle Distribution Programme SABOOJ SATHI

Part-A: Information

1. Students (Boy & Girl) of class X & XII studying in Govt. run/ Govt. aided/ Govt. sponsored schools and Madrashes are considered in this phase.
2. Decision regarding students of vocational courses, failed/ compartmental candidates would be taken at a later stage.
3. Distribution programme at Kolkata and Darjeeling would be taken up at a later date.
4. Bi-cycles will be delivered in CKD (Complete Knocked down) conditions at the identified places by the suppliers. Every truck will carry personnel for unloading.
5. Bicycles will be fitted at the same place and handed over to designated/ authorized officer of concerned Block/ Municipality/ Sub-Division.
6. Tube Investments of India Ltd. (TI Cycles), Hero Cycles Ltd. and AVON Cycles Ltd. have been selected through Tender Process. Average price per bi-cycle – Rs. 3201.16/-.
7. Districts assigned to Suppliers: **TI Cycles Ltd.** – Jalpaiguri, Malda, Murshidabad, Birbhum, Burdwan, South 24 Pgs/ **Hero Cycles Ltd.** – Alipurduar, Coochbehar, Siliguri, Uttar Dinajpur, Hooghly, Howrah, North 24 Pgs, Paschim Medinipur/ **AVON Cycles Ltd.** – Dakshin Dinajpur, Nadia, Bankura, Purulia, Purba Medinipur, Kolkata. Darjeeling has not been assigned to any supplier. Decision will be taken afterwards.
8. Standard accessories – Front Basket, Carrier, Stand, Full-half chain cover, bell. Overall IS specification - **IS 10613-2004**
9. Bi-cycle colour – Blue/ Green
10. **LOGO – “Sabooj Sathi”**- shall be supplied and fitted on the front basket. (Sample LOGO attached).
11. R&D Centre, Ludhiana has been engaged for Third party inspection at the factory premises. They will inspect standard of bi-cycles at random at different delivery points in the State also.
12. Suppliers will provide a sample bi-cycle which is to be kept at the District HQ under custody of District Cell till distribution is completed. In case of any dispute regarding standard, quality, accessories etc. the sample bi-cycle shall be compared.

Part-B: Actions taken so far

1. Formation of District cell, Designating Nodal officers, association of DI, ADI, SIs and DIOs of NIC with the programme.
2. Identification of space for delivery & assembling work, Point wise exact no. of bicycles (for both boy & girl students) to be delivered at Block/ Municipality level.
3. Schedule of supply delivered to the respective suppliers as per the report received from the Districts.
4. Circulated registration data of Class X & XII (As available with Board/ Council/ Madrasha Board) students in a specific format in MS-Excel sheet. Students’ particulars in the Excel sheet have so far been finalized by the respective Schools.
5. Nearly completed school Mapping, Data import through www.wbscstcorp.gov.in/wbsaboojsathi Only except a few cases.
6. Opened School log-in for on-line updating students’ profile by the Schools on 17 August 2015.



7. Suppliers have shared coordinates of their District level Managers/ Coordinators and consignment schedule with a few Districts which were taken up first for supply – Bankura, Purulia, Nadia, Hooghly, Uttar Dinajpur & Malda. They will share such information to all Districts.
8. As of now, 29 Trucks dispatched to Bankura, 12 to Nadia and 10 to Purulia, totaling 51 trucks by AVON Cycles. HERO Cycles dispatched 21 Trucks to Uttar Dinajpur, 1 Truck to Hooghly. TI Cycles dispatched 6 Trucks to Malda. Altogether 80 truck has either reached or on the way to the destination.

PART-C : Further Steps (Discussed in last VC dated 14/8/2015)

1. All the Districts have primarily assessed exact requirement with breakup of Boys' & Girls' bicycle, Delivery point wise and for the District as a whole. The assessment is on the basis of report collected from the Schools and compiled at Block and thereafter at District level. This is more or less a true picture. However, exact requirement can be firmed up only after completion of on line updating/ editing students' profile through www.wbscstcorp.gov.in/wbsaboojsathi. The time line as agreed was 19th August 2015. **The time line is being revised for ease of access and convenience of the users. Revised time line is being intimated in separate mail.** Students' profile updating may either be completed by the respective schools or be taken up through the resources of Block Development Officers/ Sub-Divisional Officers as may be decided by the Districts. Operational manual for school log-in has already been circulated.
2. The next level Log-in for validation of students' record/ profile as finalized will be provided on and from **21st August 2015**. Validation may be done by SIs of respective circles (for rural areas), ADIs (for Municipal areas/ Sub-Division). However resources of BDOs, SDOs, DIs should be utilized if required. Operational manual will be circulated.
3. After validation process, exact requirement would be firmed up for schools, Block/ Municipalities and as a whole for the Districts. A separate module shall be put in place for School Tagging by the respective BDOs (for rural areas) and SDOs (for urban areas). This is required for finalization of requirement for each of the Delivery points already identified. The module will have the facility for creating Delivery points and Tagging of schools with each of such Delivery points. Operational manual will be circulated. **The facility will be available from 22/8/2015. School Tagging should be taken up after completion of validation process only.**
4. Another module for tracking consignments is being created. Suppliers through their log-in will upload consignment details. The same will be available for viewing by the Blocks/ Sub-Divisions/ Districts through their log-in. **The facility will be available from 24th August 2015.** Till such time consignment details will continue to be sent through mail.
5. Schedule of delivery with revised requirements for each of the delivery points/ Districts would be **circulated tentatively after 25th August 2015**. Excess delivery/ shortfall within the District will be adjusted accordingly after the process-3 above.
6. Distribution should take place generally at school level/ centrally as may be felt convenient by respective Districts. **However, distribution at school level is recommended since a**



separate record showing distribution is to be created and maintained. Distribution should take place immediately after handing over of fitted bi-cycles to the BDOs/ EOs/ SDOs or their authorized officers, as the case may be in phases. This will help creating additional space for taking further delivery and assembling of bi-cycles at the delivery points.

7. After validation of students' records, each of the schools will be able to generate a partially filled in report in A4 (Landscape) paper. Fields like (1) Name of student (2) Father/ Mother/ Guardian's Name (3) Registration No. (if available) (4) Class (5) Sec (6) Roll No. (7) Gender will be printed. Fields like (8) Date of Distribution (9) Bi-cycle Brand (10) Frame No. (11) Photograph (12) Signature of student will be left blank. During the distribution the blank fields should be filled in properly for each of the recipients. The hard copy of the record of distribution should be preserved by the respective schools. The hard copies in due course should be collected by respective Blocks/ Sub-Divisions and in turn will be sent to the District cell thereafter. **However, immediately after distribution, records like "DATE OF DISTRIBUTION", "BI-CYCLE-BRAND", "FRAME NO." should be entered by respective Schools through School log-in.** Records of Distribution will be made available in the public domain more or less in real time basis for transparency.
8. Please make it sure before taking delivery of fitted bi-cycles before distribution that LOGO (attached) is fixed on the front basket.
9. Where distribution will take place immediately, students' record prepared by the schools earlier in MS-Excel format should be used. However, records of distribution should be kept manually and in hard copies as per the format (enclosed). Updation of Students' record, validation and uploading records of distribution should be taken up at a later date. **Updating students' record, validation, uploading distribution records are compulsory even if distribution is completed.**
10. Block Development Officers/ Sub-Divisional Officers or their authorized officials attached to delivery points will be taking delivery of completely fitted bi-cycles. Delivery challan, in prescribed format (circulated earlier) indicating receipt of the fitted bi-cycles should be issued by the respective BDOs/ SDOs immediately after receiving the fitted bi-cycles. Suppliers were instructed to use separate challans for Boys' & Girls' bi-cycles. Arrangement for distribution should be taken up immediately thereafter. Unnecessary delay in issuing receipt should be avoided. District Nodal officers will countersign the delivery challans. District Coordinators of suppliers will collect the signed copy of challans and submit Tax-Invoice to WB SC ST Development & Finance Corporation. Payment will be processed fortnightly. This will ensure uninterrupted flow of supply.
11. **In some cases or for that matter as a whole if the on-line updating facility; validation process doesn't work at desired pace, students' profile already finalized by the Schools in MS-Excel format should be used for distribution programme. In that way the distribution programme will remain unaffected. However, the updating, validation, uploading of distribution record should be taken up after distribution programme.**
12. Allocation of fund for meeting incidental and emergency expenses is under active consideration. The same will be intimated in due course.