

Sub: School Education – Academic activities and maintaining records in Offices of DyEOs / DIs / MEOs in Zone-II – **Standing Instructions** – Issued.

- Ref: 1. Rc.No.299/IC-1/2013, dated: 07.10.2013, of the Commissioner of School Education, AP, Hyderabad.
2. Rc.No.21/A&I/2015, dated: 09.02.2015, of the Commissioner of School Education, AP, Hyderabad.
3. This office Proc Rc.No.658-A5/2019, dated: 01.10.2019.

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The attention of all the District Educational Officers / Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers in the Zone-II are invited to the subject cited and they are informed that it was observed that certain lapses and gaps were identified in their academic activities and in the maintenance of records in the offices concerned which leading the schools and offices towards inefficiency duly resulting the poor performance of students and resulting damage to the aims of the Government in imparting quality education.

Hence, all the Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers in the Zone-II are hereby instructed to review their activities and maintain the following activities / records in proper manner in their offices concerned along with all other activities / records defined by the Commissioner of School Education, A.P., from time to time:

Deputy Educational Officers:

- (1) Divisional Profile – Records / Wall Boards
- (2) Tour Program / Tour Diary / Performance Appraisal
- (3) Visit Reports / Inspection Reports
- (4) School Academic Performance Register (6th to 10th / Inter)
- (5) NT Books Status Report
- (6) Uniform Status Report
- (7) MDM Bills Status / Quality Issues
- (8) Register of School Cadre Strength / Working / Vacant
- (9) Register of Disciplinary Cases / Unauthorized Absentees
- (10) Biometric Divisional status of Devices / Performance
- (11) VCR Divisional status / Performance
- (12) DCR Divisional status / Performance
- (13) Register of Private Recognized Schools / Private Un-Recognized Schools
- (14) DIs & MEOs Tour Programs / Tour Diaries approvals / Analysis
- (15) DIs & MEOs Monthly Reviews / Minutes
- (16) HMs Bi-Monthly Reviews / Minutes
- (17) DLMT Monthly Reviews / Minutes
- (18) Divisional Academic Action Plan
- (19) Board depicting "Know Your Staff"
- (20) Board depicting "Know Our Authorities"

(H'ME > Prl.Secy > CSE > RJDSE > DEO > DyEO > MEOs)

Deputy Inspector of Schools / Mandal Educational Officers:

- (1) Mandal Profile – Records / Wall Boards
 - (2) Tour Program / Tour Diary / Performance Appraisal
 - (3) Visit Reports / Inspection Reports
 - (4) School Academic Performance Registers (1st to 5th / 7th)
 - (5) NT Books Status Register
 - (6) Uniform Status Register
 - (7) MDM Bills Status Register / Quality Issues
 - (8) Register of School Cadre Strength / Working / Vacant
 - (9) Register of Disciplinary Cases / Unauthorized Absentees
 - (10) Biometric Mandal status of Devices / Performance
 - (11) VCR Mandal status / Performance
 - (12) DCR Mandal status / Performance
 - (13) Register of Private Recognized Schools / Private Un-Recognized Schools
 - (14) All HMs (PS/UPS/HS) Monthly Reviews / Minutes
 - (15) School Complex HMs Bi-monthly Reviews / Minutes
 - (16) CRPs Monthly Reviews / Minutes
 - (17) MDM Monthly Reviews / Minutes
 - (18) Mandal Academic Action Plan
 - (19) Board depicting "Know Your Staff"
 - (20) Board depicting "Know Our Authorities"
- (H'ME > Prl.Secy > CSE > RJDSE > DEO > DyEO)

All the Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers in the Zone-II shall be held responsible for maintaining and monitoring all the above activities / records up to date along with visits / inspections. They are also instructed to **keep a copy of these orders on their table noticeably/ paste on a noticeable place in the offices compulsorily** for use as ready reference to them and also to the Visiting / Inspecting Officers.

Further, all the District Educational Officers / Deputy Educational Officers in the Zone-II are hereby instructed to observe all the above activities / records in offices compulsorily, along with all other activities / records defined by the Commissioner of School Education, A.P., from time to time, during the Visits / Inspections and take necessary action if found any lapses duly submitting their reports with remarks to the concerned authorities from time to time.

Any deviation in this regard will be viewed seriously.

Receipt of these proceedings should be acknowledged.

Sd/- R.Narasimha Rao
Regional Joint Director of
School Education, Kakinada.

To

All the District Educational Officers in Zone-II.

All the Deputy Educational Officers in Zone-II through the DEOs concerned.

All the Deputy Inspector of Schools in Zone-II through the DEOs concerned.

All the Mandal Educational Officers in Zone-II through the DEOs concerned.

Copy submitted to the Commissioner of School Education, Andhra Pradesh, Amaravati for favour of information.

//TRUE COPY ATTESTED//


Assistant Director
3/10/19