

PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF SCHOOL EDUCATION,
KAKINADA

Present: Sri R.NARASIMHA RAO, M.A., B.Ed., D.I.T.,

Rc.No.658/A5/2019

Dated: 01.10.2019

Sub: School Education – Zone-II – Monitoring and Review of Tour Diaries / Visits / Inspections of the DEOs / DyEOs / MEOs / DIs – **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: 28.06.2019.

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The attention of the District Educational Officers / Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers in the Zone-II is invited to the references cited and they are informed that the monitoring, reviews and evaluation are the integral components and key factors in planning & administration and the visits and Inspections of field functionaries will lay tremendous impact on the functionality of the schools which in turn helps in elevating the educational standards.

But it is observed that many field functionaries are not submitting the Tentative Tour Programs, Tour Diaries, Visits and Inspection Reports to the authorities and there is lack of reviews and monitoring on visits and Inspections at Mandal level, Divisional level and also in District level which leads to performance lagging in the field functionaries and resulting damage to the aims of the Government in imparting quality education.

Hence, it is necessary to observe and follow the instructions and monthly targets which were issued previously by the Commissioner of School Education, A.P., in the references cited, in respect of Visits and Inspections, which are as follows:

Officer	No. of Inspections	No. of Visits
District Educational Officer	02 High Schools 06 Offices	10 High Schools / Model Schools 10 Upper Primary Schools / Primary Schools
Deputy Educational Officer	05 High Schools	10 High Schools 05 Upper Primary Schools 05 Primary Schools
Deputy Inspector of Schools	06 Primary Schools	05 High Schools 05 Upper Primary Schools 12 Primary Schools
Mandal Educational Officer	05 Primary Schools	05 High Schools 05 Upper Primary Schools 10 Primary Schools

In view of the above, all the District Educational Officers / Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers in the Zone-II are instructed to submit their Tentative Tour Programs and Tour Diaries along with the Visits and Inspections Reports to the authorities concerned as on the dates specified below:

Officer	To whom submitted for Approval	Date of submission of Tentative Tour Program	Date of submission of Tour Diary / Work Done
District Educational Officers	RJDSE	25th of Every Month	5 th of Every Consecutive Month
Deputy Educational Officers	DEO		
Deputy Inspectors of Schools / Mandal Educational Officers	DyEO		

Further, all the District Educational Officers / Deputy Educational Officers in the Zone-II are instructed to review the Tentative Tour Programs, Tour Diaries, Visits and Inspections of the concerned as specified below and shall take necessary corrective steps:

Review by the Officer	Date of Review of the Concerned
District Educational Officers	(i) 7 th of First & Third Month of Every Quarter with DyEOs. (ii) 8 th of Second Month of Every Quarter with all DyEOs, DIs & MEOs.
Deputy Educational Officers	(i) 6 th of First & Third Month of Every Quarter with DIs & MEOs.

After the above reviews, the District Educational Officers in Zone-II shall submit a consolidated and comprehensive report along with monthly abstract of the visits and inspections of all the Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers, including the District Educational Officers, to the undersigned on or before 10th of every month in the format specified below for taking further action:

Annexure-I – Abstract on Monthly Visits and Inspections

Sl. No	Month & Year	Name of the Officer	Designation	District	Division	Mandal
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)

Date of Submission of Tour Program	Date of submission of Tour Diary	No. of visits done	No. of Inspections done	Reasons, if not up to the mark
(viii)	(ix)	(x)	(xi)	(xii)

Annexure-II – Consolidated & Comprehensive Review Report on Visits & Inspections with specific Remarks and Recommendations.

All the District Educational Officers / Deputy Educational Officers / Mandal Educational Officers / Deputy Inspector of Schools in the Zone-II are hereby instructed to follow the above instructions and schedule scrupulously. Any deviation in this regard will be viewed seriously and necessary action will be initiated against the defaulters.

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.

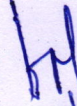
All the Deputy Inspector of Schools in Zone-II through the DEOs concerned.

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


01/10/19