

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: 07.10.2019

Sub: School Education – Zone-II - Modal Formats of certain Records / Registers to be maintained in Schools / Offices – **Standing Instructions** – Issued.

- Ref: 1. Proceedings Rc.No.658/A5/2019, dated: 03.10.2019, of the Regional Joint Director of School Education, Kakinada.
2. Proceedings Rc.No.658/A5/2019, dated: 05.10.2019, of the Regional Joint Director of School Education, Kakinada.

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The attention of all the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers, the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements in the Zone-II is invited to the references cited wherein certain instructions have been issued on maintaining certain records / registers in all Offices and Schools respectively.

In this regard, it is observed that many Offices / Schools are not maintaining some of the records / the registers in a unique format and hence it leads to lack of information and improper maintenance which resulting to inefficiency in administration as well as in data management. Hence the modal formats for the following records / registers are developed and enclosed here with for usage in Offices / Schools:

Deputy Educational Officers / Deputy Inspector of Schools / Mandal Educational Officers:

- (1) Schools Academic Performance Register (6th to 10th / Inter)
- (2) Register of Schools Cadre Strength / Working / Vacant
- (3) Register of Disciplinary Cases / Unauthorized Absentees
- (4) Register of Private Recognized Schools / Private Un-Recognized Schools
- (5) Board depicting "Know Your Staff"
- (6) Board depicting "Know Our Authorities" - (DyEO)
- (7) Board depicting "Know Our Authorities" - (DI / MEO)

SCHOOL

- (1) Movement Register
- (2) Visitors Register
- (3) Staff Order cum Instructions Register
- (4) Classroom Observation Register
- (5) Teacher Dairy
- (6) PMR with Analysis & Class Average Mark
- (7) Board depicting "Know Your Teachers & Staff"
- (8) Board depicting "Know Our Authorities"
 - (a) H'ME > Prl.Secy > CSE > SPD SSA> RJDSE > DEO > PO SSA > DyEO > MEO
 - (b) District Collector > CEO > RDO > MRO > MPDO
 - (C) H'President > H'PM > H'MHRD > H'Governor > H'CM > H'ME

PHYSICAL EDUCATION TEACHERS

- (1) Summary Register with Analysis
- (2) Achievement Register
- (3) Sports Stock Register

All the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers, the Principals of A.P. Model Schools and the Headmasters of Govt / ZP / Aided managements in the Zone-II, are hereby instructed to use the modal formats in proper way in their Offices / Schools concerned and to maintain all records / registers up to date. **The notes / instructions given in the modal formats shall also be followed scrupulously.** With regards to other records / registers, the formats already issued / maintaining by the Offices / Schools may be continued.

Further, all the District Educational Officers / the Deputy Educational Officers / the Deputy Inspector of Schools / the Mandal Educational Officers in the Zone-II are hereby instructed to observe all the above records / registers in Offices / Schools compulsorily, along with all other records / registers defined by the Commissioner of School Education, A.P., from time to time, during their 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 and necessary action will be initiated against the defaulters without further notice and the Inspecting Officers concerned shall also be held responsible for any lapses against the instructions issued.

Receipt of these proceedings should be acknowledged.

Encl: Annexures of Modal Formats.

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 / the Deputy Inspector of Schools / the Mandal Educational Officers in Zone-II through the DEOs concerned.

All the Principals of A.P. Model Schools in the Zone-II through the DEOs concerned.

All the Headmasters in Govt / ZP / Aided managements in the Zone-II through the DyEOs concerned.

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

//TRUE COPY ATTESTED//

Assistant Director

07/10/19

7/10/19