

**Office of the Regional Deputy Director,
Higher Secondary Education,
Corporation Buildings, IVth Floor,
Palayam, Thiruvananthapuram.**

No.TRO/General SF/HSE/2009

Dated: 1.7.2009.

CIRCULAR

Sub:- HSE – Aided Schools – Staff Fixation – Instructions Issued - reg:

It is proposed to conduct verification of staff strength of Higher Secondary Schools (Aided) under the jurisdiction of Regional Deputy Director, Higher Secondary Education, Thiruvananthapuram and to issue Staff Fixation order upto 2008-09 academic year immediately. For that, a proforma is enclosed for furnishing necessary details to this office. Principals of schools concerned are directed to submit the duly filled in proforma urgently. An attested copy of the latest staff fixation order ^{attested} (by the Principal) should also be attached along with the filled in proforma.


REGIONAL DEPUTY DIRECTOR

To

The Principals of
Aided Higher Secondary School,
Thiruvananthapuram/Kollam
Pathanamthitta and Alappuzha

Office of the Regional Deputy Director,
Higher Secondary Education,
Corporation Building,
L.M.S Junction, Thiruvananthapuram.

REPORT OF THE FIXATION OF STAFFS IN THE AIDED HIGHER SECONDARY SCHOOLS
FOR THE ACADEMIC YEAR 200 - 200 .

PROFORMA

1. Name and address of the school :
2. Telephone number (with STD code) :
3. Name of the principal :
Telephone number (Residence) :
4. Name and address of the Manager :

Telephone number :
5. Number & date of Government
Orders sanctioned Higher Secondary
Course and additional batches
Sanctioned, if any :
6. Place of treasury concerned :
7. Whether corporate/individual/
Management :
8. Community :
9. Parliament constituency :
10. Assembly constituency :
11. Revenue District :
12. Nearest Railway Station :
13. Distance from railway station :
14. Nearest police station :
15. Roll strength as on the day of visit :

STD	SCIENCE (No. of Batches)			HUMANITIES (No. of Batches)			COMMERCE (No. of Batches)		
	Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total
XI A									
XI B									
XI C									
XI D									
XI E									
XI F									
TOTAL									
XII A									
XII B									
XII C									
XII D									
XII E									
XII F									
TOTAL									

16. Verified attendance

:

OPTIONAL SUBJECTS

- A. SCIENCE
- B. HUMMANITIES
- C. COMMERCE

STD	SCIENCE (No. of Batches)			HUMANITIES (No. of Batches)			COMMERCE (No. of Batches)		
	Girls	Boys	Total	Girls	Boys	Total	Girls	Boys	Total
XI A									
XI B									
XI C									
XI D									
XI E									
XI F									
TOTAL									
XII A									
XII B									
XII C									
XII D									
XII E									
XII F									
TOTAL									

17. Verified attendance

Language chosen under part II :

STD	MALAYALAM	HINDI	Other languages (specify the language)
XI			
XII			

18. Accommodation facilities

1. Class Rooms : Number of class rooms
(9x6x3.7)

Specification 1.
2.
3.
4.

Language room :
(6x6x3.7)

Library facility if any :

2. Laboratory facilities : PHYSICS
(6x6x3.7 mts/ 12x6x3.7 mts) CHEMISTRY
BOTANY
ZOOLOGY
COMPUTER

Total number of Lab assets } → By Provision →
Direct →
Supernumerary →