

**PROCEEDINGS OF THE DIRECTOR OF HIGHER SECONDARY EDUCATION,  
HOUSING BOARD BUILDINGS, SANTHI NAGAR, THIRUVANANTHAPURAM.**

Sub: Higher Secondary Education – Estt. – Constituting of Inspection Team –  
reg.

**Order No. Ad.A1/35348/2012/HSE**

**Dated : 03/09/2012.**

Read: Decision of the meeting of Officers on 21/06/12

**ORDER**

In the meeting of the Officers of Directorate of Higher Secondary Education, it has been decided to constitute a school Inspection Team for the verification of Higher Secondary Schools.

Therefore, a school inspection team is constituted with the following members.

1. Shri.J.K. Vinod, (Leader), Administrative Assistant
2. Shri.Muralidharan Pillai, Accounts Officer
3. Shri.Premachandra Babu M.S, Jr. Superintendent
4. Shri.B.Vijayan, Jr. Superintendent
5. Shri.M. Subair, Jr. Superintendent

The team shall visit and inspect the schools either under the leadership of Director,Sr.Administrative Officer/Sr.Finance Officer or as and when directed by Director, Sri.Fo, Sr.AO.

The Programme of inspection shall be reported to the Director/Sr.Administrative Officer well in advance and execute the programmes as per the directions of the Director/Sr.Administrative Officer.

The special inspection team shall verify the following activities and records of the school.

1. The discipline of the school
2. Attendance Register of staff
3. Cash Book , Cash balance
4. All registers prescribed to be maintained in the school such as Admission Register, Visitors diary, Contingent bill Register, Scholarship distribution Register, Lumpsum grant distribution register, Acquittance Roll etc.
5. Exam related matters
6. Keeping of punctuality, cleanliness
7. Purchases
8. Treasury account , P.D. Account etc.

The inspection team shall schedule more than two schools in a locality for verification.

The inspection team shall prepare and submit detailed report regarding the lapses and anomalies found, if any, to the Director of Higher Secondary Education.

The team members are eligible for TA/DA as per Rules.

Sd/-  
**P.S.MOHAMMED SAGIR IAS**  
**DIRECTOR**

To.

1. The persons concerned
2. All Principals
3. Regional Deputy Directors
4. PA to DHSE/CA to Sr.A.O/Sr.F.O/JD

Approved for Issue

**SUPERINTENDENT**

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**PROCEEDINGS OF THE DIRECTOR OF HIGHER SECONDARY EDUCATION,  
HOUSING BOARD BUILDINGS, SANTHI NAGAR, THIRUVANANTHAPURAM.**

Higher Secondary Education – Estt. – Sri.Sudarsanan.N., Jr.Superintendent on deputation from University of Calicut relieved on 28/2/2011 A.N. – Orders issued.

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**Order No. Ad.A1/635/2011**

**Dated : 28/02/2011 .**

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- Read: 1) Request dtd.12/1/11 from sri.Sudarsanan.N.  
2) This Office letter of even number dtd, 18/1/11 addressed to the Registrar, University of Calicut

**ORDER**

Sri. Sudarsanan.N., Section Officer, University of Calicut serving as Junior Superintendent in this office on deputation (from the option list) had informed that he desires to rejoin his Parent Department w.e.f 1/3/2011. This matter has been intimated to the University.

In the circumstances, Sri.Sudarsanan.N. is relieved of his duties from this office w.e.f. 28/2/11 A.N with instruction to report before the Registrar. He is also directed to hand over all files, Government properties, if any under his custody as per the direction from the Branch Officer.

Sd/-  
**Dr.V.M. SUNANDAKUMARI**  
**DIRECTOR**

Copy to:

1. Sri.Sudarsanan.N.
2. The Registrar, University of Calicut
3. PA to DHSE
4. CA to Senior Administrative Officer
5. CA to Joint Director(Exam)
6. Ad.D.Sn./Ad.A2/Ad.A5
7. SF & OC

Approved for Issue

**SUPERINTENDENT**

**PROCEEDINGS OF THE DIRECTOR OF HIGHER SECONDARY EDUCATION,  
HOUSING BOARD BUILDINGS, SANTHI NAGAR, THIRUVANANTHAPURAM.**

Higher Secondary Education – Estt. – Smt.Jasmin C.H., L.D. Clerk – appointed through PSC by direct recruitment employment scheme – appointment regularized - Orders issued.

**Order No. Ad.A2/20795/HSE10**

**Dated : 01/11/2010 .**

- Read: 1) Letter No.MR 11(1)91/07(2) dtd.22/4/10 from the Officer, KPSC Malappuram  
2) This Office Order No.Ad.A1/24832/2009 dtd.24/5/10 and Order No. A1/13550/08 dtd.6/7/10 from RDD Ernakulam  
3) Police verification report C.No.41023/SB-VR/10 dtd. 30/7/10

**ORDER**

The temporary appointment of the following incumbent is regularized with effect from the date of her joining duty noted against her name.

Name	Date of Birth	No.& date of appointment order	Date of joining
JASMIN C.H	10/5/1985	Ad.A1/24832/2009 dtd.24/5/2010	3/7/2010 F.N.

The incumbent is placed on probation for a period of 2 years within a continuous period of 3 years from the date of commencement of service as L.D. Clerk and within the period of probation they should pass the compulsory departmental test of the Manual of office procedure and should enroll in all compulsory schemes such as GPF, GIS & SLI.

This order is issued subject to the condition that in case of suppression of facts or mistakes brought to the notice of the undersigned this order will be cancelled or the date of regularization will be modified accordingly.

Sd/-  
**DIRECTOR**

Copy to.

1. The incumbent
2. CA to Senior Administrative Officer
3. Ad.A1 Seat

4. SF/FC

Approved for Issue

**SUPERINTENDENT**

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