

PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER : : CHITTOOR

Present: Sri K. Samuyelu, M.A., B.Ed.,

Rc.No.4411/A2/2017

Dated: 16.09.2017

Sub:- School Education – Promotions to the posts of Junior Lecturers and DIET Lecturers – Filling up of check lists – Instructions issued.

Ref:- Instructions of the Commissioner of the School Education, A.P., Amaravathi.



The following instructions should be followed invariably by the Teachers, Headmasters, MEOs and DYEEOs in the matter of filling up of individual proforma (check list-I) and consolidation proforma (check list -II) :

- The Check list-I and Check list -II can be downloaded from the mail I.Ds of MEOs/ DYEEOs.
- The individual proforma (check list-I) should be filled by the qualified teachers without any errors and get it verified initially by the Headmasters/ MEOs concerned before 18.09.2017.
- The Headmaster/ MEO concerned should verify the check list -I information with reference to S.Rs. and certificates of the teachers concerned and fill up checklist-II before 18.09.2017 and handover them to the Deputy Educational Officers concerned on the same day.
- The Headmasters / Mandal Educational Officers should mail checklist -II information to the District Educational Officer on 18.09.2017 to the mail I.D. deoctr@gmail.com
- Teachers appointed upto 31.12.2006 should only attend for verification at O/o Deputy Educational Officers on 19.09.2017 (Tuesday)
- The Deputy Educational officers should constitute the verification teams by appointing active Headmasters and ensure that verification is done properly and completed on 19.09.2017 without fail.
- After verification is completed the Deputy Educational Officers should hand over the soft and hard copies of checklist-II duly carrying out the corrections wherever necessary on 20.09.2017 (Wednesday) at the O/o District Educational Officer, Chittoor without fail.
- They should specifically mention against each and every applicant whether he is qualified or not.
- This exercise is only for School Assistants and equivalent categories but not for SGTs.
- Special care should be taken in verification of the percentage of marks in the qualifying examinations.
- Fake Universities if any should be noted against the name of the individuals.


District Educational Officer
Chittoor

To
All the Headmasters in the District.
All the Mandal Educational Officers in the district.
All the Deputy Educational Officers in the district.

16/09/2017