

No. H2/28310/ 2011/DPI.

Office of the  
Director of Public Instruction,  
Thiruvananthapuram, Dated 16.05.2011.

**CIRCULAR**

Sub:- One day verification of pupils strength and attendance for the staff fixation for the year 2011-12 – reg.

Ref:- 1. G.O.(MS) No. 102/03/GE dated 2.5.2003  
2. G.O.(P)138/03/GE dated 29.05.2003.  
3. This office circular No. H2/7694/02/Director of Public Instruction dated 03.05.2003.

One day verification of pupil strength & attendance for fixing staff strength of schools was introduced during 2003-04 as per the reference 1st cited. Government decided to utilize the service of senior H.S.As and Headmasters of Government schools for this purpose. This provision has been incorporated in Rule 12 Chapter XXIII of KER vide the reference 2<sup>nd</sup> cited.

One-day verification of roll strength and attendance for pupils for fixing staff strength of schools for the year 2011-12 will be conducted as that of last year. The day fixed for verification will be decided and informed later. In connection with the single day verification, the following guidelines are issued for the reference of Education Officers.

1. verification of the strength and attendance of pupils in the entire schools in the State.Govt. aided and unaided recognized schools is to be conducted in a single day.
2. Sufficient number of verifying officers will be identified from among Govt. School Headmasters/Principals/Senior H.S.A.s and Headmasters of Govt. Primary schools (Preference to be given to those who have passed departmental tests)
3. For the verification of strength and attendance of Lower Primary Schools, Govt. Primary Schools Headmasters can be posted as in last year. However, in the case of UP and High Schools, the grade of verification officers should not be less than a H.S.A.
4. Verification officer is to be sent to each school.

5. List of verification officers is to be prepared by the Deputy Director of Education in consultation with the District Educational Officers and Assistant Educational Officers in the district with reference to the staff statement of each school maintained by the District Educational Officers and Assistant Educational Officers concerned.
6. List thus prepared for each sub district and educational, district is to be made available to the Assistant Educational Officers and District Educational Officers before 15.6.2011.
7. While preparing the list of verification officer's utmost care is to be taken to allot the teachers of one sub district for the verification in other sub district. In the case of educational district, the verification officer of one district is to be posted from the other district.
8. Each Assistant Educational Officer and District Educational Officer is to be put in charge of supervision and monitoring of verification in the respective sub district and educational district. The Deputy Director of Education concerned is entrusted with the Co-ordination of this task at Revenue District level.
9. In the case of LP School and UP School the verification officer himself/herself is to scrutinize the entire records to be maintained in school in connection with staff fixation. However in the case of High school one or two clerks may be posted based on the number of pupils.
10. One day training is to be arranged at sub district and district level from 15.06.2011 to 20.06.2011 for verification officers and the clerks deputed for duties in the respective sub/educational district.
11. Verification report to be prepared in the proforma used last year with inclusion of item XVII.
12. Posting order to each verifying officer in a sub district/educational district is to be given on the date of training. The contact numbers/mobile number is to be collected from the verifying officers at the time of training. The actual date of verification will be informed only on the penultimate day of verification.

13. Verification report is to be handed over to the Assistant Educational Officer and District Educational Officer concerned on the day of verification itself.
14. A further verification of strength at higher level by the District Educational Officer in the case of fixation of strength in LP and UP School and by the Deputy Director of Education, in the case of HS shall be done wherever additional division and additional staff are found necessary after the one day verification conducted by the educational officers. In such cases final order on fixation of staff shall be issued only on the basis of such re-verification of strength.
15. The fixation of staff should be finalized by the educational officers not later than the 15<sup>th</sup> July.
16. A detailed instruction to the verifying officers is enclosed.
17. Standard viz, number of Nadar/Muslim/Anglo Indian girls (From Std V to X) eligible for scholarship should be recorded specifically in a separate form.
  1. Number of Muslim/Nadar/Anglo Indian Girls OBC students, Forward Caste (BPL) eligible for scholarship.
    - a) Std V to VII
    - b) Std VIII to X
18. A detailed instruction to the Headmasters to check bogus strength is also enclosed.

Further direction in this regard will be issued in due course. The details collected under item 17 should be consolidated by the Assistant Educational Officer/District Educational Officer as the case may be before 30.06.2012 and kept ready for submission on further communication.



for Director of Public Instruction

To

All Deputy Directors (Edn)  
 All District Educational Officers  
 All Assistant Educational, Officers.

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