

The Director of Public Instruction
Thiruvananthapuram

Regional Deputy Director (HSE)
Assistant Director (VHSE)
District Educational Officer concerned

Sir,

Sub: One-day orientation programme to educational administrators – Reg.

Ref: Nil

Director of Public Instruction has decided to conduct **one-day orientation programme** to educational administrators as part of implementation of IED programme on 10th and 11th October 2012 at 9:30 AM at Adhyapaka Bhavan, Ernakulam.

The following officers/officials should attend the programme:

- a) District Educational Officers
- b) Section clerk dealing IED in DEO, RDD (HSE) and AD(VHSE) offices

All DEOs and section clerk dealing with IED from DEO offices from Thiruvananthapuram to Ernakulam districts should attend the programme on 10/10/2012. All DEOs, section clerk dealing with IED from DEO offices from Thrissur to Kasargode districts and section clerks dealing with IED from RDD (3) and AD (VHSE) offices (7) should attend the programme on 11/10/2012. T.A. & D.A. as per KSR will be provided at the venue ONLY to those who have no balance amount from the fund released under IED up to 31/3/2012. For others, T.A. & D.A. as per KSR may be taken from the balance amount from the fund released under IED up to 31/3/2012. Regional Deputy Director (HSE) concerned and Asst Director (VHSE) concerned are requested to depute the section clerk dealing with IED on 11/10/2012 to attend the programme.

Overall review of the implementation of IEDSS for the year 2011-12 should be done at the time of review. The following should be submitted during the review:

- i) Utilization Certificate in form KFC 44 and statement of expenditure for 2011-12
- ii) The list of students for financial assistance and assistive devices for 2012-13 in the proforma (fresh & renewal) along with CD
- iii) Fund utilization for the year 2012-13
- iv) Details of balance fund up to 31/3/2012 after deducting the amount for 1-day orientation programme to Head Masters/Teachers
- v) The list of schools for requirement of resource room, adaptive toilets, ramp/rail etc.
- vi) Discussion on SSLC Examination March 2013

Yours faithfully,

For Director of Public Instruction


R. Rajan

Deputy Director (IED)