

No.H2/9448/2013

Office of the Director of Public Instruction,
Thiruvananthapuram, Dated: 11/09/2013.

From

The Director of Public Instruction
Thiruvananthapuram

To

**All District Educational Officers &
Assistant Educational Officers**

Sir/Madam,

Sub:- Authorizing Headmasters of aided Primary and High Schools to draw salary without counter signature.

Ref:- Letter No.KSITM/SPARK/2013/2318 dated 31.08.2013

The chief project manager SPARK has informed that the data of employees of all aided institutions are not seen verified and locked by the Head of the schools concerned and authorized using digital signature of their immediate controlling officers ie, PA to DEOS and Senior Superintendents of AEOS. So also some of the officers are not yet uploaded their Digital signatures.

I therefore request you to give instructions to all Heads of schools under your jurisdiction to verify the data of the employees of their respective schools and to verify by the controlling officers using digital signature.

The remaining officers may be given direction to upload their digital signature on or before 24.09.2013.

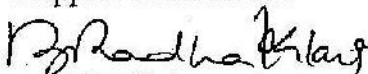
The Head of the schools may also be informed that salary bill not be entertained if they have not completed the process by 24th September.

Yours faithfully

Sd/-

For Director of Public Instruction

//Approved for issue//


Superintendent