



School Education Department
Secretariat, Chennai-9.

Letter No. efile-8831/Bud-2/2024-1, dated 20.09.2024

From
Tmt. S. Madumathi, I.A.S.,
Secretary to Government

To
The Director of School Education, Chennai – 6.
The State Project Director, Samagra Shiksha, Chennai-6.
The Chairperson, Teachers Recruitment Board, Chennai – 6.
The Managing Director, Tamil Nadu Text Book and Educational
Service Corporation, Chennai-6.
The Member Secretary, Tamil Nadu Model Schools Society, Chennai-6
The Director of Elementary Education, Chennai – 6.
The Director of Private Schools, Chennai – 6.
The Director of Non-formal and Adult Education, Chennai – 6.
The Director of State Council of
Educational Research and Training, Chennai-6.
The Director of Government Examinations, Chennai – 6.
The Director of Public Libraries, Chennai – 2.
All the concerned Directors / Joint Directors (Through the Director of School
Education)

Sir/ Madam,

- Sub: School Education – To effective implementation and monitoring
of Welfare Schemes – Appointment of the Officers working
under the control of School Education Department as Monitoring
Officer to Districts – Regarding.
- Ref: 1. G.O.(Rt)No.228, School Education (Bud-2) Department,
dated 06.07.2023.
2. G.O.(Rt)No.546, School Education (Bud-2) Department,
dated 29.12.2023.
3. From the Director of School Education, Chennai Letter
No.40620/A1/E4/2024, dated 10.09.2024.

I am directed to state that in Government Orders in the references first and
second cited, the officers working under the control of School Education Department
were appointed as Monitoring Officers to the District mentioned against their name, to
ensure effective implementation and monitoring of welfare schemes and other
schemes / programmes implemented by the School Education Department.

: 2 :

2. In the reference third cited the Director of School Education has stated that, due to the transfer of the Managing Director, Tamil Nadu Text Book and Educational Services Corporation, retirement of former Director of School Education, transfer and promotion of Director and Joint Directors who were appointed as Monitoring Officers earlier, he has requested to appoint the following Officers working under the control of School Education Department as Monitoring Officers to the District.

3. In this connection, I am directed to inform that the Officers working under the control of School Education Department are appointed as Monitoring Officers to the Districts mentioned against their name, to ensure effective implementation and monitoring of all educational activities and schemes / programmes implemented by the School Education Department, as detailed below:-

| Sl. No. | Name and Designation of the Monitoring Officers | Districts |
|---------|--|--------------------------|
| 1. | Dr. P. Sankar, I.A.S., Managing Director, Tamil Nadu Text Book and Educational Services Corporation, Chennai-6. | Pudukottai |
| 2. | Dr. M. Aarthi, I.A.S., State Project Director, Samagra Shiksha, Chennai-6. | Chengalpet |
| 3. | Dr. S. Kannappan, Director of School Education, Chennai-6. | Madurai |
| 4. | Tmt. D. Uma, Director of State Council of Educational Research and Training, Chennai-6 | Kancheepuram |
| 5. | Dr. M. Palanisamy, Director of Private Schools, Chennai-6. | Chennai |
| 6. | Tmt. N. Latha, Director of Government Examinations, Chennai-6. | Cuddalore |
| 7. | Dr. C. Usharani, Member (School Education), Teachers Recruitment Board, Chennai-6. | Ranipet & Thirupattur |
| 8. | Dr. S. Nagarajamurugan, Director of Non-formal and Adult Education, Chennai – 6. | Kallakurichi |

: 3 :

| | | |
|-----|--|--------------------------------|
| 9. | Dr. P. Kuppusamy, Secretary, Tamil Nadu Text Book and Educational Services Corporation, Chennai-6. | Salem & Namakkal |
| 10. | Thiru. S. Sethuramavarma, Controller of Examinations, Teachers Recruitment Board, Chennai-6. | Villupuram |
| 11. | Tmt. S. Uma, Additional Project Director, Samagra Shiksha, Chennai-6. | Coimbatore & The Nilgiris |
| 12. | Dr. P.A. Naresh, Director of Elementary Education, Chennai-6. | Thiruvallur |
| 13. | Tmt. K. Sasikala, Joint Director (NSS), Directorate of School Education, Chennai-6 | Tiruvarur |
| 14. | Thiru. C. Selvaraj, Joint Director, Teachers Recruitment Board, Chennai-6 | Karur |
| 15. | Dr. S. Suganya, Joint Director, State Council of Educational Research and Training, Chennai-6. | Krishnagiri & Dharmapuri |
| 16. | Tmt. K. Sridevi, Joint Director, Teachers Recruitment Board, Chennai-6 | Kanyakumari |
| 17. | Tmt. C. Amuthavalli, Joint Director, State Council of Educational Research and Training, Chennai-6. | Perambalur & Ariyalur |
| 18. | Thiru. P. Ponnaiah, Joint Director State Council of Educational Research and Training, Chennai-6. | Theni |
| 19. | Dr. V. Kumar, Joint Director, State Project Directorate, Samagra Shiksha, Chennai-6. | Ramanathapuram & Sivagangai |

..4/-

: 4 :

| | | |
|-----|--|----------------------------------|
| 20 | Dr. T. Rajendiran, Joint Director (Personnel) Directorate of School Education, Chennai-6 | Trichy |
| 21 | Tmt. N. Ananthi, Joint Director, State Project Directorate, Samagra Shiksha, Chennai-6. | Thiruppur |
| 22. | Dr. V. Jayakumar, Joint Director (Vocational) Directorate of School Education, Chennai-6. | Virudhunagar |
| 23. | Thiru. M. Ramasamy, Joint Director -I Directorate of Private Schools, Chennai-6. | Erode |
| 24. | Tmt. S. Shanthi, Joint Director, Directorate of Elementary Education, Chennai-6. | Tiruvannamalai |
| 25. | Thriu. P. Ayyannan, Joint Director Teachers Recruitment Board, Chennai-6. | Vellore |
| 26 | Tmt. A. Gnanagowri, Joint Director, (Higher Secondary) Directorate of School Education, Chennai-6. | Tirunelveli & Tenkasi |
| 27. | Thiru. R. Boopathi, Joint Director (Secondary) Directorate of School Education, Chennai-6. | Mayiladuthurai & Nagapattinam |
| 28. | Thriu. S. Gobidoss, Joint Director, Directorate of Elementary Education, Chennai-6. | Dindigul |
| 29. | Thiru. R. Swaminathan, Joint Director, State Council of Educational Research and Training, Chennai-6. | Thanjavur |
| 30. | Thiru. K. Munusamy, Joint Director, Kallar Reclamation, Madurai | Thoothukudi |

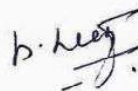
: 5 :

4. The monitoring officers are directed to visit their districts at least once a month and submit their inspection report before 5th of the following month without fail.

5. The monitoring officers should not restrict themselves to the districts assigned to them but should also visit other districts as and when necessity arises.

6. During their visits, the Monitoring Officers should also hear the grievances of all the teaching and non-teaching staff, preferably on a Saturday.

Yours faithfully,



for Secretary to Government.



Encl:

List of subjects for inspection.

Copy to :-

The Senior Private Secretary to Secretary to Government,
School Education Department., Chennai-9
The Special Personal Assistant to
Hon'ble Minister for School Education, Chennai-9
Stock File / Spare Copy

Annexure to Letter No. 8831/Bud-2/2024, date 20.09.2024

I) Subjects for Inspection of Monitoring Officers in Primary and Middle Schools:

- 1) Academic performance:-
Ennum Ezhuthm 1 – 5 Classes
ALM (9 components) in 6 - 8 Classes
Basic Skill Training in Maths & Language for 6-8 Classes
Palli paarvai through APP
- 2) Flagship Programs :
CM's Breakfast scheme
All Welfare schemes implementation
- 3) Scholarships details : SC, ST, MBC, Minority
- 4) EMIS updation of school, Teachers and Students particulars.
- 5) Teachers Vacancy
- 6) Student strength matching – physical strength and online data.
- 7) NAS / SLAS analysis
- 8) NMMS details for class VIII students
- 9) Infrastructure details and physical audit and existing structures and the need.
- 10) Health screening of the students.
- 11) Club activities
- 12) Sports and Games activities
- 13) Out of school Children / Drop out
- 14) Inclusive education
- 15) Other Samagra Shiksha components.

II) Subjects for Inspection of a Monitoring Officer in High and Hr.Sec. Schools

1. Academic performance and Palli Paarvai Mobile App
2. X, XI, XII – Result Analysis and Performance
3. Infra Structure details - Existing and additional Need
4. Hr. Sec. Groups – Details of students, teachers etc.,
5. EMIS – updation of Schools, Teachers and Students particulars
6. Vacancies of Teaching and Non-Teaching
7. All welfare Schemes implementation and EMIS updating
8. PTA and SMC activities and Fund position
9. Club activities
10. Sports and Games activities and achievements

11. Health Screening and Emotional Well being
12. Scholarships
13. School Inspection by CEO and DEO details and rectification reports
14. Out of School Children / Drop-out
15. Inclusive education for Differently abled children
16. Other SS (Samagra Shiksha) components
17. Enrolment
18. NAS & SLAS Performance
19. Court cases pertaining to that school / Teachers
20. CM cell petitions pending
21. RTI Petitions pending
22. Registers :
 - Stock
 - Accounts
 - Special Fees
23. NMMS, NTS, TRUST
24. Scout and Guides, NSS, JRC, NGC etc.,
25. Noon – Meal Scheme
26. Basic skill Training in Maths & Language
27. Library facility and Utility
28. Laboratories - Science, Language, Hi-tech Labs etc.,
29. Functioning of Internal complaints Committees
30. Students Help Line – 14417, 1098 – awareness among Students
31. Monthly publications – Oonchal, Thenchittu, Kanavu Aasiriyar
32. Checking HM's Class room observation Records
33. KGBV Schools
34. Tamil Nadu Model School and Girls Hostel
35. Naan Muthalvan Scheme
36. Pudhumai Penn and Tamil Puthalvan Scheme
37. Namma School Namma Ooru Palli

III) Inspection Areas of CEO office by a Monitoring Officer

1. Aided Schools:
 - Appointment approval
 - Roaster Registers
 - Recognition renewal of aided schools
2. DEO's Establishment file
3. Hr. Sec. School HM's – SR and disbursements of HM's Monetary benefits and retirement benefits
4. DP Cases - Pending Details

5. Court Cases – Counter filing / orders to be complied / contempt cases
6. School Inspection Reports and Visit reports - Action taken
7. DEO office inspection report – Action taken
8. Compassionate ground appointment registers
9. CEO office – establishment
 - Section wise PR
 - Arrear PR
 - Form VII and other Records
10. Pending AG Audit Paras
11. Staff fixation – Aided schools- deployment of surplus teachers
12. Staff fixation – Govt. School – deployment of surplus teachers
13. Result Analysis of X, XI, XII
14. Other exams such as NMMS, NTS, TRUST, Student's Bank Account details
15. PTA & SMC Functioning
16. Welfare Schemes
17. CM Cell Petitions Pending
18. RTI Petitions Pending
19. DGE – Genuineness Certificate
20. Special Fees and other funds Disbursement and Utilization
21. NABARD and M & R Progress report
22. Teachers service Matters – probation declaration, Selection grade, Special Grade
23. Upgradation of School & Land Issues

IV) Inspection of DEO office:

1. All the points of CEO's Office Inspection

In addition:-

2. Aided Schools files – Forwarding to the CEO office
3. Salary Bills
4. Arrear Bills as per Budget (Other than salary)
5. High School HM's Matters

V) Inspection of BEO office:

1. Attendance
2. Stock Register
3. Account Maintenance of office contingency and o/c of IFHRMS Bills
4. UDR Register
5. PR, Arrear PR, Form VII and other Records
6. Registers of Welfare scheme
7. Teachers Service Register updations

8. Teachers GPF / TPF loan. Special Grade, Selection Grade and Retirement benefit disbursements.
9. I Saturday Grievance Redressal of Teachers and on-line Grievance Petitions through EMIS - action taken
10. 1/8 Staff fixation and deployment in PUPS, PUMS, Aided Primary & Middle Schools
11. FTG – Final Teaching Grant of Aided Schools:
12. CM Cell petitions Pending
13. RTI Petitions Pending
14. Court Cases – Counter filing / orders to be complied / contempt cases
15. Enrolment Difference

S. Madumathi
Secretary to Government.

//True copy//

b. k. s.
Section officer
SK