



School Education Department
Secretariat, Chennai-9.



Letter No. 8831/Bud-2/2024-2, dated 08.10.2024

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 – Effective implementation and monitoring of
Welfare Schemes / Programmes – Officers working under the
control of School Education Department appointed as
Monitoring Officer to Districts – Revised list – 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. Government Letter No.8831/Bud-2/2024-1, Dated
20.09.2024.
4. From the Director of School Education, Chennai Letter
No.40620/A1/E4/2024, dated 07.10.2024.

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

2. In the letter reference fourth cited, due to transfer and promotion of Joint Directors from the post of Chief Educational Officer, the Director of School Education has sent a revised list of Monitoring Officers and he has requested to appoint the Officers working under the control of School Education Department as Monitoring Officers to the Districts.

3. In this connection, I am 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.	Tenkasi
2.	Dr. M. Aarthi, I.A.S., State Project Director, Samagra Shiksha, Chennai-6.	Tirupathur
3.	Dr. S. Kannappan, Director of School Education, Chennai-6.	Chengalpet
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
8.	Dr. S. Nagarajamurugan, Director of Non-formal and Adult Education, Chennai-6.	Kallakurichi
9.	Dr. P. Kuppusamy, Secretary, Tamil Nadu Text Book and Educational Services Corporation, Chennai-6.	Salem
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


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	Kanniyakumari
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.	Pudukottai
19	Dr. V. Kumar, Joint Director, State Project Directorate, Samagra Shiksha, Chennai-6.	Ramanathapuram
20	Dr.P. Kumar, Joint Director, Directorate of Non formal and Adult Education, Chennai-6	Nilgiris
21	Dr. T. Rajendiran, Joint Director (Personnel) Directorate of School Education, Chennai-6	Trichy
22.	Tmt. N. Ananthi, Joint Director, State Project Directorate, Samagra Shiksha, Chennai-6.	Tiruppur
23.	Thiru.M.Ramasamy, Joint Director (Higher Secondary) Directorate of Government Examinations, 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

27.	Thiru. R. Boopathi, Joint Director (Secondary) Directorate of School Education, Chennai-6.	Mayiladuthurai & Nagapattinam
28.	Thiru. 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
31.	Thiru. M. Ramakrishnan, Joint Director II Directorate of Private Schools, Chennai-6	Sivagangai
32.	Tmt. K. P. Maheswari Joint Director (Personal) Directorate of Government Examinations, Chennai-6.	Virudhunagar
33.	Thiru. R. Murugan Joint Director, Teacher Recruitment Board, Chennai-6.	Namakkal
34.	Thiru. J. Angelo Irudayasamy Joint Director, Directorate of Private Schools, Chennai-6.	Madurai
35.	Tmt. R. Thiruvallarselvi, Deputy Director, Teachers Recruitment Board, Chennai-6.	Theni

4. The Monitoring Officers are directed to visit their districts atleast once in 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. During their visits, the Monitoring Officers should also hear the grievances of all the teaching and non-teaching staff, preferably on a Saturday. The list of subjects for inspection is also enclosed herewith.

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
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Annexure**(Letter No. 8831/Bud-2/2024-2, date 08.10.2024)****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//

Ch. Dhanraj
Section Officer 23/01/24

R.C.NO. 40620/A1/34/2024 Dated. 10.10.2024

Copy communicated to the Concern Officers

To
Concern Officers

Copy to
All Chief Educational Officers


Director of School Education
Chennai-600 006

10/10/24