

ATTENTION :

**TO ALL SECONDARY / HIGHER SECONDARY SCHOOLS UNDER
PASCHIM MEDINIPUR DISTRICT**

You are aware of the fact that we are working for the RMSA Project and fund are being released for some interventions. Now, it is urgently necessary to prepare a DATA BANK on the sanctioned teaching and non-teaching post of the Secondary Schools.

So, all recognised Secondary/ H.S Schools of Paschim Medinipur district are requested to submit DATA as per attached format in hardcopy along with softcopy(CD) in Excel Format to the respective sub-division offices within **10th September 2014.**

Order by :

S. Makur

District Inspector of Schools(SE)
Paschim Medinipur

EXCEL FORMAT

Annexure - A

Name of the School	Name of Sub-division, Block / Municipality, CLRC	School Recognition Memo No. & Date	No of approved staff (working) as on 01.07.2014	No of approved staff (vacant) as on 01.07.2014	Name of subjects allowed by H.S.Council and for which no post has been sanctioned by D.S.E.,W.B. till date but taught by approved teacher of normal section.	Name of subjects allowed by H.S.Council and taught by part - time(contractual) teacher of H.S. section whose salary is paid from Grant-in-Aid
		2- class Junior High School	Language	Language		
		4 Class Junior High School	science	science		
		Higher Secondary	Soc. Sc.	Soc. Sc.		
			W & Phy Edn	W & Phy Edn		
			H.S. Section	H.S. Section		
			Librarian	Librarian		
			Clerk	Clerk		
			Group-D	Group-D		