CIRCULAR

Sub:- Requirement of Dual Desks, Submission of online information.

It has been observed that number of requests are being received in Caretaking Branch (HQ) from various schools to provide dual desks. To cope up the shortage of dual desks, all the Heads of Schools are directed to furnish the information in the following format so that necessary arrangements to procure dual desks can be made.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name &amp; address of the school along with school ID</th>
<th>Number of class rooms in the school</th>
<th>No. of additional class rooms proposed to be constructed/under construction in the school</th>
<th>Number of dual desks available in the school</th>
<th>Number of dual desks required</th>
<th>Remarks of DDE, if any</th>
</tr>
</thead>
</table>

The above information should be submitted online to Caretaking Branch at HQ by 22.04.2013 up to 04.00 PM positively. Generally on an average, about 20 desks per class room can be easily accommodated.

The information so collected will then be mailed to respective DDEs who shall authenticate the information and submit the duly authenticated hard copy to Addl. DE(CTB) by 23.04.2013.

Treat matter **MOST URGENT**.

No.F.1(147)/CTB/Dual desk/13-14/ 15th

Copy to :-

1. P.S. to Secretary (Education)
2. P.S. to Director (Education)
3. All District DDEs.
4. All HOS for necessary compliance.
5. OS (IT) with the direction to upload the circular on the website of Dte of Education on **POP-UP**.

Date 18/4/13

(ANIL BANKA)
ADDL. DE (CTB)