CIRCULAR

Subject: - Directions for Head of Govt. Schools to organize Special classes during Winter Break for class IX students for ASL and PSA from 30th December to 4th January 2014.

All HOSs are directed to conduct Special classes for class IX students for ASL and PSA from 30th December to 4th January 2014.

On 27/12/2013 (Friday) HOS alongwith the trained English PGT and two trained English TGTs will also organize ASL training to train all other English TGTs working in the schools.

It is mandatory to organize mock ASL by the teachers, to make them aware with the correct procedure.

The English teachers teaching class IX will take special classes for class IX students to give practice ASL and to make them familiar with the procedure to be followed.

For PSA HOS to depute one TGT for each group/section to give adequate practice to the students and to prepare the students for PSA exam which is scheduled on 18/1/2014

The classes will be organized as per details below:

<table>
<thead>
<tr>
<th>Session</th>
<th>Morning School</th>
<th>Evening School</th>
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</thead>
<tbody>
<tr>
<td>I (ASL)</td>
<td>9.00 a.m. to 11.00 a.m.</td>
<td>12.30 noon to 1.30 p.m.</td>
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<tr>
<td>Break</td>
<td>11.00 a.m. to 11.15 a.m.</td>
<td>1.30 p.m. to 1.45 p.m.</td>
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<tr>
<td>II (PSA)</td>
<td>11.15 a.m. to 12.15 noon</td>
<td>1.45 p.m. to 2.45 p.m.</td>
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</table>

- All the students their parents and teachers should be informed, well in advance, about these classes.
- No leave will be allowed by the HOSs to the teachers engaged for the Winter Break classes. However, in case of genuine emergency, the HOSs may forward such applications with their remarks to the District DDE through the concerned Education Officer.
In case, some Guest Teachers are working in the school due to the non-availability of the regular teacher, no leave will be admissible to the Guest Teacher on the days of their classes during the winter break.

It is mandatory for all students of class IX to attend the winter break classes. The HOSs shall take all necessary measures to ensure 100% attendance of students. Attendance would be counted towards total attendance for appearing for the Board Exams.

The HOSs shall send the attendance of students on line, as usual.

The teachers who will take the special classes for class IX during the winter break would be given Special Earned Leave (not encashable) as per rules i.e. half Special Earned Leave for each day they would work during the Winter Break as per rules. No honorarium will be paid to such teachers for taking the remedial classes.

The concerned Regional Directors, Deputy Directors and Education Officers shall conduct inspections of winter break special classes on daily basis to ensure that the classes are not only being held regularly but are also fulfilling the desired objectives. The inspecting authorities must check the record of attendance of teachers and students.

This issues with the prior approval of competent authority.

(Addl. D.E. (Schools))

Dated: 2.01.13

(Kum Kum Lamba)
A.D.E.(School)