Circular

Sub: Regarding Distribution of Teacher's Diaries, CCE Booklet for classes IX, X in the schools for the session 2014-15.

All EO's / DEO's / HOS's are directed to provide the requirement of Teacher's Diaries and CCE Assessment Booklets for Class IX & Class X separately for the session 2014-15 as per Annexure (A) (B) (C) enclosed.

All the Heads of Govt. Schools are directed to submit the duly filled Annexures (A) & (B) to Zonal Distribution Center by 2:00 P.M positively dated 31/05/2014. The Zonal Distribution Incharges will compile the information.

Zonal Compiled Information from the zone must reach to School Branch through Email (schbranch@hotmail.com) in Excel Sheet by 02/06/2014 followed by hard copy duly signed by E O / DEO.

Encl: (3) Annexure (A) (B) & (C)

This issues with the prior approval of the competent authority.

(Dr (Mrs ) Sunita S. Kaushik)
Addl D E(School)

All DDE's / EO's / DEO's / HOSs of Govt. through DEL-E

No DE 23 (37)/Sch.Br./2014/ 667

Copy to:-
1. PS to Principal Secretary(Education)
2. OSD to Director(Education)
3. All RDEs for Information
4. All DDEs / EOs for necessary action
5. DBTB for information and necessary action
6. Guard File for record
7. OS(IT) to paste it on the Website and the Pop-Up

(UshaRani)
ADE (School)
Annexure (A)
(To be filled by the HOS)


<table>
<thead>
<tr>
<th>Name of School</th>
<th>Name of H.O.S</th>
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<tbody>
<tr>
<td>School ID</td>
<td>Mobile No.</td>
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<tr>
<td>Contact No.</td>
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</tbody>
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- Total No. of Teacher’s Diaries (in words)
- Total No. of CCE Booklets for class IX (in words)
- Total No. of CCE Booklets for class X (in words)

Name of HOS ........................................ Date ..........................
Signature ..............................................

Note: Important points to keep in mind for school requirement:

1. CCE record will be maintained for all Teaching Subjects.
2. Each Subject Teacher will maintain CCE records Sectionwise separately.
3. Each CCE Booklet can maintain the record of **60 Students** only. Therefore the requirement of CCE Booklets must be calculated accordingly e.g. for a section of 75 students, two CCE Booklets are required.
Annexure (B)
(To be filled by the HOS)


Name of School ........................................... Name of H.O.S ..............................

School ID ........................................... Mobile No ........................................

Contact No. ..............................

Total No. of Regular Teachers in the school (A) = .........................

Total No. Guest Teachers engaged / to be engaged (B) = .........................

Total Requirement of Teachers Diaries {C} = (A+B) = .........................

Name of HOS .............................. Date ..............................

Signature ..............................
Annexure (C)
(To be filled by the Zone)


Zone ..................................  District ..................................

Name of Zonal Distribution Centre ..................................

Name of Incharge ..................................

Mobile No. ..................................

<table>
<thead>
<tr>
<th>S No.</th>
<th>Name of School</th>
<th>School ID</th>
<th>No. of Teacher's Diaries required</th>
<th>No. of CCE Booklets required</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Class IX</td>
<td>Class X</td>
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</table>

TOTAL

- Total No. of Teacher's Diaries (in words) ..................................
- Total No. of CCE Booklets for class IX (in words) ..........................
- Total No. of CCE Booklets for class X (in words) ..........................

Name of Zonal Distribution Incharge ........................................ Date ..............

Signature ..................................

Name of EO / DEO ........................................................ Date ..............

Signature ..................................