

CORPORATE EDUCATIONAL AGENCY, DIOCESE OF KOTHAMANGALAM
PROPOSAL FOR FIXATION OF STAFF FOR

Name of School (in block letters) :

Village :

Taluk :

Panchayath/Municipality :

Ward No. :

Treasury :

Assistant Engineer LSGD :

Post Office with Pin Code :

To the DEO/AEO :

Sir,

In the light of the details furnished herewith, the staff proposed may kindly be sanctioned.

I. Roll strength as on 6th working day based on UID/EID Details (date) :

Standards	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
Total Boys											
Total Girls											
Grand Total											
Divisions Existing											
Total Divisions proposed	Under 1:45 (IX & X)										
	Under 1:35 (VI to VIII)										
	Under 1:30 (I to V)										

Boys also of primary section can learn sewing.

No. of students studying

In English medium											
Arabic											
Sanskrit											
Urdu											

Note : If there is any student without UID/EID their details may be given on separate sheets in standard wise showing their gender duly signed by the class teacher and the HM.

II. Details of accommodation (Showing length & breadth)						
Type	Existing last year			Additions of this year		
Permanent						
Semi Permanent						
Temporary						
III. Details of Staff						
Post	Scale	In existence last year		Proposed for the present year		Remarks
		Permanent	Temporary	Permanent	Temporary	
H.M						
H.S.A						
H.S.A (Mal)						
H.S.A (Hindi)						
HM (UP)						
HM (LP)						
UPSA						
LPSA						
LG Sanskrit FT						
LG Sanskrit PT						
LG Hindi FT						
LG Hindi PT						
Arabic FT						
Arabic PT						
Phy. Edn						
Drawing						
Sewing						
Music						
Clerk						
OA/Attender						
Menial FT						
Menial PT						

V. Ground plan of buildings in miniature scale with dimensions.

Headmaster

Manager

For Corporate Educational Agency
By Power of attorney

Date :