

## **Guidelines for furnishing particulars of sanctioned teacher posts and enrolment of students through online**

- ❖ The Headmasters shall bring the data related to number of sanctioned teacher posts, enrolment of students class-wise and number of sections as on 31.07.2011 while they are coming to MRC for meeting and data entry.
- ❖ The Headmaster of the school concerned shall enter the data related to number of sanctioned teacher posts, enrolment of students class-wise and number of sections online and takeout hardcopy. He / she shall verify the data in hard copy, affix his /her signature and submit to the Mandal Educational Officer concerned. There should not be any corrections on the signed hard copy.
- ❖ If any wrong entries are noticed in the hard copy, correct entries should be made again through online and take out another printout.
- ❖ If there are more than one medium in a school, forms for each medium should be submitted separately.
- ❖ In case, there are sanctioned teacher posts but no enrolment in a school or there are no sanctioned posts but enrolment is there, forms should be submitted.
- ❖ Form need not be submitted if there are no sanctioned posts and no enrolment in a school.
- ❖ Concerned MRP should sign on the form of a school where there are no regular teachers and functioning with only Vidya Volunteers.
- ❖ In case of teachers working in another school on deputation, their particulars should be entered in the form of the school where the post was sanctioned originally. This is also applicable in case of MRPs, teachers working on deputation at DPO and other places.
- ❖ If an upper primary school is upgraded as high school with the permission of the authorities concerned and later bifurcated, two separate forms should be submitted. In this case, the head of the institution should contact the District Project Office of RVM for allotment of code number to the upgraded school and the procedure shall be same in case of downgraded schools also.
- ❖ The Mandal Educational Officer should collect the forms (hard copy) of all schools under his / her jurisdiction, verify the data furnished by the headmaster and then sign on the forms. Further, the MEO shall keep one hard copy at MRC and submit another hard copy to the District Project Office for further necessary action.
- ❖ The District Educational Officer and Project Officer shall verify the data and confirm through online. The hard copies of forms obtained from MEOs shall be retained at District Project Office for further use.
- ❖ No editing shall take place once the data is confirmed at District Project Office.

**Schedule for furnishing particulars of sanctioned teacher posts and enrolment of students through online**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date</b>	<b>Incharge</b>
1.	Video Conference with MEOs / DEOs/ POs	11.08.2011	Planning Coordinator
2.	Orientation to Data Entry Operators and one MRP from each mandal on Software and guidelines	11.08.2011	PO
3.	Meeting with Headmasters and Data Entry at MRC		
a.	Hyderabad, Ranga Reddy, Medak, Nalgonda, Mahabubnagar, Nizamabad, Adilabad, Karimnagar, Khammam, Warangal and Kurnool	12 <sup>th</sup> to 14 <sup>th</sup> August 2011	MEOs concerned
b.	Kadapa, Anantapur, Chittoor, Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Nellore and Prakasam	16 <sup>th</sup> to 17 <sup>th</sup> August 2011	MEOs concerned
4.	Submission of school-wise forms to DEO / PO		
	Districts at Sl.No. 3.a.	16.08.2011	MEO
	Districts at Sl.No. 3.b.	18.08.2011	MEO
5.	Sending school-wise requirement of additional teachers from SPO to DPO based on the data provided by MEOs	By 18.08.2011	Planning Coordinator
6.	Verification and approval of details at DPO by the Committee	20.08.2011	DEO/PO
7.	Submission of finalized and verified copy from DPO to SPO	21.08.2011	PO

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA  
MISSION (SSA) ANDHRA PRADESH - HYDERABAD.**

*Present; Dr.R.V.Chandra Vadan, I.A.S*

**Rc.No.5730 /RVM(SSA)/B10/2004**

**Dated:09.08.2011**

Sub : APRVM(SSA), Hyderabad – RTE Act 2009 – Assessment of  
Additional teacher posts – Reg.

Ref : Minutes of the meeting held by the Principal Secretary, PE &  
SSA Department on 12.07.2011

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All the District Educational Officers and Project Officers of RVM (SSA), in the State are hereby informed that a decision was taken to assess school-wise, requirement of additional teacher posts in Primary, Upper Primary and Elementary sections of High Schools in the light of RTE Act 2009. It was also decided that a District Level Committee shall be constituted with the following members to verify the requirement of teacher posts and furnish the same to State Project Office.

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|---|-------------|
| 1) District Educational Officer               | Chairperson |
| 2) Project Officer, RVM(SSA)                  | Member      |
| 3) Dist. Tribal Welfare Officer               | Member      |
| 4) Representative of Municipal Administration | Member      |

Further, they are informed that an Online Application has been developed at State Project Office to obtain the requirement through online from mandal point / school point to ensure proper assessment as per norms. Online application address is [http://ssafinance.ap.nic.in/login\\_district.aspx](http://ssafinance.ap.nic.in/login_district.aspx). The detailed guidelines along with schedule are communicated herewith for taking necessary action accordingly.

**Sd/- Dr.R.V.Chandra Vadan  
STATE PROJECT DIRECTOR**

To  
All the District Educational Officers in the State  
All the Project Officer, RVM(SSA) in the state

//t.c.attested//

**Planning Coordinator**