

DIRECTORATE OF HIGHER SECONDARY EDUCATION
MONITORING OF CONTINUOUS EVALUATION (CE)

2010-11

Work Done Memorandum

(To be prepared and submitted to the Regional Deputy Director concerned by those HSSTs
 who are engaged for the monitoring of CE)

Name of Teacher :

Basic Pay :

Designation and :

School Address :

Subject

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RDD TVM / EKM / KZKD

Sl.No	Name and address of School visited for monitoring (mention School Code)	Days of Duty		Total No. of Days	Remarks
		From	To		

Place :

Signature

Date :

Name :

Counter signed

Subject Convener / Cluster Convenor
 (with Name and School Address)

DIRECTORATE OF HIGHER SECONDARY EDUCATION
MONITORING OF CONTINUOUS EVALUATION (CE)
2010-11
Form of Claiming Remuneration

(To be prepared and submitted to the Regional Deputy Director concerned by those HSSTs who are engaged for the monitoring of CE)

Name of Teacher :
 Basic Pay :
 Designation and :
 School Address :

Subject

RDD TVM / EKM / KZKD

1	2	3	4
Total No.of Days duty performed*	Rate of DA (₹ 150 / ₹ 120)	Total Remuneration (1) X (2)	Remarks
* attach Work done memorandum			

Total ₹.....

(Rupees only)

Place :

Signature

Date :

Name :

For Office Use Only

Total Days of Duty :
 Rate of DA :
 Total Remuneration :
 Passed for Payment : ₹.

Clerk

Supdt

Regional Deputy Director

Teachers attending to monitoring duties are eligible for a maximum of 5 eligible TA towards remuneration. If the duty days are less than 5, remuneration will be paid only for the actual days of duty.
 Teachers of rare subjects, who have to visit schools in districts other than their home districts for monitoring, are eligible for TA/DA as per KSR