

Office of the Director of General
Education, Higher Secondary Wing,
Housing Board Building,
Santhi Nagar, Thiruvananthapuram.
E-mail :cgacdhse@gmail.com
Phone: 0471-2323198
Dated: 23/03/2022

CG & AC-1/4512/2022/HSE

Circular

Sub:- Career Guidance-Forwarding of Activity Report 2021-22-reg.

Ref:- G.O (Rt) No. 3151/2021/Gl.Edn. dated: 26/06/2021

As per reference cited, Government have accorded administrative sanction to implement Career Guidance programme in Higher Secondary Schools for the year 2021-22. Accordingly fund for schools were allotted to each school for conducting school level activities.

Principals/Career Guides of these schools are hereby directed to forward the report of the activities so far conducted, and utilization certificate in the enclosed format before

31st of March 2022 to the following address.

State Co-ordinator
Career Guidance and Adolescent Counselling
Directorate of General Education, Higher Secondary Wing
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram-1.

Report should be furnished in A4 size paper. Vouchers/Receipts of the expenditure incurred should **NOT** be forwarded along with the Report. A soft copy of the report should be forwarded to the e-mail:- arucdhse2022@gmail.com . The unutilized amount should be surrendered and reported.

Allotment of Fund for the next academic year will be made only to Schools that have submitted the Activity Report in time.

***State Co-ordinator
CG&AC***

1. The RDD's
2. The Principals (through dhse portal)
3. Career Guide

**DEPARTMENT OF GENERAL EDUCATION, HIGHER SECONDARY WING
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL**

CAREER GUIDANCE

Activity Report 2021-22

1. Name of School :
2. District :
3. Educational District :
4. School Code :
5. DDO Code (10 digits) :
6. Phone No. of the School :
7. Year of starting the Career Guidance unit :
8. Details of Career Guide during the Academic Year 2021-22

Sl.No.	Name and Designation	PEN	From	To

9. Mobile No. of the Present Career Guide :

MANDATORY PROGRAMMES

10. Details of Mandatory Programmes Conducted :

Sl.No.	Programme	Target Group	Date of Programme	Name and Designation of Resource Person with mobile No
1.	Career Counseling Class	Students of HSS		

2.	Career Portal 'Career prayanam' awareness class	Students of HSS		
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11. Number of +2 Students using Career Portal – Career prayanam.

12. Whether Career Guide attended Educational district level meeting. If so centre at which attended

13. Whether the school is a K-DAT nodal Centre, if yes number of students attended K-DAT test

Signature of Career Guide

Counter Signature of the Principal

Place
Date

(Seal)

**DEPARTMENT OF GENERAL EDUCATION, HIGHER SECONDARY WING
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
CAREER GUIDANCE**

Name of School :
District :
School Code :
Amount Sanctioned :
Date of Encashment :
Name of Treasury :

**UTILISATION CERTIFICATE
2021-22**

Certified that an amount of Rs.....(Rupees.....
.....) has been utilized for conducting
Career Guidance activities in the school out of the fund allotted for the school level
activities under the head of account **2202-02-109-74(P)** during the financial year **2021-
22.**

Place

Dated Signature
Name of the Principal
Mobile No.

(Seal)