

**CIRCULAR**

Sub: Monitoring of CE-Modification of guidelines-issued-reg.  
Ref: This office circular of even number Dated: 28/01/2013

The guidelines issued in the circular dated 28/01/2013 are modified as follows.

1. There should be 2 teachers in a team.
2. A team should visit 2 schools on a day.(This is not applicable to rare subjects)
3. A team shall conduct monitoring at a maximum of 10 schools only. Such teachers can claim a maximum of 5 eligible DA.
4. A teacher shall engage himself/herself for monitoring duty in such a way that he/she should not absent from the school for not more than 5 days for the purpose.
5. Allowance and duty off should be claimed only for the actual days of work. That is, if a teacher has conducted monitoring at 4 schools, he is eligible for claiming DA and duty off for two days only.
6. Original attendance certificate(s) issued by the Principal of the host school(s) should be submitted along with the bills for DA claim. A self attested copy of the same should be furnished to the Principal of the parent school for granting duty off.
7. The Principal of the parent school should countersign the claim for allowance of the teachers after ensuring that only admissible allowance is claimed by the incumbent.
8. Bills without the counter signature of the Principal and original duty certificate(s) will not be

The circular dated 28/01/2013 stands modified to this extent

**Sd/-  
JOINT DIRECTOR (Academic).**