

GOVERNMENT OF JAMMU AND KASHMIR
DIRECTORATE OF SCHOOL EDUCATION, KASHMIR

C I R C U L A R.

Subject: Submission of Progress Reports under Mid-day Meal Scheme.

It has been observed that the Progress Reports (**MPR's/ QPR's/UC**) of Plan Schemes/Mid-day Meal are not being submitted **in time** due to which the **Directorate** has to face embarrassing **situation** before the **MHRD** and the **Administrative Department**. The **issue** came under **discussion** during the recent **PAB Meeting** held in the **MHRD New Delhi** on **03/04/2012** and a fixed time prescribed time schedule for submission of the information as stated below has been chalked out. Accordingly, it is impressed upon all Chief Education Officers to strictly stick with the following **schedule**.

S. NO	Name of the Schedule	Last Date of submission to the next higher office
01	Monthly School Statement(Progress Report)	By 5th of the following month by the schools to the concerned ZEO .
02	Monthly Progress Report (as per format)	By 8th of the following month by ZEO to the concerned CEO and by 10th to this Directorate .
03	Quarterly Progress Report	By 10th of the next month after every quarter.
04	Utilization Certificate	By 15th of April every year.

The Chief Education Officers are further **directed** to pass on the **instructions** to the concerned **ZEOs/Field functionaries**. In case the information (Progress reports) is not furnished/submitted to the next **higher offices** as per the above **time schedule**, the Zonal Education Officer shall furnish the list of **defaulters (Schools)** to the concerned Chief Education Officer for immediate **necessary action** and the Chief Education Officer, shall **report** in this behalf to this Directorate accordingly.


Director School Education
Kashmir

NO: DSELK/Plg/MDM/ AW/PAB/423

Dated: 10/05/2012

Copy for information/ necessary action to the:

1. Joint Secretary (EE) MHRD Govt. of India Shastri Bhawan New Delhi.
2. Secretary to Govt. School Education Department, Civil Secretariat, Srinagar.
3. Chief Education Officer, _____(All).
4. Principal DIET, _____(All).
5. PRO to Director School Education Kashmir for information of the DSEK.
6. Notice Board.