

DEPARTMENT OF SOCIAL WELFARE
GOVT. OF NATIONAL CAPITAL TERRITORY
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002
[Research, Training and Evaluation (RTE)]
rtesw2021@gmail.com

F.44(20)/Proforma /2020/RTE/DSW 6809-6879

Dated: 06 AUG 2021

ORDER

The Department of Social Welfare has developed Monthly Progress Reports (MPR) proformas for District offices, Institutions, CPO and Branch Offices of HQ to assess their progress in terms of performance, budget utilized, delivery of public services, redressal of grievances and their overall functioning.

Accordingly, I am directed to convey the orders of Spl. Secretary cum Director, SW for submission of Monthly Progress Reports (MPR) in the prescribed format by all the District offices, Institutions, CPO and Branch Offices of HQ in **soft copy** at rtesw2021@gmail.com positively by 7th of every month from September 2021 onwards. The format in soft copy as well as in PDF format will also be available on the website of the department and official Whatsapp group. The same will also be made available on the official e-mail IDs of respective offices.

There should not be any delay in submission of MPRs as the same has to be compiled and submitted before Spl. Sec. cum Director latest by the 10th of every month by the RTE Branch.

In addition to this, the Spl. Sec. cum Director SW has also directed that all the District Officers (DSWOs) to submit the weekly progress reports w.r.t Financial Assistance Schemes to DD FAS on every Friday as decided in the meeting under the chairmanship of Hon'ble Minister, Social Welfare on 27/7/2021.

RTE branch may be contacted for further clarifications.


Saroj Rawat
Dy. Director (RTE)

To,

All District Offices/Branches of HQ/Institutions/Homes

F.44(20)/Proforma /2020/RTE/DSW 6809-6879

Copy for information to:

Dated: 06 AUG 2021

1. PS to Secretary, SW, GLNS Complex, Delhi Gate, Delhi-2
2. PA to Special Secretary cum Director- SW, GLNS Complex, Delhi Gate, Delhi-2
3. PA to the Jt. Director, SW, GLNS Complex, Delhi Gate, Delhi-2
4. Sr. System Analyst with the request to upload the proformas on the official website


Dy. Director (RTE)


08/08/21
Abhishek

250/CC
6/8/21

M ONTHLY PROGRESS REPORT (INSTITUTION WISE)

General Information

1. Month of the report:

2. Name of the Institution:

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent: -

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation:

Name of the Posted Employee	Designation	Work Allocated

6. Details of residents:

Capacity of the Institution				
Number of Residents	On 1 ST Day of the month	Nos. of New entrants(in the current month)	No. of outgoing residents	On last Day of the month

6. (A) Nos. of residents left:

	Restored to their families	Transferred to other Inst.	Deceased	Escaped
Nos. of residents Left				

6. (B)

IN CASE OF DEATH		
Nos. of Deceased	Name	
	Age	
Date of Demise	Date of Admission	
	Place of Death	
Action Taken	I.	
	II.	
Action Taken	Informed Relatives	YES/ NO
	Informed Police	YES/ NO
	Informed HQ	YES/ NO
	Informed NHRC	YES/ NO

6. (C)

IN CASE OF ESCAPE		
No. of Escapees	Name	
	Age	
Date on which escaped	Date of Admission	
	Date of Escape	
Action Taken	Last Seen at	
	Place of Escape	
Action Taken	I.	
	II.	
Action Taken	Informed Relatives	YES/ NO
	Informed Police	YES/ NO
	Informed HQ	YES/ NO
	Inquiry report submitted by DSWO/Administrator	Yes/NO (If yes, please attach the report)

7. Health & Wellness (Monthly details)

A. Nos. of residents went for medical Checkups	
A.1 No. of residents with BMI showing malnourishment	
A.2 No. of residents with BMI showing b/w improved to normal	
A.3 No. of residents showing with activity of daily living (ADL) functionality	
B. Nos. of residents referred to specialized treatment	
C. No. of Residents Hospitalized	
D. No. of Counseling Sessions Held	
E. No. of OT/PT Sessions Held	

8. Other Information:-

Nos. of RTI/PGC/PGMS/LG Grievances

	RTI	PGC	PGMS	LG
Nos. of Grievances Received				
No. of replies sent to concerned authority/applicant				
Nos. of Grievances Pending				

9. Maintenance of the building (Monthly):-

Nos. of complaints forwarded to PWD/Estate Branch	Civil/Building Repair	Electrical	Horticulture
Nature of Complaints			
No. of Complaints resolved(different types)			
Complaints not resolved (If any)			
Reasons of Non-Resolution of Complaints			

10. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Salary				
Material				
Overhead Expenses (If any)				

11. Events/Activities/Meetings/held during the month (kindly attach relevant photos via email)

Name of the Person(s) of the organization/institution meeting held with	
Date & Time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

12. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Superintendent

(Stamp of the Intuition/Home/Office)

M ONTHLY PROGRESS REPORT (DISTRICT OFFICE WISE)

General Information

1. Month of the Report :
2. Name of the District :
3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Physically Posted		
		Regular	Contractual	Outsourced

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

Schemes/Application	Received	Approved	Rejected	Under Process
Old Age Pension				
Disability Pension				
Delhi Family Benefit				
CM COVID Scheme				

No. of Applications pending above 45 days	No. of verifications done and pending during the month	Reasons of Pendency

7. Grievances

	RTI	PGC	PGMS	LG	CM
Nos. of Grievances Received					
No. of replies sent to concerned authority/applicant					
Nos. of Grievance Pending					
Applications pending for more than 30 days, if yes, give reasons					

8. Inspections, Visits and its recommendations: -

From	No. of applications received	No. of Inspections carried out	No. of reports submitted	No. of pending cases		Reasons of pendency
				Inspections	Report	
VAC (GIA)						
Disability (Registration and NOC)						
SS (GIA for Recreation Centres)						
Any Other						

9. Disability Camps

- No. of disability camps organized (with Date and Venue)
- No. of PWDs attended

Outcome of the Disability Camp:

- No. of disability certificates issued by the hospital
- No. of ID cards issued by Revenue Officer
- No. of aids and appliances distributed
- No. of bus pass issued
- No. of railway pass issued

9. Maintenance of the building (Monthly):-

Nos. of complaints forwarded to PWD	Civil/Building Repair	Electrical	Horticulture
Nature of Complaints			
Nos. of Complaints resolved (different types)			
Complaints not resolved (If any)			
Reasons of Non-Resolution of Complaints			

10. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Overhead Expenses				

11. Events/Activities/Meetings/held during the month (kindly attach relevant photos via email)

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

12. Achievements vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

DSWO/HOO
(Stamp of the Office)

M ONTHLY PROGRESS REPORT (FAS,HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

A: Old Age Pension

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

B: Disability Pension:

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

C: Delhi Family Benefit Scheme:

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

D: Mukhayamantri Covid 19 Pariwar Arthik Sahayak Yojana:

Appl. Received from SDM	Appl. Approved	Appl. Returned to SDM	Appl. under Process	Appl. under process for more than 03 days

7. Grievances

	PGMS	District Office	Head Office	LG Listening Post	CM Grievance Cell
Nos. of Grievances Received through					
Nos. of replies sent to different authorities					
Nos. of Grievance Pending					
Applications pending for more than 30 days, if yes, give reasons					

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Schemes	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Old Age Pension				
Delhi Family Benefit				
Disability Pension				
Mukhayamantri Covid 19 Pariwar Arthik Sahayak Yojana				

9. Events/Activities/Meetings/held during the month (other than project related as mentioned above)

Name of the person(s) of the organization/institution meeting held with	
Date&time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

10. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director

(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (Disability,HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation&Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

A. Parents with Disab. for Marriage of their Daughters And Marriage Of Daughters With Disab.

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

B: Sugamya Sahayak

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

C: MukhyaMantri Divyang Yojana

Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending

7. Grievances

	PGMS	District Office	LG Listening Post	Cm Grievance Cell	Head Office
Nos. of Grievances Received					
Nos. of replies sent to different authorities					
Nos. of Grievance Pending					
Applications pending for more than 30 days, if yes, give reasons					

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Schemes	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Parents with disab. for marriage of their daughters and marriage of daughters with disab.				
Sugamya Sahayak				
Mukhyamantri Divyang Yojana				

9. Events/Activities/Meetings/held during the month (other than project related as mentioned above)

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

10. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director

(Sign and stamp of the branch)



MONTHLY PROGRESS REPORT (Social Security, HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

A: Recreation Centre for Sr. Citizens:

No. of existing recreation centres as on 1 st Day of financial year. (Baseline)	No. of new application received during the month	No. of sanction given	Total No. of Centres
No. of senior citizens availing facilities of these recreation centres as on 1 st Day of financial year. (Baseline)	No of new beneficiaries added during the month	Total No. of beneficiaries	

B: Sr. Citizen Helpline number

No. of calls	Received		Disposed	
	Information	Guidance	Emotional Support	Linkages
No. of services rendered to Sr. Citizens under different heads				

C: Welfare centre for old age persons:

No. of NGOs empaneled for shelter of old age persons	
No. of residents residing in such NGOs	

D: Maintenance and Appellate tribunal

No. of Maintenance and Appellate tribunal established	
No. of grievances received in the tribunal	
No. of grievances settled in the tribunal	
No. of grievances pending in the tribunal	
No. of grievances appealed	

7. Grievances

	PGMS	LG Listening Post	CM Grievance Cell
Nos. of Grievances Received through			
Nos. of replies sent to different authorities			
Nos. of Grievance Pending			
Applications pending for more than 30 days, if yes, give reasons			

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Schemes	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Recreation Centre for Sr. Citizens				
Welfare Centre for old age persons				

9. Events/Activities/Meetings/held during the month (other than project related as mentioned above)

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

10. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director

(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (VAC,HQ)

General Information

1. Month of the report :
2. Name of the Branch :
3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

	Delhi Grant Scheme	Recreation Centre for SS	Application for schemes of GOI
No. of applications received			
No. of applications forwarded to district offices for inspection			
No. of applications pending at VAC level for more than 15 days			
No. of inspection reports received from district offices			
No. of applications pending at District level for more than 15 days			
No. of applications approved by GIA committee			
No. of applications issued sanctions/forwarded to GOI.			

7. Grievances

	LG Listening Post	CM Grievance Cell	PGMS
Nos. of Grievances Received			
Nos. of replies sent to different authorities			
Nos. of Grievance Pending			
Applications pending for more than 30 days, if yes, give reasons			

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Schemes	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Delhi Grant Scheme				
Recreation Centres for Sr. Citizen				

9. Events/Activities/Meetings/held during the month (other than project related as mentioned above)

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

10. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director

(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (Social Defence,HQ)

General Information

1. Month of the report:

2. Name of the Branch:

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation&Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress:

A:

Skill development and Rehabilitation of Beggars, Persons with Disabilities and Economically Weaker Sections	No. of organisations empaneled for shelter	No. of organizations empaneled for training	Name of the Training	No. of trainees in each trg.

B:

Name of Scheme	No of Centres	No of beneficiaries/ trainees
RCL Scheme		
TCPC		
SWPH		

7. Grievances

	LG Listening Post	CM Grievance Cell	PGMS
Nos. of Grievances Received through			
Nos. of replies sent to different authorities			
Nos. of Grievance Pending			
Applications pending for more than 30 days, if yes, give reasons			

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Schemes	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Skill development and Rehabilitation of beggars, Persons with Disabilities and Economically weaker sections				
RCL				
TCPC				
SWPH				

9. Events/Activities/Meetings/held during the month (other than project related as mentioned above)

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

10. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director
(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (Estate, HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

Name of the projects with address	Date of allotment	
	Date of Possession	
	Area of the land	
	Construction Agency	
	Whether Boundary has been constructed	
	Whether layout plan submitted by the agency	
	Whether layout plan approved by the Deptt	
	Whether layout plan submitted for local bodies	
	Whether layout plan approved by the local body	
	Whether estimate received from the agency	

	Whether sanction issued	
	Whether construction started if yes then date of commencement of work	
	Timeline to complete the work	
	Status of work in %	
	Whether work completed	

7. Grievances

	LG Listening Post	CM Grievance Cell	PGMS
Nos. of Grievances Received			
Nos. of replies sent to different authorities			
Nos. of Grievance Pending			
Applications pending for more than 30 days, if yes, give reasons			

8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

Projects	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure

9. Achievements of the month vis-a vis targets.

Targets under various Projects (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director

(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (Vigilance,HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent: -

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress:

Total No. of cases where DP initiated as on First day of the month	
No of new cases initiated during the month	
No. of cases wherein charge sheet issued	
No of cases wherein charge sheet has not been issued after 90 days and reason thereof. Append sheet if required	
No. of cases wherein inquiry report received	
No. of cases where inquiry report send to Disciplinary Authority	
No. of cases where final orders are issued (Case disposed off)	

Deputy Director
(Sign and stamp of the branch)

M ONTHLY PROGRESS REPORT (Litigation,HQ)

General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Work Progress

	Supreme Court	High Court	Central Administrative Tribunal (CAT)	State Administrative tribunal (SAT)	Labour Court /Industrial Tribunal (LC/IT)
Total no. of court cases as on 1 st day of month					
No. of court matters listed in current month					
No. of cases disposed off					
No. of cases pending					
Reason for pendency					

Deputy Director
(Sign and stamp of the branch)

MONTHLY PROGRESS REPORT (CPO)

General Information

1. Month of the report:

2. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

3. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

4. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

5. Work Progress-

Nature and no. of cases received for supervision of probationers/prisoners during the month (mention with dates)				
No. of SIRs prepared and submitted under/for	POA Act	Bail: Parole: Furlough:	Recurring Supervisory cases	Any other
No. of SIRs pending (under above mentioned heads)				
Reasons of pendency				

6. Budget & Expenditure details under different heads:

	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Grant to the children of incarcerated persons				
Social Assistance for Everyone				
Delhi Rehabilitation Grant Scheme				

7. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

CPO(Sign and stamp)

M ONTHLY PROGRESS REPORT (School)

General Information

1. Month of the report:

2. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

3. Enclose the details of Staff on Leave/Absent: -

Name of the employee	Designation	Nos. of Days of leave & absence

4. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

5. Strength of Students (1st-12th)

Standard	Total No. of students	No. of students dropped out/struck off in the month of reporting due to	Remarks
		1. Death 2. Migration 3. Health 4. No reason 5. Any other reason (specify)	

6. Training undertaken (since the beginning of the service of the teacher):

	For Specially -abled (intellectually disabled)	For Visually Impaired (blind)	For Hearing Impaired (deaf)
No. of teachers			

Please enclose the list of all the teachers along with name who attended the training and from which institute/organisation

7. Information pertaining to teaching during COVID

- Mode of classes
- Hours of classes per day
- No. of students benefitted from online classes in the current month
- Measures taken for students who aren't able to attend online classes (please answer in detail)

8. Budget & Expenditure details under different heads:

Uniform & Textbook Subsidy	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure

9. Sports/Extra Curricular Activities

- Name of all the sports/ECA activities being held in school
- No. of students participating/representing in state/national/international events

Name of the Sport/ECA Activity	No. of Students	District	State	National	International

10. Parent-teacher Interaction

Standard	No. of PTMs Held	Mode		% of parents attended PTM
		Offline	Online	

11. Events/Activities/Meetings held during the month

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

12. Achievements of the month vis-a vis targets.

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

Deputy Director
(Sign and stamp of the branch)