

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT**

Memo No. 01/SPL/IT Cell/2020

Dated:24 -06-2020

Sub:- School Education- Uploading and updation of data and marking of attendance by the Headmasters and staff –Certain Instructions-Issued

Ref: Rc. No.145/A&I/2020 dated:22.06.2020 of the CSE, A.P., Amaravati

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The attention of all the District Educational Officers in the State is invited to the reference read above and they are informed that they were instructed to ensure that the attendance of the headmasters and the staff shall report their attendance through Biometric devices and the device be sanitized at regular intervals.

Accordingly, the attendance as on 24.06.2020 was obtained through the reports. As seen from the reports, it is observed that the attendance in certain Mandals was recorded quite low and the reasons for such low attendance are not known. Since, the instructions for recording the attendance were issued to enable the headmasters and the staff to update and upload the data, their presence in the school is inevitable.

Therefore, all the District Educational Officers in the State are requested to instruct the concerned Dy. Educational Officers and Mandal Educational Officers to identify the schools in their respective Divisions and Mandals which recorded a very low attendance as on 24.06.2020 and ensure that the attendance is recorded to **100% by next 3 days failing which necessary disciplinary action shall be initiated against the erring Dy. Educational Officers and Mandal Educational Officers.** However, the schools located in the containment zone are exempted from the above instructions. But the headmaster and staff should update and upload the data.

Encl: Attendance Report as on 24.06.2020

**V.Chinaveerabhadurdu
COMMISSIONER, SCHOOL EDUCATION**

To

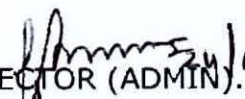
All the District Educational Officers in the State

Copy to all the Regional Joint Directors of School Education in the State

Copy submitted to the Principal Secretary, School Education Department, Govt. of A.P., Velagapudi for favour of kind information

Copy to the Hon'ble Minister for Education, Govt.of A.P., Velagapudi for favour of kind information

//FORWARDED::BY ORDER//


DIRECTOR (ADMIN). 6/2020