

No. C5/101186/2008

Directorate of Vocational Higher Secondary Education
Housing Board Buildings
Santhi Nagar, Thiruvananthapuram - 695001

CIRCULAR

Sub : VHSE - IT based training Programme to Staff- Reg.

Ref : 1. This Office circular of even number dated. 03.07.2009

2. Letter No. ITS/2009/09/1119 (7), dated: 09.09.2009 of the Executive Director ,IT@ School.

As per reference cited Principals of all VHS Schools were directed to depute teachers and other ministerial staff for the IT training at district centres of IT @ school without affect the normal and activities of the school. The executive Director, IT@ school, vide reference 2nd cited has informed that they had impacted training to 1853 persons of this Department, under various categories.

All Assistant Directors are hereby requested to contact the respective District co-ordination of IT @School project and collect the details of staff already received training. All the AD's have to ascertain the number of staff yet to be deputed them for training in a phased manner, in consultation with the District co-ordinators of IT@ school, witho ut affecting the normal activities and functioning of the Department. All AD's are once again requested to best on your personnel attention in this regard and also communicate the progress made in this report t the end of each month in the format given below; so as to reach this undersigned on or before 10th of the succeeding month.

**REPORT ON IT -BASED TRAINING TO VHSE STAFF UNDER IT@SCHOOL
PROJECT FOR THE MONTH OF -----**

SI. No	Category of Persons	Total	No. Attended Training Consolidated	Balance to be trained
1	Vocational Teachers			
2	Non-Vocational Teachers			
3	Instructors			
4	Lab Technical Assistants			
5	Clerical Staff			
Place : Date : Assistant Director				

Yours faithfully

DIRECTOR