

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR, RAJIV VIDYA  
MISSION (SSA) ANDHRA PRADESH - HYDERABAD.**

*Present: Smt. V.Usha Rani, I.A.S.,*

**Rc.No.5730/RVM(SSA)/C4/2010.**

**Dated:29.04.2013**

**Sub:** RVM (SSA) A.P, Hyderabad – Re-engaging the services of certain personnel on contract basis – Further guidelines - Issued - Reg.

**Ref:** This office Proc.Rc.No.5730/RVM(SSA)/C4/2010 dt: 14.02.2013, 18.04.2013 and 25.04.2013.

--oOo--

All the Project Officers of RVM (SSA) in the state are informed that, necessary guidelines were issued in the references cited on termination and engaging the services of certain personnel at District Project Offices, Divisional level, Mandal Resource Centers, School complexes and schools on contract basis duly assessing the performance by constituting committees at district and mandal levels. Further the services of various personnel shall be engaged for the academic year 2013-14 as shown below.

Sl. No	Name of the post	Contract period	
		From	To
1	IERTs	01.05.2013	23.04.2014
2	MIS Coordinators	01.05.2013	23.04.2014
3	Data Entry Operators	01.05.2013	23.04.2014
4	Cluster Resource Persons	01.05.2013	23.04.2014
5	Part time instructors	15.06.2013	23.04.2014
6	Divisional level Monitoring Teams	15.07.2013	23.04.2014
7	Asst. Sectoral Officers (NGOs)	01.05.2013	23.04.2014

Necessary instructions shall be issued to the concerned officers and Head Masters to obtain the contract forms from the personnel whose services are engaged and send the photo copy of the formats to the District Project Offices concerned within 7 days from the day of engaging the services. Original forms shall be retained at the respective offices and institutions. A model contract form and proceedings are enclosed for ready reference.

No personnel shall be engaged without entering into contract under any circumstances. If any deviation is noticed, action will be initiated against the concerned officers as per rules.

Further, District Project Offices shall collect the information of the personnel category wise in the format enclosed and furnish the same to the State Project Office within 15 days after engaging the services. The information shall also be updated from time to time based on modifications if any and keep ready at District Project Offices to furnish the same to State Project Office as and when required.

It has been brought to the notice of the State Project Office that, some of the officers are issuing service certificates to the personnel mentioning that their services were engaged continuously for the last so many years. Since the services are engaged every year a fresh, no service certificate shall be issued to the personnel.

Therefore, all the Project Officers in the state are requested to follow the norms strictly without any deviations and submit compliance to the State Project Office.

**SD/-V.USHA RANI  
STATE PROJECT DIRECTOR**

To

All the Project Officers of RVM (SSA) in the State.

Copy to all District Educational Officers in the state.

Copy forwarded to Commissioner& Director of School Education, A.P, Hyderabad for favor of information.

//T.C.Attested//

Administrative Officer