

NAME OF SCHOOL: _____ EMIS: _____

DAILY PROFORMA FOR MONITORING

Sr # _____

1 TEACHING STAFF

SANCTIONED COUNT			FILLED TEACHING STAFF			PRESENT TEACHING STAFF		
Sanctioned Teaching Posts	Regular	Contract	Filled Teaching Posts	Regular	Contract	Present Teaching Staff	Regular	Contract

2 NON-TEACHING STAFF

SANCTIONED COUNT			FILLED NON-TEACHING STAFF			PRESENT NON-TEACHING STAFF		
Sanctioned Non-Teaching Posts	Regular	Contract	Filled Non-Teaching Staff	Regular	Contract	Present Non-Teaching Staff	Regular	Contract

3 ECE ROOM INFORMATION

ECE ROOM AVAILABLE	YES/NO	CARE GIVER	YES/NO	TRAINED ECE TEACHER	YES/NO

4 AEO LAST MONTH VISIT DATES

1ST VISIT	
2ND VISIT	

5 DETAILS FREE TEXTBOOKS

CLASS	TOTAL TEXT BOOKS SETS	SURPLUS BOOKS	TEACHER GUIDES AVAILABLE	AVAILABILITY OF D-3 FORM
KATCHI				YES/NO
ONE				
TWO				
THREE				
FOUR				
FIVE				
SIX				
SEVEN				
EIGHT				
NINE				
TEN				
ELEVEN				
TWELVE				

6	DETAILS OF NSB FUNDS		
	BALANCE ON 30-06-2020		
	TOTAL GRANT RECEIVED		
	TOTAL EXPENDITURE UPTO LAST DATE OF PREVIOUS MONTH		
	PRESENT BALANCE		

NOTE: BANK STATEMENT SHOULD BE AVAILABLE FROM 30-06-2020 UPTO TO LAST DATE OF PREVIOUS MONTH

7	DETAILS OF FTF / SMC FUNDS		
	BALANCE ON 30-06-2020		
	TOTAL FTF COLLECTED UPTO THE LAST DATE OF PREVIOUS MONTH		
	TOTAL EXPENDITURE UPTO LAST DATE OF PREVIOUS MONTH		
	PRESENT BALANCE		

NOTE: BANK STATEMENT SHOULD BE AVAILABLE FROM 30-06-2020 UPTO TO LAST DATE OF PREVIOUS MONTH

8	DETAILS OF ROOMS AND TOILETS			
	TOTAL NO OF ROOMS		TOTAL NO OF TOILETS	
	ROOMS USED FOR TEACHING		FUNCTIONAL TOILETS	
	NO OF DANGEROUS ROOMS		NO OF WASH POINTS	
			NO OF WASH CLUB MEMBERS	

9	JANITORIAL STAFF HIRED OR NOT HIRED		YES/NO
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10	DID NUTRITION SUPERVISOR VISITED LAST MONTH ?	YES/NO	IF YES, THEN DATE OF VISIT OF NUTRITION SUPERVISOR
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SIGN AND STAMP OF HEADMASTER

This Daily Monitoring Proforma is designed for the Head Teachers to provide the required information during monitoring easily.

PREPARED BY;
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