

Office of the Director of Higher Secondary
Education, Housing Board Building,
Santhi Nagar, Thiruvananthapuram

Ad.D2/10121/2009 (7)

Dated : 24.11.2009

Circular

Sub : Implementation of Pay Roll System and Personnel Management “SPARK” in all Government and Aided Higher Secondary Schools-Scheduling of training of the schools of **Alappuzha, Kottayam, Idukki, Ernakulam and Thrissur** -reg
Ref : Letter No. KSITM/SPARK/2009/3861/9/72 dated 30.10.2009 of the Director, Kerala State IT Mission

As part of Implementation of SPARK Programme in Higher Secondary Education Department, Data Entry of Service details of the staff of Higher Secondary schools of all the districts have been done by KELTRON. The second phase of the programme is to conduct training to the officials of the schools. The training to the staff of schools of **Alappuzha, Kottayam, Idukki, Ernakulam and Thrissur** is scheduled and appended as annexure. Principals of the schools are directed to adhere to the following directions strictly.

1. Two staff from each school has to be selected for attending the training programme. Nodal officer should **invariably** attend the training programme. The second trainee can either be principal or any other staff selected by the principal. It is preferable that trainees should have a basic knowledge in computers and establishment matters especially in pay bill preparation. List of the persons who will be attending the programme shall be informed to the Directorate and Kerala Kerala State IT Mission , ICT Campus, Vellayambalam Jn, Thiruvananthapuram **before 10th of December, 2009.**
2. **Training has been arranged to Schools only which have forwarded the Format -3** (certificate issued at the time of data entry) **to the Directorate. Principals of those schools which have not been included in the training have to forward the format -3 and request for inclusion in the training with the reason for delay in submitting the format-3 before 10th of December 2009.**
3. The training is from 10 am to 5 Pm for two days **Accommodation facilities are not arranged by the Directorate.** Trainees should arrange the accommodation by themselves.
4. Log in access to SPARK on behalf of the school will be given to the Nodal officer. In order to provide login access, Principal should forward the details given in the **format -5** to the Directorate and Kerala State IT Mission, before **10th of December 2009.**
5. The trainees shall attend the training with a copy of previous bill, format -03 (certificate issued at the time of data entry), format -05 and list of complete staff with allotted PEN (**format -6**).
6. The Principal should relieve the trainees to the specified training centre so as to attend the training in time.
7. The trainees shall collect the attendance certificate from the training centre and forward it along with the TA bills.
8. No change of training centre, date of training and substitution of trainees will be allowed.
9. Trainees are eligible for TA and DA as per rules. After the completion of the training, Principal may forward the TA bills of the trainees (in duplicate) to the Directorate for sanctioning the amount. Separate TA Bill should be prepared for the travel made for data entry and attending the training programme. Principals and HSSTs (Senior) of the Government schools should prepare the TA Bill in form TR-47. HSST (Junior) of Government schools and all the staff of Aided

Schools should prepare the TA bill in form TR 56. TA Bills should be attached with concerned circulars and duty certificates. The TA bills should reach the directorate within 15 days from the training.

10. After attaining the training, all the Principles are directed to prepare the salary bill from the month of December 2009 through SPARK. Conventional type of bills will not be accepted hence forth.
11. Non attending the training programme will affect the disbursement of the salary. The principals alone will be responsible for the non disbursement of salary of their school from the month of December 2009.
12. Sri.Salahuddeen H, State Level Nodal officer, SPARK, DHSE and Sri. Aseef Reju.M.I., Department Manager User (DMU), SPARK, DHSE will co-ordinate and monitor the training programmes. *(For more enquiries, please contact Aseef Reju.M.I – Mobile No. 9961499166).*

**Sd/-
DIRECTOR**

To,

1. The Director, Kerala State Information Technology Mission, Thiruvananthapuram
2. The Keltron Deputy General Manager (DEIT), KELTRON.
3. Principals of Government and Aided Higher Secondary Schools.
4. The Regional Deputy Director Thiruvananthapuram, Ernakulum and Kozhikode.

ALAPPUZHA

Sl.No	School code	Name of School	Venue of Training	Date of Training
1	04001	Govt. HSS, Ala, Chengannur	Keltron Controls, Aroor, Alappuzha. Ph. 0478-2872323	30.11.2009 & 01.12.2009
2	04003	SNM Govt BHSS, Cherthala	do	30.11.2009 & 01.12.2009
3	04006	Govt Boys HSS, Kayamkulam	do	30.11.2009 & 01.12.2009
4	04009	Govt HSS, Perumpalam	do	30.11.2009 & 01.12.2009
5	04010	Govt. HSS, Chandiroor	do	30.11.2009 & 01.12.2009
6	04013	Govt. Girls HSS, Mavelikkara	do	30.11.2009 & 01.12.2009
7	04021	Govt. HSS, S.L.Puram	do	30.11.2009 & 01.12.2009
8	04023	Govt. GHSS, Haripad	do	30.11.2009 & 01.12.2009
9	4028	Vaduthala Jama ath HSS, Nadavath Nagar	do	30.11.2009 & 01.12.2009
10	04029	Lajmathul Mohammediyya HSS, Alappuzha	do	30.11.2009 & 01.12.2009
11	04030	St. Joseph's HSS for Girls	do	30.11.2009 & 01.12.2009
12	04031	AGRM HSS, Vallikkunnam	do	30.11.2009 & 01.12.2009
13	04034	Aravukkad HSS, Punnappra	do	30.11.2009 & 01.12.2009
14	04035	SNDP HSS, Kuttamangalam	do	30.11.2009 & 01.12.2009
15	04036	St.Aloysious HSS, Edathua	do	30.11.2009 & 01.12.2009
16	04041	Pope Pious XI HSS, Bharanikkavu	do	30.11.2009 & 01.12.2009
17	04048	St. Joseph's HSS, Pulincunnoo	do	30.11.2009 & 01.12.2009
18	04049	LM HSS, Pacha Alappuzha	do	30.11.2009 & 01.12.2009
19	04053	Padanilam HSS, Noornad	do	30.11.2009 & 01.12.2009

20	04067	St. George's HSS, Muttar	do	30.11.2009 & 01.12.2009
21	04088	Govt. HSS, Thirunelloor	Keltron Controls, Aroor, Alappuzha. Ph. 0478-2872323	02.12.2009 & 03.12.2009
22	04089	Govt. HSS, Cherthala South	do	02.12.2009 & 03.12.2009
23	04095	Govt. Girls HSS, Alappuzha	do	02.12.2009 & 03.12.2009
24	04098	Govt. Mohammadens HSS for Girls, Alappuzha	do	02.12.2009 & 03.12.2009
25	04100	Govt. SVHSS, Thandanavila	do	02.12.2009 & 03.12.2009
26	04101	Govt. HSS, Valiyazheekkal	do	02.12.2009 & 03.12.2009

<u>KOTTAYAM</u>				
Sl.No	School code	Name of School	Venue of Training	Date of Training
1	05001	Govt. HSS, Erattupetta	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	02.12.2009 & 03.12.2009
2	05002	Govt. HSS, Kadappoor	do	02.12.2009 & 03.12.2009
3	05003	Govt. HSS, Karapuzha	do	02.12.2009 & 03.12.2009
4	05004	Govt. Model HSS, Kottayam	do	02.12.2009 & 03.12.2009
5	05005	Govt. HSS, Kumarakam	do	02.12.2009 & 03.12.2009
6	05007	Govt. HSS, Panamattam	do	02.12.2009 & 03.12.2009
7	05008	Govt. HSS, Thazhathuvadakara	do	02.12.2009 & 03.12.2009
8	05009	Govt. HSS, Thrikkodithanam	do	02.12.2009 & 03.12.2009
9	05010	Govt. Girls HSS, Vaikom	do	02.12.2009 & 03.12.2009
10	05012	Govt. HSS, Pamapady	do	02.12.2009 & 03.12.2009

11	05014	Govt. HSS, Peruva	do	02.12.2009 & 03.12.2009
12	05015	Govt. Boys HSS, Puthupally	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	02.12.2009 & 03.12.2009
13	05016	MCG HSS, Arpookara	do	02.12.2009 & 03.12.2009
14	05017	Govt. HSS Areeparambu	do	02.12.2009 & 03.12.2009
15	05019	Govt. HSS Kurichy	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	04.12.2009 & 05.12.2009
16	05020	Govt. HSS, Edakkoly	do	04.12.2009 & 05.12.2009
17	05021	SKV Govt. HSS, Neendoor	do	04.12.2009 & 05.12.2009
18	05022	Govt. HSS, T V Puram, Vaikom	do	04.12.2009 & 05.12.2009
19	05023	Govt. HSS, Kanakkary	do	04.12.2009 & 05.12.2009
20	05024	Govt. HSS, Kulasekharamangalam	do	04.12.2009 & 05.12.2009
21	05025	A J J M Govt. HSS, Thalayola Parambu	do	04.12.2009 & 05.12.2009
22	05026	Govt. VHSS, Ponkunnam	do	04.12.2009 & 05.12.2009
23	05027	Govt. HSS, Nedumkunnam	do	04.12.2009 & 05.12.2009
24	05028	Govt. HSS, Edakunnam	do	04.12.2009 & 05.12.2009
25	05029	Govt. V HSS, Murikumvayal	do	04.12.2009 & 05.12.2009
26	05031	Muslim Girls HSS, Erattupetta	do	04.12.2009 & 05.12.2009
27	05032	M T S HSS, Kottayam	do	04.12.2009 & 05.12.2009
28	05034	Baker Memorial Girls HSS, Kottayam	do	04.12.2009 & 05.12.2009
29	05035	St. Mary's HSS, Manarcad	do	04.12.2009 & 05.12.2009
30	05036	N S S HSS, Karukachal	do	04.12.2009 & 05.12.2009
31	05040	SMV HSS, Poonjar	do	04.12.2009 & 05.12.2009

32	05041	St. Antony's HSS, Plassanal	do	04.12.2009 & 05.12.2009
33	05043	St. Mary's HSS, Bharananganam	do	04.12.2009 & 05.12.2009
34	05044	St. Mary's HSS, Teekoy	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	04.12.2009 & 05.12.2009
35	05046	J J M M HSS, Yendayar	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	07.12.2009 & 08.12.2009
36	05047	C.Kesavan MHSS, Koruthode	do	07.12.2009 & 08.12.2009
37	05048	Viswabharathi S N H S S, Nezhoor	do	07.12.2009 & 08.12.2009
38	05050	Holy Cross HSS, Cherpunkal	do	07.12.2009 & 08.12.2009
39	05051	S M V NSS HSS, Kallara	do	07.12.2009 & 08.12.2009
40	05053	St. Mary's HSS, Kuravilangad	do	07.12.2009 & 08.12.2009
41	05056	St. Berchman's HSS, Changanacherry	do	07.12.2009 & 08.12.2009
42	05057	N S S HSS, Perunna	do	07.12.2009 & 08.12.2009
43	05058	S K M HSS, Kumarakom	do	07.12.2009 & 08.12.2009
44	05061	Mount Carmel HSS For Girls , Kanjikuzhy	do	07.12.2009 & 08.12.2009
45	05065	St. Aloysius HSS, Athirampuzha	do	07.12.2009 & 08.12.2009
46	05069	St. Teresa's HSS Vazhappally, Changanacherry	do	07.12.2009 & 08.12.2009
47	05070	N S S HSS, Anickad	do	07.12.2009 & 08.12.2009
48	05072	N S S HSS, Kidangoor	do	07.12.2009 & 08.12.2009
49	05073	Holy Family HSS, Muttambalam, Kottayam	do	07.12.2009 & 08.12.2009
50	05075	St. Augustin's HSS, Ramapuram	do	07.12.2009 & 08.12.2009
51	05077	Emmanuel's HSS, Kothandalloor	do	07.12.2009 & 08.12.2009

52	05078	St. Michael's HSS, Kudavechoor, Vaikom	do	07.12.2009 & 08.12.2009
53	05079	St. Mary's HSS, Kidangoor	do	07.12.2009 & 08.12.2009
54	05080	SMSN HSS, Vaikom	do	07.12.2009 & 08.12.2009
55	05081	St. Mary's HSS, Pala	Keltron Controls, Aroor, Alappuzha. Ph. 0478- 2872323	09.12.2009 & 10.12.2009
56	05082	St. Anne's HSS, Kurianad	do	09.12.2009 & 10.12.2009
57	05083	Muslim Girls HSS, Kangazha	do	09.12.2009 & 10.12.2009
58	05084	A M HSS, Kalaketty	do	09.12.2009 & 10.12.2009
59	05087	St. Antony's HSS, Poonjar	do	09.12.2009 & 10.12.2009
60	05088	S V R V NSS HSS, Vazhoor	do	09.12.2009 & 10.12.2009
61	05116	Govt. HSS, Vayala	do	09.12.2009 & 10.12.2009
62	05117	Govt. HSS, Puthuvely	do	09.12.2009 & 10.12.2009
63	05118	Govt. HSS, Paippad	do	09.12.2009 & 10.12.2009
64	05119	Govt. HSS, Chengalam	do	09.12.2009 & 10.12.2009
65	05120	P T M Govt. HSS, Velloor	do	09.12.2009 & 10.12.2009
66	05121	Govt. Devi Vilasom HSS, Kudavechoor	do	09.12.2009 & 10.12.2009

<u>IDUKKI</u>				
Sl.No	School code	Name of School	Venue of Training	Date of Training
1	06001	Govt. HSS, Amaravathy	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412722	02.12.2009 & 03.12.2009

2	06002	Govt. Tamil HSS, Devikulam	do	02.12.2009 & 03.12.2009
3	06003	Govt. HSS, Kallar	do	02.12.2009 & 03.12.2009
4	06004	Govt. HSS, Kumily	do	02.12.2009 & 03.12.2009
5	06005	Govt. HSS, Kunchithanny	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412722	02.12.2009 & 03.12.2009
6	06006	Govt. THSS, Kattappana	do	02.12.2009 & 03.12.2009
7	06007	CPM Govt. HSS, Peermade	do	02.12.2009 & 03.12.2009
8	06008	Govt. Tribal HSS, Poomala	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412722	04.12.2009 & 05.12.2009
9	06011	Govt. HSS, Vellathooval	do	04.12.2009 & 05.12.2009
10	06013	Govt. HSS, Kudayathoor	do	04.12.2009 & 05.12.2009
11	06015	Govt. HSS, Mullaringadu	do	04.12.2009 & 05.12.2009
12	06017	St. George's HSS, Muthalakodam	do	04.12.2009 & 05.12.2009
13	06018	St. Mary's HSS, Kaliyar	do	04.12.2009 & 05.12.2009
14	06019	St. Joseph's HSS, Karimannoor	do	04.12.2009 & 05.12.2009
15	06021	St. Augustine's HSS, Karimkunnam	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412722	07.12.2009 & 08.12.2009

16	06022	St. Mary's HSS Arakulam	do	07.12.2009 & 08.12.2009
17	06023	St. George HSS, Vazhathope North	do	07.12.2009 & 08.12.2009
18	06024	S N HSS, Nankicity	do	07.12.2009 & 08.12.2009
19	06025	St. Mary's HSS, Manickassery	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412722	07.12.2009 & 08.12.2009
20	06026	St. George HSS, Kattappana	do	07.12.2009 & 08.12.2009
21	06027	St. Thomas HSS, Erattayar	do	07.12.2009 & 08.12.2009
22	06032	F M G HSS, Koompanpara	Keltron IT Education Centre, Near SB College, Changanassery, Phone No: 0481 2412723	09.12.2009 & 10.12.2009
23	06034	St. Xavier's HSS, Chemmannar	do	09.12.2009 & 10.12.2009
24	06035	St.Philominas's HSS, Upputhara	do	09.12.2009 & 10.12.2009
25	06037	St. Sebastian's HSS, Vazhithala	do	09.12.2009 & 10.12.2009
26	06039	M K N M HSS, Kumaramangalam	do	09.12.2009 & 10.12.2009
27	06040	St. Thomas HSS, Thankamany	do	09.12.2009 & 10.12.2009
28	06054	Govt. HSS, Marayoor	do	09.12.2009 & 10.12.2009
29	06055	Govt. HSS, Thoprakudy	Keltron IT Education Centre, Near SB College, Changanassery,	14.12.2009 & 15.12.2009

			Phone No: 0481 2412722	
30	06056	Govt. Tribal HSS, Peringassery	do	14.12.2009 & 15.12.2009
31	06057	Govt. HSS, Panickankudy	do	14.12.2009 & 15.12.2009
32	06058	Govt. HSS, Pathinaramkandam	do	14.12.2009 & 15.12.2009
33	06062	Panchayath HSS, Vandiperiyar	do	14.12.2009 & 15.12.2009

ERNAKULAM

Sl.No	School code	Name of School	Venue of Training	Date of Training
1	07001	Govt. HSS, Akanad	M.A College of Engineering Kothamangalam, Phone : 0485 2822363	25.11.2009 & 26.11.2009
2	07002	P G HSS, Chendamangalam	do	25.11.2009 & 26.11.2009
3	07004	Govt. HSS, Elankunnappuzha	do	25.11.2009 & 26.11.2009
4	07005	Govt. GHSS, Ernakulam	do	25.11.2009 & 26.11.2009
5	07007	Govt. HSS, Mookkannur	do	25.11.2009 & 26.11.2009
6	07008	Govt. HSS, Sivankunnu	do	25.11.2009 & 26.11.2009
7	07009	Govt. HSS, Namakkuzhy	do	25.11.2009 & 26.11.2009
8	07010	Govt. HSS, North Paravur	do	25.11.2009 & 26.11.2009
9	07013	M G M Govt. HSS, Nayathode	do	25.11.2009 & 26.11.2009
10	07014	Govt. Boys HSS, Aluva	do	25.11.2009 & 26.11.2009
11	07015	Govt. Model HSS, Cheruvathur	do	25.11.2009 & 26.11.2009
12	07017	Govt. HSS, Kuttampuzha	do	25.11.2009 & 26.11.2009

13	07018	Govt. HSS, Kadayirippu	do	25.11.2009 & 26.11.2009
14	07019	Govt. Girls HSS, North Paravur	do	25.11.2009 & 26.11.2009
15	07021	Govt. Girls HSS, Aluva	do	25.11.2009 & 26.11.2009
16	07023	Govt. HSS, Mulanthuruthy	do	25.11.2009 & 26.11.2009
17	07026	Govt. HSS, Kalamassery	do	25.11.2009 & 26.11.2009
18	07029	Govt. HSS, Chengamanad	do	25.11.2009 & 26.11.2009
19	07032	Govt. HSS, Puthenthode	do	25.11.2009 & 26.11.2009
20	07034	SRV Govt. (M) HSS, Ernakulam	M.A College of Engineering Kothamangalam, Phone : 0485 2822363	25.11.2009 & 26.11.2009
21	07035	Govt. HSS, Neriamangalam	M.A College of Engineering Kothamangalam, Phone : 0485 2822363	30.11.2009 & 01.12.2009
22	07036	S N D P HSS, Udayamperoor	do	30.11.2009 & 01.12.2009
23	07039	Mar Elias HSS, Kottappady	do	30.11.2009 & 01.12.2009
24	07043	St. Sebastian's HSS, Gothuruthy	do	30.11.2009 & 01.12.2009
25	07046	Cardinal HSS, Thrikkakkara	do	30.11.2009 & 01.12.2009
26	07047	St. Philomena's HSS, Koonammavil	do	30.11.2009 & 01.12.2009
27	07048	NSS BHSS Manickamangalam	do	30.11.2009 & 01.12.2009
28	07049	St. Thomas HSS, Keezhillam	do	30.11.2009 & 01.12.2009
29	07059	St. Ignatious HSS, Kanjiramattom	do	30.11.2009 & 01.12.2009
30	07062	St. Alberts HSS, Ernakulam	do	30.11.2009 & 01.12.2009
31	07066	S N V (Skt.)HSS, North Paravur	do	30.11.2009 & 01.12.2009
32	07071	Darul Uloom HSS,Pulleppady Ernakulam	do	30.11.2009 & 01.12.2009

33	07072	St. Francis HSS, For Girls, Aluva	do	30.11.2009 & 01.12.2009
34	07074	St. Antony's HSS, Kacheripady	do	30.11.2009 & 01.12.2009
35	07076	Mar Coorilose Memorial HSS, Pattimattom	do	30.11.2009 & 01.12.2009
36	07078	Assram HSS, Perumbavoor	do	30.11.2009 & 01.12.2009
37	07082	S N HSS, North Parvur	do	30.11.2009 & 01.12.2009
38	07084	NSS HSS, Parakadavu	do	30.11.2009 & 01.12.2009
39	07087	Brahmanandodayam HSS, Kalady	do	30.11.2009 & 01.12.2009
40	07089	St. Peter's HSS, Kolenchery	M.A College of Engineering Kothamangalam, Phone : 0485 2822363	30.11.2009 & 01.12.2009
41	07090	St. Augustine's GHSS, Muvattupuzha	M.A College of Engineering Kothamangalam, Phone : 0485 2822363	02.12.2009 & 03.12.2009
42	07091	MKM HSS, Piravom	do	02.12.2009 & 03.12.2009
43	07141	M T M HSS, Pampakuda	do	02.12.2009 & 03.12.2009
44	07144	Govt. V HSS, Njarakkal	do	02.12.2009 & 03.12.2009
45	07146	Govt. HSS, Central Calavathy	do	02.12.2009 & 03.12.2009
46	07147	Govt. HSS, Chowara	do	02.12.2009 & 03.12.2009
47	07148	Govt. HSS, South Ezhippuram	do	02.12.2009 & 03.12.2009
48	07149	Govt. HSS, Pallarimangalam	do	02.12.2009 & 03.12.2009
49	07151	Govt. HSS, Edappally North	do	02.12.2009 & 03.12.2009
50	07153	Govt. HSS, Mannanthoor	do	02.12.2009 & 03.12.2009
51	07154	Govt. HSS, Pezhakkappilly	do	02.12.2009 & 03.12.2009
52	07156	Govt. HSS, Kallil, Methala	do	02.12.2009 & 03.12.2009

53	07158	Govt. HSS, Eloor	do	02.12.2009 & 03.12.2009
54	07159	Govt. HSS, Piravom	do	02.12.2009 & 03.12.2009
55	07163	Govt. HSS, Cheranalloor	do	02.12.2009 & 03.12.2009
56	07164	Govt. HSS, Ezhikkara	do	02.12.2009 & 03.12.2009
57	07165	Govt. HSS, Puthiyakavu	do	02.12.2009 & 03.12.2009
58	07166	Govt. HSS, Maneed	do	02.12.2009 & 03.12.2009
59	07167	Govt. Girls HSS, Thrippunithura	do	02.12.2009 & 03.12.2009

<u>THRISSUR</u>				
Sl.No	School code	Name of School	Venue of Training	Date of Training
1	08001	SMT.Govt. HSS Chelakkara	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	07.12.2009 & 08.12.2009
2	08002	Govt. HSS, Cherpu	do	07.12.2009 & 08.12.2009
3	08005	Govt. HSS, Kodakara	do	07.12.2009 & 08.12.2009
4	08006	Govt. HSS, Kodungallur	do	07.12.2009 & 08.12.2009
5	08007	Govt. HSS, Machad	do	07.12.2009 & 08.12.2009
6	08008	Govt. Kerala Varma Memorial GHSS, Eriyad	do	07.12.2009 & 08.12.2009
7	08009	Govt. F HSS, Nattika	do	07.12.2009 & 08.12.2009
8	08010	Govt. HSS, Peechi	do	07.12.2009 & 08.12.2009

9	08011	Govt. HSS, Peringottukara	do	07.12.2009 & 08.12.2009
10	08015	Govt. HSS, Cheruthuruthy	do	07.12.2009 & 08.12.2009
11	08018	Govt. Model Boys HSS, Chalakudy	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	09.12.2009 & 10.12.2009
12	08019	Govt. Model Boys HSS, Irinjalakuda	do	09.12.2009 & 10.12.2009
13	08020	Govt. HSS, Villadom	do	09.12.2009 & 10.12.2009
14	08021	Govt. MBHSS, Vadakkanchery	do	09.12.2009 & 10.12.2009
15	08022	Govt. HSS, Chavakkad	do	09.12.2009 & 10.12.2009
16	08024	Govt. Girls HSS, Kodungallur	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	09.12.2009 & 10.12.2009
17	08025	Govt. HSS, Iranikulam	do	09.12.2009 & 10.12.2009
18	08027	Govt. HSS, Karupadanna	do	09.12.2009 & 10.12.2009
19	08028	Govt. HSS, Nandikara	do	09.12.2009 & 10.12.2009
20	08030	Govt. HSS, Edavilangu	do	09.12.2009 & 10.12.2009
21	08031	Govt. Nalanda HSS, Kizhuppillikara	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	14.12.2009 & 15.12.2009
22	08033	Govt. HSS, Kattilapoovam	do	14.12.2009 & 15.12.2009
23	08035	Govt. R S R V HSS, Velur	do	14.12.2009 & 15.12.2009

24	08036	Govt. HSS, Kochannur	do	14.12.2009 & 15.12.2009
25	08042	Govt. Model Girls HSS, Kunnamkulam	do	14.12.2009 & 15.12.2009
26	08052	St. Clare's C G HSS, Thrissur	do	14.12.2009 & 15.12.2009
27	08053	S N D P HSS, Palissery	do	14.12.2009 & 15.12.2009
28	08060	S R K G V M HSS, Puranattukara	do	14.12.2009 & 15.12.2009
29	08064	St. Mary's HSS, Kuzhikkattisery	do	14.12.2009 & 15.12.2009
30	08066	St. Sebastians HSS, Kuttikad	do	14.12.2009 & 15.12.2009
31	08068	H D P S HSS, Edathirinji	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	16.12.2009 & 17.12.2009
32	08072	St. Raphael's C G HSS, Ollur	do	16.12.2009 & 17.12.2009
33	08073	C J M A HSS, Varantharapalli	do	16.12.2009 & 17.12.2009
34	08074	Sri Sarada Govt. HSS, Puranattukara	do	16.12.2009 & 17.12.2009
35	08080	Little Flower C G HSS Mammiyoor, Guruvayur	do	16.12.2009 & 17.12.2009
36	08081	St. Francis BHSS, Mattam	do	16.12.2009 & 17.12.2009
37	08084	S N Trust HSS, Nattika	do	16.12.2009 & 17.12.2009
38	08119	Govt. HSS, Manathala	do	16.12.2009 & 17.12.2009
39	08121	Govt. FHSS, Kaipamangalam	do	16.12.2009 & 17.12.2009
40	08123	Govt. HSS, Thanniam	do	16.12.2009 & 17.12.2009

41	08124	Govt. C M HSS, Kuttur	Keltron I T Education Centre, Rozy Bazar, Sahodharan Ayyappan Road, Vittila, Kochi Phone: 0484 2307548	21.12.2009 & 22.12.2009
42	08125	Govt. HSS, Kattoor	do	21.12.2009 & 22.12.2009
43	08126	M A R M G HSS, Santhipuram	do	21.12.2009 & 22.12.2009
44	08127	Govt. HSS, Mupliyam	do	21.12.2009 & 22.12.2009
45	08128	Govt. HSS, Anchery	do	21.12.2009 & 22.12.2009
46	08132	Govt. HSS, Kadikkad	do	21.12.2009 & 22.12.2009
47	08138	Govt. HSS, Pookunnam	do	21.12.2009 & 22.12.2009

School Code:

Directorate of Higher Secondary Education, Thiruvananthapuram

Format 05

(Details regarding initialisation of an Office)

1	Department Name	Higher Secondary Education
2	District	
3	Name of School	
4	Full Address with name of Post Office and PIN code	
5	Phone number with STD Code	
6	Name of Treasury	
7	HRA/CCA slab (Ref page 4 of Pay Revision Book)	
8	Taluk	
9	Village	
10	Local Body	

11	DDO Code	
12	PEN, Name and Date of Birth of the DDO	
13	The date from which the present DDO is the DDO of your office	
14	Head of Account (in the format of 0000-00-0-00-0-0)	
15	Plan or Non-plan	
16	PEN, Name and Date of birth of Nodal Officer	
17	Contact Mobile number of Nodal Officer	

Signature of the Principal

Format -06

Directorate of Higher Secondary Education,
Thiruvananthapuram

Implementation of SPARK SYSTEM

Name of School:
District :

School Code :

Details of Staff

Sl.No.	Name of the Employee	Designation	Subject	Temporary PEN allotted	New PEN allotted
1					
2					
3					
4					
5					
6					
7					
8					
9					

10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Signature of the Principal