Dear PSSP Licensee,

No. PEF (PSSP)2016/135  
Dated: 8th April, 2016

Subject: General Instructions for PSSP Schools

Reference to above cited subject, please ensure compliance to the following instructions as all these indicators shall also be checked during routine monitoring.

1. Separate teacher for each class.
2. Name of all students must be enrolled in Admission/Withdrawal register.
3. Separate attendance register for each class/section.
4. Teachers' attendance register.
5. Summary of students attendance;

<table>
<thead>
<tr>
<th>Class</th>
<th>Total Students Enrolled</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
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</table>

6. Teacher salaries register.
7. 90% attendance of the day of students and teachers at every school must be ensured.
8. Strictly adherence to the school timings as notified by SED/PEF.
10. Furniture for all enrolled students and teachers
11. Tree register.
12. Record of Parent teacher meeting.
13. Supply of water.
14. Clean and Hygienic drinking water points.
15. Neat and clean toilets with proper water supply (water tank & pot).
16. Supply of electricity.
17. Proper and safe (for students) electric wiring.
18. Arrangements of sweeper for the purpose of cleanliness. Use of students for school/class cleanliness purpose is strictly forbidden.
20. Proper building maintenance (repair, paint & plantation etc)

[Signature]
Director (PSSP)

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