

SILIGURI PRIMARY SCHOOL COUNCIL

SCHOOL SL. NO. _____

Monthly Return of Primary and Jr. Basic School

URBAN / RURAL (tick the portion applicable)

Name of School _____ P.O. _____ School Recognition No. with date _____ M.R. for the month of _____

School Code No. _____ Name of Circle _____ Name of G.P. _____ Gram Sansad / Ward No. _____ Panchayat Samity / Municipal Corporation _____

PART 'A' : Information about Teachers

Sl. No.	Name of Teacher	Sex	Designation	SC/ST/Gen/OBC/Minority	Edn. Qualification	1 st Language in H.S. Exam	Date of Birth	Appt. Memo No. under this Council & date	Date of Joining & transfer order No. of this Council	Leave Account of the Teachers										Full Signature of Teacher with date		
										Current Month					From the date of appointment upto last month							
										C.L	H.P.L	Commuted Leave	Medi. Leave	C.C.L	Total No. of days present	H.P.L	Commuted Leave	Medi Leave	Maternity leave		Others Leave	C.C.L
1																						
2																						
3																						
4																						
5																						
6																						

PART 'B' : Information about Students & Inspection

Class	(i)										(ii)		(iii)	(iv)	a) No. of students dropped during this month b) No. of students dropped from last month				No. of meetings held during this academic session :	Information about Inspection				
	Total enrolment		Gen		SC		ST		OBC		Muslim	Minority except Muslim	Ph. Handicapped	Average Attendance	(a)		(b)							
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls					With TC	Without TC	With TC	Without TC						
Pre-Primary																								
I																								
II																								
III																								
IV																								
V																								
Total																								

PART 'C' : Information about School's land, building, furniture and TLM, etc.

School building own/ rented If rented, rate of monthly rent	Rent paid by SPSC or not	School building kaccha / pucca (Tin roof / concrete roof)	No. of Classrooms	Area of each classroom (in sq. ft.)	Toilet facility – Yes / No		Drinking water facility Yes / No	Playground facility	Status of land	Whether the land deed deposited to the council Yes / No	Name of Mouza	Plot No.(s)	H. No. Khatian No.	Area of Land
					Boys	Girls								

PART 'D' : Statement of contingency, rent and other grants of this month

School Contingency, VEC / WEC / A/c No. with Bank Name	Item	Opening Balance	This month receipts	Total	This month expenditures	Closing Balance	Remarks of H.T / T.I.C.	If any suggestions (in brief)
VEC	Contingency							
	School Grants							
Contingency -	Maintenance Grant							
	T. L. M.							
	A. C. R. / Others							

