

Annexure to the Agreement; Format of Bill of Payment to be generated for each deployed HR, each month

Annexure - 3

**Discharge of Responsibilities and fulfillment of Performance indicators - Certificate issued by the Head Teacher**

Month & Year		Upgraded Higher Primary School (Location)	Designation - Trained Graduate Teacher _____ (Subject)																																		
Name of the Teacher												No. of Days																									
Dates of the month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	FUNCTIONED	WORKED	leave	absent	Fixed for RT	
Working day=1; colour fill means holiday	1		1	1	1		1	1	1	1	1				1	1	1				1	1	1	1	1	1		1	1	1	1						
1	Worked (=1) /Absent (=0)	1																																			
2	Late /absent during working hours-by not more than half an hour(=0); otherwise (1)																																				
3	Remedial teaching done (=1); not done (0)																																				

a.	Child profile completed, checked & approved by Head Teacher	Y/N	N= Penalty Rs 500/-
b.	Power point presentations (.ppt) prepared and used in the unit lesson plan	Y/N	N= Penalty Rs 350/-
c.	.ppt of the lesson plan is posted on RMSA web portal	Y/N	N= Penalty Rs 500/-
d.	Demonstrations / Experiments conducted (class room / laboratory) as per lesson plan	Y/N	N= Penalty Rs 150/-
e.	Late coming (refer sl no. 2)	Y/N	Penalty for late coming
f.	Unauthorized absence for one day – penalty of double the payment entailed for the day; Termination for a maximum of 5 working days cumulatively during this period of contract.	Y/N	Penalty for Unauthorized absence / In case of termination, penalty on the Agency
	<b>Total</b>		<b>Rs 1500/- + penalty accrued under item e, f</b>

Sl. No. 1 - Indicate One (1) if attended the school; Indicate Zero (0) and fill it with amber colour if authorized to avail leave; Indicate Zero (0) if absent without colour.

Sl. No. 2 and e - If late or absent by more than half an hour, **EACH** such late comings to be treated as half day leave, if there is leave at credit. Otherwise, to be treated as **HALF** day absent. Leave shall be as per para 8 of TOR

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SI No. 3 - Remedial teaching (RT) ; No. of periods would be fixed /assigned by Head Teacher on a monthly basis. RT is to be conducted either before or after school hours. Special class on a holiday is not accounted against RT; Not conducting remedial teaching on one day is to be treated as half day leave if available at credit or else to be treated as half day absent.

SI no. **a to f** would be treated on the basis of Yes (y) or No (n); Every No (n) would attract the penalty as indicated there in, in full.

Based on this Report, the Compensation particulars for this Human Resource would be generated for the current month and submitted to RMSA Head Quarters as payment claim. SI. No. d is not applicable to Language and Social Studies teacher.

Late coming and/or Absence, authorised or otherwise, shall attract penalty equivalent to the compensation for the day/days.

Deficiencies listed from a to f shall attract double the penalty after three opportunities, in which case the doubled penalty shall be shared between agency and human resource.

Signature of the Authorized Signatory  
of the Service Provider,  
Name, Designation and Seal

Signature of the Human Resource,  
Name and Teaching Post

Signature of the Head  
Teacher (Name, Seal)