

## **School Education Department**

From  
Dr. S. Kannappan  
Director of School Education  
College Road,  
Chennai-6

To  
All Chief Educational Officers  
All District Educational Officers

### **R.C.No.005/ DSE/PC/2020 dated: 30.3.2020**

Sir/ Madam,

Sub: School Education – COVID 19- Hon'ble Chief Minister's Press release – Passes for two to three persons from Institutions for making arrangement for preparing the list and connected works for payment of salaries and wages – Reg

Ref: 1. Hon'ble Chief Minister's Press release dated 29.3.2020 on ensuring payment of salaries and wages in the month end.  
2. Commissioner of Revenue Administration, Chennai-5  
Ir.No,2-COVID 19 Per – dated29.3.2020  
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Kind attention is invited to the subject and reference cited. In the reference second cited it is informed that, to ensure smooth dispersal of salaries and wages to school employees, Government and private establishments, the respective institutions should be given special permission by the District Collectors of the respective districts and Commissioner Chennai Corporation in respect of Chennai by issuing passes for two to three persons only on March 30th, 31<sup>st</sup> and April 1<sup>st</sup>.

Moreover, while doing so, all the Public health guidelines on COVID-19, such as social distancing, hand washing and office disinfection protocol etc., issued by the Health Authorities from time to time should be strictly followed by all concerned.

All the Chief Educational officers and District Educational officers are requested to follow the above instructions. They should ensure that the salary bills are submitted in treasury / sub-treasury offices in their respective district. Moreover, it is requested to check whether the bills are submitted for all the schools and Block Educational offices for Primary, Upper Primary school teachers. All the Chief Educational officers should verify their HMs, BEOs, Samagra Shiksha Offices and District Educational Offices in

respect of Aided Schools for the submission of bills in treasury / sub-treasury in their respective district.

**Sd/ S. Kannappan**  
**Director of School Education**

Copy submitted to Principal Secretary to Government, School Education Department, Chennai-9

Copy submitted to Commissioner of School Education Department, Chennai-6

Copy to Director of Elementary Education, Chennai-6 for information.