

**WORK AND CONDUCT REPORT FOR RELEASE OF SALARY AND CONTINUATION OF POST**

Name in full (in Block Letters)	LAKSHMI MATANI
Employee ID	200100015
Qualified/Non-Qualified	Qualified
School Name and ID	GOVT. GIRLS SR. SEC. SCHOOL, AZADPUR COLONY, AZADPUR SCHOOL ID - 1309127
Zone	09
Father's/Husband's Name	LALIT ARORA
Subject (as per appointment letter)	STENOGRAPHY (ENGLISH)
Date of Birth	02/07/1975
Date of Initial Appointment	03/02/2001
Date of Posting in present School	27/04/2023
Contact No.	9911657744

**WORK ALLOCATION**

Allotted School	Trade/Subject presently teaching	No of students enrolled in AY 24-25	Total periods allotted in a week for teaching NSQF/Skill subjects only	Total periods allotted in a week for subjects other than skill subject	Total Periods Allotted per week
IX	INFORMATION TECHNOLOGY	158	12	NIL	12
X	INFORMATION TECHNOLOGY	121	12	NIL	12
XI	TYPOGRAPHY & COMP. APP.	42	6	NIL	6
XII	TYPOGRAPHY & COMP. APP.	51	6	NIL	6

**DETAILS OF RESULT (AY 2024-2025)**

Class	No of Students appeared for exam (AY 2024-2025)	No of students passed in exam	Result of 2024-25(in %)
IX	156	156	100%
X	121	121	100%
XI	42	42	100%
XII	51	51	100%

**Details of Training attended in 2024-2025 & 2025-2026**

S.No	Finish complete details of Training undertaken by PTVT
1	Continuous Professional Development for 3 days at DIET, Keshav Puram (24/10/2024 to 26/10/2024)
2	Continuous Professional Development for 5 days at RPVV, Sec-5, Dwarka (School id – 1821286) (22/09/2025 to 26/09/2025)

Annual work report for the session 2024-25 has been completed: Yes

Grading of Annual work report for the session (2024-25): (Copy of Annual work report is enclosed for information)

**Any Special achievement other than result (AY 2024-2025)**

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**Assessment By HOS**

1.	Work conduct report of PTVT	Satisfied
2.	Integrity of the PTVT	Beyond doubt
3.	Any Memorandum issued to PTVT for non-compliance of direction of HOS	No
4.	Whether there is any Complain against PTVT in School	No

Certified that his/her behavior with HOS, Staff members & students is cordial.

\*If answer is in yes provide supporting documents with comment of HOS

**Signature of HOS**