

No. ....

17/07/2017

From

Secretary  
Arabic Teachers Academic Complex,  
Aluva, Paravoor/Angamaly

To

The Assistant Education Officer  
Assistant Educational Office  
Aluva

Sir.

Sub: Improvement programme for Arabic Instruction-periodical conference of Arabic Teachers Academic Complex –Conducting of:

Ref: (1). Order No.ASO/38240/2000/DPI Dated.8.6.2000 of the DPI.Kerala.

It is decided to conduct the next periodical conference of this unit at 9.30 a.m. **26/07/2017 Wednesday** at **Hira Centre Aluva** (near private bus stand) as per reference cited above. All Arabic teachers shall attend the same as part of the duty considering as a substitute programme Teacher training for the primary teachers and a supplementary Refresher course for the high school teachers.

The state Arabic special officer will visit the centre occasionally, for proper guidance. The Inspector for Muslim Education or Woman Inspector for Muslim Girls Education concerned will preside over the conference and the Educational officers will visit the centre as envisaged in the order cited.

I request you to kindly depute all Arabic /Urdu teachers of your school so as to enable them to attend the conference promptly. They may not be permitted to attend duty in the school on the day of the ATC conference without reasonable reground. Failure to do so will be viewed seriously as instructed by the Director of Public Instruction. If any teacher is unable to attend the conference due to authorized leave or for any reason, the matter may be reported to the Arabic Special Officer /IME

Soliciting immediate action,

Yours faith fully,

Secretary



Copy submitted (with C/L) for favor of information and necessary action to the:-

1. The State Arabic Special Officer, Office of the DPI.Tvm -14
- 2 Deputy Director (E) Ernakulam
- 3 principal, DIET.....
4. Dist.Education officer Aluva
5. Asst. Education officer, Aluva,/Paravoor/Angamaly