

ANNEXURE I: TEACHER NEEDS ANALYSIS

TEACHER NEEDS ANALYSIS		
For use by the School HRC		
Name of School	:	
Details of teacher on maternity leave	:	
i. Name	:	
ii. Employee ID	:	
iii. Subject taught	:	
iv. Proposed Duration of Maternity Leave (in months)	:	
v. Proposed Effective date (from and to)	:	DD/MM/YY to DD/MM/YY
Chairperson of the School HRC		
No. of teachers available in given subject (A)	:	
No. required as per the no. of sections, periods taught (B)	:	
Surplus or Deficit (A-B)	:	
Possibility of deployment	:	Yes/No
Recommendation from school HRC	:	Recommended/ Not Recommended
Chairperson of the School HRC		
For use by DEO/TEO and HR Officer		
Deployment from other schools on temporary transfer	:	Yes/No
If Yes, details of the candidate	:	
i. Name	:	
ii. Employee ID	:	
iii. Transfer effective date (from and to)	:	DD/MM/YY to DD/MM/YY

If No, recommend to Dzongkhag/Thromde HRC for endorsement to recruit contract teacher	
Dzongkhag/Thromde Education Officer	Human Resource Officer
For use by the Dzongkhag/Thromde HRC	
Appointment from the standby candidate interviewed by the Dzongkhag/Thromde within six months If yes, details of the candidate (Name & CID) If No, go to point 2	: Yes/No
Appointment from the stand-by candidates interviewed either by the Thromde/Dzongkhag within the district, validity of the vacancy is six months If yes, details of the candidate (Name & CID) If No, go to point 3	: Yes/No
3.New Recruitment	Recommended/Not Recommended
Chairperson of the Dzongkhag/Thromde HRC	Human Resource Officer

Annexure II: List of teachers who avails maternity leave with list of the contract recruits as well

Sl. No	Name of Teacher on Maternity Leave	Employee ID	Subject	Duration		Contract Teacher (replacement)	Employee ID
				From	To		
1							
2							