



Protocol for Allocation of Tablets

EDLP

July 2019

1) Initial Delivery of Tablet at School by Zonal Stores

- **Ledger**

As soon as the Zonal Store delivers the required number of Tablets to school, the following tasks should be carried out:

- a) Proper Store procedures should be carried out regarding the receipt of Tablets (make use of store form 5).
- b) A label should be stuck on back of the Tablet, either with the Name of the student or a Number assigned to a particular student before allocating.
- c) Number of Tablets should match number of Students and Educators as per **PMAR (Pupils Monthly Attendance Record)**.
- d) HM/DHM to ensure that all ledgers at school are updated. The school clerk needs to maintain an inventory of all equipment received.

- **Surplus**

Any surplus Tablets should be immediately returned to the Zonal Stores (make use of store form 10)

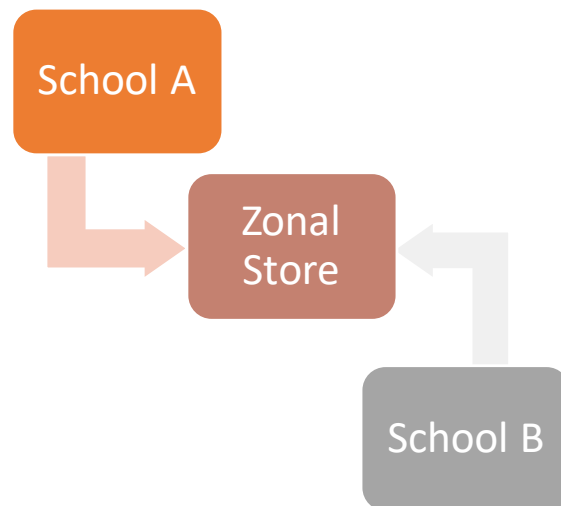
- **Shortage**

Any Shortage (additional Tablets required) should be reported immediately to the Zone through the School Inspector. The latter should crosscheck against the PMAR and certify accordingly before instructing the Zonal Stores to deliver additional Tablets.

2) Transfer of pupils within a Zone

▪ From School A to School B

- Zonal Stores Section to be informed of the transfer
- HM/DHM of School A to return Tablet assigned to the student being transferred to Zonal Store within 5 days (make use of store form 10)
- Zonal Store to inform HM/DHM of School B to collect the tablet at Zonal Store within 5 days (make use of store form 5)

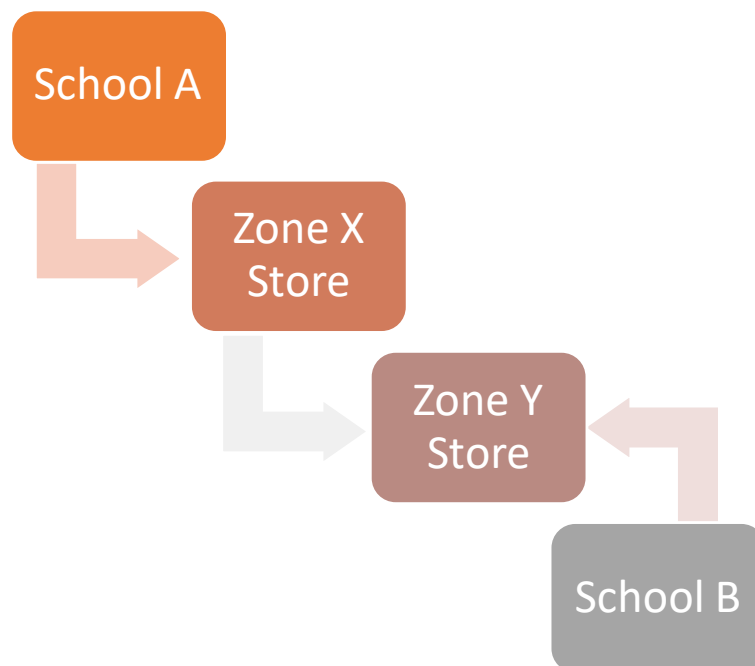


Note: Letter of Transfer issued by Zone to schools should include notification for School A to return Tablet to Zonal Store and for School B to collect Tablet from Zonal Store

3) Transfer of pupils within 2 different Zones

- From School A in Zone X to School B in Zone Y

- Zonal Stores Section (both Zones) to be informed of the transfer
- HM/DHM of School A to return Tablet assigned to the student being transferred to Zone X Store within 5 days (make use of store form 10)
- Zone X Store to transfer tablet to Zone Y Store within 5 days
- Zone Y Store to inform HM/DHM of School B to collect the tablet within 5 days (make use of store form 5)

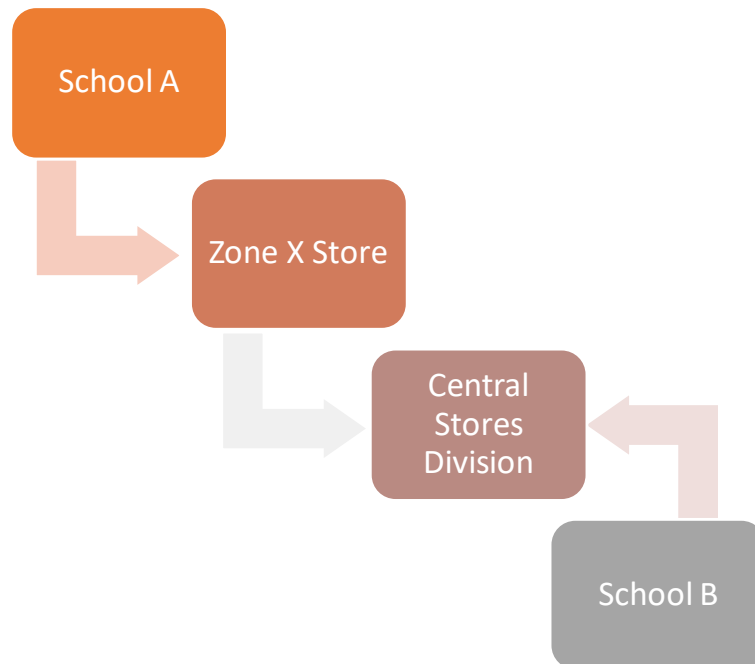


Note: Letter of Transfer issued by Zone to schools to include notification for School A to return Tablet to Zone X Store and for School B to collect Tablet from Zone Y Store

4) Transfer of pupils to Rodrigues

- From School A in Zone X to Rodrigues

- Zonal Stores Section to be informed of the transfer
- HM of School A to return Tablet assigned to the student being transferred to Zonal Store within 5 days
- Zone X Store to transfer tablet to Central Stores Division within 5 days
- Central Stores Division to make necessary arrangement to transfer the tablet to Commission of Education Rodrigues as soon as possible.



Note: Letter of Transfer issued by Zone to school to include notification for School A to return Tablet to Zone X Store and for the latter to send the Tablet to Central Stores Division with a notification for the Tablet to be sent to Commission of Education - Rodrigues.

5) Theft

- **Initial Inquiry**

- i. If Tablets are missing at school level, an initial internal inquiry should be carried out by the HM to ensure that Tablet has not been misplaced before reporting to the Zone
- ii. If Tablets are missing and it is presumed that there has been a theft, matter should be immediately reported to the Police and the relevant procedures followed in accordance with procurement and financial rules through the Zone.

- **Reallocation of Tablets**

School Inspector to ensure that there are no hazards, or take any corrective measure required to ensure security of Tablets before requesting the Zonal Stores to make replacement.

6) Transfer of pupils from a Private School to a GS

- Zone to inform Primary Directorate
- Primary Directorate to notify EGov Unit
- eGov Unit to liaise with Central Stores Division to make necessary arrangement to issue tablet to Zone Store.
- In case Zone Store has a buffer, CSD to be notified of same and tablet can be issued directly from Zone Store.

7) Transfer of pupils from a GS to a Private School

- School to inform Zone Store.
- Head of school to arrange for tablet to be returned to Zone Store.
- The Zone Store may return tablet to CSD or keep a buffer stock at zone level.