

• Arrear Bill

1. Forwarding letter of the School Authority.
2. Prayer of the teacher.
3. Bill format as per order 3049/1(20)GA dated 04/12/06.
4. Papers for supporting the claims.
5. S.M.C. Resolution regarding the bill (mentioning gross amount, period, reason & non- drawl).
6. Fixation copy if the claims for higher qualifications, 18 years' benefit ROPA-1990/1996/2009/2019.
7. Service book with due drawn basis.
8. Original signature of Head of the Institution/President/Administrator in final sheet of bill. Certificate in the page 07 of Service Book mentioning the period, reason, and non-drawl of claims.
9. MC Validity Certificate & No Litigation Certificate.

All papers are to be submitted to the District Inspector of School (SE).....(Mention name of District) in triplicate covering a file mentioning the name of claimer and the school on file.

• Update Basic Pay After B.Ed. Completion

1. Forwarding letter of School authority having the date from which the increment was drawn for B.Ed.
2. Prayer of the incumbent.
3. Certificate regarding Last date of exam.
4. Mark Sheet & Certificate.
6. MC resolution regarding arrear.
5. Attested photocopy of Approval of appointment of the incumbent.
6. Resolution copy having the last date of examination and approval of starting the increment w.e.f.....
7. MC Validity Certificate & No Litigation Certificate.