

T.I.C. Approval (Except New Set-up School)

- 1) Forwarding letter of President of S.M.C.
- 2) Approval copy of said teacher (including retention if any).
- 3) M.C. Resolution mentioning the selection and approval of S.M.C. as Teacher-in-Charge.
- 4) No litigation certificate.
- 5) Validity of S.M.C.
- 6) Prayer for incumbent having date on which he/she taken charge.
- 7) PP of HM.

Enclosures:

1. Attested copy of M.C. Resolution for approval of newly appointed TIC
2. Joining report of newly appointed T.I.C.
3. Appointment Letter of newly appointed TIC
4. Attested copy Approval of Appointment of newly T.I.C as an A.T.
5. Pension Payment order of Former T.I.C. cum A.H.M
6. Approval of Appointment of former T.I.C cum A.H.M.
7. Vacancy statement of Headmaster.
8. Statement of Staff Position of the School
9. Staff pattern
10. M.C. Validity Certificate.
11. No Litigation Certificate.
12. Higher Scale Fixation Copy
13. All academic qualification