

CHECK LIST FOR CONFIRMATION

Name of Employee : _____

Employee ID : _____ **Designation** : _____

Name of School : _____

School ID : _____

S. No.	PARTICULARS	PAGE No.
1.	Application performa for confirmation	
2.	Paper of minutes of DPC	
3.	Recent VCR at district level	
4.	Papers of academic qualification (year wise mark sheets and degree starting from 10 th)	
5.	Offer letter mentioning Probation period	
6.	Appointment Order	
7.	Joining Order	
8.	Promotion Order	
9.	Transfer Order	
10.	ACR's of Probation period only	
11.	Result of Probation period	
12.	Work and Conduct report	
13.	Integrity Certificate	
14.	EOL certificate mentioning the dates and reasons of availing EOL	
15.	No Penalty Certificate	
16.	Dies-Non Certificate	
17.	Certificate regarding No Court Case pending	
18.	Certificate regarding No break in service	
19.	Certificate regarding Probation period completion	
20.	Undertaking by the employee for not being confirmed earlier	
21.	Medical fitness certificate	
22.	Character and antecedent certificate	
23.	Documents certifying change in surname (if applicable)	
24.	First page of service book	
25.	Caste certificate (if applicable)	

Signature and Stamp of HOS