

CHECK LIST FOR RE-EMPLOYMENT

Sl. No.	Details of Check List	Page No.
1	Request of the Principal/Vice Principal/Teacher for Re-employment	
2	Recommendation/comments of the HOS concerned	
3	Recommendation/comments of the DDE (Zone) concerned	
4	Work and Conduct Report with dated signature	
5	Integrity Certificate with dated signature	
6	ACR Grading for the last five years with dated signature	
7	Attested copies of ACRs	
8	Result given by the employee concerned for last five years	
9	If result declined, the reason by the HOS or DDE concerned for the re-employment	
10	No Dues Certificate from the HOS	
11	Attested copy of LPC with dated signature	
12	Attested copy of PPO/Pension Calculation Sheet	
13	Medical Fitness Certificate (In case of Gazetted officer, Medical Certificate should be issued by Authorized Medical Attendant) Dr,	
14	Registration Number: DMC/	
15	Vigilance Clearance Report up to District in original/HQ/DOV Level as the case may be	
16	Date of Issue :	
17	Undertaking from the employee concerned that No court Case is pending against her/him	
18	Certificate from the HOS concerned that No court case is pending against the employee concerned	
19	Certificate from the DEO concerned that No court case is pending against the employee, going to be retired	
20	Details of FIR pending/contemplated, if any, against the employee concerned. If yes, provide the details thereof and if no, Nil certificate be submitted	
21	Details of Judicial Proceeding pending/contemplated, if any, against the employee concerned. If yes, provide the details thereof and if no, Nil certificate be submitted	
22	Indemnity Bond	
23	Retirement order issued through MIS	
24	Certificate of No recordable warning since three years	
25	Certificate by DDE/HOS concerned regarding refusal of work assigned to the officer concerned	
26	Certificate of No penalty imposed during last 5 years to the officer concerned as per service record	
27	Certificate regarding that the officer concerned has not taken Medical Leave during last two years as per service record	

28	School level On-Line Hard copy of application of the officer concerned	
29	Copy of promotion order of Principal/Vice principal of the officer concerned	
30	Copy of HOO/DDO declaration of the officer concerned	

Head of School

Note:-

- **All documents in the file must be in sequence as mentioned above.**
- **Paging of correspondence side in the file should be marked bottom to top.**
- **ALL THE DOCUMENTS NEED TO BE ATTESTED BY HOS.**
- **Documents once placed in the file must never be removed from the file.**
- **All the certificates to be issued from the school must be on the letter head of the school.**