

## DOCUMENTS FOR PRIOR PERMISSION CASES

### DOCUMENT TO BE ATTACHED

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1. Application on prescribed Performa, showing his service particulars duly attested by the Concerned DDO.
2. Copies of Marks card/degrees (10<sup>th</sup> to onward)duly attested by the concerned DDO
3. Result/ACR/Work done report for the last three years.
4. Complete service book dully verified upto date made attested by the concerned DDO
5. Recommendations of the concerned DDO.
6. Affidavit from the **1st Class Judicial Magistrate**.

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## DOCUMENTS FOR POST FACTO PERMISSION CASES

### DOCUMENT TO BE ATTACHED

1. Application on prescribed Performa, showing his service particulars duly attested by the Concerned DDO.
2. Copies of Marks card/degrees (10<sup>th</sup> to onward)duly attested by the concerned DDO
3. Result/ACR/Work done report for the last three years.
4. Complete service book dully verified upto date and the page of service book on which entry of the leave period has been made attested by the concerned DDO
5. Recommendations of the concerned DDO.
6. Affidavit from the **1st Class Judicial Magistrate**.
7. Leave account certificate availed during examination with entry in the service Book.
8. Date Sheet of the examination passed.
9. Copy of Prior permission.
10. Copy of PCP /Teaching practice (B.Ed).
11. Copy of Enrolment/Admit card

Performa for Prior Permission

1. Name of the applicant Sh/Smt \_\_\_\_\_
2. Designation \_\_\_\_\_ Date of Ist Appointment \_\_\_\_\_
3. Qualification at the time of Appointment \_\_\_\_\_
4. Name of Institution \_\_\_\_\_
5. Zone \_\_\_\_\_ Date of Birth \_\_\_\_\_
6. Class/Course for the Enrolment/Adm. was sought with session in. \_\_\_\_\_
7. Appearing on regular/private capacity. In Private capacity through  
Distance Education (Correspondence) \_\_\_\_\_
8. Session \_\_\_\_\_ Through \_\_\_\_\_

(Name of University)

The case is recommended by the Zonal Education  
Committee \_\_\_\_\_

In this connection, the applicant has enclosed the following documents:-

1. Application on prescribed Performa, showing his service particulars duly attested by the Concerned DDO.
2. Copies of Marks card/degrees (10<sup>th</sup> to onward) duly attested by the concerned DDO
3. Result/ACR/Work done report for the last three years.
4. Complete service book copy dully attested by the concerned DDO
5. Recommendations of the concerned DDO.
6. Affidavit from the First Class Judicial Magistrate.

Applicant Sign.

\_\_\_\_\_  
School Name in Full

Signature DDO

Recommendation/Signature of Committee Members

1.

2.

**OFFICE OF THE****Performa for Entry in the Service Book**

1. Name of the applicant Sh/Smt \_\_\_\_\_
2. Designation \_\_\_\_\_ Date of Ist Appointment \_\_\_\_\_
3. Qualification at the time of Appointment \_\_\_\_\_
4. Name of Institution \_\_\_\_\_
5. Zone \_\_\_\_\_ Date of Birth \_\_\_\_\_
6. Class/Course for the Enrolment/Adm. was sought with session  
in. \_\_\_\_\_
7. Appearing on regular/private capacity. In Private capacity through  
Distance Education (Correspondence) \_\_\_\_\_
8. Session \_\_\_\_\_ Through \_\_\_\_\_  
(Name of University)

The case is recommended by the Zonal Education  
Committee \_\_\_\_\_

**DOCUMENT TO BE ATTACHED**

1. Application on prescribed Performa, showing his service particulars duly attested by the Concerned DDO.
2. Copies of Marks card/degrees (10<sup>th</sup> to onward) duly attested by the concerned DDO
3. Result/ACR/Work done report for the last three years.
4. Complete service book copy attested by the concerned DDO
5. Enrollment/Admit Card
6. Recommendations of the concerned DDO.
7. Affidavit from the First Class Judicial Magistrate.
8. Leave account certificate availed during examination/PCP and teaching practice along with entry in the service Book.
9. Date Sheet of the examination passed.
10. Copy of PCP/teaching practice, (B.Ed) if any
11. Prior Permission

Applicant Sign.  
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School Name in Full

Signature DDO

Recommendation/Signature of Committee Members

1. \_\_\_\_\_
2. \_\_\_\_\_