

PROFORMA

1. Name of the School with full :
Address (Pin Code to be furnished)
2. Phone No. if any :
3. District :
4. Name of the Principal who is due to retire during the period :
5. Date of Retirement :
6. Period during which he officiated as Principal of the School :
7. Residential address of the retiring Principal :
8. Details of Higher Secondary Schools and the period during which the Officer was in charge as Principal previously :
9. Name of the Principal who has worked in the Higher Secondary School but has been transferred before retirement to other HSS/HS (in which case NLC/LC in respect of your Higher Secondary School has to be issued) :
10. Period during which he officiated as Principal of the School :
11. Period upto which inspection of Higher Secondary School records of the School has already been conducted by the Directorate :
12. Any other relevant information.

Signature of the Principal