

PROFORMA

Details of Principals in Government Aided Higher Secondary Schools who are due to retire during the period from March to June

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 Schools has to be issued)
10. Period during in which he officiated as
Principal of the School
11. Period upto which inspection of Higher :
Secondary School records as of the
This has already conducted school
Directorate
12. Any other relevant information.

Signature of the Principal