**PROFORMA**

1. Name and designation of the teacher :
2. Name of the school and Sub District :
3. Date of Birth :
4. Date of joining duty as Primary Teacher :
5. Rank No. in the Seniority List and the period for

which it relates :

1. Qualifications with Reg. No., Month and Year of

passing. (Specify the subject) :

1. General :
2. Professional :
3. Additional if any :
4. Details of Departmental Test passed with Reg. No,

Month & Year of Test, Certificate No. & Date. :

1. Account Test :
2. KEAR :
3. Whether exempted from test qualification

permanently on completion of 50 years of age/

temporarily being SC/ST (If yes furnish the details) :

1. In the case of Language and Specialist Teachers -
2. Date of commencement of trained service :
3. Whether he/she posses qualification, if so year

and month of passing the exam :

1. Whether Primary HM promotion had relinquished

previously, if so point out the Order No. and Date

of Promotion. :

1. Signature of the teacher with date :
2. Remarks :

Certified that the above details have been verified with relevant records and found correct. Certified that the work and conduct of the teacher is satisfactory and he/she is fully qualified to be promoted as Primary Headmaster.

Signature

Name and Designation of the Head of the Institution.

Counter Signature of the AEO in the case of Primary Schools.

Place:

Date: