










# CHECK LIST FOR RETIREMENT NOTIFICATION

	Application Duly Recommended By The Head Or Next Higher Authority
	Attested Copy of C.N.I.C.
	Attested Copy of Matriculation Certificate.
	Attested copies of 1st Three Pages of Service Book.
	Latest salary slip.
	No Enquiry, No demand & No Audit Para Certificates duly issued by the Head of the Institution concerned /controlling authority and countersigned by the next higher authority i.e. District Education Officers / Executive District Officer (Education) concerned.
	Proforma 25 – Years Qualifying Service certificate duly issued by the District Accounts Officer, concerned (In case of Pre – Mature Retirement Notification).
	Affidavit from the incumbent clearly indicates the Correct Name.
	Recommendations of the Executive District Officer (Education) concerned for the issuance of retirement notification with correct name (in case of difference in name).