

INSTRUCTIONS

Kindly produce the following Records / Documents at the time of Hearing

1. Authorization letter for the representative to attend the Hearing.
2. Anybody accompanying the authorized representative should also have the school ID. Admission is restricted only to authorized Representative.
3. Record of Opening Permission / Recognition / Proof of Process of Renewal of Recognition shall be produced.
4. Students Strength, Salary acquittance and other connected documents in proof of expenses (Head wise separately) shall be produced.
5. **ECS proof for payment of Staff's Salary should be produced at the time of hearing.**
6. ECS Statement counter signed by the Bank Manager shall be produced
7. Whether the school is run by any Charitable Trust / Society; if so, evidence thereof.
8. Attendance Register (original) shall be produced for perusal.
9. If reduction of student's strength is shown, the Committee needs a certificate for the present strength from the CEO / DEO / DEEO / IMS concerned.