

Teacher Details Declaration needed for Renewal of Recognition[Format : RRHD]

Institution Code :

Institution Name :

Subject Teacher Details [only for subjects being taught at Class XI and XII level] - use another page if needed

Subject Code	Name of Teacher	Category of Teacher * [Mention the Code only-refer table given below]	Highest Qualification in the subject	Approval Memo & Date for permanent teachers

***Category Code of Teachers**

- 1- Permanent Teacher [HS Section] of Pure Govt or Govt Aided/Sponsored schools
- 2- Permanent Teacher [Normal Section with HS scale] of Pure Govt or Govt Aided/Sponsored schools
- 3-Permanent teacher [Normal Section with Lower Scale] of Pure Govt or Govt Aided/Sponsored schools
- 4- Duly qualified and experienced Retired Teacher
- 5-Contractual Teacher [provided by School Education Department , Govt. of West Bengal]
- 6-Part-time Teacher [engaged by School only in special situations] of Pure Govt or Govt Aided/Sponsored schools
- 7- Teacher of Self-financed / DA Getting School

- I hereby declare that the details mentioned above are true and certified by the undersigned and all teachers mentioned here (irrespective of category) will always co-operate regarding evaluation of HS answer scripts.
- The documents mentioned below have been collected from the teachers and kept in my custody and can be produced as and when asked for by the Council.

For Permanent teachers [Normal Section with HS scale or Lower scale]	Qualification documents [PG/Hons]
For Retired teachers	PPO +Engagement Letter +Joining or Acceptance Letter + Qualification documents [PG/Hons]
For Govt. Contractual teachers	1 st agreement document + Qualification documents [PG/Hons]
Teacher of Self-financed/DA Getting School	Appointment Letter+ Joining Letter +all other testimonials

- The documents for the following category of teachers are being uploaded with the application for Renewal of Recognition :

For Permanent teachers [Normal Section with HS scale or Lower scale]	Consent Letter [Format : NSCL] – may strike of point 3 of NSCL for teachers already with HS scale
For Retired Teachers	Consent Letter [Format : RTCL]
For Govt. Contractual teachers	HM declaration [Format : GCDL]
For Part-time teachers	Current engagement Letter + NOC of Current Date [Format : PTCL] + Last Qualification document [PG/Hons]
Teacher of Self-financed / DA getting School	Consent Letter [Format : SFCL]+Last Qualification document [PG/Hons]

Signature with Date of Head of Institution with Seal