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# CATHOLICATE & M.D SCHOOLS

(Corporate Management)

DEVALOKAM, KOTTAYAM- 04

No.CMD/CR/03/22.

## CIRCULAR

1. Applications are invited from qualified teachers for the post of Principal, High School & Primary School Headmasters in schools under the Corporate Management of Catholocate & M.D Schools, Devalokam, Kottayam. All Heads of schools are requested to submit the application (in the prescribed form) from qualified teachers for the selection to this office on or before 01-02-2022. Heads of schools are also requested to prepare a Confidential Report of the teacher concerned in a separate sheet and send it to this office. The Confidential Report should be specific and objective. The Heads of schools may also ensure that the contents of this Circular has brought to the notice of all Teachers in the school by getting their signature in the circular.
2. All Heads of schools are requested to submit the list of teachers who are due to retire on 31-05-2022 and non teaching staff retiring on or before 31-12-2022 along with Passport size photograph and the following details; Date of Birth, Date of superannuation, Date of retirement (Rule 62 Chapter XIV K.E.R) & Total service under this Management etc. on or before 01-02-2022. In case there is no such person, a 'Nil' report shall be furnished.
3. Application for fitness certificates of the school have to be submitted to the concerned office on or before 31-03-2022. Heads of schools are requested to remit the fees to the Treasury by 2022 March 15<sup>th</sup> and send two copies of the prescribed application form enclosed together with Chalan receipt to the concerned officer. Details of amount remitted; Name of Treasury, Chalan number and date of application may be reported to this office within on week.
4. If there is any construction work and maintenance intended to be done in the school, the fact should be reported well in advance to the Management Office along with details of the work, funding, estimate etc by 2022 March 15<sup>th</sup>. The progress of work also should be intimated in time and after completing the work, completion report with the GST bills and other relevant papers should be submitted to this office.

5. Application for general transfers of Principals, H.Ms, Teachers & Non Teaching staff may be submitted on or before 01-02-2022.
6. The details of staff under Management who are working in leave vacancy/short vacancy/additional post, may submit to this office. The post which are likely to be reduced during 2022-23 also to be intimated to this office.
7. All heads of schools should bestow almost care to obtain Maintenance Grant from the office concerned. As soon as the Maintenance Grant bill is honoured from Treasury the detail should be informed to this office without fail.

Kottayam.  
04-01-2022.



*Lekshmi K. K.*

M A N A G E R