

Proforma for submission of NRs & ICRs at Dy.E.O., office  
MACHILIPATNAM

REGULAR CANDIDATES

SSC SCHOOL CODE :  
NAME OF THE SCHOOL with Address :  
MANDAL :  
NAME OF THE HM/PRINCIPAL :  
CONTACT NO. OF HM/PRINCIPAL :

Material to be handed over by the HM/Principal at NRs receiving counter

1. MANUAL NOMINAL ROLL (MNR)

NO. OF STUDENTS :

2. ORIGINAL CHALLAN OF FEE PAYMENT

(HEAD OF ACCOUNT – 001 Other Receipts)

Amount (No.of Students\_\_\_\_\_ X Rs.125/-) :

Challan No. :

Date & Name of Treasury :

AGE CONDONATION CHALLAN (if any)

(HEAD OF ACCOUNT – 800 User charges)

Amount (No.of Students\_\_\_\_\_ X Rs.300/-) :

Challan No. :

Date & Name of Treasury :

3. Fee paid students list

(Names should be written in MNR serial order on the overleaf of challan)

4. Fee Exempted list ( if any) No. of exempted students :

5. Certificates related to Fee exemption

6. OMR cum ICR Sheets

(detached forms should be packed in between two cardboards and paste ANNEXURE C 1 on the top of cardboard)

No. of OMR cum ICR Sheets :

7. Electronic Nominal Roll-ENR

(to be taken print out from online)

8. Student registration forms one copy to each student

(to be taken print out from online)

NO. OF STUDENTS :

9. Age Condonation proceedings of competent authority

10. PH Original Certificate ( if any)

11. Covering letter of HM/Principal

12. AE's Proforma hard copy (ink signed copy)

13. AE's Proforma soft copy (mail/CD copy)

14. STAFF LIST (for ZP,GOVT.,MPL.,APRS,AIDED Schools only) HARD COPY

15. STAFF LIST (for ZP,GOVT.,MPL.,APRS,AIDED Schools only) SOFT COPY

16. Figure Statement

17. Recognition copy

18. Additional Section Permission for more than 60 students

19. Photostat copy of Receipt of CE board (for 9,10 classes students)

SIGNATURE OF THE HM/PRINCIPAL