Dear Teachers Date :- 30-07-19

Kindly note the below mentioned points concerning the attached certificate of “NO ERROR FOUND” issuing. You are requested to note the point before issuing the certificate :-

1. Child should complete the chapter without any error.
2. Chapter must be rechecked with “**RECHECKED”** note accompanying with signature and date of cross checker.
3. Chapter name should be mentioned on the certificate.
4. Index, handwriting & notebook condition, stars should be ticked.
5. Date & Teacher’s Sign. should be filled.
6. The certificate should be pasted at the end of chapter and in blank space only.

(Make sure content should not be overlapped)

You may get 20 certificates issued from Mr. Navneet & issue to the students keeping above points in mind.

**For Language Teacher’s (English/Hindi)**

You are requested to go through attached format of “CURRICULUM ACKNOWLEDGEMENT” and get it pasted in every child’s notebook (I-V classes).(Next to index page)

1. Chapter number should be entered in column 1.
2. Others column should be ticked after scheduling.
3. In case of absentee, kindly mark Ab. You are requested to reschedule for the absent child with prior information to the parent.
4. After getting all the details filled, kindly put your signature in “Teacher’s Signature” column.
5. Make sure parents should also sign the column.