

### **Checklist for NOC for the Teaching Posts**

1. Filled Proforma of Workload Assessment
2. Summary of Workload Assessment for the Academic Year
3. NOCs issued for any Leave or Lien vacancies for the previous academic year
4. Proof of Vacant posts due to death, resignation, or superannuation of Teaching Staff

### **Checklist for NOC for the Non-Teaching Posts**

1. Approval issued for any Leave or Lien vacancies
2. Proof of Vacant posts due to death, resignation, or superannuation of Non-Teaching Staff