PROCEEDINGS OF THE HEADMASTER, ZPHS \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present:

Rc.No. Dated: / /

|  |  |
| --- | --- |
| Sub:- | Estt – Sec Edn- Permission for the Surrender of Earned Leave to certain Teaching Staff of ZPHS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - Orders-Issued. |
| Ref:- | 1. **Cir.Memo.No.14781-C/278/FR.I/2011 Dated:22-6-2011.** 2. G.O.Ms. No. 40 Edn.Dt. 07-05-2002. 3. Application from the Concerned Staff. |

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***ORDERS:***

In the memo 1st Cited Government have permitted Teachers to surrender earned leave for the Current Financial Year 201 - 201 .

In this context the following Teaching Staff are here by accorded permission to surrender earned leave for the purpose of Encashment during the Financial Year 201 - 201 .

It is certified that no staff members those who are surrendering 30 days of Earned leave during this Financial Year availed this facility in the Last Financial Year.

Necessary entries are made in the service Register of the Concerned in connection with debit of Earned Leave Surrendered.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name and Designation** | **Surrender of leave availed previously** | | **Surrender of leave availed now** | | **No. of days Surrendered** | **Balance of Earned Leave** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

The Teachers who applied for Surrender of Earned Leave for a period of 30 days are not applied in the previous financial year i.e.201 - 201 .

It is brought to the notice of the concerned that these orders are issued subject to the audit Objections to be raised by the Treasury authorities and excess amount paid if any will be Recovered in lump sum without any prior notice.

**Headmaster**

Copy to The Concerned,

Copy to The Sub-Treasury officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_