

PROCEEDINGS OF THE HEAD MISTRESS, ZP HIGH SCHOOL ,PEDAPALAPARRU,KRISHNA DISTRICT

Present: Smt. P.Rama Devi.,B.Sc.,B.Ed.,

Proc. No. /S.L/2014

Date: 18-04-2014

Sub: Sanction of Surrender leave to the staff of Z.P.H.S.,Pedapalaparru. for the year 2013-2014

Permission accorded-Orders-Issued.

1. Ref: 1. Cir.Memo.No.14781-C/278/FR.I/2011, Finance (FR.I) Department, dated.22-06-2011.
2. G.O.Ms. No.40 Edn (SER) Dt.7-5-2002
3. Application of Individuals.

\*\*\*\*\*

In Pursuance of the subject with reference cited above that the Head Mistress, ZPH School, Pedapalaparru is Pleased to sanction to encashment of surrender leaves in the month of Mar-2014 for the following teacher after fulfill the conditions that were mentioned under reference 1 and after perusal of the incumbent original service book.

It is certified that the following staff who are surrendering 30 Days of Earned Leave during this Financial Year i.e 2013-14 not availed this facility in the Last Financial year i.e 2012-13

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

S.No.	Name & Designation	Earned Leaves Credited	No.Of. Days Permitted	No.Of.E.Ls. Balance	Date of Encashment
1	Smt G.Deepthi	31	30	01	01-03-2014 to 30-03-2014

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 lumpsum with out any prior Notice.

Head Mistress

ZPHS, Pedapalaparru

Copy to:

1. The A.T.O, Gudivada.
2. Individuals concerned.