

PROCEEDINGS OF THE HEAD MASTER Z.P.HIGH SCHOOL,_____

PRESENT:

Rc.No

Dated:.....

Sub: Earned Leave – Surrender of Earned Leave during Financial Year
 According Permission for the Surrender of Earned Leave to Certain Teaching AND
 Non-Teaching Staff of Z.P.High School,_____ – Orders – Issued.

- Ref: 1)Cir.Memo.No.14781-C/278/FR.I/2011, Finance (FR.I) Department,DT.22-6-2011
 2) G.O.No. 180 School Education Dated: 18-11-2022.
 3) Applications from the concerned staff.

-x-x-x-x-x-

ORDER S:

In the Memo 1st cited Government have permitted Teachers to Surrender of Earned Leave in the Current Financial Year i.e.

In this connection the following Teaching Staff of Z.P.High School,_____ are here accorded permission to Surrender Earned Leave for purpose of Encashment during the Financial Year as detailed in the Annexure.

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.

A N N E X U R E

S.No	Name of the Employee & Desgn.	Pay + P.P	E.L.at Credit as on date	No.of Days E.L.Surrender	Balance of E.L. after Surrender	Remarks.

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.

Copy to:

- The Concerned.
- The Sub-Treasury Officer,Concerned

HEAD MASTER

Supplied by STU