

**PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRADESH::HYDERABAD**

Rc.No.313/Estt.III/2015

Date: 06-04-2015

Sub: School Education – APESS – Permission to leave the Head Quarters in respect of teachers to go to abroad – Certain instructions – issued – Reg.

The attention of the all the Regional Joint Directors of School Education and District Educational Officers in the State are invited to subject cited, wherein the Commissioner of School Education, Andhra Pradesh has observed that most of the proposals are received from the Regional Joint Directors of School Education and District Educational Officers in respect of teachers for permission to leave the Head Quarters to go to abroad on or after completion of date of journey intended by the teacher to leave the country.

Therefore, all the Regional Joint Directors of School Education and District Educational Officers in the State are hereby instructed to instruct all the Head Masters and Teachers to submit the applications to the Regional Joint Directors of School Education and District Educational Officers through proper channel for permission to go to abroad with following documents before 3 months prior to date of journey and the Regional Joint Directors of School Education and District Educational Officers shall process the application within 3 days from the date of receipt of proposals.

Further, all the Regional Joint Directors of School Education and District Educational Officers are instructed to submit the proposals to the Commissioner of School Education within one week from the date of receipt of the application.

1. Letter of Head Master.
2. Application in the prescribed proforma with the signature of the applicant and counter signature Of the Head Master, Mandal Educational Officer/ Deputy Educational Officer and District Educational Officer.
3. Annexure-B with photograph of the applicant with the signature of the applicant and counter signature of the Head Master, Mandal Educational Officer/Deputy Educational Officer and District Educational Officer.
4. No Court Cases Pending Certificate with the signature of the applicant and counter signature of the Head Master, Mandal Educational Officer / Deputy Educational Officer and District Educational Officer.
5. No Vigilance Cases Pending Certificate with the signature of the applicant and counter signature of the Head Master, Mandal Educational Officer / Deputy Educational Officer and District Educational Officer.
6. No Dues certificate with the signature of the applicant and countersignature of the Head Master, Mandal Educational Officer / Deputy Educational Officer and District Educational Officer.
7. Copy of N.O.C. issued by the authority with the signature of the applicant and counter signature of the Head Master.
8. Copy of Visa along with the signature of the applicant and counter signature of the Head Master.
9. A Certificate of alternate arrangements made due to absence of the teacher during the period of permission granted / stay abroad.

The time limit to process such files are:

- a. i. Submission of application by individual : 2/3 months before journey.
ii. In case of emergency at least one month prior to journey.
- b. At RJDSE/District Educational Officer Level : 3 days
- c. At C.S.E.Level : 3 days

Therefore, all the Regional Joint Director of School Education and District Educational Officers in the State are instructed to follow above instructions strictly any deviation will be viewed seriously and necessary disciplinary action will be initiated against the concerned. This has the approval of the Commissioner of School Education, Andhra Pradesh, Hyderabad.

For Commissioner of School Education.

V.S.BHARGAVA,