

PROFORMA

PARTICULARS FOR SANCTION OF CHARGE FOR HOLDING ADDITIONAL CHARGE AS HEAD MASTER (FAC)

- 1 Name of the Officer :
- 2 Designation :
- 3 Scale of pay :
- 4 Designation and place of Additional Charge :
- 5 Scale of pay of the Additional Charge :
- 6 Period of the Additional Charge :
- 7 Whether the office is holding charge for a period of 14 working days including holidays and period of Casual Leave :
- 8 Whether the office is appointed to hold full Additional Charge or is appointed to discharge to current duty :
- 9 Whether the period of Additional Duty Covers the period of Vacation , if so whether the Officer actually performed. :
- 10 The authority competent to place the office in addl. charge current duties :
- 11 Whether an order has been observed to the effect the rate of which the addl. Pay by allowance and to be paid :
- 12 Whether Compensatory allowance attached the Additional Post :
- 13 Whether rule of charge allowance attached The additional post :
- 14 Whether rule of incharge allowance attached the additional post :
- 15 Whether the total period of additional charge post exceed 3 months :
- 16 Whether the post hold in additional Charge independent and not subordinate to the regular post hold by the Officer :

GAZETTED HEAD MASTER

**DISTRICT EDUCATIONAL
OFFICER**

NON AVAILMENT CERTIFICATE

Office of the

This is to certify that Sri/Smt. _____
S/o.D/o.W/o. _____ has been working as _____
At _____ He/She has not availed any kind of Leave
From _____ to _____ while acting as F.A.C.H.M.

**HEAD MASTER,
Z.P.H.S. _____**

NON PAYMENT CERTIFICATE

Office of the

This is to certify that Sri/Smt. _____
S/o.D/o.W/o. _____ has performed his duties as F.A.C.H.M.
From _____ to _____ and he has not paid the F.A.C.
Allowances during the above period.

**HEAD MASTER,
Z.P.H.S. _____**