

## CERTIFICATE OF TRANSFER OF CHARGE

Head Quarter : SNAR ZPHS VENKATAPURAM  
Post : Headmaster FAC  
Order under which :

### RELIEVED OFFICER

1) Name and Initial (Block Letters) : RAVI RAMAKRISHNAIAH  
2) i) If Proceeding on Leave : yes.  
ii) Duration of Leave : From 07.12.22 to 06.02.2023 (Two months)  
iii) address during leave : PIDUGURALLA  
3) i) If retiring if Proceedings on leave :  
Preparatory to retirement and if it is  
Proposed to draw the provident fund  
Money immediate whether application  
has been sent to Accountant General or :  
ii) If on Transfer :  
a) Post :  
4) Signature : R. Ramakrishnaiah  
5) Official Designation if holding charge : Headmaster (Gr. II)  
in addition to other duty.

### RELIEVING OFFICER

6) Name and Initial (In Block Letters) : AREKATLA SITA RAMI REDDY  
7) Whether returning from leave : NO  
i) If so place to which orders of Posting  
were received. :  
ii) If not from what :  
a) Post : SA (Machy)  
b) Station : SNAR ZPHS Venkatapuram  
c) Date of relief of old station :  
8) Signature : A. Sitalakshmi  
If only holding Charge in whether to  
Other duty. :  
9) Official designation of Relief Officer : Headmaster (FAC)

## SPECIMEN SIGNATURES ATTESTATION

Sri A. SITA RAMI REDDY S.A(MATHS) SNAR Z.P.High School,  
Venkatapuram, Guntur Dist.Is hereby kept as F.A.C to the Post of HEAD  
MASTER, SNAR .Z.P.High School, Venkatapuram ,Guntur Dist. w.e.f 07-12-  
2022 as per Proceedings Rc.No. ESE02-11021/301/2022-BSEC-RJD-GNT,  
Dated.22-12-2022 of Regional Joint Director (School Education) Guntur  
And his Specimen Signatures Attested given below.

### SIGNATURES

- 1) *A. Sitakami Reddy*
- 2) *A. Sitakami Reddy*

#### Copy to:

- 1.S.T.O.Piduguralla.
- 2.B.M, SBI, Piduguralla.
- 3.B.M, SBH, Piduguralla.

//Attested//



HEADMASTER  
S.N.A.P.Z.P.H.S.No.12  
VENKATAPURAM, Venkatapuram,  
Piduguralla (Mandal) 522413  
Palnadu (Dist) A.P.

**PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF SCHOOL  
EDUCATION, GUNTUR**

**PRESENT: Sri V.S. Subba Rao, M.A., B.Ed.,**

22/12/2022

**Sub:** School Education-A.P.S.E.S-Making FAC arrangements to the post of Headmaster in SNAR ZP High School, Venkatapuram (Paditivaripalm), Piduguralla Palnadu District -Orders issued-Regarding.

**Read** 1.Procs. RC No.1539/C3-3/2001, dated 31-01-2002 of the Commissioner of School Education, Andhra Pradesh, Amaravati.  
2.Procs. RC No.103/Estt.2-1/2017, dated 06.06.2017 of the Commissioner of School Education, A.P., Amaravati.  
3.Procs. RC No.999/Estt.2-1/2014, dated 03.08.2018 of the Commissioner of School Education, A.P. Amaravati.  
4.Proc. RC No.999/Estt.2-1/2014, dated 07.12.2018 of the Commissioner of School Education, A.P. Amaravati.  
5. Letter RC No.9147/A2/2022, dated 20-12-2022 of the District Educational Officer, Palnadu.

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In terms of the orders issued in the 4<sup>th</sup> read above and in view of the proposals submitted by the District Educational Officer, Palnadu in the reference 5<sup>th</sup> read above, the following Full Additional Charge arrangements are hereby ordered.

Sri A.Sita Rami Reddy, SA (Maths), SNAR ZP High School, Venkatapuram (Paditivaripalm), Piduguralla Mandal, Palnadu District is hereby placed as full additional charge to the post of Headmaster, SNAR ZP High School, Venkatapuram(Paditivaripalm), Piduguralla Mandal, Palnadu District as the present Headmistress underwent Medical Leave from 07.12.2022 to 06.02.2023.

The above School Assistant who is placed as full additional charge to the post of Headmaster is hereby informed to take charge immediately and submit compliance report to the undersigned.

He is requested to submit FAC allowance proposals after completion of three months through proper channel and informed that the delayed claim will be rejected.

The District Educational Officer, Palnadu and Deputy Educational Officer, Sattenapalli, Palnadu District are requested to take necessary further action in the matter.

**V.S.Subba Rao**  
**Regional Joint Director of**  
**School Education, Guntur.**

To