



STUAP

రాష్ట్రోపాధ్యాయ సంఘం, ఆంధ్రప్రదేశ్

The State Teachers' Union, Andhra Pradesh

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<http://palnadu.stuap.org> Website

MANDAL /ZILLA PARISHAD TEACHERS PURPOSE ALL TYPE MATERIAL

1. ALL TYPES OF LEAVES (Permission Letter/ Sanction Requisition Letter/Proceedings)
1) Commuted, 2) HPL (Medical), 3) HPL (Personnel), 4) Earned, 5) Earned (Spilt Wise), 6) E.O.O's, 7) E.O.L's (Spilt Wise), 8) Multiple, 9) Maternity, 10) Abortion, 11) Historectomy, 12) Child Care, 13) Paternity, 14) Blood Donation, 15) Heart, Cancer, Spl. Leaves, 16) Compensatory C.L, 17) F.P. Done-Spl. 14 Days Female, 18) F.P Done-Spl. 6 Days Male, 19) F.P. Done by Female-Spl. 7 days Male.
2. 6/12 /18/24 YEARS AUTOMATIC ADVANCEMENT SCHEME- FIXATION
1. Application of Individual, 2) DDO Proceedings.
3. APGLI LOAN & ADDITIONAL BOND PROPOSALS
1. **ADDITIONAL BOND** --1. Application of Individual, 2) DDO Letter 3) Medical Certificate (Good Health)
2. **APGLI LOAN** --1. Prescribed Application of the Individual, 2) DDO Covering Letter.
4. SERVICE REGULARISATION & PROBATION DECLARE PROPOSALS
1. Prescribed Application of the Individual, 2) DDO Covering Letter.
5. SALARY DEDUCTION SCHEDULE COPIES (Supplementary Arrears Only).
1. ZPPF, 2) CPS, 3) APGLI, 4) GIS, 5) PT, 6) EHS, 7) CSS, 8) FA, 9) I.T, 10) EWF, 11) SWF
6. SERVICE PENSION SANCTIONING PROPOSALS (ON SUPERANNUATION)
APGLI --- 1) Prescribed Application, 2) Requisition Letter, 3) DDO Covering Letter
E.L. ENCASHMENT --- 1) DDO Proceedings **HPL's ENCASHMENT** ----- 1) DDO Proceedings.
GIS FINAL PROPOSALS 1) DDO Proceedings **NOTIONAL AGI PROCEEDINGS AS PER GONO.235**
ZPPF CLOSURE PROPOSALS 1) DDO Covering, 2) Requisition, 3) Prescribed Application 4) Addl. Details
7. FAMILY PENSION SANCTIONING PROPOSALS (ON DEATH/EXPIRED) .
APGLI --- 1) Prescribed Closure Application, 2) Requisition Letter, 3) DDO Covering Letter
E.L. ENCASHMENT --- 1) DDO Proceedings **HPL's ENCASHMENT** ----- 1) DDO Proceedings.
GIS FINAL PROPOSALS 1) DDO Proceedings **BOOSTER SCHEME SANCTION PROPOSAL SET**
ZPPF CLOSURE PROPOSALS: 1) DDO Covering, 2) Requisition, 3) Prescribed Application 4) Addl. Details
8. DEATH/EXPIRED LEAVE PROCEEDINGS (While in Service)
1) Requisition Letter of the Applicant & Commuted Leave Proceedings.
2) Requisition Letter of the Applicant & Half Pay Leave Proceedings.
3) Requisition Letter of the Applicant & Earned Leave Proceedings.
4) Requisition Letter of the Applicant & Multiple Leave Proceedings.
5) Requisition Letter of the Applicant Spl. Leave Proceedings. (Hear-Cancer- etc.,)
9. SERVICE --- FAMILY PENSION MODEL FORMS
1) DDO Covering Letter to A.G, 2) Declaration by individual, 3) Application Set (13 Pages), 4) Proceedings
10. REVISED PENSION MODEL FORMS (Due to Re-Fixation)
1) DDO Covering Letter to A.G, 2) Application Set (4 Pages)

11. PROMOTION PAY FIXATION AS PER FR22B & FR 22a(i).

- . 1) Initial Pay Fixation (Opted Date of Normal Annual Increment Date i.e., FR 22a(i))
- . 2) Re- Fixation (Opted Date of Normal Annual Increment Date i.e., FR 22B)
- . 3) Date of Promotion Pay Fixation as per FR 22B, 4) Prescribed Option Form (Date of Promotion/AGI)
- . 5) Min.Time Scale Pay Fixation, 6) Fixation after 24 Yr.Scale 7) Same Date of AGI & Promotion Fixation.

12. ZPPF ALL LOAN FORMS & OTHER RELATED FORMS

- . 1.**RECOVERABLE LOAN SET (RL):** 1.Requisition Letter,2)DDO Covering Letter,3)Proceedings,4)Check List
- . 5) Dependent Certificate, 6) Voucher Form, 7) Prescribed Application, 8) Addl. Details Forms.
- . 2.**NON-RECOVERABLE LOAN SET (NRL):** 1. Requisition Letter,2) DDO Covering Letter,3) Proceedings,
- . 4)Check List,5)Dependent Certificate, 6)Voucher Form,7)Prescribed Application,8) Addl. Details Forms
- . 3.**NON TEACHING STAFF & GR.II HM/MEO LOAN PROPOSALS SET** 1. Requisition,2) DDO Covering Letter,
- . 3) Proceedings, 3) Dependent Certificate, 7) Prescribed Application(RL/NRL), 8) Addl. Details Forms
- . 4. **RE-SUBMITTING OF RL/NRL LOANS PROPOSAL TO ZP BY DDO COVERING LETTER.**
- . 5. **ZPPF NEW NUMBER ALLOTTED PROPOSALS:** 1) Requisition, 2) DDO Letter, 3) Prescribed Application.
- . 6. **PF MISSING CONTRIBUTION ADJ. TO CONCERNED ZPPF ACCOUNTS BY INDIVIDUALS.**
- . 7. **PF MONTHLY SCHEDULES COPIES SENDING TO CEO ZP CONCERNED**
- . 8. **CORRECTION OF MASTER DETAILS IN ZPPF ACCOUNT (Name, DOB, Nominees & Others)**

13. TRANSFER RELATED PROCEEDINGS & LETTERS.

- . 1) Reliving Order , 2) Report to DEO of Relieving Date, 3) Report to DEO of Joining Date 4) Letter to DDO
- . for sending of SR & LPC, 5) Self Jiointing Report to HM/MEO, 6) Joining Permission Order by MEO

14. PROMOTION RELATED PROCEEDINGS & LETTERS.

- . 1) Reliving Order , 2) Report to DEO of Relieving Date, 3) Report to DEO of Joining Date 4) Letter to DDO
- . for sending of SR & LPC, 5) Self Jiointing Report to HM/MEO, 6) Joining Permission Order by MEO

15. ALL PROCEEDINGS EXCEPT LEAVES & SOME PROPOSALS.

- . 1) Conveyance Allowance, 2) Reader Allowance, 3) Tuition Fee Reimbursement, 4) SL Encashment,
- . 5) Festival Advance, 6) Funeral Charges, 7) Annual Increment, 8) Annual Grade Increment under EOL
- . 9) E.L. Sanctioned due to Working in Summer duties, 10) Relieving Order for Attending to Other Duties

16. NEWLY DSC SELECTED TEACHER REQUIRED INITIAL FORMS

- . 1) Request for CFMS Beneficiary No. 2) PRAN A/C. Proposals, 3) APGLI A/C. Proposals, 4) Attestation ,
- . Forms Proposals, 5) Self Joining Report by the Individual, 6) Joining Report to DEO Covering Letter.

17. REQUISITION LETTER ON DUTY FOR ATTENDING DEPTT. TESTS**18. ADDL. QUALIFICATIONS & EO/GO ENTRY PROPOSALS IN SENIORITY LISTS****19. GPF CONTRIBUTION TRANSFER TO ZPPF ACCOUNTS PROPOSALS**

- . 1) Individual Proposals Forms. 2) Group Proposals Forms.

20. CORRECTION OF MASTER DETAILS IN TREASURY / CFMS WEBSITE**21. MEDICAL REIMBURSEMENT MODEL PRESCRIBED PROPOSAL SET**

- . 1)**ABOVE RS.50000/- CLAIM:** 1.DDO Covering Letter, 2.Requisition Letter by Applicant
- . 3.Appendix-II, 4.DDO Declaration, 5.Employee Declaration (Service/Pensioners), 6.Dependent
- . Certificate 7. Availment Certificates, 8.Non-Drawal Certificate(Service/Pensioners), 9.Check List.
- . 2)**BELOW RS.50000/- CLAIM:**1.DDO Covering Letter,2.Requisition Letter, 3.Appendix-II,
- . 4.Dependent 5. Availment, 6. Re-Validatio, 7.Non-Drawal Certificates, 8.Specimen Check List.

ONLY Z.P.TEACHERS PURPOSE ONLY

22. S.S.C RELATED INFORMATION PROPOSALS

- . 1) Duplicate Certificate Proposals, 2) SSC Age Exemption Proposals Private & Regular Students.
- . 3) SSC Corrections for Candidates i.e., Name, Date of Birth, Father/Mother Names and other details

23. FULL ADDITIONAL CHARGE (FAC) RELATED PROPOSALS

- . 1) FAC Arrangement in Vacant Post of Gr.II HM Proposals Set (Covering Letter & Statement)
- . 2)**FAC ALLOWANCE SANCTION PROPOSALS :**
- . 1)DDO Covering Letter,2) Requisition Letter, 3)Prescribed Application,4) FAC Duty Certificate

COMMON FORMS FOR M.P/Z.P TEACHERS

1. Certificates of NOC & ABROAD PERMISSION through online Process

- . 1. No-Dues Certificate 2. Vigilance Certificate 3.No Disciplinary Proceedings Certificate 4. No Allegation Certificate 5. Family Members Certificate, 6. Requisition to Family Members in SR 7. Annexure – C
- . 8. NOC for obtaining Permission, 9. NOC for obtaining for Annexure-B 10. Other Formats.

2. Clarification for All Service Matters

- . 1. AP Pension Rules 1980, 2. AP Leave Rules 1933, 3. APGLI 4. ZPPF 5. GIS, 6. EHS 7. CPS 8. AAS, 9. Passport
- . 10. Child Care Leave, 11. Compensatory C.L 12. Service Register, 13. Tuition Fee, 14. Head of A/cs. & Others

3. Contribution Pension Scheme (NPS) All Types Formats.

- . 1. Partial Withdrawal (Form -601PW), 2. All Withdrawals (Form 101-GS, 102-GP, 103-GD), 3. Master Details Correction (S2) 4. Photo & Signature Correction (S7 & S8) 5. New PRAN (CSRF, S5 & S6) 6. Shifting Form-ISS

4. First Time Payment of SERVICE/FAMILY Pension Certificate at STO Level

- . 1. Appendix-II, 2) Non-Drawal Certificate of Anticipatory Pension 3. Non Employment/Marriage Certificates

5. ALL INCOME TAX FORMS

- 1. Declaration of the Land Lord, 2. Receipt of House Rent, 3. Tuition Fees Certificate 4. HRA Exemption Forms

6. ALL PRC FIXATION TABLES (Re-Grouped 1982 & 1986 to 2015 Scales)

- . 1) PRC (1992 to 2015) 32 GRADE SCALES 2) AAS - 25 SPECIAL GRADE SCALES 3) PRC (1986 to 2015) 32 GRADE SCALES A) ALL PRC STAGES & SCALES B) RE-GROUPED SCALES IN 1982 C) PRC 1986
- . D) PRC 1992 E) PRC 1998 F) PRC 2003 G) PRC 2008 H) PRC 2015 I) PRC FIXATION clarification

ALL CERTIFICATES, TREASURY FORMS, SSC FORMS & OTHERS

1) AAS Sanction forms for Non-Teaching Staff	31) Increment Form (AGI)
2) Age Certificate	32) Medical Certificate (Issued by Doctor)
3) Alternation Memorandum	33) Marks Memo
4) APGLI Lost Bond Information	34) Medium Change Form
5) APGLI Nomination Form	35) No Objection Certificate (TRANSFER)
6) APGLI GUARDIANSHIP CERTIFICATE	36) No Objection Certificate (HIGHER STUDY)
7) APGLI GOOD HEALTH CERTIFICATE If Required	37) No Drawal Certificate (AFTER DIED ARREARS)
8) APGLI MEDICAL CERTIFICATE If Required	38) No Drawal Certificate (AFTER RETIRED ARREARS)
9) APPLICATION-REQUEST FOR HRMS-CFMS NEW ID	39) No Drawal Certificate (SERVICE ARREARS)
10) ARREARS BILL STATEMENT	40) No Drawal Certificate (WORKING ARREARS)
11) Beneficiary Number Allotted Form (other Emp.)	41) Physical Fitness Certificate
12) Bonafied Certificate for Private Candidates of SSC	42) Re-Counting Form
13) Bonafied Certificate for Present Studying	43) Relieving Certificate for Spot Duty
14) Bonafied Certificate for Previous Studied	44) Re-Verify Application Form
15) Certificate of First Appointment (New DSC)	45) Summative Assessment Marks Entry Form (Groups)
16) Conduct Certificate	46) Summative Assessment Marks Entry Form (Lang.)
17) CPS Missing Certificate	47) Salary Certificate Form
18) CPS Recovery Statment at STO Level	48) Service Certificate
19) CTC (Charge Transfer Certificate)	49) Study Certificate
20) Data Input Sheet	50) Study GAP Certificate
21) Distance Certificate	51) Study & Conduct Certificate
22) Duty Certificates (Inter-APOSS-SSC)	52) Substance Allowance Certificate
23) Election Duty Certificate (Grama Panchayat)	53) Spouse Certificate
24) Election Duty Certificate (MPTC – ZPTC)	54) Service Certificate for Spot Duty
25) Election Duty Certificate (Municipality)	55) Studying Certificate
26) Election Duty Certificate (Assembly-Parliament)	56) T.C. Application
27) Formation Assessment Marks Entry Form (FA)	57) TA Inner Sheet Form
28) Family Benefit Fund Certificate	58) Voucher Form
29) G.I.S Admission Form	
30) GROUP INSURANCE SCHEME CERTIFICATE	

MORE FORMS FOR M.P/Z.P TEACHERS

- 1.ALL MODEL FILLING PROPOSAL FORMAT SET
- 2.ALL DSC REGUL SCALE DDO PROCEEDINGS (FROM DSC-2012)
- 3.DSC – 2008 NOTIONAL SENIORITY MODEL PROCEEDINGS & BILL
- 4.PERSONNEL DEPOSIT (PD) MODEL PROCEEDINGS & OTHERS
- 5.RS. 398/- SERVICE NOTIONAL SENIORITY MODEL PROCEEDINGS & OTHERS
- 6.SMAIKYANDHRA MAX. 17 DAYS E.L'S PROCEEDINGS & OTHERS.
- 7.
- 8.
- 9.
- 10.

CLARIFICATIONS ON SERVICE MATTERS WITH REFERENCE

- 1) Required Model Certificates for Family Pension&Job under Death Employee
- 1A) Medical Reimbursement Required Model Forms(Emergency-Essentiality-Discharge-Abstract-GO Copy)
- 2) Service Register Entry All Service Particulars
- 3) Compassionate Apptt. Related GO's & Memos
- 4) Spl.Leaves for Heart-Cancer&Other Deceases
- 5) Salary Paid on the date of death of Employee
- 6) HPL-Half DA&HRA Full upto Six Months
- 7) Regular AGI Sanctioned to utilised EOL up to 6 Month
- 8) Suffix & Prefix utilised during Mid Term & summer
- 9) Annual Grade Increment Procedure due to E.O.L Aailed
- 10) Increment Arrears claimed during the Leave Period Clarification
- 11) 1st Apptt. Certificate for Claiming Salary Newly Employees
- 12) Promotion FR22B Fixation Option wise Tables
- 13) FR 22 B Promotion Pay Fixation Clarifications
- 14) Service Book Rules, Entries Book
- 15) PRC Tables PDF (1982 - 2015) By Ratnam Rafi
- 16) SGT 12-18 Yrs. scale Eligible for only Inter +TTC Qualifications
- 17) Promotion relinquishment related gos
- 18) AAS Scheme 6-12-18-24 Yrs. Scales
- 19) HPL 20days credit in account during the EOL Period
- 20) IR not eligible for SL arrears
- 21) Medical Leave apply & Sanction Rules
- 22) Every employee max.utilised 240days Committed Leaves
- 23) Spl. Disabled Leave rules & Regulations
- 24) Child Care Leave Sanction to Female Govt.Servants
- 25) Maternity Leave Sanctioned Rule during the summer Vacation
- 26) Maternity Leave avail 180 days to who delivered Dead Baby also
- 27) At a time sanctioned Max.180 days EL
- 28) Joining after getting Promotion &Transfer but not joined immediately
- 29) Maternity-Abortion-Paternity Leaves utilised only max.two living children's only
- 30) Compensatory, Historectomy operation, women's day, Blood Donation spl. Leave Proceedings

BEST COMPLIMENTS FROM:

- | | |
|------------------------------------------------------|--------------|
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