



Telangana And Andhra Pradesh Teacher's Educational Portal

Education Is The Key To Success In Life

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# SERVICE BOOK RULES, ENTRIES

Service Book Proformas

For Andhra Pradesh and Telangana  
Employees, Especially for Teachers ...

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**I.సర్వీసు రిజిస్టరు నిర్వహణ - అంశాలు:**

ప్రభుత్వ ఉద్యోగుల, ఉపాధ్యాయుల ఉద్యోగ జీవితంలో కీలకపాత్ర పోషించే సర్వీసు రిజిస్టర్ ను ఎలా నిర్వహించాలి అందులో ఏయే అంశాలను పొందుపరచాలి అను విషయంలో కొంత సమాచారం.

- ఫండమెంటల్ రూల్ 74కు అనుబంధం-2 లో నిర్దేశించిన ఫారం-10 లో తెలియజేసిన పద్ధతిలో సర్వీసు రిజిస్టరు నిర్వహించాలి. (G.O.Ms.No.200 తేది:10-12-1999)
- మొదటిపేజీ నందు ఉద్యోగి యొక్క పూర్తి పేరు తండ్రి పేరు, నివాస స్థలం, జాతీయత, పాస్ పోర్ట్ ఫోటో అంటించి సంబంధిత అధికారిచే అటెస్టేషన్ చేయించాలి.
- భవిష్యత్లో ఒకసారి సర్వీసు రిజిస్టర్ లో నమోదు చేసిన పుట్టినతేది మార్పుటకు వీలులేదు. (G.O.Ms.No.165 F&P తేది:21-4-1984)
- మొదటిపేజీ నందు ఉద్యోగి ట్రిజిటరీ ID నెంబర్ నమోదుచేయాలి. (G.O.Ms.No.80 తేది:19-3-2008)
- మొదటిసారి ఉద్యోగంలో నియమించబడు సందర్భంలో డాక్టరుచే జారీచేయబడిన Physical Fitness Certificate వివరాలు సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (G.O.Ms.No.03 Fin తేది:08-01-1969)
- ఉద్యోగి వైవాహిక వివరాలు, కుటుంబ సభ్యుల వివరాలు నమోదుచేయాలి.
- సర్వీసు 2,3వ పేజీలలో ఉద్యోగి యొక్క వివరాలతో పాటు ఎత్తు,విద్యార్హతలు,సర్వీసులో చేరిన తర్వాత సంపాదించిన విద్యార్హతలు నమోదుచేయాలి.
- పదోన్నతి,ప్రమోషన్,ఆటోమేటిక్ అడ్వాన్స్మెంట్ స్కీం,పే ఫిక్సేషన్ తదితర వివరాలు నమోదుచేయాలి.
- ప్రతి ఉద్యోగి తన Home Town (LTC కొరకు) డిక్లరేషన్ ఇవ్వాలి. అలాంటి వివరాలను కార్యాలయాధిపతి సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (APLTC Rule.No.8 of clause
- ఉద్యోగి CCA Rules-1991 ప్రకారం ఏ విధమైన శిక్షలకు గురైన పక్షమున అట్టి పూర్తి వివరములను సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (Govt. Memo.No.51073 తేది:19-12-2002)

- ఉద్యోగి గుణగణాలు, శీలము (character) గురించి సర్వీసు రిజిస్టర్ లో నమోదుచేయకూడదు.
- ఉద్యోగికి సంబంధించిన అతని సర్వీసు రిజిస్టరు ప్రతి సం॥ పరిశీలించి నమోదుకాబడిన వివరాలు సరియైనవే అని ఉద్యోగి ధృవపరుచుకొనుటకు అతనికి కార్యాలయాధిపతి ఇవ్వాలి. (G.O.Ms.No.152 Fin తేది:20-5-1969)
- NGO అయిన ఉద్యోగి బదిలీ అయిన సందర్భంలో సంబంధిత ఉద్యోగి సర్వీసు రిజిస్టరు బదిలీ అయిన కార్యాలయ అధికారికి పోస్ట్ ద్వారా పంపించాలి.బదిలీ అయిన ఉద్యోగికి సర్వీసు రిజిస్టరు ఇచ్చి పంపకూడదు. (G.O.Ms.No.722 తేది:30-07-1966) (G.O.Ms.No.391 తేది:07-11-1978)
- సర్వీసు రిజిస్టర్ లో విషయాలు పెన్సిల్ తో నమోదు చేయరాదు. (Govt.Memo.No.72246 తేది:30-07-1966)

**II. సర్వీస్ బుక్ రిజిస్టర్ నిర్వహణ – నియమాలు, సూచనలు, పద్ధతులు:**

- 1) అనివార్య కారణాల వల్ల ఏవైనా తప్పులు జరిగినట్లు అయితే వాటిని దిద్ద కూడదు, వైట్ నర్ వాడ కూడదు, రౌండ్ అప్ చేసి పైన రాసి DDO గారు సంతకం చేయాలి.
- 2) కొన్ని కారణాల వల్ల ఏదైనా నమోదు ను మార్చ వలసివస్తే రౌండ్ అప్ చేసి పైన రాసి, మార్చిన చోట DDO సంతకం చేయడం తప్పనిసరి.
- 3) సర్వీస్ రిజిస్టర్ లో ఎక్కడైనా చిరిగి పోతే అక్షరాలు కన పడే విధంగా సెల్లో టేప్ తో అతికించాలి. అట్ట లాంటివి అక్షరాలు లేని చోట చిరిగితే గం తో ఎప్పటికప్పుడు అతికిస్తు ఉండాలి.
- 4) ప్రతి సంవత్సరపు సర్వీస్ వెరిఫికేషన్ చేసి వివరాలు నమోదు చేయాలి. 01- 04 ( ఏప్రిల్ ) నుండి 31- 03 ( మార్చి ) వరకు సర్వీస్ వెరిఫికేషన్ నమోదు చేయాలి.
- 5) నెల మొదటి తేదిన జాయిన్ అయినవారు అ ముందు నెల ఆఖరు తేదిన రిటైర్ అయిన ఇంక్రిమెంట్ కలపాలి.
- 6) డూప్లికేట్ సర్వీస్ పుస్తకం అధికారికంగా ఉంచుకోవచ్చు. ఇందులో ప్రతి నమోదు యందు DDO తో సంతకం చేయాలి. ఒరిజినల్ పోయినప్పుడు దీని ఆధారంగా కొత్త ది రాయబడును. లేదా ఒరిజినల్ రిజిస్టర్ నీ Xerox తీసుకుని ఉంచుకోవచ్చు కానీ DDO గారి అటోస్టేషన్ తప్పని సరి. ఈ సర్వీస్ బుక్ పై డూప్లికేట్ అని తప్పకుండా రాయాలి.
- 7) ఈ రిజిస్టర్ లో స్కెచ్ పెన్ గాని జెల్ పెన్ గాని మరియు ఇంక్ పెన్ గాని వాడకూడదు. కేవలం బాల్ పాయింట్ పెన్నులు మాత్రమే వాడాలి. నల్ల రంగు బాల్ పాయింట్ పెన్ వాడడం ఉత్తమం. DDO లు సహితం జెల్ పెన్ తో సంతకాలు చేయకూడదు. ఖచ్చితంగా ఆకు పచ్చ బాల్ పాయింట్ పెన్ తో నే సంతకాలు చేయాలి.

- 8) ఏ కారణం చేత దీర్ఘకాలం సెలవులు పెట్టి డ్యూటీ లో జాయిన్ అయిన తరవాత లీప్ మంజూరు చేసినప్పుడు నిల్వ ఉన్నంత వరకు ముందుగ EL తదుపరి HPL మిగిలినదానికి EOL మంజూరు చేస్తారు EOL పీరియడ్ ను తప్పనిసరిగా సర్వీస్ వెరిఫికేషన్ ఎంట్రీ వేయాలి.
- 9) రిజిస్టర్ రాయాల్సిన పని మరియు భాద్యత పూర్తిగా DDO లదే. పని భారం అయినప్పుడు ఎవరి తో నైన రాయించవచ్చు కానీ DDO గారు భాద్యత వహిస్తారు. కాబట్టి అంతా క్షుణ్ణంగా అధ్యయనం చేసి సంతకం చేయాలి .
- 10 ) భార్య భర్తల బదిలీల వాడుకున్నప్పుడు ఖచ్చితంగా ఆ వివరాలు రిజిస్టర్ లో నమోదు చేయాలి. గజిటెడ్ ఉద్యోగులకు ఐదు సంవృతాలకు ఒకసారి మిగతా వారికి ఎనిమిది సంవత్సరాలకు ఒకసారి వాడుకోవచ్చు. ఇరువురికి ఇచ్చే పాయింట్లు పది.
- 11 ) ఒక వేళ ఉద్యోగి సర్వీసు పుస్తకం పోయినట్లు అయితే DDO గారే పూర్తి భాద్యత వహిస్తారు. కొత్తది ఓపెన్ చేయాలి అంటే పోలీస్ రిపోర్ట్ ఇవ్వవలసి ఉంటుంది. డూప్లికేట్ బుక్ గాని Xerox సహాయం తో కొత్తది ఓపెన్ చేయవచ్చు.
- 12 ) ఒక ఆఫీస్ లో చాలా మంది ఉద్యోగులు ఉంటే, వారి యొక్క సర్వీసు పుస్తకాలు ను వారి ఇంక్రి మెంట్ ల నెల ప్రకారం బీరువా లో పెట్టుకోవడం వల్ల పని సులభం అవుతుంది.
- 13 ) ఎప్పుడైనా ఉద్యోగికి సర్వీసు పుస్తకం ఇవ్వ వలసిన అవసరం ఏర్పడితే, ఉద్యోగి నుండి ఒక అర్జీ పత్రం ( అప్లికేషన్ ఫారం ) తీసుకోవడం తప్పని సరి మరియు అతనికి ముట్టినట్టుగా డిక్లరేషన్ తీసుకోవాలి.
- 14 ) ఉద్యోగులు సర్వీస్ రిజిస్టర్ యందు క్లుప్త సంతకాలు కాకుండా పూర్తి సంతకాలు పెట్టాలి , ఒక వేళ పట్టక పోతే చిన్నగా రాయాలి .
- 15 ) అని వార్య కారణాల వల్ల ఏదైనా ప్రొసీడింగ్స్ లో తప్పులు జరిగినట్లు అయితే సర్వీస్ రిజిస్టర్ లో రాయబడిప్పుడు దానిని కొట్టివేయకూడదు. మళ్ళీ తప్పులు సరి చేస్తూ మరొక ప్రొసీడింగ్స్ తీయాలి.
- 16 ) ఉద్యోగులు తమ సర్వీస్ రిజిస్టర్ ను తాము స్వతహాగా రాసుకోవడం మంచిది. ఎవరైనా నియమాలు తెలిసిన వారితో గాని లేదా వారి సమక్షంలో రాసుకోవడం మంచిది. తప్పులు దొర్లకుండా ఉంటుంది.

- 17 ) ఉద్యోగులు తమ అర్హతలను హాల్ టికెట్ నంబర్ తో సహా సర్వీస్ రిజిస్టర్ లో నమోదు చేయించుకోవాలి.
- 18 ) బీరువాలో ఉన్న ఉద్యోగి సర్వీస్ రిజిస్టర్ ను సులభంగా గుర్తు పట్టుటకు బుక్ సైడ్ కు ఉద్యోగి పేరు ఎంప్లాయ్ ID రాయడం మంచిది .
- 19 ) ఉద్యోగి తన ఉద్యోగం లోకి చేరిన తర్వాత అనగా అర్హతల కు మించి చదివినదో ఆ అర్హత వివరాలను హాల్ టికెట్ నంబర్ తో సహా అన్ని రిజిస్టర్ లో నమోదు చేయాలి.
- 20 ) ప్రతి సంవత్సరం గ్రూప్ ఇన్సూరెన్స్ స్కీం లో ఎంత కట్ అయ్యింది ఎప్పుడు మినహాయింపు వివరాలను నమోదు చేయాలి.
- 21 ) భవిష్యత్లో ఒకసారి సర్వీసు రిజిస్టర్ లో నమోదు చేసిన పుట్టినతేది మార్పుటకు వీలులేదు. (G.O.Ms.No.165 F&P తేది:21-4-1984)
- 22 ) మొదటిసారి ఉద్యోగంలో నియమించబడు సందర్భంలో డాక్టరుచే జారీచేయబడిన Physical Fitness Certificate వివరాలు సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (G.O.Ms.No.03 Fin తేది:08-01-1969)
- 23 ) ప్రతి ఉద్యోగి తన Home Town (LTC కొరకు) డిక్లరేషన్ ఇవ్వాలి.అలాంటి వివరాలను కార్యాలయాధిపతి సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (APLTC Rule.No.8 of clause (b)(i))
- 24 ) ఉద్యోగి CCA Rules-1991 ప్రకారం ఏ విధమైన శిక్షలకు గురైన పక్షమున అట్టి పూర్తి వివరములను సర్వీసు రిజిస్టర్ లో నమోదుచేయాలి. (Govt.Memo.No.51073 తేది:19-12-2002)
- 25) ఉద్యోగి గుణగణాలు, శీలము (character) గురించి సర్వీసు రిజిస్టర్ లో నమోదుచేయకూడదు.
- 26 ) ఉద్యోగికి సంబంధించిన అతని సర్వీసు రిజిస్టరు ప్రతి సం॥ పరిశీలించి నమోదుకాబడిన వివరాలు సరియైనవే అని ఉద్యోగి ధృవపరుచుకొనుటకు అతనికి కార్యాలయాధిపతి ఇవ్వాలి. (G.O.Ms.No.152 Fin తేది:20-5-1969)

- 27 ) NGO అయిన ఉద్యోగి బదిలీ అయిన సందర్భంలో సంబంధిత ఉద్యోగి సర్వీసు రిజిస్టరు బదిలీ అయిన కార్యాలయ అధికారికి పోస్ట్ ద్వారా పంపించాలి.బదిలీ అయిన ఉద్యోగికి సర్వీసు రిజిస్టరు ఇచ్చి పంపకూడదు. (G.O.Ms.No.722 తేది:30-07-1966) (G.O.Ms.No.391 తేది:07-11-1978)
- 28 ) సర్వీసు రిజిస్టర్ లో విషయాలు పెన్సిల్ తో నమోదు చేయరాదు. (Govt.Memo.No.72246 తేది:30-07-1966)
- 29 ) ఒక వేళ ఉంటే రివర్స్ వివరాలు ( 2009 లో కొన్ని జిల్లాలలో ప్రమోషన్ ఇచ్చి తర్వాత పోస్ట్ లు లేనందున తిరిగి రివర్స్ లు ఇచ్చారు ).
- 30 ) ఒక వేళ ఇంక్రిమెంట్ లు నిలుపుదల చేస్తే ఆ వివరాలు నమోదు చేయాలి.
- 31 ) చైల్డ్ కేర్ సెలవులను తీసుకున్నా ప్రతిసారీ నమోదు చేయాలి మరియు బ్యాలెన్స్ గా ఉన్న సెలవులు నమోదు చేయాలి.
- 32 ) దీర్ఘ కాలిక సెలవులు తేదీ లతో పాటు నమోదు చేయాలి.
- 33 ) ఉన్నత విద్య కోసం తీసుకున్న సెలవులు తేదీ లతో పాటు నమోదు చేయాలి. ( SC, ST లకు కుటుంబంలో మొదటి తరం వారికి ఉన్నత విద్య కోసం రెండు సం ల ఆన్ డ్యూటీ ఇస్తారు )
- 34 ) అడ్వాన్స్ డిటైల్స్ ( ఇంటి నిర్మాణం, కార్ లోన్, కంప్యూటర్, పెళ్లి కొరకు తీసుకొనే అడ్వాన్స్ వివరాలు, ఈ అడ్వాన్స్ లు కేవలం ప్రభుత్వ ఉద్యోగులకు మాత్రమే మంజూరు చేయబడును )
- 35 ) రాష్ట్ర స్థాయి లో గాని లేదా జాతీయ స్థాయిలో గాని ప్రభుత్వం నుంచి ఏదైనా అవార్డ్ లు గాని, రివార్డ్ లు గాని ప్రశంసా పత్రాలు గాని, సేవా పథకాలు గాని మెడల్స్ గాని పొందినట్లు అయితే ఆ వివరాలు నమోదు చేయాలి.



**III. Entries in the Service Book Register ( Check List ):**

- 1.Appointment Order Details
2. The date of Joining
3. Permanent address.
4. All Qualifications with hall ticket number Including Percentage of marks
5. Moles.
6. Service book 8th column employee Signature, date.
7. Thumb prints
8. DDO signature on employee photo
9. Incremental Proceedings
10. Proceedings of Surrender Leave.
11. Group Insurance Scheme Details ( GIS )
12. CPS / PRAN number.
13. Earnings leaves
14. LTC other then Home Town, Home Town Entry.
15. LTC Declaration.
16. Leave Account.
17. Half Pay Leave Account.
18. Pay Fixation Entries ( PRC )
19. Details of family members including the nominee
20. Special Grade Increment 6 - 12 -18 – 24
21. Special Pay Entries.
22. Refund of Arrears which are credited to CSS
23. Service Annual Verification
24. Provident Fund Account Number.
25. APGLI / TSGLI number.
26. Caste Verification Registration.
27. Employee ID Number.
28. Treasury ID Number / CFMS number (G.O.Ms.No.80 Date: 19-3-2008)
29. Registration of Local Status according to 610 G.
30. Service is sorted and Prohibition entry.
31. Date of birth (to write letters)
32. BONIFFED Certificates should be entered.
33. Health Card Number.
34. Height.
35. Paternity Leaves (Two Children Up to)
36. Telangana Special Increment, ( TS )
37. Promotion details,
38. Then Joining the job for the First Time Job type.
39. Aadhaar Card Number.
40. Bank Account Name and Bank Name to get Salary
41. Departmental Test
42. Half Pay Leave,
43. Salary loss
44. Vacation Verification

45. Maternity Leaves
46. Employee Health Scheme Card Number
47. PRC Arrears
48. Sakala Janula Samme ELs ( TS )
49. Samikya Andhra Agitation ELs ( AP )
50. Election ELs
51. Pulse Polio ELs
52. National Population Register Survey ELs
53. Step Up / Preponement
54. Regularisation into Service
55. Completion Of Apprentice
56. Joining into Service
57. Enhancement of Remuneration
58. Regular Scale Entry
59. Notional Increment
60. Periodical Entry
61. Commuted Leaves
62. Relieve Entry During Transfer.
63. Joining Entry During Transfer
64. Relieve Entry During Promotion
65. Joining Entry During Promotion
66. GIS Enhancement
67. APGLI / TSGLI Enhancement
68. Employee Health Scheme Enhancement
69. GIS Entry due to Transfer or Promotion
70. APGLI / TSGLI Entry due to Transfer or Promotion
71. Extra Ordinary Leave
72. Multiple Leaves
73. Abortion Leaves
74. Hystorectomy Operation Leaves ( Special Leave )
75. Child Care Leave
76. Family Planning Operation Leaves
77. Reconalisation Operation Leave ( Family Planning )
78. Medical Leaves Entry
79. Medical Reimbursement Claim
80. Retirement Notice
81. GIS after Retirement
82. Death Entry
83. Proper Person Certificate
84. Pension Benefits Certificate
85. L.E.P training Earned Leaves
86. Summer Mid Day Meals ELs
87. Physical Fitness Certificate
88. Punishments as per CCA rule

**IV. Service Book Registry Management - Rules, References, Methods:**

- 1 ) For any inevitable reasons, any mistakes should be made, not to be duplicated, white duplicate, round-up and DDO signature.
- 2) For some reason it is necessary to change the registration, if it is rounded up and signed on to the DDO.
- 3) If the service registry does not get torn anywhere, paste it into cello tape. If the card is not in the absence of letters, the gum should be stuck with time.
- 4) Every year's service verification should be recorded. Service verification should be registered from 01- 04 (April) to 31- 03 (March).
- 5) On the first day of the month, the person who joins the last retirement of the previous month will add the increments.
- 6) Duplicate Service book can be officially kept. It should be signed with DDO in each entry. The original will be based on the original when it is lost. Or the original register can take your Xerox but DDO is no exception. This service should be written as a duplicate on the book.
- 7) Sketch pen in this register should not be used for jell pen or ink pen. Only ballpoint pens should be used. It is best to use black ball ballpoint pen. DDOs should not be signed with Jell Pen. Must be sure to sign with the leaf green ballpoint pen.
- 8) Ellayon shall be granted EOL Period for the next HPL rest to E before the stored time when the long-term holidays are issued after the leave is paid for a longer period.
- 9) The work and responsibility of registering the register is entirely DDO. When the work is burdened, it can be written with someone but DDO is responsible. So everything should be studied and signed.
- 10) When applying the husband's husband's transfers, the details must be entered in the register. Gazetted employees can use once every five years for the rest of the eight years. Ten points given to both For the rest of the in Telugu... Click below
- Download Written by Ramzan Ali [www.Guruvu.In](http://www.Guruvu.In)
- 11) DDO GARI takes full charge if the employee service book is lost. The new one should open, which means a police report. Duplicate Book can be opened with new Xerox help.

- 12) If an office has a lot of employees, it is easier to work their service books in Beiruwa according to their incentives.
- 13) If the employee is required to serve the service book anytime, a petition (application form) from the employee must be corrected and declared as the case may be.
  - 14) Employees should complete full signature rather than brief signatures in the Service Register, if it is not possible, write down short.
  - 15) for any reason that the proceedings have been made in any proceedings, but it should not be deleted when the service is written in the register. You need another procedure to make mistakes again.
  - 16) It is advisable for employees to write their service registries independently. It is advisable to know someone in the rules or in their presence. There will be no mistakes.
  - 17) Employees must register their qualifications in the service register including hall ticket number.
  - 18) Employee name Employee ID is a good option to bookmark the Employee Service Register in Beirut.
  - 19) Once the employee has passed his job, it is necessary to register all the qualification details in the registrar including the hall ticket number.
  - 20) Every time the cut is made in the Group Insurance Scheme, the exemption details should be entered.
  - 21) In the future, the birth register can not be changed once in the service register. (G.O.Ms.No.165 F & P Date: 21-4-1984)
  - 22) The Physical Fitness Certificate issued by the doctor in the service register should be recorded in the service register for the first time. (G.O.Ms.No.03 Fin Date: 08-01-1969)
  - 23) Each employee has to declare his Home Town (LTC). Such details should be recorded in the office service register. APLTC Rule.No.8 of clause (b) (i)
  - 24) If the employee has been subjected to any kind of penalties under CCA Rules-1991, such details should be recorded in the Service Register. (Govt.Memo.No.51073 Date: 19-12-2002)
  - 25) The employee should not be registered in the service register about the character and character.

- 26) Every member of his service is registered with the employee. Take a look at the registration details and give him the office of the employer to verify that the details are correct. (G.O.Ms.No.152 Fin Date: 20-5-1969)
- 27) In case of an NGO employee transfer, the relevant employee service register must be forwarded to the office officer who is transferred to the office of the transferred officer, not to send the service registrar to the appointed employee. (G.O.Ms.No.722 Date: 30-07-1966) (G.O.Ms.No.391 Date: 07-11-1978)
- 28) Do not enter things in the service register with pencil. (Govt.Memo.No.72246 Date: 30-07-1966)
- 29) Reversal details (in 2009, some districts have been promoted and returned reversals since there are no postings).
- 30) Increase the increments if you have to enter the details.
- 31) Child Care Vacations Every time you have to register and enter the balance of holidays.
- 32) Long-term holidays should be entered along with dates.
- 33) Holidays for higher education should be entered along with the date of holidays. (SCs and STs are given two sessions for higher education for the first generation of the family)
- 34) Advance Details (Home Construction, Car Loan, Computer, Advance Details for Marriage, These Advance Only Granted to Government Employees)
- 35) Whether the state or national level has any award from the government, the reward or the prizes, the service schemes or the medals.

**V.PROFORMA - 1**

**To the post for which minimum Educational Qualification is prescribed :**

1. Name :
2. Surname :
3. Employee Code :
4. Father's Name :
5. Mother's Name :
6. Details of first appointment in the Present Unit of Appointment in The Department Of School Education :
- Category of the Post :
- Date of Joining in the Post :
7. Details of first appeared to SSC or Equal :
8. Details of 7 Years immediately preceding the date of first appeared.

S.No	Year		Classes	Name of the Institution with address	Place of Residence with address ( in case of no study in any Institution )	Mandal	District
	From	To					

**Declaration**

I declare that the information furnished above correct. If , the information is found to be incorrect, I am liable for dismissal from the service

Signature of the Employee

**VI. Service Register Entries**

➤ **1. Educational Qualification Entries:**

- a. **SSC ( Board of Secondary Education )** passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- b. **Inter ( Board of Intermediate )** passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- c. **Graduation Degree** ( ..... University ) passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- d. **Master Degree PG** ( ..... University ) passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- e. **Professional Degree B.Ed** ( ..... University ) passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- f. **Professional Degree M.Ed** ( ..... University ) passed in .....division in March / April ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- g. **Departmental Test ( E.O.T )** passed in .....division in month of ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....
- h. **Departmental Test ( G.O.T )** passed in ..... division in ....., Hall Ticket Number : ..... Secured Marks ..... Out of ..... Percentage of marks .....

➤ **2. Local Candidate Certificate :**

Sri / Smt : ..... S/O ..... is a Local Candidate to the Post to which he was First appointed in the Department Of Education to .....Dist.

➤ **3. Completion of Apprenticeship Period :**

**One Year :**

Due to Completion of one year apprenticeship Period rising Salary Rs : ..... to Rs : ..... Proc . No : ..... Vide HM / MEO .....  
Dated : .... / .... / .....

**Two Years :**

Due to Completion of two years apprenticeship Period Proc . No : ..... Vide HM / MEO ..... Dated : .... / .... / .....

➤ **4. Joining In To Service**

The incumbent has been selected APSS Teachers Recruitment DSC / TRT ..... Selection to the post of an apprentice / regular in cadre of .....vide GO.MS.No. .... dated : . .... / .... / ..... through Proc No : ..... Dated : .... / .... / ..... of the DSC AP / TS . In pursuance of the orders issued under rule 10 ( a ) of AP / TS state and sub ordinate rules 1996 . The candidates has been selected through the District Selection Committe / APPSC / TSPSC ..... he is here by appointed and posted to MPPS ....., Mandal : ..... vide DEO ..... Proc No : ..... dated : . .... / .... / .....



➤ **5. Service Verification Certificate**

Service verified with reference to Pay Bills and Acquittance Roll for the period from . .... / .... / ..... to . .... / .... / ..... and found correct.

➤ **6. Annual Grade Increment**

Due to Sanction of Annual Grade Increment Vide HM / MEO : .....  
Proc. No . : ..... dated : . .... / .... / .....

➤ **7. Paternity Leaves**

The Incumbent has been availed first / Second Paternity Leaves during the period of from dated : . .... / .... / ..... to dated : . .... / .... / ..... Total No.of Days are : ....., vide HM / MEO : ..... Proc. No . : ..... dated : . .... / .... / .....

➤ **8. Maternity Leaves**

The Incumbent has been availed first / Second Maternity Leaves during the period of from dated : . .... / .... / ..... to dated : . .... / .... / ..... Total No.of Days are : ....., vide HM / MEO : ..... Proc. No . : ..... dated : . .... / .... / .....

➤ **9. Promotion**

Due to promotion as a S.A / HM , Subject : ..... vide DEO  
..... Proc . No : ..... dated : . .... / .... / ..... and relieved vide HM / MEO : ..... dated : . .... / .... / .....

➤ **10. Enhancement of Remuneration**

Stipend to paid during the period DSC ..... Selected Candidates enhanced vide GO.MS.No ..... dated : . .... / ..... / ..... as follows ...

1. 1<sup>st</sup> year Rs ...../- to Rs ...../-
2. 2<sup>nd</sup> year Rs ...../- to Rs ...../-

➤ **11. Regular Scale Entry**

The incumbent has been awarded Regular Scale due to Completion of two years apprenticeship period vide HM / MEO ..... dated : . .... / ..... / ..... w.e.f .... / ..... / ..... with Regular Scale ..... And Basic Pay : .....

➤ **12. Earned Leaves**

The incumbent has been preserved ..... days Earned Leaves due to ..... vide HM / MEO : ..... dated : . .... / ..... / ..... and his S.No in the proceedings : .....

➤ **13. APGLI / TSGLI Entry**

The incumbent has been insured in APGLI / TSGLI policy and the policy Number : ..... with the premium of Rs ..... / - per month from dated : 01 / ..... / ..... and name of the Nomine Sri / Smt : .....S/O / D/O : .....

➤ **14. Two Notional Increments**

Pay of the individual ..... below w.e.f the ..... to ..... scale Rs ..... in the terms of .....05.01.2019. Proc . No : ..... Dated : ..... / ..... / ..... Vide HM / M.E.O : .....

The monetary banefits allowed ..... and tha arears from 01.04.2008 to ..... / ..... / ..... to be credited in to GPF / CPS accounts and payable from 01.04.2010.

Date	Scale / Pay	Remarks
		Exiting .....the record at page No ( .... )of Service Book pay fixed due to sanction of two Notional Increments
		Annual Grade Incremnet
		Annual Grade Incremnet

➤ **15. Samaikya Andhra Strike Earned Leaves**

The Incumbent has been sanctioned 17 Days of Earned Leaves as per the Proc. No .....; Dated ..... / ..... / 2018 vide Headmaster / Mandal Educational Officer, o/o .....As Per School Education Govt No : 3957/services/A-II/ 2015, dated 23.01.2019. As he / she Participited 50 Days Out Of 50 Days from 22.08.2013 to 10.10.2013 in Samaikya Andhra Strike against devision of Andhra Pradesh State. loss of school working days are treated as ON DUTY.

➤ **16. Sakala Janula Samme Earned Leaves**

నగదు చేసుకోవడానికి పీలులేని ఆర్జిత సెలవులు నిల్వ

ఈ ఉద్యోగి తేది: 16.09.2011 నుండి 17.10.2011 వరకు 32 రోజుల పాటు కొనసాగిన సకల జనుల సమ్మెలో పాల్గొని , ఆ తర్వాత తేది: 30.10.2011 నుంచి 26.02.2012 మధ్య కాలంలో నిర్దేశించిన (16) పదహారు సెలవు రోజులకుగాను (13) పదమూడు సెలవు రోజుల్లో పాఠశాలకు హాజరై విధులు నిర్వహించినందున ప్రభుత్వ మెమో నం. 691/Gen/A1/2016, తేది: 28.01.2017 ప్రకారం మరియు అటెండెన్స్ సర్టిఫికేట్ ప్రాతిపదికగా సరేండర్ చేసినప్పుడు కానీ, ఉద్యోగ విరమణ సందర్భములో కాని నగదు చేసుకోవడానికి పీలులేని (Earned Leave cannot be Encashed) ఆర్జిత సెలవులు నిల్వ చేస్తూ HM / MEO

..... గారి కా.ని.ప. సంఖ్య ..... తేది: ..... ద్వారా ఉత్తర్వులు జారీ చేయవలెనని.

➤ **17. Preponement Of Pay**

The Incumbent pay is preponed and brought par with his junior Sri :

....., working as ....., working at ....., Mandal : ..... as on dated : ..... / ..... / ..... after verification of Service Register of both candidates vide the HM / MEO / CHM :..... Proc No : ....., Dated : ..... / ..... / ..... The Pay Particulars are given below ...

Date	Scale & Pay of senior	Date	Scale & Pay of junior	Remarks
	.....			

The Incumbents Next AGI falls on .... / .... / ....., the date of the AGI of his junior . The Incumbent is eligible for monitory benefit w.e.f ..... / ..... / .....i.e in the RPS .....Fixation.

➤ **18. Permanent Retirement Account Number ( PRAN ):**

The Incumbent has been allotted Permanent Retirement Account Number ( PRAN ) under Contributory Pension Scheme ( C. P. S ) is :  
 .....vide Central Record Keeping Agency ( C.R.A ) packing Id :  
 ..... Dated : ..... / ..... / .....

➤ **19. Regularisation of Service in Present cadre**

The incumbent's service has been regularisation in ..... cadre w.e.f the date of his first appointment i.e ...../ ...../ ..... vide the allotted S.No : ..... in Annexure issued along with the proceedings of the D.E.O ..... Proc. No ..... , dated ..... / ..... / .....

**20. L.T.C**

The incumbent is permitted to avail L.T.C to visit ..... Dist : ..... along with family members adults ( ..... ), children ( .... ) vide HM / MEO : ..... Proc. No : ..... , Dated : ..... / ..... / .....

**List of family members :**

S.No	Name of the family member	Relationship	Age	Remarks

➤ **21. Special Grade Promotion Pay Fixation ( 6, 12, 18, 24 )**

The incumbent has been sanctioned Special Grade Promotion Scale under Automatic Advancement Scheme w.e.f ..... / ..... / ..... and his scale of pay is raised from ..... to ..... under FR 22 (a) (i) vide The HM / MEO / CHm ..... Proc . No. .... dated .... / ..... / ..... His next Increment date is ..... / ..... / .....

➤ **22. Refund of DA / IR / PRC Arrears which are credited to GPF ( CSS )**

The incumbent is refunded DA / IR / PRC Arrears which are credited in CSS 90 % paid in cash along with interest Rs ..... /- up to the month ..... vide HM / MEO / CHM ..... Proc. No : ..... Dated : .....

➤ **23. Telangana Special Increment**

In terms of the G.O.M.S No 23 finance ( HRM – III ) dept dated 13.08.2014, the incumbent has been sanctioned Telangana Special Increment equivalent to the immediate previous increment Rs ..... /- in pay scales 2010 w.e.f 01.08.2014 vide the HM / MEO ..... Proc .No ..... dated .....

➤ **24. Pay Fixation Under RPS**

( In terms of G.O.M.S.No ..... Dept dated :..... and Cir Memo No ..... Dated ..... )

The incumbent was exercised option to come into RPS .....w.e.f ..... date of increment ..... . Accodingly his / her pay was fixed vide Proc. No ..... Dated .....

The details of pay fixation are given below .....

Existing time scale : .....

Existing Basic Pay : .....

D.A @ ..... % : .....

Fitment @ ..... % : .....

Total ( Not Stage ) : .....

Stage : .....

Revised Basic Pay in RPS ..... : Rs : .....

Date of Next AGI : ..... : RS: .....

Date of Next AGI : ..... : RS: .....

Date of Next AGI : ..... : RS: .....

Notional benefit from .....with monetary benefit from ..... and allowed cash for the salary of .....

➤ **25. GIS Beginning Entry**

G.I.S Contribution was deducted @ Rs ..... / - per month from ..... his / her regular salary and the above deducted amount remitted to AP / TS state GIS head of account.

➤ **26. G.I.S Contribution Enhancement**

G.I.S Contribution was enhanced from Rs ..... / - to Rs ..... / - per month from ..... his / her regular salary and the above deducted amount remitted to AP / TS state GIS head of account.

➤ **27. Employee Health Scheme Beginning Contribution**

Employee Health Scheme ( E.H.S ) contribution was being deducted ar Rs ..... per month from the month of ..... his / her regular salary as per time scale of pay and the above deducted amount remitted to EHS head of account

➤ **28. Employee Health Scheme Contribution Enhancement**

Employee Health Scheme ( E.H.S ) Enhanced from Rs ...../- to Rs ..... / - per month from the month of ..... his / her regular salary as per time scale of pay and the above deducted amount remitted to EHS head of account

➤ **29. Employee Health Scheme Number**

The incumbent has been allotted Employee Health Scheme Number :  
..... By Government of AP / TS



➤ **30. Transfer - Relieving**

Consequent on his / her transfer during the District level Transfer counselling held in the month and year of ..... The incumbent is relieved from his / her duties as ..... on the AN of ..... as per the Proc.No: ..... dated ..... of DEO ..... to join at .....

Certified that, he / she was not spouse / special category / preferential category points in this counselling.

➤ **31. Transfer - Joining**

Consequent on his / her transfer during the District level Transfer counselling held in the month and year of ..... The incumbent is joined from his / her duties as ..... on the FN of ..... as per the Proc.No: ..... dated ..... of DEO ..... to join at .....

➤ **32. Promotion - Relieving**

Consequent on his / her Promoted as ..... during the District level promotion counselling held in the month and year of ..... The incumbent is relieved from his / her duties as ..... on the AN of ..... as per the Proc.No: ..... dated ..... of DEO ..... to join at .....

Certified that, he / she was not spouse / special category / preferential category points in this counselling

➤ **31. Promotion - Joining**

Consequent on his / her Promotion during the District level Promotion counselling held in the month and year of ..... The incumbent is joined from his / her duties as ..... on the FN of ..... as per the Proc.No: ..... dated ..... of DEO ..... to join at .....

➤ **32. GIS Entry due to Transfer / Promotion**

Certified that, An amount of Rs : ..... / - per month was deducted from his / her regular salary under the contribution of GIS during the period of from ..... to ..... and the same deducted amount was remitted to state GIS Head of Account

➤ **33. APGLI / TSGLI Entry due to Transfer / Promotion**

Certified that, An amount of Rs : ..... / - per month was deducted from his / her regular salary under the contribution of APGLI / TSGLI during the period of from ..... to ..... and the same deducted amount was remitted to state APGLI / TSGLI Head of Account

➤ **34. Commuted Leave**

Granted Commuted Leaves for a Period of ..... days i.e. from ..... To ..... on Medical Ground and ..... days \* 2 = ..... days is debited from his / her Half Pay Leave Account as per Proceedings Rc No ..... dated ..... of HM / MEO .....

➤ **37. Half pay leave**

Granted Half Pay Leave for a Period of ..... days ..... i.e from ..... to ..... on Medical / Personal grounds from his /her Half Pay Leave Account as per Proc. Rc No ..... Dated ..... of HM / MEO .....

➤ **38. Extra Ordinary Leave ( E.O.L )**

Granted Extra Ordinary Leave for a Period of ..... days ..... i.e from ..... to ..... on Medical / Personal grounds from his / her Extra Ordinary Leave Account as per Proc. Rc No ..... Dated ..... of HM / MEO .....

➤ **39. Multiple Leaves ( Commuted / HPL / EOL / etc )**

Sanctioned the following Leaves for ..... days during period from ..... to ..... on Medical / Personal Grounds are details given below as per Pro. Rc No ..... dated ..... of HM / MEO .....

**Sanctioned Particulars :**

1. From ..... To ..... ( ..... Days ) Commuted
  2. From ..... To ..... ( ..... Days ) HPL
  3. From ..... To ..... ( ..... Days ) EL
  4. From ..... To ..... ( ..... Days ) EOL
- TOTAL ( ..... Days )

In wards .....

➤ **40. Abortion Leave**

In pursuance of the orders issued in G.O.M.S No 762 M & H dated 11.08.1976 and Proc Rc No ..... dated ..... of HM / MEO ..... is here by Sanctioned of abortion leaves for 6 weeks ( 42 days ) from ..... to ..... due to she under gone abortion on ..... as per Medical Certificate issued by the Doctors

➤ **41. Histarectomy Operation**

( Spl.Leave)

Inpursuance of the orders issued in Goms.Nd.52 fin.dept dated.01/04/2011 and proceedings RcNo.....dated.....of HM/MEO.....is here by sanctioned of special Leaves for 45 days From.....To.....due to under gone Histarectomy operation on.....As per Medical Certificate issued by the Doctor.

➤ **42. Child Care Leave**

(For Female teachers)

In pursuance of the orders issued in GOMS.NO.132Fin.Depth.Dated.06/07/2016 and Procedings RcNo.....Dated.....of HM/MEO..... is here by sanctioned of Child Care Leave for 15 Days i.e., From .....To.....( .....Spell) due to her Children's..... Purpose only As per Certificate issued by the Concerned Authorities.

➤ **43. Family Planning Operation**

( Spl.Leaves)

In pursuance of the orders issued in GOMS No.1415 M and H Dated 10/6/1968 and Procedings of HM/MEO.....is here by Sanctioned of Special Leaves for 14 Days /06 Days From .....To.....due to undergone TUBECTOMY / VASECTOMY Family Planning Operation on .....As per Medical Certificate issued by the Doctor.

➤ **44. Family Planning Operation Done by Female And get special Leaves for Male Govt.Employee**

In pursuance of the orders issued in GOMS NO . 802 M and H Dated 21/04/1972 and Proceedings RCNO.....Dated .....of HM/MEO..... is here by sanctioned of special Leaves for 07 Days From ..... To.....due to his Wife under gone Tubectomy Family Planning operation on ..... As per Medical Certificate issued by the Doctor.

➤ **45 Reconolisation of Family Planning Tubectomy Operation**  
(Spl.Leaves)

In pursuance of the orders issued in GOMS NO.102 M and H Dated ;19/02/1981 and Proceedings Rc NO..... Dated .....of HM / MEO .....is here by Sanctioned of special Leaves for 21 Days From .....To .....due to Undergone RECENALISATION of Tubectomy Family Planning Operation on ..... As per Medical Certificate issued by the Concerned Hospital's Doctor only.

➤ **46. Leprosy/ Tuberculosis /Cancer Heart disease /Mental illness and Renal Failure => HPL But Full Pay**

In pursuance of the orders issued in GOMS NO.386 Fin . Plg Dt.06-09-1976. GOMS NO.449 Fin.Plg Dt.28-10-1976, GOMS NO. 268 Fin.Plg Dt.29-10-1991 And Proceedings . RCNo.....Dated .....of HM/MEO..... is here by sanctioned of Half Pay Leave; But the drawal of Full Pay and Allowances for .....Days i.e; From.....To.....due to suffering from.....As per Medical Certificate issued by the Concerned Specialisation Doctor. And.....Days debited from his/ her HPL Account.

➤ **47. Treasury I.D and CFMS No. Entry**

As per GOMS. No.80 Fin.Depth .Dated 18/03/2008 Rule (6) the Employee Treasury code is ..... and also CFMS I.D.No. is ( AP ) .....

➤ **48. SURRENDER LEAVE ENTRY**

Permitted to Surrender.....Days of Earned Leave for Encashment from.....To.....for the Financial Year.....Vide Govt. Memo. 14781-c/278/FR-/2011 Dt. 22/06/2011 and Proceedings Rc No.....Date.....of HM/MEO.....

➤ **49. E.L.Sanctioned due to Work in Summer Vacation**

In pursuance of the orders issued in GOMS No.35 Education Dt.16/01/1981,Proceedings RCNo .362/E1-1/2013,Dated 16-11-2013 of C.S.E.AP,..... and Proceedings Rc No.....Dt.....of HM/MEO.....is hereby sanctioned of EARNED LEAVES for ..... Days. due to He/She worked As..... in Summer Vacation Year during the Period..... As per Duty Certificates issued by the concerned Authority.

➤ **50 E.O.Department Test (141)**

He / She Passed Accounts Test for Executive officers Department Tests with paper code.....held on.....with Registered No.....and Results were published in APONILINE

➤ **51. G.O Department Test (88 and 97)**

He / She passed Department Test for Gazetted Officers Of Education Department with papers I and II codes 88 and 97 held on ..... with registered No : ..... and results were published in Aonline

➤ **52. Family Members Department Certificate**

This is to certified that, Sri / Smt..... has been working As ..... in ..... And his / her Family Members Particulars are given below.

S.No	Name Of the Family Member	Relation	Age	Remarks

The above all Family Members are Fully and Wholly Dependent on the above Employee and also there are No other sources of Income As per Self Declaration by the incumbent.

➤ **53. Medical Reimbursement Claim**

Certified that Medical Reimbursement Proposals of Sri/Smt  
..... For sanction of ..... Spell claim Rs...../-(In words  
.....)  
For the self / Dependent Treatment in respect of .....  
Who has been Suffering from .....  
And treatment in.....  
Which is referral Hospital Recognized the Govt. During the period from .....To  
..... As out / In Patient.

The proposals submit to the concerned Authorities for taking necessary  
action as per Lr.Rc No.....Date.....of HM/MEO.

➤ **54. 6/12/18/24 years Scale AAS**

In pursuance of the orders issued in GOMS No: 68 Fin. Dept Dated  
12/06/2015 and Proceedings Rc. No .....Dated.....of  
HM/MEO..... is here by Fixed his/her Pay Rs...../ - In special  
Grade 6 years scale / S.P.P-IA 12 years scale / SPP-IB 18 years scale /SPP-2 24 years scale of  
.....in the cadre of .....as per FR 22a (t)  
w.e.f.....due to completion of Satisfactory..... years Incremental  
service And Next Subsequent Increments are Revised as shown in the ANNEXURE.



➤ **55. 6/12/18/24 years scale AAS**

**ANNEXURE:**

- (1) Date of Joining in the Present code .
- (2) Academic and Professional Qualifications.
- (3) Whether Department Test Passed Particularly
- (4) Any EOL'S Availed Particulars.
- (5) Date of completion of .....years Service Excluding EOL period .
- (6) Date of Eligible for Appointment to.....years S.G/SPP-IB/SPP-2 scale.
- (7) .....years S.G/SPP-IA/SPP-IB/SPP-2scale.
- (8) Existing Pay and scale of Pay As on.....
- (9) Pay Fixed As on .....in.....years S.G/SPP-IA/SPP-IB/SPP-2 scale as per FR 22a (i).
- (10) Next A.G.I to be Sanctioned Date as per FR 31 (2)
- (11) Monetary Benefit W.e.f.....

➤ **56. Promotion Fixation As per FR22B**

(opted Date of Pramotion)

In pursuance of the orders issued in the GOMS NO.68 Fin .Depth . Dt- 12/6/2015, RcNo.....Dated.....of DEO.....and Proceedings Rc No..... Dated ..... of HM/MEO..... he/she was Joined in the Promotion Post on the FN.....as.....and he/she opted to Fix up his/her Pay in the Promotion Post under FR22B on the Date of Promotion i.e :.....

Hence his/her pay was Fixed Rs...../- in the Time scale of .....as per FR22B W.e.f.....(Date of Promotion) as mention given below in the ANNEXURE.

➤ **57. Promotion Fixation as per FR22B**

(opted Date of Promotion)

**ANNEXURE:**

- (1) Date of Joining in the Promotion Post As.....
- (2) Existing Pay and scale of pay as on .....in the lower cadre
- (3) Add one Notional Increment as per FR22B on.....in the lower cadre of post
- (4) Pay Fixed in the Next stage in the promotion post on .....and scale of pay.
- (5) Date of Next Annual Increment to be sanctioned
- (6) Monitory Benefit W.e.f.....

➤ **58. Promotion Fixation Asper FR22a(i) After getting 24 years SPP 2 scale**

In pursuance of the orders issued in the GOMS NO.68 Fin. Dept Dated 12/06/1015, Rc No..... Dated.....of DEO..... and Proceedings RC No ..... Dated .....of HM/MEO..... he/she was Joined in the Promotion Post on ..... As ..... and his/her Pay is Fixed Rs...../- in the Time scale of ..... in the promotion post as per FR22a(i) W.e.f.....(Date of Promotion) as mentioned given below in the ANNEXURE

➤ **59. Promotion Fixation as per FR22a(i) After 24 years**

**ANNEXURE**

- (1) Date of Joining in the Promotion post As.....
- (2) Are you getting 24 years scale in the Lower cadre of post and Date
- (3) Existing pay and scale of pay As on .....in the Lower cadre
- (4) Pay Fixed in the Promotion Post on .....as per FR22a(i) and scale of pay
- (5) Date of Next Annual Grade Increment to be sanctioned as per FR31(2)
- (6) Monitory Benefit W.e.f.....

60. Minimum Pay Fixed in the scale of pay Promotion post

In pursuance of the orders issued in the GOMS NO.68 Fin. Dept. Dt.12/6/15, RCNO.....Dated.....of HM/MEO.....he/she was Joined in the Promotion Post on the FN of.....As.....Since he/she drawing with pay Rs...../-in the Time Scale of .....in the Lower code of .....As on .....as mentioned given below in the ANNEXURE

➤ **61. Minimum Pay Fixed in the scale of Pay Promotion Post**

**ANNEXURE**

- (1) Date of Joining in the Promotion Post as.....
- (2) Existing Pay and scale of pay As on .....in the Lower code of.....
- (3) Time scale of Promotion Post
- (4) Minimum Pay Fixed in the Promotion Post of scale of pay W.e.f.....
- (5) Monetary Benefit W.e.f.....

➤ **62. RETIREMENT NOTICE**

As per proceedings RC NO.....Dt.....of DEO..... his/ her Service on the AN of .....after attaining the Age of 60 years on Superannuation.

**63. GIS Contrn After Retirement**

As per Proceedings RC NO..... Dated.....of DEO ..... he / she was retired from his / her service on the AN of .....During his / her Service he / she was contributed under the GIS and the same deducted amount was remitted to State GIS Head of AC. The Particulars are as follows.

**Details of contribution:**

From.....To.....Rs. 20/- Pm  
From.....To.....Rs.30/-Pm  
From.....To.....Rs.60/-Pm  
From.....To.....Rs.120/-Pm

The above Particulars are found correct as per Records.

➤ **64. DEATH ENTRY**

As per Death certificate issued by Panchayat Secretary / Municipal Commission ..... with L.D.S..... Dated .....he / she was Expired on ..... while in service.

➤ **65. Proper Person Certificate**

Certified that Sri / Smt..... W/O.H/O. Sri / Smt ..... (Late) resident of ..... Is the Next Proper Person to received Death / Retirement Pensionary Benefits if any from Govt. And Bank of his / her Spouse Sri/ Smt ..... who died on ..... while in service as per certificate issued by the Tahshildar..... District ..... with RC NO..... Dated.....

➤ **66. Pension Benefits Certificate**

(Due to Retirement)

- (1) Certified that All the schools in which he/she worked were Recognised Institutions by the Government
- (2) Certified the there are No - Dues to be recovered from the incumbent
- (3) Certified that there are No-PENDING charges against the incumbent
- (4) Certified that there are NO-INTERRUPTIONS in service from..... To .....
- (5) Certified that he / she was / will be retired from his/her service on the AM of ..... after attaining Age of 60 years on superannuation.
- (6) Certified that I have Verified the service with references to pay rolls, pay Fixations from time to time fill the Date of Retirement vide Govt Memo No.42/Psc/2012 Fin.(PSC) Depth. T.17/02/2020.

➤ **67 Pension Benefits Certificate**

(Due to Death case )

- (1) Certified that all the schools in which he/she worked were Recognised Institutions by the Govt.
- (2) Certified that there are NO-Dues to be recovered from the deceased employee.
- (3) Certified that there are NO-PENDING charges against the deceased employee.
- (4) Certified that there are NO- INTERRUPTIONS in the service of the deceased Employee during the period from ..... to fill the Date of Death.
- (5) Certified that he / she was expired on ..... while in service as per Death certificate issued by the concerned Authorities.
- (6) Certified that sri / smt .....H/O.W/O. Sri / Smt .....(Late) is the Next paper person to received Death /Retirement Pensionary Benefits due to his/her spouse Sri / Smt..... Who died on .....while in service as per certificate issued by the concerned Authorities
- (7) Certified that I have verified the services with references to pay rolls , pay Fixation ,including AAS, Appointment /Pay Fixations from time to time fill the Date and Death and found correct  
Guide MEMO No.42/PSC/2012 Fine  
(Psc) Depth .Dt 17/2/2012)

➤ **68. GIS Final Calaim Particulars**

(for Retirement)

According to the proceedings RCNO ..... Dated  
..... of DEO.....and RC NO .....  
Dated ..... of HM / MEO.....he/she retired from  
his/her service on the AN of .....and he / she Contributed under the  
GIS during his / her service and remitted to state GIS Head of A/Cs. Contribution  
are Particulars of as follows ....

- (1) From .....To.....Rs 20/-
- (2) From.....To.....Rs 30/-
- (3) From.....To.....Rs60/-
- (4) From.....To.....Rs120/-

The above said contribution units Amount calculated as per  
the GO MS NO..... Dated .....Tables and GIS closure  
Amount RS...../- (In words

..... only)

Sanction and drawn from concerned Head of A/C and the same amount paid to  
concerned Individuals.

**69. GIS Final claim particulars.**

(for Death case)

According to the proceedings RCNO.....Date  
..... of HM / MEO .....and Death certificate  
issued by the Panchayat Secretary / Muncipal Commission..... he  
/ she was expired on .....while in service and he / she  
contributed under the GIS during his / her service and remitted to state GIS  
Head of A/CS Contributions particulars as follows.

- (1) From.....To .....Rs 20/-PM
- (2) From.....To.....Rs 30/-PM
- (3) From.....TO.....Rs 60/-PM
- (4) From.....To.....Rs 120/-PM

The above said contributions units amount calculated as per  
the .....Tables and GIS closure Amount Rs...../- (In words  
.....only) sanction and drawn from  
concerned Head of Accounts and the same Amount paid to Sri /  
Smt.....as per proper person certificate issued by the  
Tahshildar ..... due to his/her spouse was expired on  
.....while in service.

➤ **70. LEP Training Earned Leaves**

The Incumbent was attended the primary level Learning  
Enhanced Programme ( L . E . P ) training orientation programme held at MRC  
..... during the period from 02.06.2011 to 10.06.2011 ( 09 days  
) in summer vacation . He has been preserved ( 09 days ) Earned Leaves vide  
the HM / M.E.O .....Proc No .....dated  
.....



➤ **71. Summer Mid Day Meals Earned Leaves ( TS )**

The Incumbent has been sanctioned 24 Days of Earned Leaves as per the Proc. No .....; Dated .... / .... / 2018 vide Complex Headmaster o/o CRC ..... As Per School Education Govt No : ...../ 2020, dated ..../...../2020. As he / she Participated ..... Days Out Of 54 Days from Apr 21,2016 to Jun 11, 2016 10.10.2013 in Mid Day Meals in Summer Holidays and 54 days attended to duties during General Holidays as per C & DSC Proc No : Rc.Spl / MDM / 2015, dated 19.04.2016.

➤ **72. Summer Mid Day Meals Earned Leaves ( AP )**

The Incumbent has been sanctioned 24 Days of Earned Leaves as per the Proc. No .....; Dated .... / .... / 2018 vide Mandal Educational Officer o/o MRC ..... As Per School Education Govt No : ...../ 2020, dated ..../...../2020. As he / she Participated .... Days Out Of 49 Days from April 24th 2019 to June 11 2019 in Mid Day Meals in Summer Holidays and 49 days attended to duties during General Holidays as per Lr.Rc.No: ESE02 - 27021/60/2019 - MDM - CSE dated : 22.04.2019.

➤ **73. Aadhaar Card Number**

The incumbent has been allotted Aadhar Card Number :  
..... By Government of India

➤ **74. Bank Account Name and Number**

The incumbent has been allotted Bank Account Number :  
..... and Name of the Bank : ..... for his /  
her salary claim.

➤ **75. Caste Verification Certificate**

As per Community Certificate issued by R.D.O / M.R.O / Tahsildar / Commissioner, the Incumbent belongs to ..... (Name Of the Caste ), S . No ..... Serial Number of the Caste ), Sub Caste: A / B / C / D community / caste which is recognized as FC / BC / SC / ST under G.O.M.S.No 1793, Dept of Education dated 23.09.1970 and Caste Certificate Number : ....., Application Number : ..... Date of Application : .....

➤ **76. Physical Fitness Certificate**

(G.O.Ms.No.03 Fin తేదీ:08-01-1969)

As per Physical Fitness Certificate issued by Dr. Mr / Mrs : ..... M.B.B.S, Civil Surgeon, .....Hospital, .....Dist : ..... the Incumbent's age : ..... Years, height : ....., weight : ..... Kgs as on date : .....

➤ **77. Punishment as per CCA Rules-1991**

(Govt. Memo.No.51073 తేదీ:19-12-2002)

The incumbent has been punished ..... for ..... vide DEO ..... Proc .No : ....., Dated : .....

***Thanking You ...***

**Author**

**Ramzan Ali**

**94 94 36 22 44**

**Secondary Grade Teacher**

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**“ Any Suggestions , Corrections please send us to [9494362244](https://www.whatsapp.com/channel/00291421310605384494) through WhatsApp Only “**