

# Service Register Entries

## JOINING ON FIRST APPOINTMENT:

Selected by the District Selection Committee / 2009 as School Asst. and appointed by the District Educational Officer-CHITTOOR vide Prgs.Rc.No.\_\_\_\_\_ dt.\_\_\_\_\_ allotted to Z.P.High school - \_\_\_\_\_, the incumbent has reported for duty on the F.N. of \_\_\_\_\_.

## Joining on Transfer:

Consequent on his/her transfer during the transfer counseling / \_\_\_\_\_, the incumbent has Joined duty on the F.N.of \_\_\_\_\_, as per the prgs.rc.No \_\_\_\_\_ of \_\_\_\_\_ Dt. \_\_\_\_\_.

## Periodical Increment:

The Periodical Increment @ Rs/- \_\_\_\_\_ is sanctioned raising his/her pay from \_\_\_\_\_ to \_\_\_\_\_ w.e.f. \_\_\_\_\_, in the time scale of pay \_\_\_\_\_, as per the Prgs.Rc.No \_\_\_\_\_ of the Head Master,ZPHS, \_\_\_\_\_ dt. \_\_\_\_\_.

## Relieving Entry: (On Transfer)

Consequent on his/her transfer during the transfer counseling / \_\_\_\_\_, the incumbent has been relieved of his duties as S.A. ( \_\_\_\_\_ ) on the A.N.of \_\_\_\_\_, as per the Prgs.Rc.No \_\_\_\_\_ of \_\_\_\_\_ Dt. \_\_\_\_\_ to Join at ZPHS- \_\_\_\_\_.

## Relieving Entry: (On Promotion)

Consequent on his/her Promotion as S.A. during the Promotion counseling / \_\_\_\_\_, the incumbent has joined his duties as S.A. ( \_\_\_\_\_ ) on the F.N.of \_\_\_\_\_, as per the Prgs.Rc.No \_\_\_\_\_ of \_\_\_\_\_ Dt. \_\_\_\_\_.

## Commuted Leave Entry:

Granted commuted leave for a period of \_\_\_\_\_ days i.e. from \_\_\_\_\_ to \_\_\_\_\_ On medical grounds and \_\_\_\_\_ no of days is debited from his H.P.Leave account, as per the Prgs.Rc.No. \_\_\_\_\_ of the Head Master, \_\_\_\_\_.

## Half pay Leave:

Granted Half Pay Leave for a period of \_\_\_\_\_ days i.e. from \_\_\_\_\_ to \_\_\_\_\_ On medical grounds / Personal Affairs and \_\_\_\_\_ no of days is debited from his H.P.Leave account, as per the Prgs.Rc.No. \_\_\_\_\_ of the Head Master, \_\_\_\_\_.

## Surrender of Earned Leave:

Permitted to encash the surrender leave for a period of \_\_\_\_\_ days i.e. from \_\_\_\_\_ to \_\_\_\_\_ for the financial year \_\_\_\_\_ vide Prgs.c.No. \_\_\_\_\_ of the Head Master ZPHS-\_\_\_\_\_ dt.\_\_\_\_\_.

**8/16/24 Years Scale:**

Consequent on completion of 8/16 years of service in cadre of S.A.(\_\_\_\_\_) w.e.f.\_\_\_\_\_ Under .R.22(a)(i) his pay is fixed @ Rs/-\_\_\_\_\_ in the time scale of pay Rs/-\_\_\_\_\_ - vide this office Prgs.Rc.No.\_\_\_\_\_ dt.\_\_\_\_\_.

**Sanction of Earned Leave:**

\_\_\_\_\_ days of Earned Leave is credited to his/her leave account as per the Prgs.Rc.no.\_\_\_\_\_ of \_\_\_\_\_ dt.\_\_\_\_\_ as he/she has attended \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ vide this office Prgs.Rc.No. \_\_\_\_\_ dt.\_\_\_\_\_.

**PAY FIXATION IN S.A.CADRE UNDER F.R.22(B):**

**CONSEQUENT ON THE PROMTION OF THE INCUMBENT AS S.A.(\_\_\_\_\_), AND AS PER THE OPTION EXERCISED BY HIM TO FIX HIS PAY UNDER F.R.22(B) TO HIS DATE OF \_\_\_\_\_ IN OBEDIENCE OF THE FOLLOWING G.O.S**

- 1.G.O.(P)No. 213 Fin.(P.C.I) Dept. Dated 27-08-2005
- 2.G.O.(P)No. 241 Fin.(P.C.I) Dept. Dated 28-09-2005
- 3.G.O.(P)No. 180 Fin.(P.C.I) Dept. Dated 267-06-2006

**THE INCUMBENTS PAY IS RE- FIXED IN S.A. CADRE W.E.F. HIS DATE OF INCREMENT, UNDER F.R.22(B) AS FOLLOWS.**

1)	Date of Promotion to S.A.( _____)	:02-02-2009
2)	Existing scale on promotion Date	:7200 - 16925
3)	The Pay Scale allowed to promotion Post	:7200 - 16925
4)	Existing Pay as on _____ in S.G. Post in the scale of 5750 - 13030	:10565-00
5)	Pay already fixed in the S.A. ( _____) Post Under F.R.22(a)(i) w.e.f. 02-02-2009 in the scale of pay 7200 - 16925	:10845-00
6)	Pay as on 01-09-2009 in the SGT Post (5750 - 13030)	:10525-00
7)	Pay as on normal increment date due on 01-09-2009	:10845-00
8)	Added one increment under F.R.22(B)	: 280-00
	Total	:11125-00
9)	Pay fixed in the next stage in Higher Cadre i.e. in the S.A. S.S.. Post in Scale of Pay Rs. 7200 - 16925-00 w.e.f.02-09-2009	:11440-00
10)	Date of next increment	:01-09-2010
11)	Monitory Benefit w.e.f.	:01-09-2009

as per the Prgs.Rc.No.\_\_\_\_\_ of the Head Master,\_\_\_\_\_.

**PAY FIXATION IN S.A. CADRE UNDER F.R.22(B)(INITIAL): In pursuance of the following Govt. Orders**

- 1.G.O.(P)No. 213 Fin.(P.C.I) Dept. Dated 27-08-2005
- 2.G.O.(P)No. 241 Fin.(P.C.I) Dept. Dated 28-09-2005
- 3.G.O.(P)No. 180 Fin.(P.C.I) Dept. Dated 267-06-2006

And in consideration of the Incumbents requisition, his/her Pay is initially fixed under F.R.22(a)(I) in the time scale of pay \_\_\_\_\_ w.e.f. \_\_\_\_\_.

And his/her pay will be re-fixed under F.R,22(B) to the date of his/her normal Increment i.e.. on \_\_\_\_\_.

**Intial Pay Fixation:**

1.Date of Promotion as School Asst. :

2.Existing Scale on Promotion date :

3.The Pay Scale allowed to the Promotion :  
Post

4.Existing Pay as on \_\_\_\_\_ in the :  
SGT Cadre in time scale of Pay \_\_\_\_\_

5.Pay Fixed in S.A.(\_\_\_\_\_) post under F.R.22(a)(i):  
w.e.f. \_\_\_\_\_, in scale of pay \_\_\_\_\_

As per the Prgs.Rc.No. \_\_\_\_\_ of the Head Master, \_\_\_\_\_.

**Maternity leave entry:**

In pursuance of the orders issued in

1. G.O.Ms.No.254 F&P Dept. Dt. 10-11-1995

2.G.O.Ms.No.70 Edn.(Ser-V) Dept. Dt.06-07-2009

Maternity Leave for 120 days from \_\_\_\_\_ to \_\_\_\_\_ is here by sanctioned to Smt. \_\_\_\_\_ S.A./P.D./L.P. T/H/ P.E.T. of this Institution as per the instructions issued in the G.O. 1<sup>st</sup> cited under F.R.101 as she has delivered a surviving Male/Female child as per the medical certificate issued by the doctor as per the Prgs.Rc.No. \_\_\_\_\_ of the Head Master, \_\_\_\_\_.

**Paternity Leave Entry:**

In pursuance of the Instructions issued in the G.O.Ms.No.231 Fin(FR.I)Dept.Dt.16.09.05

The incumbent is sanctioned Paternity leave for a period of 15 days i.e. from \_\_\_\_\_ to \_\_\_\_\_, as his spouse delivered a male/female child as per the medical certificate as per the Prgs.Rc.No. \_\_\_\_\_ of the Head Master, \_\_\_\_\_.