**PROCEEDINGS OF THE HEADMASTER,Z.P.HIGH SCHOOL,……………………….**

**PRESENT …………………………………………..**

Rc No : Dt:

Sub :- Establishment – Sec.Edn – Permission to Surrender earned leaves during the year ………………. to the teaching staff of ZPHS,…………….. – Permission Accorded – Orders issued.

Ref :- 1. Govt. Memo No.14781-C/278/FR.I/2011, dt.22-6-11 Fin. (FR.I) Dept

2. Applications of the Individuals.

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**ORDER :**

In the Govt. Memo 1st read above, the govt.have accorded permission to Surrender earned leaves for encashment and specified that there should be a gap of 12/24 months period for such surrender of earned leaves for encashment during each year.

Therefore as per the provisions laid down in the govt.memo 1st read above ,the teaching staff of ZPHS,…………………….. are here by permitted to surrender earned leaves for encashment,for the year ……………..,as mentioned against their names in col.no 4 below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S.No | Name of the Employee  With Designation | No. of EL’s  available | No. of EL’s  Surrenderd  (Days) | No. of EL’s  At Balance | Last Financial year  In which EL’s Surrenderd | Remarks |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Necessary entries have been made in the Service Registers of the individuals.

**HEADMASTER**

**Z.P.H.SCHOOL**

**……………………….**

**C**opy to individuals,

Copy to STO,……………..