

PROCEEDINGS OF MANDAL EDUCATIONAL OFFICER ,M.P. _____

Present: Sri/ Smt. _____

Rc.No. _____

Date: _____

Sub:- A.P.E.S.S. – Sanction of Commuted Leave to Sri/Smt. _____
SGT. on medical grounds– Orders – Issued.

Ref:- 1. G.O.Ms.No.40, Education (Ser.V) Department, dated: 07.05.2002
2.G.O.Ms.No. 70 Edn.(Ser.V) Dept. Dated 06-07-2009
3.Application of the Individual concerned

ORDER:

Sri/Smt. _____ SGT, MPP SCHOOL, _____
has requested for sanction of commuted leave for _____ days from _____ to _____ as he/she was suffering from the disease referred in the medical certificate duly enclosed.

Hence Sri/Smt. _____ SGT, of this Institution is here by sanctioned commuted leave for _____ days from _____ to _____ duly debiting _____ days from his / her half pay leave account. As he/she was suffering from _____ as per the doctors advise under rule 18(B) of

A.P.Leave Rules.

Half Pay Leave Account:

Name of the Incumbent	Designation	No.of Days Applied For H.P.leave	H.P.Leaves at Credit before going on leave	No.of Days Sanctioned Commuted Leave	Balance	remarks

The necessary entries have been made in the S.R. of the concerned.

To:

MANDAL EDUCATIONAL OFFICER,

1.The Individual

2. Head Master concerned.