

- 1) Medical leave on commutation
- 2) Half Pay Leave on Private affairs / MC
- 3) Proceedings for Maternity leave
- 4) Proceedings for Paternity leave
- 5) Proceedings for sanction for Tubectomy operation
- 6) Proceedings for sanction of Special Casual Leave for abortion
- 7) Sanction of Special Casual Leave for Vasectomy operation
- 8) Surrender of Earned Leave

1) Leave on commutation on Medical certificate

PROCEEDINGS OF THE HEADMASTER :: ZPHS,.....

Present. Sri.,

L Dis .No. / JA/2021,

Date,

Sub :- Establishment _ Sri, S.G.T,..... ZPHS,..... Sanctioned

Cummuted Leave from to and Permitted prefix or Suffix
public holidays, i.e,& Orders – issued.

Read :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002.
2).G.O.Ms.No.58 School Education (ser-v)Dept, Dated, 22-04-2008.
3).G.O.Ms.No.384 Finance&PlaningDept, Dated, 05-11-1975.
4). A.P.Leave Rules 1933.
5). Application of the individuals.

ORDERS

In pursuance Government orders issued in Ref 1sdt & ^{2nd} cited above, , and
A.P.Leave Rules. 1933. Sri / Smt, SA, ZPH School, Is here by
sanctioned Commuted Leave on fully pay on Medical Certificate for days i.e from
to (Both days inclusive) duly Debiting days to his Half pay Leave Account.

And also Permission to prefix or suffix Public holidays i.e,, &,
..... (if not applicable strike out).

At Present , Balance of days leave at her / his Half pay Leave Account After
sanction of the above leave. He was availed so for days of Committed Leave on full pay
till this date including this sanctioned leave

Necessary entries should be made in the service register of the individual under
proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the individual concerned.

Copy to the Bills.

Copy Submitted to the Sub-Treasury Officer,

Copy to SR

2) Half Pay Leave on Private affairs / MC

PROCEEDINGS OF THE HEADMASTER :: ZPHS,..... Present. Sri.

L.Dis.No. / JA .2021

Date,

Sub :-Establishment - Sri, SA Sanctioned
Half Pay Leave from to and Permitted prefix or Suffix
public holidays, i.e,&Orders – issued.

Read :- 1)G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002
2)G.O.Ms.No.384 Fin&Plng (FWFR-II)Dept,Dt05-11-1975
3)G.O.Ms.No.58School Education (ser-v)Dept,Dt 22-04-2008.
4) A.P.Leave Rules 1933.
5) Application of the individuals.

ORDERS:-

In pursuance orderfs issued in G.O 1st to 4th cited & A.P.Leave Rules. 1933. Sri / Smt , SA, ZPHS, , is here by sanctioned Half pay leave on Medical Certificate / Private affairs fordays for the period i.e, from to (Both days inclusive) Debiting days from his half pay Leave Account

Permission to prefex or suffex Public holidays i.e,& (if not applicable , strike out)

Necessary entries should be made in the service register of the individual under Proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the individual concerned.

Copy to the Bill

Copy submitteed to the Sub-Treasury Officer,

3) Proceedings for Maternity leave

PROCEEDINGS OF THE HEADMASTER :: ZPHS,.....
Present. Sri.

L Dis.No: /JA/2021 Date:....

Sub :- Establishment - Maternity leave - Smt..... SA, ZPHS, ...
..... - Sanctioned 180 days- on full pay - Sanctioned - orders -
issued.

Ref :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002.
2).G.O.Ms.No.58 School Education (ser-v)Dept, Dated, 22-04-08.
3). G.O.Ms.No.254 Finance & Planing(Fin.wing-F.R-1)Dept, Dated, 10-11-1995.
4). Application of the individual along with Doctor Certificate

ORDERS

In Reference 1st to 3rd cited , that the Maternity Leave for a period of 180 days on full pay to the Married Female Government Servants shall be Granted to those with less than Two (2) serving children.

Hence, Smt., SA, ZPHS, Is here by sanctioned Maternity Leave for a period of 180 days on full pay i.e from to (both days includes) as per the doctor's advice vide reference 4th cited .

Certified that she would have continued in the post ,but forgoing on leave.

Necessary entries Should be made in the service register of the individual under proper attestation

HEADMASTER,
ZPHS,-----

Copy to the individual concerned.

Copy to the Bill,

Copy submitted to the Sub-Treasury Officer, for information

4) Proceedings for Paternity leave

PROCEEDINGS OF THE HEADMASTER :: ZPHS, Present. Sri.

L Dis .No.....

Date,

Sub:- Establishment .- Paternity Leave - Sri.....
ZPHS, Sanctioned 15 days- on full pay - Sanctioned -
orders – issued.

Ref :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002
2). G.O.Ms.No.231 Finance (F.R-1)Dept,dated 16-09-2004.
3). Application of the individuals with doctor certificate

ORDERS

In reference 1nd & 2nd cited above , that the Paternity Leave for a period of 15 days on full pay to the Married Male Government Servants shall be Granted to those with less than Two (2) surviving children.

Hecne, Sri SA, ZPHS, is
here by Sanctioned Paternity Leave for a period of 15 days on full pay i.e from
to (both days includes) as per doctors certificate vide reference 4th cited

Necessary entries should be made in the service register of the individual under Proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the individual concerned.

Copy to the Bills.

Copy to the Head Master concerned.

Copy submitted to the Sub-Treasury Officer,.....

5) Proceedings for sanction for Tubectomy operation

PROCEEDINGS OF THE HEADMASTER :: ZPHS,.....
Present. Sri.

L. Dis No. **Date,.....**

Sub :-Establishment - Smt, , SA , ZPHS
Sanctioned Special Casval leavefor 14 days i.e from
to Permitted and prefix or Suffix public holidays, i.e -----
---.Orders – issued.

Ref :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002
2).G.O.Ms.No.254Finance&Planing(FIN.WING.FR-I) Dept,
Dated, 10-11-95.
3) G.O.Ms.No.58 School Education (ser-v)Dept, Dated, 22-04-
2008. .
4) Application of the individuals along with Doctor certificate

ORDERS:-

In Pursuance of the order issued in reference 1st to 3rd cited , A Female Govt. Employee who under go Tubectomy operation will be eligible for special casual leave not exceeding 14 days .

Smt SA, ZPHS, , who was undergone Tubectomy operation on , at Hospital and she was applied along with doctor certificate for grant of special casual leave of 14, days i.e from to

According to the provisions contained in the G.O.2 nd read above Smt.SA, is hereby Granted special casual leave for period of 14, days i.e from to (both days included) on full pay.

Permission to prefex or suffix Public holidays i.e , (if not applicable strike out)

Necessary entries are made in the service register of the individual under Proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the Head Maste concerned.
Copy to the individual concerned.
Copy to the Bills.
Copy submitted to the Sub-Treasury Officer,

6) Proceedings for sanction of Special Casual Leave for abortion

PROCEEDINGS OF THE HEADMASTER :: ZPHS,
Present. Sri.

L Dis No,../ JA/ 2021 **Date,**

Sub :- Establishment _- Smt....., SA/ SGT, ZPHS,
Sanctioned Special Casual leave 28 days i.e fromto
Orders – issued.

Ref :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002
2).G.O.Ms.No.295Finance & Planing.Dept, Dated, 13-05-1985.
3).G.O.Ms.No.58 School Education (ser-v)Dept, Dated, 22-04-2008..
4). Medical Certificate issued by the Doctor
5). Application of the individual.

ORDER:-

In pursuance of the orders issued in the reference 1st to 3rd cited above , the Female Govt. Employees who have miscarriage including abortion ,the leave grant of abortion leave ,such leave shall not exceed six weeks and should be supported by the medical certificate.

As per the Doctor certificate which submitted by reference 5th cited , Smt, SA/ S.G.T , ZPHS, was miscarriage including abortion ,and she was applied for grant of abortion leave of six weeks i.e from to

According to the provisions contained in the G.O. 2nd read above Smt..... sA/ SGT, ZPHS, is hereby Granted Abortion leave for period of six weeks i.e from to (both days included) on full pay.

Permission to prefix or suffix Public holidays i.e, (pl strike out if not applicable)

Necessary entries should be made in the service register of the individual under proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the individual concerned.

Copy to the Bills.

Copy submitted to the Sub-Treasury Officer,

7) Sanction of Special Casual Leave for Vasectomy operation

**PROCEEDINGS OF THE HEADMASTER :: ZPHS,-----
Present : -----**

L.Dis No.:-

Date,

Sub :- Estbalishment _ Sri, / SA SGT, ZPHS
Sanctioned Special Casval leave 6days i.e from to
Orders – issued.

Ref :- 1).G.O.Ms.No.40 Education (ser-v)Dept, Dated, 07-05-2002
2)GO.Ms.No.58 School Education (ser-v)Dept, Dt,22-04 .08
3).G.O.Ms.No.102 M&H Dept, Dated, 19-02-1981.
4). Application of the individuals along with Medical certificate

ORDERS:-

In Pursuance of the orders in reference 1st to 3rd cited above, the male Govt. Employee who undergo Vasectomy operation will be eligible for special casual leave not exceeding 6 days .

In reference cited Sri, SA/ SGT ZPHS, who was undergone Vasectomy operation on, at Hospital and who was applied for grant of special casual leave of 6, days i.e from to

Hence, Sri, , SA/ SGT ZPHS, is hereby Granted special casual leave for period of 6, days i.e from to (both days included) on full pay, for he was undergone Vasectomy operation.

Necessary entries are made in the service register of the individual Under Proper attestation

**HEADMASTER,
ZPHS,-----**

Copy to the individual,

Copy to the Bills.

Copy submitted to the Sub-Treasury Officer.....

8) Surrender of Earned Leave

PROCEEDINGS OF THE Headmaster :: ZPHS,

Present :- Sri.

L Dis .No... /2021 / JA

Date,....

Sub :- Establishment - Sanction of Surrender Earned Leave to certain Employees working in ZPHS Orders – issued. Reg.

Read :- 1).G.O.Ms. No. 40 Education ,(Ser-v)Dept, dated, 07-05- 02.

2).G.O.Ms. No.420Fin&Plg ,(F.R-1)Dept, dated, 03-12- 1990.

3).Application of the teacher concerned.

ORDER:

The following Employees who are working in ZPHS, are here by Permitted to Surrender of Earned leave for a period of 15 /30 days as shown in column No. 05 for the financial year with out Actually going on leave so surrendered and to receive cash payment in lieu of the leave surrendered

Certified that the Surrendered Earned Leave now permitted for 15 /30 days in the financial yearhas not been sanctioned and availed by the Government servant earlier and there is gap between 12 / 24 months from the last encashment of Earned leave

S.No	Name of the Employee & Designation	Total No. of Earned Leave at credit	Sanctioned No. of days surrender of Earned Leaves.	Period from-To	Balance Earned leaves after surrendered
1	2	3	4	5	6

It is informed that, if any excess payment made due to erroneous sanction of Leave, the same will recovered at a lump sum from the individual without any notice when its comes to light

**HEADMASTER,
ZPHS,-----**

Copy to,

The individual concerned.

To the bills.

Copy submitted to the Sub- Treasury officer,for information.