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Rolugunta,
Dt.: 22.12.2011.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: Loans – Loans to Govt. Servants – Grant of Festival Advance (Cash) on
The eve of Sankranthi which falls on 15.01.2012 – Sanction – Requested –
Regarding
Ref: G.O.Ms.No.175 Fin (A&L) Dept., Dt.15.05.2010
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As per the above G.O. Cited, I submit that I requested the authorities to kindly sanction the Festival advance (Cash) on the eve of Sankranthi which falls on 15.01.2012 at an early date. I submit that NO previous advance is pending recovery. The above advance may kindly be deducted from my salary bill of February 2012 paid in March 2012.

Yours faithfully,

(K.Lakshmi Narayana)
Senior Assistant,
Govt.Junior College
Rolugunta.

Office Note Submitted on R.C.No. A/2011-12,

Dated 01.2012.

Sub: Loans – Loans to Govt.servants – Grant of Festival Advance (cash) on the Eve of Sankranthi which fall on 15.01.2012 to the NGGOs of Govt. Junior College, Rolugunta – sanction – Requested – Regarding.

Ref: 1. G.O.Ms.No.175 Fin (A&L) Dept., Dt.15.05.2010

2. Article 242(b) of APFC Vol.1

3. Application of Non-teaching staff of Govt.Junior College, Rolugunta
Dated 22.12.2011.

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It is submitted that in the reference 3rd cited, the following Non-teaching employees of Govt. Junior College, Rolugunta had applied for sanction of Festival Advance (cash) on the eve of Sankranthi which falls on 15.01.2012.

01. Sri.K.Lakshmi Narayana, Senior Assistant

02. ---

03. ---

It is submitted that in the reference 1st cited, the Govt. have enhanced the Festival advance (Cash) from rs.2000/ to Rs.3000/- for other than class IV employees and from Rs.1500/- to Rs.2000/- for Class IV employees consequent on implementation of Revised Pay Scales of 2010 as per G.O.Ms.No.52 Fin (PC-I) Dept., dated 25.02.2010.

As seen from the Office records and pay bill register of this college the above Non-teaching staff members of this college have not been sanctioned festival advance (cash) during the financial year 2011-12. No previous advance is pending recovery as per the Office records. The Festival now sanctioned may kindly be recovered in ten equal monthly instalments @Rs.300/-p.m. for NGGOs for Class III employees and for Rs.200/-p.m. for Class IV employees from pay bill of February 2012 paid in March 2012.

Sl. No	Name and Designation	Sanction of Festival Advance
01	Sri.K.Lakshmi Narayana, Senior Assistant	Rs.3000-
02	--	
03	--	
	Total Rs.	
	(Rupees	

Hence, the request of the above individuals vide reference 3rd cited may kindly be sanctioned if the authority pleases.

Submitted for favour of orders.

Subject to the Approval of Office Note

On R.C.No. -A/2011-12, Dt. .01.2012

Sub: Loans – Loans to Govt. Servants – Grant of Festival Advance (cash) on the eve of Sankranthi which falls on 15.01.2012 to the NGGOs of Govt. Junior College, Rolugunta – Sanction – Orders – Issued.

Read: 1. G.O.Ms.No.175 Fin (A&L) Dept., Dt.15.05.2010

2. Article 242(b) of APFC Vol.1

3. Application of Non-teaching staff of Govt.Junior College, Rolugunta Dated 22.12.2011.

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ORDER:

Under article 242(b) of APFC Vol.1 and provisions laid down in the reference 1st cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Festival Advance (Cash) for Rs. (Rupeesonly) to the following Non-Teaching Staff members of Govt. Junior College, Rolugunta on the eve of Sankranthi which falls on 15.01.2012 as per the amounts mentioned against their names.

Sl. No	Name and Designation	Sanction of Festival Advance
01	Sri.K.Lakshmi Narayana, Senior Assistant	Rs.3000-
02	--	
03	--	
	Total Rs.	
	(Rupees	

“Certified that this is the first Festival Advance during the Financial year 2011-12.

“Certified that NO previous Festival advance is pending recovery.

The Festival Advance now sanctioned will be recovered in 10 equal monthly instalments from the pay bill of February 2012 paid in March 2012.

PRINCIPAL

(O/c)

To
The Individuals
The Bill
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA.
PRESENT: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. A/2011-12.

Dated: 01.2012.

Sub: Loans – Loans to Govt. Servants – Grant of Festival Advance (cash) on the eve of Sankranthi which falls on 15.01.2012 to the NGGOs of Govt. Junior College, Rolugunta – Sanction – Orders – Issued.

Read: 1. G.O.Ms.No.175 Fin (A&L) Dept., Dt.15.05.2010

2. Article 242(b) of APFC Vol.1

3. Application of Non-teaching staff of Govt.Junior College, Rolugunta
Dated 22.12.2011.

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ORDER:

Under article 242(b) of APFC Vol.1 and provisions laid down in the reference 1st cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Festival Advance (Cash) for Rs. (Rupeesonly) to the following Non-Teaching Staff members of Govt. Junior College, Rolugunta on the eve of Sankranthi which falls on 15.01.2012 as per the amounts mentioned against their names.

Sl. No	Name and Designation	Sanction of Festival Advance
01	Sri.K.Lakshmi Narayana, Senior Assistant	Rs.3000-
02	--	
03	--	
	Total Rs.	
	(Rupees	

“Certified that this is the first Festival Advance during the Financial year 2011-12.

“Certified that NO previous Festival advance is pending recovery.

The Festival Advance now sanctioned will be recovered in 10 equal monthly instalments from the pay bill of February 2012 paid in March 2012.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Individuals
The Bill
The ATO/Narsipatnam

Rolugunta,
Dt.: 12.08.2011.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: APMS – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College,
Rolugunt – Sanction of Annual Periodical Increment for the year 13.08.2011/
01.08.2011 – Requested – Regarding.

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I submit that I requested the authorities to kindly sanction me the annual Periodical Increment for the year 2011 which is due on 13.08.2011/01.08.2011. I submit that I have not applied any E.O.L. during the year. There are NO allegations and charges pending against me. Hence, I request the authorities to kindly sanction me Annual Periodical Increment at an early date.

Yours faithfully,

(K.Lakshmi Narayana)
Senior Assistant,
Govt.Junior College
Rolugunta.

Office Note Submitted on R.C.No. A/2011-12,
Dated 08.2011.

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College
Rolugunta – Annual Periodical Increment for the year 2011 i.e. 13.08.2011/
01.08.2011 – Sanction – Requested – Regarding.

Ref: Application of Sri.K.Lakshmi Narayana, Senior assistant of Govt.Junior
College, Rolugunta, dated 12.08.2011.

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It is submitted that in the reference cited, Sri.K.Lakshmi Narayana, working as Senior Assistant of Govt. Junior college, Rolugunta has represented with a request to sanction of his Annual Periodical Increment in the month of august 2011 i.e. 13.08.2011/01.08.2011.

As seen from the Service Register of the individual and Pay Bill register, Sri.K.Lakshmi Narayana, working as Senior Assistant of this College is due for his Annual Periodical Increment on 13.08.2011/01.08.2011.

As per the Office records and Service Register of the individual there are NO breaks and NO stoppage of increments during the year. He has not applied any EOL during the year. There are NO allegations and charges pending against him. He has been exempted from passing the Special Language Test in Telugu vide Proc.R.C.No.L.Dis.No.5965/B1/93, Dt.09.11.1993 of the Regional Joint Director of Higher Education, Rajahmundry. (Entry vide Page No.08/Vol.2) The above employee is a APGLI holder. The APGLI subscription of the above individual has been deducted from the Pay bills from time to time.

The Annual Periodical Increment may be sanctioned wef 13.08.2011/01.08.2011 @Rs.530/- and raising his pay from Rs.19580/- to Rs.20110/- in the time Scale of Rs.14860-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-39540.

The Service verification entry has been made in the Service register of the individual. The Service Register in Vol.2 are here with submitted for verification.

Hence, the request of the above individual vide reference cited may kindly be sanctioned and release the Annual Periodical Increment for the year 2011 if the authority pleases.

Submitted for favour of orders.

Subject to the Approval of Office Note
On R.C.No. -A/2011-12, Dt. .08.2011.

Sub: APMS – Sri. K.Lakshmi Narayana, Senior Assistant of Govt. Junior College
Rolugunta – Sanction of Annual Periodical Increment wef 13.08.2011/
01.08.2011 – Orders – Issued.

Read: 1. Application of Sri.K.Lakshmi Narayana, Senior assistant of Govt.Junior
College, Rolugunta, dated 12.08.2011.
2. Fundamental Rules 26
3. Note Orders approved on .13.08.2011 of the Principal, Govt.Junior
College, Rolugunta.

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ORDER:

Under Rule 26 and as per the Note orders approved vide reference 3rd cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Annual Periodical Increment of Rs.530/- and raising his pay from Rs.19580/-+105/-PP to Rs.20110/-+105/-PP wef 13.08.2011 with monetary benefit allowed from 01.08.2011 to Sri.K.Lakshmi Narayana working as Senior Assistant of Govt. Junior College, Rolugunta in the time Scale of Rs.14860-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-37600-970-39540.

Necessary entries shall be recorded in the Service Register of the individual regarding the sanction of Annual Periodical Increment for the year 2011.

PRINCIPAL

(O/C)

To

The Individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA.
PRESENT: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. A/2011-12.

Dated: 08.2011.

Sub: APMS – Sri. K.Lakshmi Narayana, Senior Assistant of Govt. Junior College
Rolugunta – Sanction of Annual Periodical Increment wef 13.08.2011/
01.08.2011 – Orders – Issued.

Read: 1. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior
College, Rolugunta, dated 12.08.2011.
2. Fundamental Rules 26
3. Note Orders approved on .13.08.2011 of the Principal, Govt.Junior
College, Rolugunta.

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ORDER:

Under Rule 26 and as per the Note orders approved vide reference 3rd cited, the
Principal, Govt. Junior College, Rolugunta is pleased to sanction the Annual Periodical Increment of
Rs.530/- and raising his pay from Rs.19580/-+105/-PP to Rs.20110/-+105/-PP wef 13.08.2011 with
monetary benefit allowed from 01.08.2011 to Sri.K.Lakshmi Narayana working as Senior Assistant of
Govt. Junior College, Rolugunta in the time Scale of Rs.14860-420-15700-450-17050-490-18520-
530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-900-
37600-970-39540.

Necessary entries shall be recorded in the Service Register of the individual
regarding the sanction of Annual Periodical Increment for the year 2011.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

The Individual
The Bill
The ATO/Narsipatnam.

Rolugunta,
Dt.: 22.12.2011.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: Intermediate Education – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta - Reimbursement of Tution Fee for Rs.1000/- Per annum per pupil – Sanction – Requested – Regarding.
Ref: 1. G.O.Ms.No.2 Education.(SE.GENI-I) Dept., Dated 05.01.2011.
2. Certificates issued by the Head Master, Sarada English Medium School, Narsipatnam and Principal, Srividya Junior College, Narsipatnam.

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As per the above G.O. reference 1st cited, I submit that I request the authorities to kindly sanction the Educational reimbursement of Tution fee for Rs.1000/- per annum per pupil for the academic year 2010-11 to my children who are studying at Narsipatnam

Necessary fee receipts and bonafide certificates issued by the concerned authorities are here with submitted for taking necessary action.

Particulars of Children's:			
01	Miss.K.Saranya	II Year Intermediate	Sri Vidya Junior College, Narsipatnam
02	Mr.K.Sarath	09 th Class	Sarada English Medium High School, Narsipatnam

Yours faithfully,

(K.Lakshmi Narayana)
Senior Assistant,
Govt.Junior College
Rolugunta.

Encl 1. Proforma.
2. Fee receipts.

APPLICATION FOR GRANT OF EDUCATION CONCESSION TO THE CHILDREN OF NGGOS
(Under G.O.Ms.No.2 Education (Gen-I) Dept., Dt.05.01.2011.)

01	Name of the Pupil	K.Saranya
02	(a) Class & Section in which the Pupil is reasing	II MPC Intermediate
	(b) Whether the Pupil is promoted to the class shown against column 2(a) or detained	Yes. Promoted
03	Parents Name	K.Lakshmi Narayana,
04	Now employed, full particulars of the post held, department etc., should be stated against relevant head below	Senior Assistant, Govt.Junior College, Rolugunta,
	(a) Non-Gazetted Officer	NGO
	(b) Municipal Employee	--
	(c) Dist.Board Employee	--
05	Salary of the Parent	Rs.27901/-
06	Concession claimed full/half	Full Rs.1000/- per annum
07	Declaration of the Parent	
I here by declare that Miss/Mr. K. Saranya shown against of the Col.No.1 of this application is my son/daughter. Station : Rolugunta Date : 18.08.2011 Signature of the Parent		
08	Certificate by the Head of Office	
I hereby certify that the person shown against Col.No.3 of this application is working as Senior Assistant and he/she is likely to be in service till the end of the school year Station : Rolugunta. Date : 18,08,2011 Signature of the Concerned Officer		
09	Head of the Institutions remarks	
Fee concession applied for is recommended for sanction Signature of the Drawing Officer Station : Rolugunta. Date : 18.08.2011.		

CERTIFICATE TO ACCOMPANY THE APPLICATION

The following Certificates from the Head of the Educational Institutions have to be appended to the application claiming reimbursement to the School fee by the Govt. employee.

CERTIFICATE

Certified:

01. That Kum. K. SARANYA Son/Daughter of Sri.K.Lakshmi Narayana is promoted to the Class from I MPC to II MPC to till date (Rule 205 (a) (i)
02. That the Pupil is not enjoying educational concession either as member ST/BC/SC or on ground of poverty etc Rule 206 (a)(1)
03. That the amount of fee collected from the pupil for the class does not exceed the maximum limit admissible for the class
04. That the School is not implementing the scheme of Educational fee concession for NGGOs and that the parent has not availed of any such benefit in the school
(Govt. Memo No.1967/B-2 Edn., Dt.06.02.1966)
05. That the School is recognised by Government vide Dist.Educational Officer Proceedings
Vide R.C. No 06912/E4-4/2003-04
For the year.....
Dated
Of the Head of the Institution

Signature of the Head Master/
Principal

BONAFIDE CERTIFICATE
(Certificate for Educational Concession)

Certified that Miss K. Saranya Son/Daughter of Sri.K.Lakshmi Narayana was a bonfide student of this School and studying in Class II Intermediate with MPC group. He/She has paid Rs.....- per month from 2009 to 2010 and totalling comes to Rs..... (Rupees.....only)

His/Her conduct is/was satisfactory. This Institution is recognised by the Govt. of AP Vide RC.No....., /Dt..... . It is also certified that this Institution is not under the Grant-in-Aid or Govt. of A.P. The above noted pupil has not been paid any scholarship during the above period from this Institution.

Signature of the Head Master/
Principal

Office Note Submitted on

R.C.No. A/2011-12, Dated 19.08.2011.

Sub: APMS – Educational Concession to the Children of K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta - Reimbursement of Tution Fee for Rs.1000/- Per annum per pupil – Sanction – Requested – Regarding.

Ref: 1. G.O.Ms.No.2 Education.(SE.GENI-I) Dept., Dated 05.01.2011.

2. Representation of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, dt.16.08.2011.

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It is submitted that in the reference 2nd cited that Sri.K.Lakshmi Narayana working as Senior Assistant of Govt. Junior College, Rolugunta has requested for sanction of Educational Concession of reimbursement of tution fee for Rs.1000/-per annum per pupil. He has sated in his application that his children have studying in Narsipatnam which are recognised Institution by Govt. of AP and requested for Educational concession for the academic year 2010-11.

The Particulars of his children and fee particulars are furnished here under.

Sl. No	Name of the Employee	Name of the Children	Year and Class	Amount of Tution fee	Name of the School/College which the pupil studying
01	Sri.K.Lakshmi Narayana, Senior Assistant	1) K.Saranya	2010-11 II MPC	Rs.7000/-	Sri Vidya Junior College, Narsipatnam
02		2) K.Sarath	2010-11 09 th Class	Rs.5820/-	Sarada English Medium High School, Narsipatnam

It is submitted that in the reference 1st cited the Govt.have issued orders and enhanced the reimbursement of Tution fee from Rs.400/- to Rs.1000/- per anum per pupil to the children not exceeding two of all the Class IV employees and Non-Gazetted officers studying in the class from LKG to Intermediate, regarding the submission of fee receipts and certificates from the academic year of 2010-2011.The above employee of this College has been submitted the School/College fee receipts in original along with the bonafide certificate issued by the Principal/Head Master of their College/School, Narsipatnam are here with submitted for verification.

Hence, the reimbursement of Tution fee of the above employee children may kindly be sanctioned if the authority pleases. The above G.O. is here with submitted for verification.

Submitted for favour of orders.

Subject to the approval of Office Note

On R.C.No. --A/2011-12, Dated .08.2011.

Sub: APMS – Educational Concession to the Children of K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta - Reimbursement of Tution Fee for Rs.1000/- Per annum per pupil – Sanction – Orders – Issued.

Ref: 1. G.O.Ms.No.2 Education.(SE.GENI-I) Dept., Dated 05.01.2011.
2. Representation of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, dt.16.08.2011.
3. Note Orders approved dt. .08.2011.

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ORDER:

According to the provisions laid down in the G.O. vide reference 1st cited and Note orders approved vide in the reference 3rd cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Educational concession of Reimbursement of fee Rs.2000/- (Rupees Two thousand only) to the following children of Non-Teaching Staff members of G0vt. Junior College, Rolugunta.

Sl. No	Name of the Employee	Name of the Children	Year	Class	Amount Sanctioned
01	Sri.K.Lakshmi Narayana, Senior Assistant	1) K.Saranya	2010-11	II MPC	Rs.1000-
02		2) K.Sarath	2010-11	09 th Class	Rs.1000-
	TOTAL				Rs.2000-
(Rupees Two Thousand ony)					

Certified that the above claim has not been drawn and paid previously.

PRINCIPAL

(O/C)

To

The Individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. A/2011-12.

Dated: .08.2011.

Sub: APMS – Educational Concession to the Children of K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta - Reimbursement of Tution Fee for Rs.1000/- Per annum per pupil – Sanction – Orders – Issued.

Ref: 1. G.O.Ms.No.2 Education.(SE.GENI-I) Dept., Dated 05.01.2011.
2. Representation of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, dt.16.08.2011.
3. Note Orders approved dt. .08.2011.

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ORDER:

According to the provisions laid down in the G.O. vide reference 1st cited and Note orders approved vide in the reference 3rd cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Educational concession of Reimbursement of fee Rs.2000/- (Rupees Two thousand only) to the following children of Non-Teaching Staff members of Govt. Junior College, Rolugunta.

Sl. No	Name of the Employee	Name of the Children	Year	Class	Amount Sanctioned
01	Sri.K.Lakshmi Narayana, Senior Assistant	1) K.Saranya	2010-11	II MPC	Rs.1000-
02		2) K.Sarath	2010-11	09 th Class	Rs.1000-
	TOTAL				Rs.2000-
(Rupees Two Thousand ony)					

Certified that the above claim has not been drawn and paid previously.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

The Individual
The Bill
The ATO/Narsipatnam.

Rolugunta,
Dt.: 14.03.2012.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: APMS – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College
Rolugunta – GPF – GPF Temporary Advance of Rs.75000/- from my
GPF Account No. 64845 Edn., - Sanction – Requested – Regarding.
Ref: 1. Medical Certificate issued by the Medical Officer, Primary Health Centre,
Rolugunta.

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While submitting my Annual Statement of GPF vide Account No.64845 Edn., during the financial year 2010-11 and Medical Certificate issued by the Medical Officer, Primary Health Centre, Rolugunta along with the Appendix-I form in triplicate for your kind perusal and kind sanction, I submit that my wife is undergoing medical treatment and Doctor advise is a long drawn treatment to meet which I request you good self to grant Temporary Advance of Rs.75000/- at the earliest.

I submit that the Temporary advance of Rs.75000/- may kindly be recovered @ Rs.3000/- per month in 25 equal monthly instalments from March 2012 payable in April 2012. It is submitted that NO previous advance is pending recovery.

Yours faithfully,

(K.Lakshmi Narayana)
Senior Assistant

Encl: 1. GPF Annual Statement
2. Medical Certificate
3. Appendix-I

APPENDIX – I
FORM (I) (See Rule 14)
Application for sanction of Temporary Advance from General Provident Fund

01	Name of the Subscriber	K.Lakshmi Narayana, Senior Assistant, Govt. Junior College, Rolugunta.
02	Account Number	64845 Edn
03	Designation	Senior Assistant
04	Pay	Rs.19580/-
05	Balance at credit of the subscriber on the date of application	Balance as per account slip For 2010-11 : Rs.202061- Add. Subscriptions : Rs.016500- Add.DA arrears : Rs.008734- ----- Rs. 227273- -----
06	Amount of advances outstanding, if any, and the purpose for which advance was taken then	NIL
07	Amount of Advance required	Rs.75000/-
08	Purpose for which the advance is required	Ill ness of my wife
09	Amount of the consolidated advance (item 6 & 7) and number (and amount) of monthly instalments in which the consolidated advance is proposed to be repaid.	Rs.75000/- @Rs.3000/- in 25 monthly equal monthly instalments from March 2012
10	Full particulars of the pecuniary circumstances of the subscriber, justifying the application for the temporary withdrawal.	No other sources to meet the medical expenses.

Signature of the applicant

Passed for Rs.75000/-
(Rupees Seventy Five thousand only)

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted on
R.C.No. 5-A/2012-13, dated .03.2012.

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College
Rolugunta – GPF – GPF Temporary Advance of Rs.75000/- From his GPF
Account No.64845 Edn – Sanction – Requested – Reg.

Ref: 1. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior
College, Rolugunta dated .03.2012.
2. GPF Rules 14(1) (c)

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It is submitted that Sri.K.Lakshmi Narayana, working as Senior Assistant of Govt. Junior College, Rolugunta had applied GPF Loan and submitted the Medical Certificate along with the Appendix-I and stated in his application that his wife is suffering from prolonged illness and the Doctor advised her to take bed rest.

As per the GPF Rules 14 (i) the Govt. have issued instructions not exceeding in amount of 03 months pay or half the amount at the credit of the subscriber in the fund whichever is less. As per the GPF Rules 14(i)(a)(i) No advance shall be granted unless the sanctioning authority is satisfied that the applicants pecuniary circumstances justify it and that it will be expended (i.e.75%) on to pay expenses in connection with the prolonged illness of the applicant or any person actually depend on him.

His accumulations are as follows:-

01. Balance as per account slip for the year 2010-11	: Rs.202061-
02. Add. Monthly subscriptions :	
a. @Rs.1500/- from 04/11 to 02/12 (1500x11)	: Rs.016500-
03. DA Arrears :	
a. From Jan.11 to April 11	: Rs.004042-
b. From July 11 to Oc. 11	: Rs.004692-

Rs.227273-

Half of the Amount	: Rs.113636-
3 months of Pay @19580-/x3	: Rs.058740-
75% of the Balance as a Special Case	: Rs.170454-
Amount required by the Individual	: Rs.075000-

It is submitted that the individual has stated in his application that the loan amount now sanctioned may kindly be recovered @Rs.3000/- in 25 equal monthly instalments from his salary in the month of March 2012 payable in April 2012.

It is submitted that as per the GPF rules 14 (i)(c) Govt. issued instructions in special cases where the amount of advance exceeds three months pay of the subscriber under clause (c) of sub rule (1) of 14, the sanctioning authority may fix such number of instalments to be more than 24 but in no case more than 36.

The Medical Certificate issued by the Medical Officer, Primary Health Centre, Rolugunta along with the Appendix-I is here with submitted for verification. The above circumstances explained in the above paras it is requested the authority to kindly sanctioned an amount of Rs.75000/- (Rupees Seventy Five thousand only) as a special case to Sri.K.Lakshmi Narayana, Senior Assistant of this College if the authority pleases.

The amount now sanctioned will be recovered in 25 equal monthly instalments @Rs.3000/- per month from his salary from the month of March 2012 payable in April 2012 as per the above reference 1st cited.

Submitted for favour of orders.

Subject to the approval of Office Note
On R.C.No.5-A/2012-12, dated .03.2012.

Sub: GPF – GPF Account No.64845 Edn., - Sri. K.Lakshmi Narayana, Senior Asst.,
Of Govt. Junior College, Rolugunta – Temporary Advance of Rs.75000-/
Sanctioned – Orders – Issued.

Read: 1. GPF Rules 14(1)(i) and 14(1)(c)
2. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior
College, Rolugunta dated .03.2012.

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Sanction is here by accorded under GPF Rules 14(1)(i) and 14(1)(c) for grant of
Temporary Advance of Rs.75000/- (Rupees Seventy Five thousand only) to Sri.K.Lakshmi Narayana,
working as Senior Assistant of Govt. Junior College, Rolugunta from his GPF Account Number 64845
Edn., to defry expenses on treatment of his sick wife.

The advance will be recovered in 25 equal monthly instalments of Rs.3000/- per
month each, commencing from the salary of March 2012 payable in April 2012.

Certified that NO previous advance is pending recovery from the individual.

His accumulations are as follows:-

01. Balance as per account slip for the year 2010-11	: Rs.202061-
02. Add. Monthly subscriptions:	
a. @Rs.1500/- from 04/11 to 02/12 (1500x11)	: Rs.016500-
03. DA Arrears:	
a. From Jan.11 to April 11	: Rs.004042-
b. From July 11 to Oc. 11	: Rs.004692-

	Rs.227273-

PRINCIPAL

(O/C)

To
The Individual
The STO/Narsipatnam
The AG/AP/Hyderabad

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE :: ROLUGUNTA.\
PRESENTE: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No A/2011-12.

Dated: 04.2012.

Sub: GPF – GPF Account No.64845 Edn., - Sri. K.Lakshmi Narayana, Senior Asst.,
Of Govt. Junior College, Rolugunta – Temporary Advance of Rs.75000/-
Sanctioned – Orders – Issued.

Read: 1. GPF Rules 14(1)(i) and 14(1)(c)

2. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior
College, Rolugunta dated .03.2012.

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Sanction is here by accorded under GPF Rules 14(1)(i) and 14(1)(c) for grant of
Temporary Advance of Rs.75000/- (Rupees Seventy Five thousand only) to Sri.K.Lakshmi Narayana,
working as Senior Assistant of Govt. Junior College, Rolugunta from his GPF Account Number 64845
Edn., to defray expenses on treatment of his sick wife.

The advance will be recovered in 25 equal monthly instalments of Rs.3000/- per
month each, commencing from the salary of March 2012 payable in April 2012.

Certified that NO previous advance is pending recovery from the individual.

His accumulations are as follows:-

01. Balance as per account slip for the year 2010-11	: Rs.202061-
02. Add. Monthly subscriptions:	
a. @Rs.1500/- from 04/11 to 02/12 (1500x11)	: Rs.016500-
03. DA Arrears:	
a. From Jan.11 to April 11	: Rs.004042-
b. From July 11 to Oc. 11	: Rs.004692-

	Rs.227273-

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Individual
The STO/Narsipatnam
The AG/AP/Hyderabad

Rolugunta,
Dt.: 20.01.2012.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: APMS – K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College
Rolugunta – GPF – GPF Part-final Withdrawal of Rs.650000/- from my
GPF Account No. 64845 Edn., - Sanction – Requested – Regarding.
Ref: 1. Medical Certificate issued by the Medical Officer, Primary Health Centre,
Rolugunta.

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While submitting my Annual Statement of GPF vide Account No.64845 Edn.,
during the financial year 2010-11 and Medical Certificate issued by the Medical Officer, Primary Health
Centre, Rolugunta along with the '0' form in triplicate for your kind perusal and kind sanction, I submit
that my Father is undergoing medical treatment and Doctor advise is a long drawn treatment to meet
which I request you good self to grant of Part-Final Withdrawal of Rs.650000/- at the earliest.

I submit that this is the first Part-final withdrawal during my entire service.

Yours faithfully,

(K. Naga Lakshmi)
JL in Telugu

Encl: 1. GPF Annual Statement
2. Medical Certificate
3. 0 Form in triplicate

Office Submitted on R.C.No. –A/2010-11

Dated 22.01.2012

Sub: GPF – GPF Part-Final withdrawal to Smt.K. Naga Lakshmi JL in Telugu
Of Govt. Junior College, Rolugunta – GPF Part-final withdrawal of Rs.650000/-
From her GPF Account No.64845 Edn., - Sanction – Requested – Regarding.
Ref: 1. Representation of Smt.K. Naga Lakshmi , Junior Lec. In Telugu of Govt.Junior
College, Rolugunta 20.01.2012 along with MC
2. GPF Rules 15-A(C)

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It is submitted that in the reference 1st cited, Sri.K. Naga Lakshmi working as Junior Lecturer in Telugu of Govt.Junior College, Rolugunta had applied for sanction of GPF Part-final withdrawal from his GPF account bearing No.64845 Edn., of an amount of Rs.650000/- for treatment of his father. He has stated in his application the doctor advised him to take costly medicine and ready to prepare surgery for ill health of her father as per the Medical Certificate issued by the Civil Assistant Surgeon, Primary Health Centre, Rolugunta.

As per the GPF Rules 15-A, Part-final withdrawal may be sanctioned by an authority competent to dismiss the subscriber at any time after the completion of 20 years of service of a subscriber or within 10 years before the date of her retirement or superannuation, which ever is earlier.

As per GPF Rules 15-A(C) to meet the expenses in connection with illness of the subscriber or any other person actually dependent on her/him.

As per GPF Rules 15-C any sum withdrawn by a subscriber at any time, for meeting the expenses in connection with illness of the subscriber or any person actually dependent on her/him shall not ordinarily exceed $\frac{1}{2}$ of such amount or 06 months pay, which ever is less.

The sanctioning authority may, however sanction the Part-final withdrawal of an amount in excess of this limit up to 75% of the balance at her credit in the fund having due regard to

- (a) the status of the subscriber
- (b) the amount to her credit in the fund

As seen from the Service Register of the individual she has completed more than 20 years of service in the cadre of JL in Telugu as the individual was joined in this cadre on the FN of 22.11.1990. As per the office records available in our office and Service Register of the individual she has not been sanctioned GPF-Part final withdrawal during her entire service. This is the first Part-final withdrawal during the financial year 2011-12. As per GPF Rules only one Part-final withdrawal can be allowed for the same purpose and the illness of the subscriber or her dependents.

As per G.O.Ms.No.64 Fin & Plg, dated 03.03.1980 the sanctioning authority shall be not less than 02 levels above the person to whom the Part-final withdrawal is sanctioned. But as per the Govt.of AP Memo No.868/IEI/96-3 Education dated 06.12.1996 issued orders Principals of Govt. Junior Colleges is competent to sanction Temporary Advances/Part-final withdrawals from GPF in respect of the Junior Lecturers working in Govt. Junior Colleges as the post of the Principal is 02 level above the post of Junior Lecturers.

Her accumulations during the year 2010-11 for the period from April 2011 to Dec 2011 are here with submitted.

01	Balance as on March 2011 as per the account slip for the year 2010-11	Rs.957302-
02	Add: Monthly subscriptions:	Rs.54000-
	a) From April 11 to December @Rs.6000/- P.M. (6000x09months)	
	b) Pay fixation arrears credited into GPF Account	Rs.04073-
03	DA Arrears credited into GPF Account	
	a) From January 2011 to June 2011 Rs.13105-	
	b) From July 2011 to December 2011 Rs.13505-	Rs.26610-
04	Increment arrears DA enhanced difference credited into GPF Account	Rs.00068-
		Rs.1042053-
(Rupees Ten Lakhs forty two thousand and Fifty Three only)		

01	Balance as on 20.01.2012	Rs.10,42,053-
02	½ of the Amount	Rs.05,21,027-
03	06 months Pay (Her Pay as date is Rs.32350/-x06)	Rs.01,94,100-
04	75% as a Special Case	Rs.07,81,539-
05	Amount required by the individual	Rs.06,50,000-

Hence, the request of the above individual may kindly be sanctioned as a Special Case i.e. 3/4th and sanction an amount of Rs.650000/- if the authority pleases. The Medical Certificate issued by the Civil Asst., Surgeon, Primary Health Centre, Rolugunta and Appendix 0 form in triplicate submitted by the individual are here with submitted for verification.

Submitted for favour of orders.

Subject to the approval of Office Note

On R.C.No. –A/2010-11, Dated : 22.01.2012.

Sub: GPF – GPF Part-Final Withdrawal to Smt.K. Naga Lakshmi, Junior Lecturer
In Telugu of Govt.Junior College, Rolugunta – GPF Part-final withdrawal
Of Rs.6.5 Lakhs from her GPF account No.64845 Edn., - Sanction – Orders
Issued.

Ref: 1. Representation of Sri.K. Naga Lakshmi , Junior Lec. In Telugu of Govt.Junior
College, Rolugunta 20.01.2012 along with MC
2. GPF Rules 15-A and 15-A(C)
3. Note Orders dated 22.01.2012.

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ORDER:

Sanction is here by accorded under G.P.F. Rules 15-A and 15-A(C) for the grant of Part-final withdrawal of Rs.6,50,000/- (Rupees Six Lakhs Fifty thousand only) to Smt.K. Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta bearing account No.64845 Edn., as a Special Case to enable her to defray expenses on to Medical treatment to her father.

“Certified that the individual has not been sanctioned any Part-final withdrawal for the purpose earlier”

“Certified that the individual has completed more than Twenty years of service in the cadre of Junior Lecturer in Telugu.”

The Individual is here by informed that in case the Accountant General, AP, Hyderabad reports that the Part-final withdrawal as sanctioned in this order is in excess of the eligibility or other wise inadmissible. The sum with drawn shall forthwith be repaid in one lump sum to the fund by the subscriber

PRINCIPAL

(O/C)

To

The Individual
The Bill
The AG/AP/Hyderabad
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE :: ROLUGUNTA.\PRESENT: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,R.C.No A/2011-12.Dated:22.01..2012.

Sub: GPF – GPF Part-Final Withdrawal to Smt.K. Naga Lakshmi, Junior Lecturer
In Telugu of Govt.Junior College, Rolugunta – GPF Part-final withdrawal
Of Rs.6.5 Lakhs from her GPF account No.64845 Edn., - Sanction – Orders
Issued.

Ref: 1. Representation of Sri.K. Naga Lakshmi , Junior Lec. In Telugu of Govt.Junior
College, Rolugunta 20.01.2012 along with MC
2. GPF Rules 15-A and 15-A(C)
3. Note Orders dated 22.01.2012.

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ORDER:

Sanction is here by accorded under G.P.F. Rules 15-A and 15-A(C) for the grant of Part-final withdrawal of Rs.6,50,000/- (Rupees Six Lakhs Fifty thousand only) to Smt.K. Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta bearing account No.64845 Edn., as a Special Case to enable her to defray expenses on to Medical treatment to her father.

“Certified that the individual has not been sanctioned any Part-final withdrawal for the purpose earlier”

“Certified that the individual has completed more than Twenty years of service in the cadre of Junior Lecturer in Telugu.”

The Individual is here by informed that in case the Accountant General, AP, Hyderabad reports that the Part-final withdrawal as sanctioned in this order is in excess of the eligibility or other wise inadmissible. The sum with drawn shall forthwith be repaid in one lump sum to the fund by the subscriber

*PRINCIPAL*GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Individual
The Bill
The AG/AP/Hyderabad
The ATO/Narsipatnam

ANNEXURE

01	Balance as on March 2011 as per the account slip for the year 2010-11	Rs.957302-
02	Add: Monthly subscriptions: a) From April 11 to December @Rs.6000/- P.M. (6000x09months)	Rs.54000-
	b) Pay fixation arrears credited into GPF Account	Rs.04073-
03	DA Arrears credited into GPF Account a) From January 2011 to June 2011 Rs.13105- b) From July 2011 to December 2011 Rs.13505-	Rs.26610-
04	Increment arrears DA enhanced difference credited into GPF Account	Rs.00068-
		Rs.1042053-
(Rupees Ten Lakhs forty two thousand and Fifty Three only)		

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Rolugunta,
Dated: 07.09.2011.

To

The Principal,
Govt. Junior College,
Rolugunta

Sir,

Sub: APLGS – Automatic Advancement Scheme – K.K.RAO
Office Subordinate of Govt. Junior College, Rolugunta – Special Grade Post
Scale – Proposals – Submitted to RJDIE/RJY – Requested – Regarding.
Ref: 1.G.O.Ms.No.93 Fin (PC-II) Dept., Dt.03.04.2010.

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I submit that I have completed 06 years of Service in the Cadre of Office Subordinate on 04.09.2009. As per the above G.O. I submit that the Automatic Advancement Scheme proposals for completion of 06 years in the cadre of Junior Asst., to the Regional Joint Director of Intermediate Education, Rajahnundry at an early date. I submit that my services have been regularized in the cadre of Junior Asst., on the FN of 05.09.2003 and the same was recorded in my Service Register.

Yours faithfully,

(K.K. RAO)
Office Subordinate
Govt. Junior College,
Rolugunta.

Office Note Submitted on R.C.No. –A/2011-12

Dated 14.10.2011.

Sub: APMS – Public Services – Implementation of Automatic Advancement Scheme – Sri. K.K.Rao, Office Subordinate of Govt. Junior College Rolugunta – Special Grade Post Scale – Proposals – Submitted to Regional Joint Director of Intermediate Education, Rajahmundry – Requested – Regarding.

Ref: 1.G.O.Ms.No.93 Fin (PC-II) Dept., Dt.03.04.2010.

2. G.O.Ms.No.96 Fin(PC-II) Dept., Dt.20.05.2011.

3. Representation of Sri. K. Lakshmi Narayana, Junior Assistant of Govt. Junior College Rolugunta Dt.07.09.201.

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It is submitted that in the reference 3rd cited, Sri.K.K.Rao working as Office Subordinate of this College had represented with a request to submit his Special Grade Post Scale proposals on completion of Six years of service in the cadre of Junior Assistant to the Regional Joint Director of Intermediate Education, Rajahmundry.

In the reference 1st cited, the Govt. have introduced the Automatic Advancement Scheme to the State Govt. employees. According to this Scheme, every state Government employee after a service Of 08 years sin a particular scale shall be eligible for the next higher scale called Special Grade Post Scale.

In the reference 2nd cited, the Government have issued orders for the change of periodicity from the existing scales 8/16/24 to 6/12/18/24 years, for appointments under the Automatic Advancement Scheme.

As seen from the Service Register of Sri.K.K.Rao working as Office Subordinate of this College has appointed under Direct Recruitment by APPSC/Compassionate grounds vice Proc.R.C.No 3883/B3/2003 dt 03.09.2003 of the Regional Joint Director of Intermediate Education and he was joined duty as Junior Assistant on the FN of 05.09.2003 in this College. HYis services have been regularized in the cadre of Junior Assistant wef 05.09.2003 FN vide Proc.R.C.No 10287/B3/2004 , dt....Of the Regional Joint Director of Intermediate Education, Rajahmundry.

His particulars are under given below:

01	Post in which recruitment was made	Office Subordinate
02	Date of Regular appointment as Office Subordinate	05.09.2003 FN
03	Date of completion of 06 years under Automatic Advancement Scheme	04.09.2009 AN
04	Date of eligibility as per G.O.	01.02.2010
05	Scale of Pay and Pay drawn in PRC 2010 on the date of completion of 06 years	Rs.8200/- (6700-20110)
06	Pay and Scale of Pay to be fixed in the SGP Scale on the date of completion of 06 years	Rs.8440/- (6900-20680)
07	Date of Next Increment	05.09.2010/01.09.2010

As seen from the Office records he has not been availed any EOL during the period. There are No allegations and charges pending against him. All the Increments during the 06 years have been sanctioned from time to time. He was satisfactorily completed the period of probation wef 04.09.2005 vide Proc.R.C.No.Spl/B3/2007-3, dt.18.11.2007 of the RJDIE/Rajahmundry.

Hence, the Special Grade Post Scale Proposals in respect of Sri.K.K.Rao working as Office subordinate of this College may kindly be submitted to the RJDIE/RJY if the authority pleases. The Service Verification entry has been recorded in the Service Register of the individual. The Service Register Vol.1 is here with submitted for verification.

Submitted for favour of orders.

PROPOSALS FOR SANCTION OF PAY IN SPECIAL GRADE POST SCALE AFTER COMPLETION OF SIX YEARS IN THE CADRE OF OFFICE SUBORDINATE IN RESPECT OF SRI.KKRAO, OFFICE SUBORDINATE OF GOVT.JUNIOR COLLEGE, ROLUGUNTA (VISAKHAPATNAM DIST.,)
(As per G.O.Ms.No.96 Fin(PC-II) Dept., Dt.20.05.2011.)

01	Name of the employee	Sri.KK RAO
02	Post in which recruitment was made	Office Subordinate
03	Date of regular appointment as Office subordinate	05.09.2003 FN
04	Date of completion of 06 years in the cadre of Office Subordinate	04.09.2009 AN
05	Date of eligibility as per the above G.O.	01.02.2010
06	Pay and scale of pay drawn in PRC 2010 as on the date of completion of 06 years	Rs.8200/- (6700-20110)
07	Pay and scale of pay to be allowed in the SGP scale on the date of completion of six years	Rs.8440/- (6900-20680)
08	Date of Next Increment	05.09.2010/01.09.2010
09	Remarks	

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office of the Principal
Govt.Junior College
ROLUGUNTA.

R.C.NO.7-A/2012-13.

Date: 29.02.2012

SATISFACTORY SERVICE CERTIFICATE

Certified that Sri.KKRao working as Office subordinate in Govt.Junior College for the period from 05.09.2003 to till to date. Certified that there are NO allegations an charges pending against him and he has not availed any EOL during the above period as per the service register and available of office records. His conduct and character of the above individual is.....

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted on R.C.No. –A/2011-12,

Dated 01.02.2012.

Sub: Public Services - Intermediate Education – Welfare – Andhra Pradesh
Group Insurance Scheme 1984 – Sri.K. Lakshmi Narayana, Senior Asst.,
Of Govt. Junior College, Rolugunta – Retired on 31.12.2011 – Payment of
Accumulations under Savings Fund with interest – Sanction – Requested –
Regarding.

Ref: 1. Application of Sri.K.Lakshmi Narayana, Retd. Senior Asst., of Govt.
Junior College, Rolugunta Dt. 05.01.2011.

2. G.O.Ms.No.293 Fin & Plg (FW.Accts.II) Dept., Dt.08.10.84.

3. G.O.Ms.No.367 Fin & Plg (FW.Admn.II) Dept., Dt.15.11.94

4. Circular Memo No.54 Fin (Admn.II) Dept., Dt. 06.04.2011.

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It is submitted in the reference 1st cited Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, consequent on his retirement on attaining the age of superannuation on 31.12.2011, is requested the authorities to kindly arrange for the payment of accumulations under savings fund along with interest accrued there on the subscriptions as has been made under the Andhra Pradesh Group Insurance Savings Scheme 1984.

In the reference 2nd cited, the Scheme is formulated with effect from November 1984 at the rates as applicable to each individual, who is on the rolls of the Govt.service as on the date of issue of the G.O. according to their pay and such accumulations under savings fund along with interest accrued there on shall be paid on cessation of his membership.

In the reference 3rd cited and 4th cited the revised rates of subscriptions are introduced consequent on the Revised Pay Scales of 1993 and PRC 2010.

Accordingly, the individual has subscribed to the fund as follows.

01	From November 1984 to October 1994	Group D	Rs.10-00
02	From November 1994 to October 2004	Group D	Rs.15-00
03	From November 2004 to December 2011	Group C	Rs.30-00

It is submitted in the reference 4th cited, necessary modalities are framed for calculation of accumulated savings along with interest as per the subscriptions made by the individuals.

The necessary APGIS Certificates which he worked have been received from his previous station and the same were recorded in the service register of the individual. The Service Register of the above individual is here with submitted for verification.

Submitted for favour of orders as to whether the accumulated savings fund along with interest accrued there on as calculated vide reference 4th cited, can be drawn and paid to Sri.K.Lakshmi Narayana, Senior Assistant of this College consequent on his retirement on attaining the age of superannuation on 31.12.2011, in terms of the provisions laid down in the reference 2nd cited

Subject to the approval of Office Note on RC No. --A/2011-12

Dated .01.2012.

Sub: Public Services - Intermediate Education – Welfare – Andhra Pradesh
Group Insurance Scheme 1984 – Sri.K. Lakshmi Narayana, Senior Asst.,
Of Govt. Junior College, Rolugunta – Retired on 31.12.2011 – Payment of
Accumulations under Savings Fund with interest – Sanctioned – Orders –
Issued.

Ref: 1. Application of Sri.K.Lakshmi Narayana, Retd. Senior Asst., of Govt.
Junior College, Rolugunta Dt. 05.01.2011.
2. G.O.Ms.No.293 Fin & Plg (FW.Accts.II) Dept., Dt.08.10.84.
3. G.O.Ms.No.367 Fin & Plg (FW.Admn.II) Dept., Dt.15.11.94
4. Circular Memo No.54 Fin (Admn.II) Dept., Dt. 06.04.2011.
5. Note Orders approved on Dt. 01,2012 of the Principal, Govt.Junior
College, Rolugunta.

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ORDER:

Where as in the reference 1st cited Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, consequent on his retirement on attaining the age of superannuation on 31.12.2011, is requested the authorities to kindly arrange for the payment of accumulations under savings fund along with interest accrued there on the subscriptions as has been made under the Andhra Pradesh Group Insurance Savings Scheme 1984.

According to the Provisions laid down in the reference 2nd to 4th cited and the Note orders approved vide reference 5th cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction for payment of Rs. 14655/- (Rupees Fourteen thousand Six hundred and Fifty Five only) towards the refund of accumulated savings along with interest accrued there on under Andhra Pradesh Group Insurance Scheme 1984 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College , Rolugunta who retired from service on attaining the age of superannuation on 31.12.2012.

1	Date of commencement of Membership	November 1984	Group D	Rs.10-00
2	Date of Revision of Member ship	November 1994	Group D	Rs.15-00
3	Date of acquiring membership in higher group	November 2004	Group C	Rs.30-00

The detailed particulars of calculation for refund as ordered above are annexed overleaf to this order.

The above expenditure shall be debited to the following head of account.

“8011 Insurance & Other Fund 105 State Govt. Insurance Fund 01 AP State Employees Group Insurance Scheme 002 Savings Fund.”

Necessary entries shall be recorded in the Service Register of the Individual regarding the sanction of APGIS.

PRINCIPAL

(O/C)

To
The Bill
The ATO/Narsipatnam
The Accountant General, AP, Hyderabad
The Individual.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE :: ROLUGUNTA.\

PRESENT: SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No A/2011-12.

Dated: 04.2012.

Sub: Public Services - Intermediate Education – Welfare – Andhra Pradesh
Group Insurance Scheme 1984 – Sri.K. Lakshmi Narayana, Senior Asst.,
Of Govt. Junior College, Rolugunta – Retired on 31.12.2011 – Payment of
Accumulations under Savings Fund with interest – Sanctioned – Orders –
Issued.

Ref: 1. Application of Sri.K.Lakshmi Narayana, Retd. Senior Asst., of Govt.
Junior College, Rolugunta Dt. 05.01.2011.
2. G.O.Ms.No.293 Fin & Plg (FW.Accts.II) Dept., Dt.08.10.84.
3. G.O.Ms.No.367 Fin & Plg (FW.Admn.II) Dept., Dt.15.11.94
4. Circular Memo No.54 Fin (Admn.II) Dept., Dt. 06.04.2011.
5. Note Orders approved on Dt. 01,2012 of the Principal, Govt.Junior
College, Rolugunta.

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ORDER:

Where as in the reference 1st cited Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta, consequent on his retirement on attaining the age of superannuation on 31.12.2011, is requested the authorities to kindly arrange for the payment of accumulations under savings fund along with interest accrued there on the subscriptions as has been made under the Andhra Pradesh Group Insurance Savings Scheme 1984.

According to the Provisions laid down in the reference 2nd to 4th cited and the Note orders approved vide reference 5th cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction for payment of Rs. 14655/- (Rupees Fourteen thousand Six hundred and Fifty Five only) towards the refund of accumulated savings along with interest accrued there on under Andhra Pradesh Group Insurance Scheme 1984 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta who retired from service on attaining the age of superannuation on 31.12.2012.

1	Date of commencement of Membership	November 1984	Group D	Rs.10-00
2	Date of Revision of Member ship	November 1994	Group D	Rs.15-00
3	Date of acquiring membership in higher group	November 2004	Group C	Rs.30-00

The detailed particulars of calculation for refund as ordered above are annexed overleaf to this order.

The above expenditure shall be debited to the following head of account.

“8011 Insurance & Other Fund 105 State Govt. Insurance Fund 01 AP State Employees Group Insurance Scheme 002 Savings Fund.”

Necessary entries shall be recorded in the Service Register of the Individual regarding the sanction of APGIS.

PRINCIPAL

GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Bill
The ATO/Narsipatnam
The Accountant General, AP, Hyderabad
The Individual.

DETAILS OF ACCUMULATED SAVINGS FUND AND INTEREST ACCRUED THERE ON IN RESPECT OF SRI.K.LAKSHMI NARAYANA, SENIOR ASSISTANT OF GOVT. JUNIOR COLLEGE, ROLUGUNTA WHO RETIRED FROM SERVICE ON ATTAINING THE AGE OF SUPERANNUATION ON 31ST DECEMBER, 2011.

(Vide Circular Memo No.54 Fin (Admn.II) Dept., Dt. 06.04.2011.)

SUBSCRIPTION MADE UNDER THE SCHEME

1	Date of commencement of Membership	November 1984	Group D	Rs.10-00
2	Date of Revision of Member ship	November 1994	Group D	Rs.15-00
3	Date of acquiring membership in higher group	November 2004	Group C	Rs.30-00

CALCULATION OF BENEKFIT FROM SAVINGS FUND UNDER THE SCHEME:

A	<u>As per Table – I</u> i) Subscription from November 1984 to October 1994 for 10 years Rs.10/-x 01 Unit	Rs.1388x1	Rs.1388-00
B	<u>As per Table – II ACS</u> i) Interest on accumulated Savings of Rs.1388/- up to 31.12.2011 for 01 Unit	Rs.5770x1	Rs.5770-00
C	<u>As per Table – III</u> i) Benefit on the revised subscription from November 1994 to December 2011 for 01 Unit	Rs.5071x1	Rs.5071-00
D	<u>As per Table – III K</u> i) Benefit on the revised subscription from November 2004 to December 2011 @rs.30/- for 02 units	Rs.1213x2	Rs.2426-00
	Total Amount Payable		Rs.14655-00
(Rupees Fourteen thousand Six hundred and Fifty five only)			

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted on R.C.No. –A/2011-12

Dated 14.10.2011

Sub: APMS – Intermediate Education – Sri.K.Lakshmi Narayana, Senior Asst.,
of Govt. Junior College, Rolugunta – Retired on 31.01.2011 –
Encashment of Leave on Half Pay for 149 days – Sanction – Requested –
Regarding.

Ref: 1. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior
College, Rolugunta dated 10.10.2011.

2.G.O.Ms.No154 Fin (FR.I) Dept., Dt.04.05.2010.

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It is submitted 1st cited, Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College Rolugunta consequent on his retirement on attaining the completion of 58 years of age of superannuation on 31.01.2011 is requested the authorities to kindly arrange for the payment of encashment of leave on Half Pay at the time of her retirement.

In the reference 2nd cited the Government have issued orders that formula for calculation of encashment leave on Half Pay at the time of retirement or death in case of the State Govt. employee shall be as follows to the conditions that the total number of days of earned leave + leave on Half Pay put together should not exceed 300 days for encashment.

Cash payment in lieu of Half Pay leave compo- nent	=	Half Pay leave salary admissible on the date of retirement/death + DA admissible on The date	x	No.of days of Half Pay leave at credit subject to the total EL and HPL at credit not exceeding 300 days

30				

As seen from the Service Register of the individual she has already been sanctioned the encashment of Earned leave for 151 days and the same has drawn and paid from the Sub-Treasury, Narsipatnam through Bank draft.

As seen from the Half Pay leave account of the above employee she has a balance of 336 days HPL is credit at her HP account.

01	No.of days earned leave credit at her EL account as per Service Register vide Page No.	151
02	No.of days EL encashment and paid to the individual	151
03	No.of days HPL credit at her HPL account as per SR vide Page No.	336
04	Eligible of encashment of HPL at the time of her retirement	149

Her Pay as on the date of Retirement is @Rs.35800/- as per the Service Register of the individual and Pay bill register of this College. DA is on the date of retirement is – 29.96%.

17900+5363/30x149

23263/30x149 = Rs.115540/-

Submitted for favour of orders to whether the encashment of leave on Half Pay for 149 days as calculated vide reference 2nd cited can be drawn and paid to Sri.K.Lakshmi Narayana, Senior Assistant of this College who retired from service on attaining the age of superannuation on 31.01.2011 if the authority pleases. The SR of the individual and pay bill register are here with submitted for verification.

Submitted for favour of orders.

STATEMENT SHOWING THE ENCASHMENT OF LEAVE ON HALF PAY FOR 149 DAYS IN RESPECT OF SRI.K.LAKSHMI NARAYANA, SENIOR ASSISTANT OF GOVT. JUNIOR COLEGE, ROLUGUNTA WHO RETIRED FROM SERVICE ON ATTAINING THE AGE OF SUPERANNUATION ON 31.01.2011.

(Vide G.O.Ms.No.154 Fin (FR.I) Dept., dt.04.05.2010)

LEAVE PARLTICULARS AS PER THE SERVICE REGISTER:-

01	No.of days earned leave credit at her EL account.	151
02	No.of days EL encashment and paid to the individual	151
03	No.of days HPL credit at her HPL account.	336
04	Eligible of encashment of HPL at the time of her retirement	149
05	Her Pay as on the date of retirement	Rs.35800-
06	DA as on the date of retirement	29.96%

THE DETAILED PARTICULARS OF CALCULATION FOR ENCASHMENT OF LEAVE ON HALF PAY

Cash payment in lieu of Half Pay leave compo- nent	=	Half Pay leave salary admissible on the date of retirement/death x + DA admissible on The date	No.of days of Half Pay leave at credit subject to the total EL and HPL at credit not exceeding 300 days
		----- 30	

$$\begin{array}{l} 17900+5363/30 \times 149 \\ 23263/30 \times 149 \end{array} = \text{Rs.115540/-}$$

Total Amount Payable = Rs.115540/- (Rupees One Lakh Fifteen thousand Five hundred and forty only) to Sri.K.Lakshmi Naryana, Senior Assistant of Govt. Junior College (Boys), Narsipatnam who retired from service on attaining the age of superannuation on 31.01.2011.

Subject to the approval of Office Note on
R.C.No -A/2011-12, dated .10.2011.

Sub: APMS-Intermediate Education- Sri. K.Lakshmi Narayana of Govt. Junior College, Rolugunta -Retired from Service on 31.01.2011- Encashment of Leave on Half Pay Leave for 149 days – Sanction – orders – Issued.
Read; 1.Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta Dated. 10.2011.
2. G.O.Ms.No.154 Fin (FR.I) Dept.,Dt.04.05.2010.

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ORDER;

According to the provisions laid down in the reference 2nd cited, the Principal, Govt. Junior College , Rolugunta is pleased to sanction an Amount of Rs.115540/-(Rupeesone Lakh-Fifteen thousand Five hundred and Forty only) towards the encashment of leave on Half Pay for 149 days Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta who retired from service on attaining the age of superannuation On 31.01.2011.

The detailed particulars of calculation for encashment of leave on Half Pay as ordered above are annexed over leaf to this Order.

The expenditure shall be debited to the following Head of account.
“2202 General Education 03 University and Higher Education 103 Govt. College and Institutions 04 Junior Colleges 010 Salaries”.

Necessary entries shall be recorded in the Service Register of the Individual regarding the sanction of Encashment of Leave on Half Pay.

PRINCIPAL

(O/C)

To
Kum. K.Lakshmi Narayana
Retd. Senior Assistant
Kaniskhaplaza
NARSIPATNAM
For information.

The Bill.
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T.GOVINDA RAO, M.Sc., M.Phil.,

R.C.NO. -A/2011-12.

Date: .10.11.

Sub: APMS-Intermediate Education- Sri. K.Lakshmi Narayana of Govt. Junior College, Rolugunta -Retired from Service on 31.01.2011- Encashment of Leave on Half Pay Leave for 149 days – Sanction – orders – Issued.
Read; 1.Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta Dated. 10.2011.
2. G.O.Ms.No.154 Fin (FR.I) Dept.,Dt.04.05.2010.

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ORDER;

According to the provisions laid down in the reference 2nd cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction an Amount of Rs.115540/-(Rupees one Lakh Fifteen thousand Five hundred and Forty only) towards the encashment of leave on Half Pay for 149 days Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta who retired from service on attaining the age of superannuation On 31.01.2011.

The detailed particulars of calculation for encashment of leave on Half Pay as ordered above are annexed over leaf to this Order.

The expenditure shall be debited to the following Head of account.
“2202 General Education 03 University and Higher Education 103 Govt. College and Institutions 04 Junior Colleges 010 Salaries”.

Necessary entries shall be recorded in the Service Register of the Individual regarding the sanction of Encashment of Leave on Half Pay.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
Sri. K.Lakshmi Narayana
Retd. Senior Assistant
Kaniskhaplaza
NARSIPATNAM
For information.

The Bill.
The ATO/Narsipatnam

Office Note Submitted on

RC No -A/2011-12, dated 20.01.12.

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College,
Rolugunta – Retired on 31.12.2011 on Superannuation – Sanction of Encash
ment of Earned Leave for 295 days- Requested – Regarding.

Read: 1. RC.No.SPL/B3/2011, Dt.29.10.2011 of the Regional Joint Director of
Intermediate Education, Rajahmundry.
2. G.O.Ms.No.420 Fin (FRI) Dept., Dated 03.12.1990.
3. G.O.Ms.No.232 Fin (FRI) Dept., dated 16.09.2005.
4. Representation of the Individual dated 02.01.2012.

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It is submitted 1st cited, Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College Rolugunta consequent on his retirement on attaining the completion of 58 years of age of superannuation on 31.12.2011 is requested the authorities to kindly arrange for the payment of Encashment of Earned leave at the time of her retirement.

In the reference 3rd cited, the Govt. have issued orders that the maximum limit of encashment of earned leave at the credit of a Govt.servant on the date of retirement shall be enhanced from 240 days to 300 days.

As seen from the Service Register of the above individual he has 295 days credit at his Earned Leave account. Hence, the request of the above individual may kindly be sanctioned if the authority pleases.

Submitted for favour of orders.

Subject to the approval of
Office Note on RC No -A/2011-12

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College,
Rolugunta – Retired on 31.12.2011 on Superannuation – Sanction of encashment
Of Earned Leave for 295 days- Orders – Issued.

Read: 1. RC.No.SPL/B3/2011, Dt.29.10.2011 of the Regional Joint Director of
Intermediate Education, Rajahmundry.
2. G.O.Ms.No.420 Fin (FRI) Dept., Dated 03.12.1990.
3. G.O.Ms.No.232 Fin (FRI) Dept., dated 16.09.2005.
4. Representation of the Individual dated 02.01.2012.

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ORDER:

Where as in the reference 1st cited above the Regional Joint Director of Intermediate Education, Rajahmundry has issued orders to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta is permitted to retire from service on attaining the age of superannuation of 58 years of age on 31.12.2011.

According to the provisions laid down in the reference 2nd and 3rd cited, the Principal, Govt. Junior College, Rolugunta is here by sanctioned Encashment of Earned Leave for 295 days available at his credit in the leave account as on 31.12.2011 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior college, Rolugunta who retired from service on attaining the age of 58 years of superannuation on 31.12.2011.

The Individual is eligible for Encashment of Earned Leave at the rate of Last Pay drawn @Rs.21820/-+105-PP. After sanction of above leave there is NO balance of Earned Leave at his credit.

Certified that the necessary entries are recorded in the Service Register of the above individual and office copy of the pay bill register regarding the sanction of Encashment of Earned Leave.

Certified that the individual has not been availed any E.O.L. during his entire service.

PRINCIPAL

(O/C)

To
Sri. K.Lakshmi Narayana
Retd. Senior Assistant
Kaniskhaplaza
NARSIPATNAM
For information.

The Bill.
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T.GOVINDA RAO, M.Sc., M.Phil.,

R.C.NO. -A/2011-12.

Date: 22..01.12

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College,
Rolugunta – Retired on 31.12.2011 on Superannuation – Sanction of encashment
Of Earned Leave for 295 days- Orders – Issued.

Read: 1. RC.No.SPL/B3/2011, Dt.29.10.2011 of the Regional Joint Director of
Intermediate Education, Rajahmundry.
2. G.O.Ms.No.420 Fin (FRI) Dept., Dated 03.12.1990.
3. G.O.Ms.No.232 Fin (FRI) Dept., dated 16.09.2005.
4. Representation of the Individual dated 02.01.2012.

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ORDER:

Where as in the reference 1st cited above the Regional Joint Director of Intermediate Education, Rajahmundry has issued orders to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta is permitted to retire from service on attaining the age of superannuation of 58 years of age on 31.12.2011.

According to the provisions laid down in the reference 2nd and 3rd cited, the Principal, Govt. Junior College, Rolugunta is here by sanctioned Encashment of Earned Leave for 295 days available at his credit in the leave account as on 31.12.2011 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior college, Rolugunta who retired from service on attaining the age of 58 years of superannuation on 31.12.2011.

The Individual is eligible for Encashment of Earned Leave at the rate of Last Pay drawn @Rs.21820/-+105-PP. After sanction of above leave there is NO balance of Earned Leave at his credit.

Certified that the necessary entries are recorded in the Service Register of the above individual and office copy of the pay bill register regarding the sanction of Encashment of Earned Leave.

Certified that the individual has not been availed any E.O.L. during his entire service.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
Sri. K.Lakshmi Narayana
Retd. Senior Assistant
Kaniskhaplaza
NARSIPATNAM
For information.

The Bill.
The ATO/Narsipatnam

Office of the Principal
Govt. Junior College
ROLUGUNTA

R.C.NO. -A/2011-12.

Dt. .11.2011.

ANDHRA PRADESH GROUP INSURANCE CERTIFICATE

Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta
a Group “C” employee has been enrolled as a member of the Andhra Pradesh State Govt.
Employees Group Insurance Scheme wef 1st November 1984 as per the G.O.Ms.No.293
Fin & Plg (FW.Accts.II) Dept., Dt.08.10.84 His monthly subscription of Rs.60/-
(Rupees Sixty only) is deducted from his salary commencing from the month of November
1984 and he will be eligible to the benefits of the scheme appropriate to Group “C”
wef 1st November 1984.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted on
R.C.No. A/2011-12 Dated 06.2011.

Sub: APMS – Transfers – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College (Girls), Narsipatnam – Transferred to Govt. Junior College, Rolugunta Pay Advance – Sanction – Requested – Regarding.

Ref: 1. Proc.R.C.No. Transfers/ 998/B3/2001-2, Dt.15.06.2011 of the Regional Joint Director of Intermediate Education, Rajahmundry.
2. Article 239 of APFC Vol.1
3. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College (Girls), Narsipatnam.

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It is submitted that in the reference 3rd cited Sri.K.Lakshmi Narayana working as Senior Assistant of Govt. Junior College (Girls), Narsipatnam has represented with a request for sanction of Pay Advance of Rs.19580/- who is transferred from Govt.Junior College (Girls), Narsipatnam to Govt. Junior College, Rolugunta vide reference 1st cited.

In the reference 1st cited, Sri.K.Lakshmi Narayana, working as Senior Assistant of Govt.Junior College (Girls), Narsipatnam has been transferred and posted to Govt. Junior College, Rolugunta and relieved his normal duties as Senior Assistant on the FN of 16.06.2011 vide this Office R.C.No.5-A/2011-12, Dt.16.06.2011

As per the Article 239(C) (1) of APFC Vol.1 the advance of Pay should not exceed one months Pay which the Govt.servant is in receipt of immediately before transfer or One months pay of the new post to which Govt.servant is transferred is entitled after reporting to duty which ever is less.

As seen from the Service Register of the individual and pay bill register his pay is Rs.19580/-. According to the provisions laid down vide reference 2nd cited, the request of the above individual may kindly be sanctioned if the authority pleases. The Service Register and Pay bill register are here with submitted for verification.

Submitted for favour of orders.

Subject to the approval of
Office Note on R.C.No. -A/2011-12, Dt. .06.2011.

Sub: APMS – Transfers – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College (Girls), Narsipatnam – Transferred to Govt. Junior College, Rolugunta
Pay Advance – Sanction – Orders – Issued

Ref: 1. Proc.R.C.No. Transfers/ 998/B3/2001-2, Dt.15.06.2011 of the Regional Joint Director of Intermediate Education, Rajahmundry.
2. Article 239 of APFC Vol.1
3. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College (Girls), Narsipatnam.
4.Note Orders approval dt. 06.2011 of the Principal, Govt. Junior College (Girls), Narsipatnam.

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ORDER:

Article 239(C) (1) of APFC Vol.1 and note orders approved vide reference 4th cited, the Principal, Govt. Junior College (Girls) Narsipatnam is pleased to sanction the Pay Advance for Rs.19580-. (Rupees Nineteen thousand Five hundred and Eighty only) to Sri, K.Lakshmi Narayana, Senior Assistant of Govt.Junior College (Girls), Narsipatnam who is transferred and posted to Govt. Junior College, Rolugunta as Senior Assistant vide reference 1st cited.

The Pay Advance now sanctioned will be recovered in Three equal monthly instalments from his salary commencing from the month of June 2011 payable in July 2011.

The Expenditure shall be met from the following Head of account.
“2202 General Education 103 Govt. Junior Colleges and Institutions 04 Junior Colleges 010 Salaries.”

PRINCIPAL

(O/C)

To

The Bill
The ATO/Narsipatnam
The AG, AP, Hyderabad
The Individual.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE (GIRLS), NARSIPATNAM
PRESENT: SRI.....

R.C.No. -A/2011-12.

Dt. 16.06.2011.

Sub: APMS – Transfers – K.Lakshmi Narayana, Senior Assistant of Govt. Junior College (Girls), Narsipatnam – Transferred to Govt. Junior College, Rolugunta
Pay Advance – Sanction – Orders – Issued

Ref: 1. Proc.R.C.No. Transfers/ 998/B3/2001-2, Dt.15.06.2011 of the Regional Joint Director of Intermediate Education, Rajahmundry.
2. Article 239 of APFC Vol.1
3. Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College (Girls), Narsipatnam.
4.Note Orders approval dt. 06.2011 of the Principal, Govt. Junior College (Girls), Narsipatnam.

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ORDER:

Article 239(C) (1) of APFC Vol.1 and note orders approved vide reference 4th cited, the Principal, Govt. Junior College (Girls) Narsipatnam is pleased to sanction the Pay Advance for Rs.19580-. (Rupees Nineteen thousand Five hundred and Eighty only) to Sri, K.Lakshmi Narayana, Senior Assistant of Govt.Junior College (Girls), Narsipatnam who is transferred and posted to Govt. Junior College, Rolugunta as Senior Assistant vide reference 1st cited.

The Pay Advance now sanctioned will be recovered in Three equal monthly instalments from his salary commencing from the month of June 2011 payable in July 2011.

The Expenditure shall be met from the following Head of account.
“2202 General Education 103 Govt. Junior Colleges and Institutions 04 Junior Colleges 010 Salaries.”

PRINCIPAL
GOVT.JUNIOR COLLEGE(G)
NARSIPATNAM

To

The Bill
The ATO/Narsipatnam
The AG, AP, Hyderabad
The Individual.

Office Note Submitted on
R,C.No. -A/2011=12, dated .15.09.2011.

Sub: APMS – Sri.K.Lakshmi Narayana, Junior Asst., of Govt.Junior College,
Rolugunta – Special Language Test in Telugu Exempted proposals –
Submitted to Regional Joint Director of Intermediate Education, Rajahmundry –
Requested – Regarding.

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It is submitted that Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior college, Rolugunta has appointed as Junior Assistant under direct recruitment by APPSC and he has joined duty in this College as Junior Assistant on the FN of 01.06.2007.

Every person appointed to a service, shall pass the Language Test in Telugu, failing the increments in the time scale of pay shall be postponed till he/she passes the Special Language Test in Telugu.

The appointing authority i.e. Regional Joint Director of Intermediate Education, Rajahmundry is the competent authority shall be exempted from passing the Special Language Test in Telugu, a person who has passed the SSC or any other higher examination with Telugu or with Telugu as one of the subject.

The individual has passed the Degree of B.A. in November 2006 with TELUGU Medium and Telugu as one of the subject as Part- I. A copy of the BA degree is here with submitted for verification. The same has already been recorded in the SR of the individual.

Hence, It is requested the authorities to kindly issue permission orders to submit the exempted from passing the Special Language Test in Telugu proposals to the Regional Joint Director of Intermediate Education, Rajahmundry if the authority pleases.

Submitted for favour orders.

From

Sri.T.Goinda Rao, M.Sc.,M.Phil.,
Principal,
Govt.Junior College,
Rolugunta.

To

The Regional Joint Director of
Intermediate Education,
Govt.Arts College Campus,
Rajahmundry.

R.C.No. –A/2011-12, Dt.16.09.2012

Sir,

Sub: Intermediate Education – Govt. Junior College, Rolugunta – Regional Language Proficiency – Exemption orders in Special Language Test in Telugu – Certain staff Members of Govt.Junior College, Rolugunta – Proposals – Submitted – Regarding.

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I submit that this is bring to your kind notice that the following staff members of this College have joined duty on having proficiency in the Regional Language with due verification of his educational certificates.

In this connection, I submit that the Sub-Treasury Officer, Narsipatnam has raised an objection that the exemption from passing the Special Language Test in Telugu should be granted by the appointing authority.

Hence, I am submitting the proposals in respect of the following Teaching and Non-Teaching staff members working in Govt.Junior College, Rolugunta with their qualifying educational certificates in the prescribed proforma.

Sl.No	Name and Designation	Qualification	Evidence of proficiency In Telugu Language
01	Sri.K. Lakshmi Narayana, Junior Asst	B. A	B.A

Hence, I request you to grant exemption from passing the Special Language Test in Telugu of the above individuals at an early date.

Yours faithfully,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Encl : Xerox copy of B.A. Degree

Office Note Submitted on R.C.No. –A/2011-12

Dated .03.2012

Sub: APIES – Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta – Sanction of Maternity Leave – Period from 21.08.2011 to 17.02.2012 (180 days) – Sanction – Orders – Issued.

Read: 1. Application of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt.Junior College, Rolugunta Dt. .08.2011 along with Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.
2. G.O.Ms.No.152 Fin (FR-I) Dept., Dt.04.05.2010
3. R.C.No.Ser.II A-1/Spl/2011, Dt.24.12.2011 of the Commissioner of Intermediate Education, AP, Hyderabad.
4. Fundamental Rules 101
5. Joining report of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt.Junior College, Rolugunta Dt.18.02.2012 along with Medical Certificate and Fitness Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.

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It is submitted that in the reference 1st cited Smt.K.Naga Lakshmi working as Junior Lecturer in Telugu has applied Maternity Leave for 180 days for the period from 21.08.2011 to 17.02.2012 as per the Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam and the doctor advised her to take bed rest.

In the reference 2nd cited, the Govt. have issued necessary orders that the Maternity Leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days with less than two surviving children only.

In the reference 3rd cited, the Commissioner of Intermediate Education, AP, Hyderabad has issued instructions to the Principal is competent to admit the employee directly after completion of Maternity Leave and issued instructions that the Principal shall grant Maternity leave to those women employees with less than two surviving children as per FR 101 vide reference 4th cited

In the reference 5th cited she rejoined duty on 18.02.2012 on production of Medical Certificate and Fitness certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam and she stated that in her application with a request the authorities to sanction of her Maternity Leave on production of Medical Certificate for 180 days for the period from 22.08.2011 to 17.02.2012 and prefix on 21.08.2011 i.e. Sunday (Public Holiday).

As seen from the Servicer Register of the individual, this is the first pregnant. She has not availed any Maternity leave during her entire service. The Service Register in Vol.1 is here with submitted for verification.

Submitted for favour of orders as to whether the Maternity Leave vide reference 5th cited, can be drawn and paid to Sri.K Naga .Lakshmi, working as JL in Telugu of this College in terms of the provisions laid down in the reference 2nd to 4th cited

Subject to the approval of Office Note

On R.C.No. -A/2011-12, dated 03.2012.

Sub: APIES – Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta – Sanction of Maternity Leave – Period from 21.08.2011 to 17.02.2012 (180 days) – Sanction – Orders – Issued.

Read: 1. Application of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta Dt. 08.2011 along with Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.
2. G.O.Ms.No.152 Fin (FR-I) Dept., Dt.04.05.2010
3. R.C.No.Ser.II A-1/Spl/2011, Dt.24.12.2011 of the Commissioner of Intermediate Education, AP, Hyderabad.
4. Fundamental Rules 101
5. Joining report of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta Dt.18.02.2012 along with Medical Certificate and Fitness Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.

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ORDER:

Where as in the reference 1st cited, Smt.K.Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta had applied Maternity Leave for 180 days for the period from 21.08.2011 to 17.02.2012 as she was pregnant and the doctor advised her to take bed rest for the above period as per the Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.

Where as in the reference 2nd cited, the Govt. have issued necessary orders that the Maternity Leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days with less than two surviving children only.

Where as in the reference 3rd cited, the Commissioner of Intermediate Education, AP, Hyderabad has issued instructions to the Principal is competent to admit the employee directly after completion of Maternity Leave and issued instructions that the Principal shall grant Maternity leave to those women employees with less than two surviving children as per FR 101 vide reference 4th cited

Where as in the reference 5th cited she rejoined duty on 18.02.2012 on production of Medical Certificate and Fitness certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam and she stated that in her application with a request the authorities to sanction of her Maternity Leave on production of Medical Certificate for 180 days for the period from 22.08.2011 to 17.02.2012 and prefix on 21.08.2011 i.e. Sunday (Public Holiday).

According to the provisions laid down in the reference 2nd to 4th cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Maternity Leave for 180 days for the period from 22.08.2011 to 17.02.2011 and prefix on 21.08.2011 i.e. Sunday (Public holiday) to Smt.K.Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta with one surviving children as per the certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam vide reference 1st and 5th cited.

“Certified that Smt.K.Naga Lakshmi, working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta would have continued her service as Junior Lecturer in Telugu during the above period but for her going on Maternity Leave.

“Certified that necessary entries shall be recorded in the Service Register of the individual regarding the sanction of Maternity Leave.”

PRINCIPAL

(O/C)

To
The individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT; SRI. T.GOVINDA RAO, M.Sc., M.Phil.,

R.C.NO. -A/2011-12.

Date: .03.12.

Sub: APIES – Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta – Sanction of Maternity Leave – Period from 21.08.2011 to 17.02.2012 (180 days) – Sanction – Orders – Issued.

- Read: 1. Application of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta Dt. .08.2011 along with Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.
2. G.O.Ms.No.152 Fin (FR-I) Dept., Dt.04.05.2010
3. R.C.No.Ser.II A-1/Spl/2011, Dt.24.12.2011 of the Commissioner of Intermediate Education, AP, Hyderabad.
4. Fundamental Rules 101
5. Joining report of Smt.K.Naga Lakshmi, Junior Lecturer in Telugu of Govt. Junior College, Rolugunta Dt.18.02.2012 along with Medical Certificate and Fitness Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.

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ORDER:

Where as in the reference 1st cited, Smt.K.Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta had applied Maternity Leave for 180 days for the period from 21.08.2011 to 17.02.2012 as she was pregnant and the doctor advised her to take bed rest for the above period as per the Medical Certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam.

Where as in the reference 2nd cited, the Govt. have issued necessary orders that the Maternity Leave on full pay to married women employees of State Government is enhanced from 120 days to 180 days with less than two surviving children only.

Where as in the reference 3rd cited, the Commissioner of Intermediate Education, AP, Hyderabad has issued instructions to the Principal is competent to admit the employee directly after completion of Maternity Leave and issued instructions that the Principal shall grant Maternity leave to those women employees with less than two surviving children as per FR 101 vide reference 4th cited

Where as in the reference 5th cited she rejoined duty on 18.02.2012 on production of Medical Certificate and Fitness certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam and she stated that in her application with a request the authorities to sanction of her Maternity Leave on production of Medical Certificate for 180 days for the period from 22.08.2011 to 17.02.2012 and prefix on 21.08.2011 i.e. Sunday (Public Holiday).

According to the provisions laid down in the reference 2nd to 4th cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Maternity Leave for 180 days for the period from 22.08.2011 to 17.02.2011 and prefix on 21.08.2011 i.e. Sunday (Public holiday) to Smt.K.Naga Lakshmi working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta with one surviving children as per the certificate issued by the Civil Asst., Surgeon, Andhra Medical College, Visakhapatnam vide reference 1st and 5th cited.

“Certified that Smt.K.Naga Lakshmi, working as Junior Lecturer in Telugu of Govt. Junior College, Rolugunta would have continued her service as Junior Lecturer in Telugu during the above period but for her going on Maternity Leave.

“Certified that necessary entries shall be recorded in the Service Register of the individual regarding the sanction of Maternity Leave.”

PRINCIPAL
GOVT. JUNIOR COLLEGE
ROLUGUNTA

To
The individual
The Bill
The ATO/Narsipatnam.

Rolugunta,
Dt.: 20.06.2012.

To

The Principal,
Govt. Junior College
Rolugunta.

Sir,

Sub: APMS – K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta
Availed LTC – Block period 2011-12 to go to Tirumala – Permission – Requested –
Regarding.

Ref: Ticket reservation Xerox copy.

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I submit that I wish to avail LTC any where in Andhra Pradesh during the month
June 2012 i.e. from 25.06.2012 to 30.06.2012 along with the following my family members for the block
period 2011-12.

Further, I requested the authorities to accord permission to avail the LTC and
necessary orders may kindly be issued at an early date. I request the authorities to kindly sanction 80% of
LTC advance at an early date.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years
02	K.N.Lakshmi	Wife	42 Years
03	K.Saranya	Daughter	19 Years
04	K.Sarath	Son	15 Years

I submit here with the Train reservation ticket Xerox copy for sanction of 80%
advance.

Yours faithfully,

Encl: Copy of Train reservation ticket.

Office Note submitted on

R.C.No. -A/2011-12, dated 21.06.2012.

Sub: APMS – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College
Rolugunta – Permission to avail LTC (Any where in AP) - Requested – Reg.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1973.

2. G.O.Ms.No.366 Fin & Plg dept., dated 26.08.1976.

3. G.O.Ms.No.6 Fin & Plg dept., dated 10.01.1989.

4. G.O.Ms.No.151 Fin & Plg dept., dated 07.04.1989.

5. Application of Sri.K.Lakshmi Narayana, Senior Asst., of Govt.Junior
College, Rolugunta dated 20.06.2012

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It is submitted that in the reference 5th cited, Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta has requested to permit him to avail the L.T.C. facility to go to Tirumala Tirupathi (Any where in AP) and back along with his family members during the block period 2011-12

On verification of the Service Register in respect of Sri.K.Lakshmi Narayana, Senior Assistant of this College he has not availed the LTC facility during the current block period. The following are the details of his family members recorded in his service register.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years
02	K.N.Lakshmi	Wife	42 Years
03	K.Saranya	Daughter	19 Years
04	K.Sarath	Son	15 Years

It is submitted that all the Government employees including those appointed on temporary basis who have put in a continuous service of not less than five years are eligible for the Leave Travel Concession as Rule 2(a) vide reference 1st cited. The facility of L.T.C. available to Government employees shall be restricted to two dependent children of the Government employees as per the G.O.Ms.No.368 Fin&Plg (FW-TA) Dept., dated 02.11.1993. As per the Service Register of the individual he has two children and the individual has completed more than 26 years of service in the cadre of Senior Assistant.

Sri.K.Lakshmi Narayana, Senior Assistant of this “College has requested for sanction of 06 days C.L. from 25.06.12 to 30.06.2012 with permission to avail Public holiday on 01.07.2012 i.e. Sunday to perform the journey. On verification of the C.L. account of the individual he is having 06 CLS 07 SPLCLs and 04 OHs at his credit. The LTC may be availed when the journey is performed during any kind of leave and also Casual leave. The DDO shall satisfy that the leave applied for by the Govt.employee is sufficient to cover to and fro journeys vide G.O.Ms.No.208 F&P, dated 25.05.1976.

Hence, the request of the above individual may be permitted to avail the LTC (Any where in AP) facility as requested by him duly sanctioning the Casual Leave 06 days if the authority pleases. The Service Register in 02 vols are here with submitted for verification,

Submitted for favour of orders.

Subject to the approval of

Office Note on RC NO -A/2011-12, Dt. 06.2012.

Sub: APMS – LTC - Permission to availment of LTC and to go to Tirumala along with family members during the block period 2011-12 for the period from 25.06.2012 to 30.06.2012 to Sri.K.Lakshmi Narayana, Senior Asst., of Govt.Junior College, Rolugunta – Orders – Issued.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1973.

2. G.O.Ms.No.366 Fin & Plg dept., dated 26.08.1976.

3. G.O.Ms.No.6 Fin & Plg dept., dated 10.01.1989.

4. G.O.Ms.No.151 Fin & Plg dept., dated 07.04.1989.

5. Application of Sri.K.Lakshmi Narayana, Senior Asst., of Govt.Junior College, Rolugunta dated 20.06.2012

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ORDER:

In pursuance of the orders issued in the reference 1st to 4th cited, and the circumstances stated in the reference 5th cited, Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta is here by permitted to avail LTC any where in A.P. during the block period 2011-12 in the month of June 2012 for the period from 25.06.2012 to 30.06.2012 and to go to Tirumala along the following members. He is also permitted to leave the Head quarters to avail LTC subject to prior permission regarding the dates of availment of LTC.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years
02	K.N.Lakshmi	Wife	42 Years
03	K.Saranya	Daughter	19 Years
04	K.Sarath	Son	15 Years

Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta is here by informed that he should submit the detailed LTC bill induplicate within 30 days after completion of return journey along with original Train/Bus tickets as the case may be to this office for taking necessary action.

PRINCIPAL

(O/C)

To
The individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T.GOVINDA RAO, M.Sc., M.Phil.,

R.C.NO. -A/2011-12.

Date: 21.06.2012.

Sub: APMS – LTC - Permission to availment of LTC and to go to Tirumala along with family members during the block period 2011-12 for the period from 25.06.2012 to 30.06.2012 to Sri.K.Lakshmi Narayana, Senior Asst., of Govt.Junior College, Rolugunta – Orders – Issued.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1973.
2. G.O.Ms.No.366 Fin & Plg dept., dated 26.08.1976.
3. G.O.Ms.No.6 Fin & Plg dept., dated 10.01.1989.
4. G.O.Ms.No.151 Fin & Plg dept., dated 07.04.1989.
5. Application of Sri.K.Lakshmi Narayana, Senior Asst., of Govt.Junior College, Rolugunta dated 20.06.2012

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ORDER:

In pursuance of the orders issued in the reference 1st to 4th cited, and the circumstances stated in the reference 5th cited, Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta is here by permitted to avail LTC any where in A.P. during the block period 2011-12 in the month of June 2012 for the period from 25.06.2012 to 30.06.2012 and to go to Tirumala along the following members. He is also permitted to leave the Head quarters to avail LTC subject to prior permission regarding the dates of availment of LTC.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years
02	K.N.Lakshmi	Wife	42 Years
03	K.Saranya	Daughter	19 Years
04	K.Sarath	Son	15 Years

Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta is here by informed that he should submit the detailed LTC bill induplicate within 30 days after completion of return journey along with original Train/Bus tickets as the case may be to this office for taking necessary action.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The individual
The Bill
The ATO/Narsipatnam.

Office Note Submitted onRC No. -A/2011-12, Dt. 06.2012.

Sub: APMS – Advances – LTC – Sanction of Advance to perform journey on LTC
Tirumala – Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College,
Rolugunta – Requested – Regarding.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1972.

2. G.O.Ms.No.226 Fin & Plg dept., dated 21.02.1996.

3..R.C.No. -A/2011-12, dated 21.06.2012 of the Principal, Govt.Junior
College, Rollugunta.

4.Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior
College, Rolugunta dated 20.06.2012.

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It is submitted that in the reference 4th cited, Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta has requested to permit him to avail the L.T.C. facility to go to Tirumala Tirupathi (Any where in AP) and back along with his family members during the block period 2011-12 and the individual has submitted an estimate of expenditure on the proposed journey and requested to sanction an advance to the extent of eligibility.

The estimate of expenditure from Rolugunta to Tirumala and return is as follows:

01	No.of Tickets			04 tickets
02	On ward Journey	Rolugunta to Narsipatnam RS	04x05/-	Rs.0020-00
		Narsipatnam RS to Tirupathi	04x780/-	Rs.3120-00
		Tirupathi to Tirumala	04x23/-	Rs.0092-00
		Total		Rs.3232-00
03	Total for return Journey			Rs.3232-00
04	Total Estimated Expenditure			Rs.6464-00
08	80% of the estimated expenditure sanctioned as LTC advance			Rs.5171-00

It is submitted as per the Rule 12 (c) of LTC Rules 80% of the probable expenditure can be given as advance. In respect of Gazetted/Non-Gazetted employees in Govt.Junior Colleges the Principal of the College is competent authority to grant LTC advance for travelling allowance on tour may sanction the advance.

Hence, the request of the above individual may kindly be sanctioned if the authority pleases.

Submitted for favour of orders.

Subject to the approval of Office Note on RC No A/2011-12, Dated 21.06.2012.

Sub: APMS – Advances – LTC – Sanction of Advance to perform journey on LTC
Tirumala – Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College,
Rolugunta – Orders – Issued.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1972.

2. G.O.Ms.No.226 Fin & Plg dept., dated 21.02.1996.

3..R.C.No. –A/2011-12, dated 21.06.2012 of the Principal, Govt.Junior
College, Rollugunta.

4.Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior
College, Rolugunta dated 20.06.2012.

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ORDER:

Where as in the reference 3rd cited, the Principal, Govt.Junior College, Rolugunta is permitted to Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta to perform journey on L.T.C. to go to Tirumala along with his family members as noted here under.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years	01 ticket
02	K.N.Lakshmi	Wife	42 Years	01 ticket
03	K.Saranya	Daughter	19 Years	01 ticket
04	K.Sarath	Son	15 Years	01 ticket

Where as in the reference 4th cited the individual has submitted an estimate of expenditure on the proposed journey and requested to sanction an advance to the extent of eligibility. The estimate of expenditure from Rolugunta to Tirumala and return is as follows:

01	No.of Tickets			04 tickets
02	On ward Journey	Rolugunta to Narsipatnam RS	04x05/-	Rs.0020-00
		Narsipatnam RS to Tirupathi	04x780/-	Rs.3120-00
		Tirupathi to Tirumala	04x23/-	Rs.0092-00
		Total		Rs.3232-00
03	Total for return Journey			Rs.3232-00
04	Total Estimated Expenditure			Rs.6464-00
08	80% of the estimated expenditure sanctioned as LTC advance			Rs.5171-00

As per the provisions laid down in the reference 1st and 2nd cited the Principal, Govt. Junior college, Rolugunta is here by accorded sanction for an amount of Rs.5171/- (Rupees Five thousand One hundred and Seventy One only) as advance in connection with the proposed journey to Tirumala on LTC as permitted in the reference 3rd cited in respect of Sri.K.Lakshmi Narayana working as Senior Assistant of Govt. Junior college, Rolugunta. The advance now sanctioned in this order shall be recovered in full from out of the detailed LTC Claim. He is further informed that the advance drawn should be refunded in one lump sum if the onward journey is not commenced within 30 days of the drawal of the advance. The advance drawn under LTC rules should be adjusted in the TA Bills for the journey, which have to be presented within 30 days of the return journey.

The advance as sanctioned above shall be debatable to the Head of account.
2202-03-103-04-12 allowances 010 salaries.”

PRINCIPAL

(O/C)

To
The individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT; SRI. T. GOVINDA RAO, M.Sc., M.Phil.,

R.C.NO. –A/2011-12.

Date: 21.06.2012.

Sub: APMS – Advances – LTC – Sanction of Advance to perform journey on LTC
 Tirumala – Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College,
 Rolugunta – Orders – Issued.

Ref: 1. G.O.Ms.No.15 Fin & Plg dept., dated 17.01.1972.

2. G.O.Ms.No.226 Fin & Plg dept., dated 21.02.1996.

3..R.C.No. –A/2011-12, dated 21.06.2012 of the Principal, Govt.Junior
 College, Rollugunta.

4.Application of Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior
 College, Rolugunta dated 20.06.2012.

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ORDER:

Where as in the reference 3rd cited, the Principal, Govt.Junior College, Rolugunta is permitted to Sri.K.Lakshmi Narayana working as Senior Assistant of Govt.Junior College, Rolugunta to perform journey on L.T.C. to go to Tirumala along with his family members as noted here under.

List of family members :

01	K.Lakshmi Narayana	Self	50 Years	01 ticket
02	K.N.Lakshmi	Wife	42 Years	01 ticket
03	K.Saranya	Daughter	19 Years	01 ticket
04	K.Sarath	Son	15 Years	01 ticket

Where as in the reference 4th cited the individual has submitted an estimate of expenditure on the proposed journey and requested to sanction an advance to the extent of eligibility. The estimate of expenditure from Rolugunta to Tirumala and return is as follows:

01	No.of Tickets			04 tickets
02	On ward Journey	Rolugunta to Narsipatnam RS	04x05/-	Rs.0020-00
		Narsipatnam RS to Tirupathi	04x780/-	Rs.3120-00
		Tirupathi to Tirumala	04x23/-	Rs.0092-00
		Total		Rs.3232-00
03	Total for return Journey			Rs.3232-00
04	Total Estimated Expenditure			Rs.6464-00
08	80% of the estimated expenditure sanctioned as LTC advance			Rs.5171-00

As per the provisions laid down in the reference 1st and 2nd cited the Principal, Govt. Junior college, Rolugunta is here by accorded sanction for an amount of Rs.5171/- (Rupees Five thousand One hundred and Seventy One only) as advance in connection with the proposed journey to Tirumala on LTC as permitted in the reference 3rd cited in respect of Sri.K.Lakshmi Narayana working as Senior Assistant of Govt. Junior college, Rolugunta. The advance now sanctioned in this order shall be recovered in full from out of the detailed LTC Claim. He is further informed that the advance drawn should be refunded in one lump sum if the onward journey is not commenced within 30 days of the drawal of the advance. The advance drawn under LTC rules should be adjusted in the TA Bills for the journey, which have to be presented within 30 days of the return journey.

The advance as sanctioned above shall be debatable to the Head of account.

2202-03-103-04-12 allowances 010 salaries.”

PRINCIPAL
 GOVT.JUNIOR COLLEGE
 ROLUGUNTA

To
 The individual
 The Bill
 The ATO/Narsipatnam.

Office Note submitted on R.C.No. -A/2011-12

DATED : 11.2011.

Sub: APMS – Leaves – Prevention of Non-Teaching Staff from availing Summer Vacation during the year 2010-11 – Reservation of Earned Leave Govt.Junior College (G), Narsipatnam – Requested – Regarding.

- Ref: 1. Proc.R.C.No.1687/C5-2/81, dated 22.04.1081 of the Director of Higher Education, AP, Hyderabad.
 2. Staff Order dated 26.03.2011 of the Principal, Govt.Junior College (G) Narsipatnam.
 3. Representation of Non-Teaching Staff.

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It is submitted that in the reference 2nd cited, the Principal, Govt.Junior College (G), Narsipatnam has issued staff order to the following NTS members of this College to prevention of NTS from availing summer vacation during the year 2010-11

Sl.No	Name and Designation	Period
01	Sri.K.Lakshmi Narayana, Senior Assistant	27.03.2011 to 31.05.2011
02	Smt.P.Satyavathi, Record Assistant	29.04.2011 to 31.05.2011
03	Sri.K.Jagadeswara Rao, Record Assistant	27.03.2011 to 28.04.2011
04	Smt.D. Lakshmi, Office Subordinate	27.03.2011 to 28.04.2011
05	Smt.K.Sreedevi, Office Subordinate	29.04.2011 to 31.05.2011

It is submitted that in the reference 1st cited the Director of Higher Education, AP, Hyderabad have issued orders to the Principals of Govt. Junior Colleges are authorised to prevent NTS of the College as per the following scale and proportionate Earned Leave may reserved there for on behalf of the NTS so prevented.

Govt.Junior Colleges : 01 Senior Assistant
 01 Junior Assistant/Typist.
 01 Record Assistant
 01 Office Subordinate

It is submitted that Sri.K.Lakshmi Narayana, Senior Assistant of this College has represented with a request for availing summer vacation for 06 days for the period from 19.04.2011 to 24.04.2011.

The proportionate Earned Leave particulars of NTS are given below:

Sl. No	Name and Designation	Period of Summer	Prevention of Summer	Reserved of Earned Leave
01	Sri.K.Lakshmi Narayana, Senior Assistant	27.03.2011 to 31.05.2011	27.03.2011 to 31.05.2011	30 days
02	Smt.P.Satyavathi, Record Assistant	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days
03	Sri.K.Jagadeswara Rao, Record Assistant	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
04	Smt.D. Lakshmi, Office Subordinate	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
05	Smt.K.Sreedevi, Office Subordinate	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days

Hence the Earned Leave of the above Non-Teaching staff may be reserved, if the authority pleases.

The draft proceedings are here with submitted for subject to approval of Office Note Orders. Submitted for favour of orders.

Subject to the approval of Office Note
On RC.No.3 -/A/2008-09, Dated .09.2008.

Sub: APMS – Leaves – Prevention of Non-Teaching staff from availing Summer Vacation during the Year 2010-11 – Reservation of Earned Leave - Govt. Junior College (Girls), Narsipatnam – Sanction – Request - Regarding
Ref: 1. Proc.R.C.no.L.Dis.No.1687/C5-2/81, Dt.22.04.81 of the Director Of Higher Education, AP, Hyderabad.
2. Staff Order Dt.26.03.2011 of the Principal, Govt. Junior College(G), Narsipatnam
3. Note Orders dated .11.2011.

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ORDER:

According the Provisions laid down in the reference cited, the Principal, Govt. Junior College for Girls, Narsipatnam is pleased to reserve proportionate Earned leave during the financial year 2008-09 to the following Non-Teaching Staff of Govt. Junior College (Girls)s, Narsipatnam as noted against their names.

Sl. No	Name and Designation	Period of Summer	Prevention of Summer	Reserved of Earned Leave
01	Sri.K.Lakshmi Narayana, Senior Assistant	27.03.2011 to 31.05.2011	27.03.2011 to 31.05.2011	30 days
02	Smt.P.Satyavathi, Record Assistant	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days
03	Sri.K.Jagadeswara Rao, Record Assistant	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
04	Smt.D. Lakshmi, Office Subordinate	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
05	Smt.K.Sreedevi, Office Subordinate	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days

Necessary credit in the leave account of the said individuals shall be affected and such entries shall be incorporated in the Service Register of the individuals concerned.

PRINCIPAL

(O/C)

To

The Individuals.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, NARSIPATNAM

PRESENT: Sri.....

R.C.NO. -A/2011-12.

Date: .09.2011.

Sub: APMS – Leaves – Prevention of Non-Teaching staff from availing Summer Vacation during the Year 2010-11 – Reservation of Earned Leave – Govt. Junior College (Girls), Narsipatnam – Sanction – Request – Regarding.

- Ref: 1. Proc.R.C.no.L.Dis.No.1687/C5-2/81, Dt.22.04.81 of the Director Of Higher Education, AP, Hyderabad.
2. Staff Order Dt.26.03.2011 of the Principal, Govt. Junior College for Girls, Narsipatnam.
3. Note Orders dated .11.2011.

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ORDER:

According the Provisions laid down in the reference cited, the Principal, Govt. Junior College for Girls, Narsipatnam is pleased to reserve proportionate Earned leave during the financial year 2008-09 to the following Non-Teaching Staff of Govt. Junior College (Girls), Narsipatnam as noted against their names.

Sl. No	Name and Designation	Period of Summer	Prevention of Summer	Reserved of Earned Leave
01	Sri.K.Lakshmi Narayana, Senior Assistant	27.03.2011 to 31.05.2011	27.03.2011 to 31.05.2011	30 days
02	Smt.P.Satyavathi, Record Assistant	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days
03	Sri.K.Jagadeswara Rao, Record Assistant	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
04	Smt.D. Lakshmi, Office Subordinate	27.03.2011 to 28.04.2011	27.03.2011 to 28.04.2011	15 days
05	Smt.K.Sreedevi, Office Subordinate	27.03.2011 to 31.05.2011	29.04.2011 to 31.05.2011	15 days

Necessary credit in the leave account of the said individuals shall be affected and such entries shall be incorporated in the Service Register of the individuals concerned.

PRINCIPAL
GOVT. JUNIOR COLLEGE
NARSIPATNAM

To

The Individuals.

Office Note Submitted on

R.C.No. -A/2010-11, Dt.26.11.2010.

Sub: APIES – Preservation of proportionate leave to the certain Junior Lecturers of Govt. Junior College (Girls), Narsipatnam, due to reduction of Summer Vacation during the academic year 2009-10 – Earned Leave – Sanction – Requested – Regarding.

Ref: 1. Proc.R.C.No.Ser.II-A-1/218/2007, Dt.16.09.2010 of the Director of Intermediate Education, AP, Hyderabad.

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It is submitted that in the reference cited above, the Director of Intermediate Education, AP, Hyderabad has issued orders and permitted to preserve 09 days of Earned Leave to the Junior Lecturers working in Govt. Junior Colleges due to reduction of Summer vacation and enhancing the number of working days from 180 to 220 days for the year 2009-10 in respect of those who were actually prevented from availing summer vacation.

As seen from the Office records the following Teaching Staff members of Govt. Junior College (Girls), Narsipatnam are prevented from availing summer vacation during the academic year 2009-10. The details are noted against their names.

Sl.No	Name and Designation	Reservation of Earned Leave for the year 2009-10
01	Smt.S. Nagamani, Junior Lecturer in Maths	09 days
02	Smt. B. Udaya Sree, Junior Lecturer in Physics	09 days
03	Kum. K. Sailaja, Junior Lecturer in English	09 days
04	Smt.K. Kalavathamma, Junior Lecturer in History	09 days
05	Sri.D.H.Hemanth Kumar, Junior Lecturer in Civics	09 days

Hence, the Earned Leave for the year 2009-10 for 09 days of the above Junior Lecturers may kindly be sanctioned if the authority pleases.

Submitted for favour of orders.

Subject to the approval of Office Note

On R.C.No -A/2009-10, Dt .11.2009

Sub: APIES – Preservation of proportionate leave to the certain Junior Lecturers of Govt. Junior College (Girls), Narsipatnam, due to reduction of Summer Vacation during the academic year 2009-10 – Earned Leave – Sanction – Orders – Issued.

Read: 1. Proc.R.C.No.Ser.II-A-1/218/2007, Dt.16.09.2010 of the Director of Intermediate Education, AP, Hyderabad.
2. Note orders dt. .11.2010.

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ORDER:

According to the provisions laid down the reference cited, the Principal, Govt. Junior College (Girls), Narsipatnam is pleased to preserve 09 days of Earned Leave for the academic year 2009-10 to the following Junior Lecturers of Govt. Junior College (Girls), Narsipatnam due to reduction of Summer vacation and enhancing the number of working days from 180 days to 220 days.

Sl.No	Name and Designation	Reservation of Earned Leave for the year 2009-10
01	Smt.S. Nagamani, Junior Lecturer in Maths	09 days
02	Smt. B. Udaya Sree, Junior Lecturer in Physics	09 days
03	Kum. K. Sailaja, Junior Lecturer in English	09 days
04	Smt.K. Kalavathamma, Junior Lecturer in History	09 days
05	Sri.D.H.Hemanth Kumar, Junior Lecturer in Civics	09 days

Necessary credit in the leave account of the said individuals shall be effect and such entries shall incorporate in the Service Register of the individuals concerned.

PRINCIPAL

(O/C)

To

The Individuals.

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE(GIRLS)::NARSIPATNAM.

PRESENT: Sri.....

R.C.No. -A/2010-11.

Dt. 26.11.2010.

Sub: APIES – Preservation of proportionate leave to the certain Junior Lecturers of Govt. Junior College (Girls), Narsipatnam, due to reduction of Summer Vacation during the academic year 2009-10 – Earned Leave – Sanction – Orders – Issued.

Read: 1. Proc.R.C.No.Ser.II-A-1/218/2007 , Dt.16.09.2010 of the Director of Intermediate Education, AP, Hyderabad.
2. Note orders dt. .11.2010.

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ORDER:

According to the provisions laid down in the reference cited, the Principal, Govt. Junior College (Girls), Narsipatnam is pleased to preserve 09 days of Earned Leave for the academic year 2009-10 to the following Junior Lecturers of Government. Junior College (Girls), Narsipatnam due to reduction of Summer vacation and enhancing the number of working days from 180 days to 220 days.

Sl.No	Name and Designation	Reservation of Earned Leave for the year 2009-2010
01	Smt.S. Nagamani, Junior Lecturer in Maths	09 days
02	Smt. B. Udaya Sree, Junior Lecturer in Physics	09 days
03	Kum. K. Sailaja, Junior Lecturer in English	09 days
04	Smt.K. Kalavathamma, Junior Lecturer in History	09 days
05	Sri.D.H.Hemanth Kumar, Junior Lecturer in Civics	09 days

Necessary credit in the leave account of the said individuals shall be effect and such entries shall incorporate in the Service Register of the individuals concerned.

PRINCIPAL
GOVT.JUNIOR COLLEGE
NARSIPATNAM

To

The Individuals.

Rolugunta,
01.12.2009

To

The Principal,
Govt.Junior College,
Rolugunta

Sir,

Sub: Leaves – Earned Leave – Surrender of Earned Leave – Encashment
during the financial year 2009-2010- – Period from 01.12.2009
to 15.12.2009 – Sanction – Requested – Regarding.

Ref: 1. Circular Memo No.10472/C/199/FR.I/2009 Govt of Andhra Pradesh
Finance (FRI) Dept., dated 29.04.2009.

2. Memo No. 10472/C/199/FR.I/2009 Govt of Andhra Pradesh Finance
(FRI) Dept., dated 29.04.2009.

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I submit that as per G.O. above cited, I request the authorities to kindly sanction the Surrender of Earned Leave during the financial year 2009-2010 for 15 days for the period from 01.12.2009 to 15.12.2009 as I have not surrendered the Earned Leave from the financial year 2009-2010 and 2010-2011 and issue cash value at an early date.

Yours faithfully,

(K.LAKSHMINARAYANA)
Senior Assistant,
Govt.Junior College,
Rolugunta.

Office Note Submitted on -A/2009-10, Dated 03.12.2009.

Sub: Earned Leave – Surrender of Earned Leave – Encashment during the Financial year 2009-10 – Period from 01.12.2009 to 15.12.2009
Certain Non-Teaching Staff of Govt. Junior College (G), Narsipatnam – Request – Regarding.

- Ref: 1. Circular Memo No.10472/C/199/FR.I/2009 Govt of Andhra Pradesh Finance (FRI) Dept., dated 29.04.2009.
2. Memo No. 10472/C/199/FR.I/2009 Govt of Andhra Pradesh Finance (FRI) Dept., dated 29.04.2009.
3. Representation from Non-Teaching Staff of Govt. Junior College (Girls), Narsipatnam Dated 01.12.2009.
4. Representation of Sri. K. Lakshmi Narayana, Senior Assistant of Govt. Junior College (Girls), Narsipatnam Dt.02.12.2009.

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In the reference 3rd cited, the following Non-Teaching staff members of Govt. Junior college (Girls), Narsipatnam have applied for sanction of Surrender of Earned Leave For 15 days for the period from 01.12.2009 to 15.12.2009 during the financial year 2009-10.

In the reference 1st cited, the Govt. have issued instructions to the NGGOs permitted to surrender of Earned Leave at any time not exceeding 15/30 days with a block period of One/two financial years wef 1.4.09.

In the reference 2nd cited the Govt. have issued clarification those who have a balance of more than 285 days of Earned Leave as on 30.6.09, the SEL is permitted without waiting for completion of 12 months.

As seen from the Service Register of the individuals, they are having the following Earned leave at credit.

Sl.No	Name and Designation	Leave at credit	Applied E. L
01	Sri.K.Lakshmi Narayana, Senior Assistant	290 days	15 days
02	Smt.P. Satyavathi, Record Assistant	084 days	15 days
03	Sri.K.Jagadeswara Rao, Record Assistant	108 days	15 days
04	Smt. D. Lakshmi, Office Subordinate	054 days	15 days
05	Kum.K. Sreedevi, Office Subordinate	030 days	15 days

The Service Registers in respect of the Sl.No. 02, to 05 are here with submitted for verification. The Service Register in respect of Sri. K. Lakshmi Narayana, Senior Assistant of this college has been submitted to the Regional Joint Director of Intermediate Education, Rajahmundry for sanction of Automatic Advancement Scheme for completion of Sixteen Years service in the cadre of Senior Assistant vide this office R.c.No.13-A/2009-10, Dated 16.09.2009.

It is submitted that in the reference 4th cited, Sri. K. Lakshmi Narayana, Senior Assistant of this College has represented with a request that his Service Register has already been submitted to the RJDIE, RJY and he has stated that the Doctor advised him to take costly medicines for ill health of his mother. A copy of the previous SEL order is here with submitted for verification.

As seen from the previous order the balance of his leave is 260 and 30 days of EL has been credited for the year 2009-10. A copy of the above order is here with submitted. The total EL is 290 days as per the records available in our office. The SEL entry may kindly be recorded in the SR of the above individual as and when the SR received from the RJDIE/RJY.

Hence the request of the above individuals may kindly be sanctioned surrender of Earned Leave for 15 days to each for encashment during the financial year 2009-10 as per the reference 1st cited if the authority pleases.

Submitted for favour of orders

Submitted to the approval of Office Note
On R.C.No. -A/2009-10. Dt.03.12.2009

Sub: Earned Leave – Surrender of Earned Leave – Encashment during
the Financial year 2009-10 – Period from 01.12.2009 to 15.12.2009
Certain Non-Teaching Staff of Govt.Junior College (G), Narsipatnam –
Request – Regarding.

- Ref: 1. Circular Memo No.10472/C/199/FR.I/2009 Govt of Andhra Pradesh
Finance (FRI) Dept., dated 29.04.2009.
2. Memo No. 10472/C/199/FR.I/2009 Govt of Andhra Pradesh Finance
(FRI) Dept., dated 29.04.2009.
3. Representation from Non-Teaching Staff of Govt. Junior College
(Girls), Narsipatnam Dated 01.12.2009.
4. Representation of Sri. K. Lakshmi Narayana, Senior Assistant of
Govt. Junior College (Girls), Narsipatnam Dt.03.12.2009.
5. Note Orders dated 03.12.2009.

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ORDER:

As per the provisions laid down in the G.O. cited, the Principal, Govt. Junior College
(Girls), Narsipatnam is pleased to sanction of Earned Leave to receive the cash value to the following
Non-Teaching staff of Govt. Junior College (Girls), Narsipatnam.

Sl. No	Name and Designation	Period of Earned Leave	Leave at credit	Surren der of Earned leave	Balance
01	Sri.K.Lakshmi Narayana, Senior Assistant	01.12.09 to15.12.09	290 days	15 days	275 days
02	Smt.P. Satyavathi, Record Assistant	01.12.09 to15.12.09	084 days	15 days	69 days
03	Sri.K.Jagadeswara Rao, Record Assistant	01.12.09 to15.12.09	108 days	15 days	93 days
04	Smt. D. Lakshmi, Office Subordinate	01.12.09 to15.12.09	054 days	15 days	39 days
05	Kum.K. Sreedevi, Office Subordinate	01.12.09 to15.12.09	030 days	15 days	15 days

“Certified that the above individuals have not been sanctioned Earned Leave during
the Financial Year 2009-10 earlier.”

“Certified that the necessary entries shall be recorded in the Service Register of the
individuals”

PRINCIPAL
GOVT.JUNIOR COLLEGE
NARSIPATNAM

To
The Individuals
The Bill
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE(GIRLS)::NARSIPATNAM.PRESENT: Sri.R.C.No -A/2009-10.Dt.03.12.2009.

Sub: Earned Leave – Surrender of Earned Leave – Encashment during
the Financial year 2009-10 – Period from 01.12.2009 to 15.12.2009
Certain Non-Teaching Staff of Govt.Junior College (G), Narsipatnam –
Request – Regarding.

- Ref: 1. Circular Memo No.10472/C/199/FR.I/2009 Govt of Andhra Pradesh
Finance (FRI) Dept., dated 29.04.2009.
2. Memo No. 10472/C/199/FR.I/2009 Govt of Andhra Pradesh Finance
(FRI) Dept., dated 29.04.2009.
3. Representation from Non-Teaching Staff of Govt. Junior College
(Girls), Narsipatnam Dated 01.12.2009.
4. Representation of Sri. K. Lakshmi Narayana, Senior Assistant of
Govt. Junior College (Girls), Narsipatnam Dt.03.12.2009.
5. Note Orders dated 03.12.2009.

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ORDER:

As per the provisions laid down in the G.O. cited, the Principal, Govt. Junior College
(Girls), Narsiptnam is pleased to sanction of Earned Leave to receive the cash value to the following
Non-Teaching staff of Govt. Junior College (Girls), Narsipatnam.

Sl. No	Name and Designation	Period of Earned Leave	Leave at credit	Surrender of Earned leave	Balance
01	Sri.K.Lakshmi Narayana, Senior Assistant	01.12.09 to15.12.09	290 days	15 days	275 days
02	Smt.P. Satyavathi, Record Assistant	01.12.09 to15.12.09	084 days	15 days	69 days
03	Sri.K.Jagadeswara Rao, Record Assistant	01.12.09 to15.12.09	108 days	15 days	93 days
04	Smt. D. Lakshmi, Office Subordinate	01.12.09 to15.12.09	054 days	15 days	39 days
05	Kum.K. Sreedevi, Office Subordinate	01.12.09 to15.12.09	030 days	15 days	15 days

“Certified that the above individuals have not been sanctioned Surrender of Earned
Leave during the Financial Year 2009-10 earlier.”

“Certified that the necessary entries shall be recorded in the Service Register of the
individuals”

PRINCIPAL
GOVT.JUNIOR COLLEGE
NARSIPATNAM

To
The Individuals
The Bill
The ATO/Narsipatnam

From

To

Principal,
Govt. Junior College (Girls),
NARSIPATNAM – 531 116.

The District Collector,/Dist.Election Officer
Collector Office,
Maharanipeta,
VISAKHAPATNAM.

R.C.No.10-A/2010-11, Dt. 23.03.2011.

Sir,

Sub: General Election – House of people/APLA 2009 – Drafting of Teaching staff of Govt. Junior - College (Girls), Narsipatnam – During summer vacation for Election duty – duty certificate – Requested – Regarding.

Ref: 1. Election orders issued by Dist.Election officer, Visakhapatnam.

2. Proc.R.C.No. Ser IIA-1/2571/2010, dated 16.09.2010 of the Director of Intermediate Education, AP, Hyderabad.

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I submit that in the reference 1st cited, the District Election Officer, Visakhapatnam has been issued appointment orders as presiding officer for training classes and election duty in the month of April 2009 to the following Teaching staff members working in Govt. Junior College (Girls), Narsipatnam. As per the above orders cited the following Teaching staff members have attended the training classes on 09.04.2010 at Govt. Junior College (Boys), Narsipatnam and attended the election duty from 15.04.2010 to 17.04.2010. The polling station number and location are noted against their names.

Sl. No	Name and Designation	Date of Training class and location	Date of Election duty and location	
01	Smt.B.Udayasree, Junior Lecturer in Physics	21.03.09 & 09.04.09 G.J.College(B),Narsipatnam	15.04.09 to 17.04.09	GVMC Dr.BR Ambedkar Marriage hall, Relli street, Visakhapatnam
02	Kum.K.Sailaja, Junior Lecturer in English	21.03.09 & 09.04.09 G.J.College(B),Narsipatnam	15.04.09 to 17.04.09	Town Hall area, GVMC Ele.School, Shivalayam street, Visakhapatnam
03	Smt.K.Kalavathamma, Junior Lecturer in History	21.03.09 & 09.04.09 G.J.College(B),Narsipatnam	15.04.09 to 17.04.09	ZPH School, Desapatruni pallem

In the reference 2nd cited, the Director of Intermediate Education, AP, Hyderabad has issued orders the benefit of preservation of 05 days Earned Leave (02 days for training classes and 03 days for Election duty) to their earned leave account based on the attendance certificate issued by the Election officer concerned.

In this connection, I request the authorities to kindly send the attendance certificate for training classes and also election duty of the above teaching staff members of this college at an early date. A copy of the Election orders of the respective employees are here with submitted for your ready reference.

Yours faithfully,

Encl: Election order copy.

PRINCIPAL
GOVT.JUNIOR COLLEGE
NARSIPATNAM

Office Submitted on RC No -A/2009-10
Dated on 06.06.2009.

Sub: APMS – Leaves – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta – Sanction of Half Pay Leave commuted into Full Pay on production of Medical Certificate – Request – Regarding.
Ref: 1. Leave Application of Sri.K.Lakshmi Narayana,, Senior Asst., of this College Dated 30.01.09.
2. Joining report on 02.03.09 of Sri.K.Lakshmi Narayana, Senior Asst., and Submitted Medical certificate and Fitness certificate.
3. AP Leave Rules 1933.

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It is submitted that in the reference 1st cited of Sri.K..Lakshmi Narayana, Senior Asst.,of Govt. Junior college, Rolugunta working as Senior Asst., had applied Half Pay leave for the period from 01.02.2009 to 28.02.2009 for Medical Check up..

In the reference 2nd cited she rejoined her duty as Senior Assistant on 02.03.09 on production of Medical Certificate and Fitness certificate and she has stated in her representation with a request to sanction of her Half Pay Leave commuted into Full Pay on production of Medical certificate for 28 days for the period from 01.02.2009 to 01.03.2009 and suffix on 01.03.2009 ie Sunday (Public holiday)

As seen from the Service Register of the individual he has 106 days Half Pay leave at her credit. She is eligible for sanction of the above leave commuted into full pay on production of Medical certificate.

Hence, the request of the above individual may kindly be sanctioned the Half Pay leave commuted into full pay on production of Medical certificate for 28 days (double the number of days $28 \times 2 = 56$) for the period from 01.02.2009 to 01.03.2009 if the authority pleases.

The Service Register in 2 vols are here with submitted for verification.

Submitted for favour of orders.

Subject to the approval of Office Note
On RC No. -A/2009-10, dated .06.2009.

- Sub: APMS – Leaves – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta – Sanction of Half Pay Leave commuted into Full Pay on production of Medical Certificate for the period from 01.02.09 To 01.03.09 – Orders - Issued.
- Ref: 1. Leave Application of Sri.K.Lakshmi Narayana, Senior Asst., of this College Dated 30.01.09.
2. Joining report on 02.03.09 of Sri.K.Lakshmi Narayana, Senior Asst., and Submitted Medical certificate and Fitness certificate.
3. AP Leave Rules 1933.
4. Note Orders Dt.10.06.2009.

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ORDER:

Where as in the reference cited, Sri. K.Lakshmi Narayana, working as Senior Assistant of Govt. Junior College, Rolugunta had applied for Half Leave for 29 days for the period from 01.02.2009 to 01.03.2009 for medical check-up.

Where as in the reference 2nd cited he rejoined duty on 02.03.2009 on production of Medical Certificate and Fitness Certificate. He had represented with a request for sanction her Half Pay Leave commuted into Full Pay on production of Medical Certificate for the period from 01.02.2009 to 01.03.2009.

And, hence, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Half Pay Leave commuted into Full Pay on commutation basis for 29 days for the period from 01.02.2009 to 01.03.2009 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta from his leave account on production of Medical Certificate. As a consequence for 29 days of leave, the double numbers of 58 days are debited from her leave account.

01	Period of Leave	01.02.2009 to 01.03.2009
02	No.of days of Half Pay Leave Credit at her account	106 days
03	No.of days debited to Half Pay leave account	29 x 2 = 58 days
04	Balance of Half Pay Leave after sanction	48 days

“Certified that she would have continued her service but for her going on leave”

“Certified that necessary entries shall be recorded in the Service Register of the individual”

PRINCIPAL

(O/C)

To
The Individual
The Bill
The ATO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE, ROLUGUNTA
PRESENT; SRI.T. GOVINDA RAO, M.Sc.,M.Phil.,

ROP. NO. -A/2009-10.

Dated: 10.06.2009.

Sub: APMS – Leaves – Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta – Sanction of Half Pay Leave commuted into Full Pay on production of Medical Certificate for the period from 01.02.09 To 01.03.09
Orders - Issued.

Ref: 1. Leave Application of Sri.K.Lakshmi Narayana, Senior Asst., of this College
Dated 30.01.09.

2. Joining report on 02.03.09 of Sri.K.Lakshmi Narayana, Senior Asst., and
Submitted Medical certificate and Fitness certificate.

3. AP Leave Rules 1933.

4. Note Orders Dt.10.06.2009.

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ORDER:

Where as in the reference cited, Sri.K.Lakshmi Narayana, working as Senior Assistant of Govt. Junior College, Rolugunta had applied for Half Leave for 29 days for the period from 01.02.2009 to 01.03.2009 for medical check-up.

Where as in the reference 2nd cited he rejoined duty on 02.03.2009 on production of Medical Certificate and Fitness Certificate. He had represented with a request for sanction her Half Pay Leave commuted into Full Pay on production of Medical Certificate for the period from 01.02.2009 to 01.03.2009.

And, hence, the Principal, Govt. Junior College, Rolugunta is pleased to sanction the Half Pay Leave commuted into Full Pay on commutation basis for 29 days for the period from 01.02.2009 to 01.03.2009 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta from his leave account on production of Medical Certificate. As a consequence for 29 days of leave, the double number of 58 days are debited from her leave account.

01	Period of Leave	01.02.2009 to 01.03.2009
02	No.of days of Half Pay Leave Credit at her account	106 days
03	No.of days debited to Half Pay leave account	29 x 2 = 58 days
04	Balance of Half Pay Leave after sanction	48 days

“Certified that she would have continued her service but for her going on leave”

“Certified that necessary entries shall be recorded in the Service Register of the individual”

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Individual
The Bill
The ATO/Narsipatnam

PROPOSALS FOR SANCTION OF LEAVE IN RESPECT OF SRI.K.LAKSHMI NRAYANA,
SENIOR ASSISTANT OF GOVT.JUNIOR COLLEGE, ROLUGUNTA

01	Name of the employee	Sri.K.Lakshmi Narayana
02	Designation	Senior Assistant
03	a) Date of Birth	01.06.1961
	b) Date of First appointment	01.04.1986
	c) Substantive Post	Typist
04	Nature of Leave rules applicable	1933 A.P. Leave Rules
05	Total Leave at credit	
	a) Earned Leave	285
	b) Half Pay Leave	540
06	Total account of commuted leave on medical certificate in terms of days already availed as shown SR of the leave account	NIL
07	Nature of Period of leave applied for	
	a) Earned Leave	--
	b) Half Pay Leave	29 days
	c) Ex-Ordinary Leave	--
08	Sundays/Holidays and vacation proposed to be prefixed or suffixed to leave	NIL
09	Whether the application is supported by a Medical certificate issued by Civil Surgeon of a Govt Hospital. If the leave is on Medical certificate.	Yes. Supported by a Medical Officer
10	Whether the Govt. Servant is eligible for the leave applied for col.7	Yes. Eligible
	I here by undertake to refund the leave salary. I am eligible for the grant of the leave under the rules Signature o the employee	
11	Recommendation of the Principal	
12		Principal Govt. Junior College Rolugunta

Office Note Submitted on
RC No. -A/2010-11, Dated . 10.07.2010.

Sub: APMS – Fixation of Pay under FR 22 (B) of Sri..K.Lakshmi Narayana, Junior Assistant of Govt.Junior College, Rolugunta – Sanction – Requested – Regarding.
 Read: 1. Proc.R.C.No.998/B3/2011, Dt.10.03.2010 of the Regional Joint Director of Intermediate Education, Rajahmundry..
 2. Joining report of the Individual Dt.18.03.2010.
 3. G.O.Ms.No.399 Fin (FR-II) Dept., dated 18.11.2005.
 4. G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.

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It is submitted that in the reference 1st cited, Sri.K.Lakshmi Narayana, Record Assistant of Govt. Junior College (Girls), Narsipatnam has been promoted as Junior Assistant and posted to Govt.Junior College, Rolugunta.

In the reference 2nd cited, Sri.K.Lakshmi Narayana assumed duty as Junior Assistant in this College on 18.03.2010.

In the reference 3rd cited, the Govt, have issued orders the fixation of pay on promotion to higher post after getting the benefits under Automatic Advancement Scheme, a Govt. employee who is holding Special Grade Post Scale/Special Promotion post Scale-I when he is promoted regularly on or after 01.07.2003 to the next higher post his pay in the time scale of higher post shall be fixed in terms of FR 22 (B).

In the reference 4th cited the Govt. have issued amendment orders in the said rule in FR 22 (B) provided that if the employee does not exercise his option in writing within the stipulated time of one month from the dte of promotion, the competent authority i.e. DDO shall fix the pay by adopting the method which may be most beneficial to the employee as per rules.

On verification of the Service Register of the above individual the following particulars are given below.

FIXATION OF PAY UNDER FR.22(B) IN RESPECT OF SRI.K.LAKSHMI NARAYANA IN THE CADRE OF JUNIOR ASSISTANT OF GOVT. JUNIOR COLLEGE, ROLUGUNTA CONSEQUENT ON PROMOTION.

(As per G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.)

01	Name of the Incumbent	Sri.K.LAKSHMI NARAYANA
02	Designation	Junior Assistant , Govt.Junior College, Rolugunta
03	Date of Joining in the Higher Post i.e. Junior Asst.,	18.03.2010
04	Scale of Pay as on the date of Promotion i.e. Record Assistant	7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650
05	Scale of Pay of the Higher Post i.e. Junior Assistant	8440--240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-24950
06	As per the above G.O. the individual pay fixed on the date of Promotion vide FR 22 (a)(i) a) Pay as on the date of Promotion b) Add. One Notional Increment	Rs.12910- Rs.00360-
	Total	Rs.13270- wef 18.03.2010

07	Re fixation of pay in terms of G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.) wef the date of Increment in the lower cadre ie. 20.06.2010/01.06.2010 a) Pay as on the date of Increment b) Add. One Notional Increment	Rs.13270- Rs.00390-
	Total	Rs.13660-
	c) Pay fixed in the Higher Cadre at the stage next above as per FR 22 (B)	Rs.14050- wef 01.06.2010
08	Date of Next Increment	20.06.2011/01.06.2011

The Service Register in 02 Volms. of the above individual and the above G.O. vide reference 3rd and 4th cited are here with submitted for verification.

Hence, the request the above individual may kindly be sanctioned and fix his pay in the cadre of Junior Assistant as per FR 22 (B) wef 01.06.2010 in the lower cadre i.e. Record Asst., if the authority pleases.

Submitted for favour of orders.

Subject to the approval of

Office Note on RC No. --A/2010-11, dated 11.07.2010

- Sub: APMS – Fixation of Pay under FR 22 (B) of Sri..K.Lakshmi Narayana, Junior Assistant of Govt.Junior College, Rolugunta – Sanction – Orders – Issued.
- Read: 1. Proc.R.C.No.998/B3/2011, Dt.10.03.2010 of the Regional Joint Director of Intermediate Education, Rajahmundry..
2. Joining report of the Individual Dt.18.03.2010.
3. G.O.Ms.No.399 Fin (FR-II) Dept., dated 18.11.2005.
4. G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.

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ORDER:

Where as in the reference 1st cited, Sri.K.Lakshmi Narayana, Record Assistant of Govt. Junior College (Girls), Narsipatnam has been promoted as Junior Assistant and posted to Govt.Junior College, Rolugunta.

Where as in the reference 2nd cited, Sri.K.Lakshmi Narayana assumed duty as Junior Assistant in this College on 18.03.2010.

Where as in the reference 3rd cited, the Govt, have issued orders the fixation of pay on promotion to higher post after getting the benefits under Automatic Advancement Scheme, a Govt. employee who is holding Special Grade Post Scale/Special Promotion post Scale-I when he is promoted regularly on or after 01.07.2003 to the next higher post his pay in the time scale of higher post shall be fixed in terms of FR 22 (B).

Where as in the reference 4th cited the Govt. have issued amendment orders in the said rule in FR 22 (B) provided that if the employee does not exercise his option in writing within the stipulated time of one month from the date of promotion, the competent authority i.e. DDO shall fix the pay by adopting the method which may be most beneficial to the employee as per rules.

And, hence the Principal, Govt. Junior College, Rolugunta is pleased to fix the pay in respect of Sri.K.Lakshmi Narayana, Junior Assistant of Govt. Junior College, Rolugunta initially under FR 22 (a)(i) on the date of promotion and to refix his pay under FR 22 (B) on the date of accrual of increment in the lower cadre i.e. 20.06.2010/01.06.2010 the pay of the individual is fixed under FR 22 (B) as follows wef 01.06.2010.

FIXATION OF PAY UNDER FR.22(B) IN RESPECT OF SRI.K.LAKSHMI NARAYANA IN THE CADRE OF JUNIOR ASSISTANT OF GOVT., JUNIOR COLLEGE, ROLUGUNTA CONSEQUENT ON PROMOTION.

(As per G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.)

01	Name of the Incumbent	Sri.K.LAKSHMI NARAYANA
02	Designation	Junior Assistant , Govt.Junior College, Rolugunta
03	Date of Joining in the Higher Post i.e. Junior Asst.,	18.03.2010
04	Scale of Pay as on the date of Promotion i.e. Record Assistant	7960-240-8680-260-9460-280-10300-300-1120 0-330-12190-360-13270-390-14440-420-15700 -450-17050-490-18520-530-20110-570-21820- 610-23650
05	Scale of Pay of the Higher Post i.e. Junior Assistant	8440--240-8680-260-9460-280-10300-300-112 00-330-12190-360-13270-390-14440-420-1570 0-450-17050-490-18520-530-20110-570-21820 -610-23650-650-24950

06	As per the above G.O. the individual pay fixed on the date of Promotion vide FR 22 (a)(i) a) Pay as on the date of Promotion b) Add. One Notional Increment	Rs.12910- Rs.00360-
	Total	Rs.13270- wef 18.03.2010
07	Re fixation of pay in terms of G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.) wef the date of Increment in the lower cadre ie. 20.06.2010/01.06.2010 a) Pay as on the date of Increment b) Add. One Notional Increment	Rs.13270- Rs.00390-
	Total	Rs.13660-
	c) Pay fixed in the Higher Cadre at the stage next above as per FR 22 (B)	Rs.14050- wef 01.06.2010
08	Date of Next Increment	20.06.2011/01.06.2011

The Individual is here by informed that in case of any excess payment made due to erroneous fixation, the same will be recovered from his as and when it comes light.

Necessary entries shall be recorded in the Service Register of the individual regarding the sanction of Pay fixation in the cadre of Junior Asst.,

PRINCIPAL

(O/C)

To
The individual
The Bill
The ATO/Narsipatnam.

PROCEEDINGS OF THE PRINCIPAL, GOVT. JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI.T. GOVINDA RAO, M.Sc., M.Phil.,

ROP. NO. -A/2010-11.

Dated: 11.07.2010.

- Sub: APMS – Fixation of Pay under FR 22 (B) of Sri..K.Lakshmi Narayana, Junior Assistant of Govt. Junior College, Rolugunta – Sanction – Orders – Issued.
- Read: 1. Proc.R.C.No.998/B3/2011, Dt.10.03.2010 of the Regional Joint Director of Intermediate Education, Rajahmundry..
2. Joining report of the Individual Dt.18.03.2010.
3. G.O.Ms.No.399 Fin (FR-II) Dept., dated 18.11.2005.
4. G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.

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ORDER:

Where as in the reference 1st cited, Sri.K.Lakshmi Narayana, Record Assistant of Govt. Junior College (Girls), Narsipatnam has been promoted as Junior Assistant and posted to Govt. Junior College, Rolugunta.

Where as in the reference 2nd cited, Sri.K.Lakshmi Narayana assumed duty as Junior Assistant in this College on 18.03.2010.

Where as in the reference 3rd cited, the Govt, have issued orders the fixation of pay on promotion to higher post after getting the benefits under Automatic Advancement Scheme, a Govt. employee who is holding Special Grade Post Scale/Special Promotion post Scale-I when he is promoted regularly on or after 01.07.2003 to the next higher post his pay in the time scale of higher post shall be fixed in terms of FR 22 (B).

Where as in the reference 4th cited the Govt. have issued amendment orders in the said rule in FR 22 (B) provided that if the employee does not exercise his option in writing within the stipulated time of one month from the date of promotion, the competent authority i.e. DDO shall fix the pay by adopting the method which may be most beneficial to the employee as per rules.

And, hence the Principal, Govt. Junior College, Rolugunta is pleased to fix the pay in respect of Sri.K.Lakshmi Narayana, Junior Assistant of Govt. Junior College, Rolugunta initially under FR 22 (a)(i) on the date of promotion and to re fix his pay under FR 22 (B) on the date of accrual of increment in the lower cadre i.e. 20.06.2010/01.06.2010 the pay of the individual is fixed under FR 22 (B) as follows wef 01.06.2010.

FIXATION OF PAY UNDER FR.22(B) IN RESPECT OF SRI.K.LAKSHMI NARAYANA
IN THE CADRE OF JUNIOR ASSISTANT OF GOVT., JUNIOR COLLEGE, ROLUGUNTA
CONSEQUENT ON PROMOTION.

(As per G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.)

01	Name of the Incumbent	Sri.K.LAKSHMI NARAYANA
02	Designation	Junior Assistant , Govt. Junior College, Rolugunta
03	Date of Joining in the Higher Post i.e. Junior Asst.,	18.03.2010
04	Scale of Pay as on the date of Promotion i.e. Record Assistant	7960-240-8680-260-9460-280-10300-300-1120 0-330-12190-360-13270-390-14440-420-15700 -450-17050-490-18520-530-20110-570-21820- 610-23650
05	Scale of Pay of the Higher Post i.e. Junior Assistant	8440--240-8680-260-9460-280-10300-300-112 00-330-12190-360-13270-390-14440-420-1570 0-450-17050-490-18520-530-20110-570-21820 -610-23650-650-24950

06	As per the above G.O. the individual pay fixed on the date of Promotion vide FR 22 (a)(i) a) Pay as on the date of Promotion b) Add. One Notional Increment	Rs.12910- Rs.00360-
	Total	Rs.13270- wef 18.03.2010
07	Re fixation of pay in terms of G.O.Ms.No.145 Fin (FR.II) Dept., dated 19.05.2009.) wef the date of Increment in the lower cadre ie. 20.06.2010/01.06.2010 a) Pay as on the date of Increment b) Add. One Notional Increment	Rs.13270- Rs.00390-
	Total	Rs.13660-
	c) Pay fixed in the Higher Cadre at the stage next above as per FR 22 (B)	Rs.14050- wef 01.06.2010
08	Date of Next Increment	20.06.2011/01.06.2011

The Individual is hereby informed that in case of any excess payment made due to erroneous fixation, the same will be recovered from his as and when it comes light.

Necessary entries shall be recorded in the Service Register of the individual regarding the sanction of Pay fixation in the cadre of Junior Asst.,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The individual
The Bill
The ATO/Narsipatnam.

From

Sri.T. Govinda rao, M.Sc.,M.Phil.,
Principal,
Govt. Junior College,
ROLUGUNTA – 531 114.

To

The Rahul Scientific Ltd./
Universal Scientific Ltd./
Maharaja Scientific Ltd.,
VISAKHAPATNAM

R.C.No. –A/2011-12, Dated .11.2011.

Sir,

Sub: Intermediate Education – Govt. Junior College, Rolugunta (Visakha Dt) –
Sealed quotations for Science equipment for the year 2011-12 – Regarding.

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Please furnish your lowest quotations in sealed cover for the supply of Science equipment, apparatus and materials mentioned in the list enclosed, to the Govt. Junior College, Rolugunta for the year 2011-12

01. The sealed cover containing the quotation should be send the name address of the Principal, Govt.Junior College, Rolugunta and should be super scribed.
“Quotations for the supply of equipment etc for the Department of Botany, Zoology, Physics and Chemistry.
02. The rates should be quoted F.O.R. (Free on lorry service) and should include all Charges like packing, forwarding and freight.
03. Insurance charges will not be borne by this College (State or Central)
04. Sales Tax at the approved rates only will be allowed.
05. The rates quoted should be valid for the entire financial year and no further change in the rates will be allowed.
06. The material should be supplied before the due dates mentioned in our supply order and the Principal, Govt.Junior College, Rolugunta has the right to reject articles received after the said date.
07. The firm should be prepared to replace the damaged materials or those which do not confirm to our specifications, at its cost. Other wise the cost of such items will be deducted from the bill.
08. Incomplete or defective quotations will not be accepted.
09. Any conditions stipulated by your firm which are not in conformity with our conditions will not be binding on us.

Yours faithfully,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Encl: List of items.

From

To

Sri.T. Govinda rao, M.Sc.,M.Phil.,
Principal,
Govt. Junior College,
ROLUGUNTA – 531 114.

The Rahul Scientific Ltd.,/
VISAKHAPATNAM

R.C.No. –A/2011-12, Dated .11.2011.

Sir,

Sub: Intermediate Education – Govt. Junior College, Rolugunta – Supply of Science Equipment, Materials, Chemicals etc., to the department of Physics/Chemistry/ Botany/Zoology of Govt.Junior College, Rolugunta for the year 2011-12 – Orders – Placed – Regarding.

Ref:1. Enquiry letter Rc.No. , dated of the Principal, Govt.Junior College Rolugunta.

2. Your Quotation No. dated

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The rates quoted by you in the reference 2nd cited, for the various items mentioned in the enclosed list, are accepted and you are requested to supply the articles in the list enclosed to the department of Physics/Chemistry/Botany/Zoology of Govt.Junior College, Rolugunta for the year 2011-12 on or before dt. 11.2011 subject to the following conditions, in addition to those already mentioned in our enquiry letter.

<u>Conditions of Supply:-</u>	
01	The articles should be supplied, so as to reach the College before the date specified above; The Principal has the right to reject the articles not received before the said date.
02	The article should be properly packed and forwarded to the Principal by passenger train or recognised Lorry transport company. The nearest Railway station is Narsipatnam RS.
03	The bill in triplicate, along with an advance stamped receipt Railway or Parcel way bill, and other relevant documents should be sent by Regd.post. The College will not bear any demurrage charges consequent on late receipt of way bay bill or bills.
04	Defective, damaged and substandard articles and those which do not conform to our specification will not be accepted. They will have to be replaced at your cost promptly. Other wise the cost of such items will be deducted from the bill and it will be passed for the balance of amount only.
05	The rates to be mentioned in the bill should conform to those given in your quotation, and no deviation will be allowed.
06	Request for advance payment or part payment will not be entertained.
07	Please acknowledge the receipt of this supply order. In case you are not in a position to supply any or all the items, the same may be intimated at once.

Yours faithfully,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Encl: List of items.

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT JUNIOR COLLEGE (GIRLS): NARSIPATNAM

PRESENT: Sri.T. GOVINDA RAO M.Sc., M.Phil.

R.C.No.6-A/2011-12.

Dated: .06.2012.

Sub: Budget - Intermediate Education – Budget 2011-12 – Expenditure under 130/131
SPT&T – Sanction – Orders for incurred expenditure and payment certain items –
Orders – Issued.

Read: 1. Proc.Rc.No.Acctts.II/1/13386/2011-12, Dt.06.06.2012 of the Director of Intermediate
Education, AP, Hyderabad.

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ORDER:

In pursuance of the Orders issued in the reference 1st cited cited, the Principal,
Govt. Junior College, Rolugunta is pleased to issue sanction the Telephone Bills of Govt. Junior
College, Rolugunta for the following months as detailed below

Sl.No.	Bill No & Date	Amount
01	Telephone Bill No.T0703200823584, Dt.07.07.11 From January 20011 to February 2011	Rs.363-
02	Telephone Bill No.T070520082865998, Dt.07.05.11 From March 2011 to April 2011	Rs.314-
	Total	Rs.677-
(Rupees Six hundred and Seventy Seven only)		

The Amounts have already been paid up by the Principal, Govt.Junior College,
Rolugunta from Special Fee funds. Hence, the above amounts may be credited to the Govt. Junior
College, Rolugunta special fee funds reimbursed from the Govt. Budget.

The expenditure shall be debatable to the following Head of account.

“2202 General Education 03 University and Higher Education103 Govt. Colleges 04 Junior
Colleges130 Office Expenses 131 SPT&T”

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Passed for Rs.677-/
Rupees Six hundred and Seventy Seven only

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

Copy to the Bill
Copy to the STO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT JUNIOR COLLEGE (GIRLS): NARSIPATNAM.
PRESENT: Sri.T. GOVINDA RAO M.Sc., M.Phil.

R.C.No.6-A/2011-12.

Dated: .06.2012.

Sub: Budget - Intermediate Education – Budget 2011-12 – Non-Plan – Claiming of
Expenditure under 130/132 OOE – Govt.Junior College, Rolugunta – Sanction
Orders – Issued.

Read: 1. Proc.Rc.No.Accts.II/1/13386/2011-12, Dt.06.06.2012 of the Director of Intermediate
Education, AP, Hyderabad.

2. G.O.Ms.No.148 F&P (FW.Admn.1-TFR) Dept., Dt.21.01.2011.

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ORDER:

Where as in the reference 1st cited, necessary Budget allocations were made under each head of account for the financial year 2011-12 for 1st quarter.

Where as in the reference 2nd cited, orders were accorded duly delegating the financial powers to the Unit officers.

Hence, according to the provisions laid down in the reference 2nd cited and in accordance with the allocations made in the reference 1st cited for the financial year 2011-12, the Principal, Govt. Junior College, Rolugunta is pleased to accord sanction for the withdrawal of an amount Rs.2000- (Rupees Two thousand only) under 130/132 OOE.

Sl.No	Voucher No	Details of Expenditure	Amount
01	01/2011-12	Stationary items	Rs.1000-
02	02/2011-12	Hot and Cold charges	Rs.5000-
03	03/2011-12	Brooms	Rs.0250-
04	04/2011-12	Xerox Bill	Rs.0250-
	Total Expenditure		Rs.2000-
(Rupees Two thousand only)			

The above expenditure shall be debited to the following head of account
 “2202-103-03-04-130-132”

Abstract of Expenditure under the Head

01	Budget allocation for 2011-12	Rs.2000-
02	Expenditure including this order	Rs.2000-
03	Balance of Allocation	Rs.NIL

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Passed for Rs.2000-/
Rupees Two thousand only

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

Copy to the Bill
Copy to the STO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVERNMENT JUNIOR COLLEGE :: ROLUGUNTA
PRESENT: Sri.T. GOVINDA RAO M.Sc., M.Phil.

R.C.No.6-A/2011-12.

Dated: .06.2012.

Sub: Budget - Intermediate Education – Budget 2011-12 – Non-Plan – Claiming of Expenditure under 130/131 SPT&T – Govt.Junior College, Rolugunta – Sanction Orders – Issued.

Read: 1. Proc.Rc.No.Acctts.II/1/13386/2011-12, Dt.06.06.2012 of the Director of Intermediate Education, AP, Hyderabad.

2. G.O.Ms.No.148 F&P (FW.Admn.1-TFR) Dept., Dt.21.01.2011.

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ORDER:

In pursuance of the above orders issued in the reference 1st cited, the Principal, Govt. Junior College, Rolugunta is pleased to sanction an amount of Rs.2000/- (Rupees Two thousand only) towards the purchase of postage stamps from Indian Postal authorities for the use of Office. Payment to be made by a Bank draft in favour of Post Master, Narsipatnam.

The above expenditure shall be debited to the following head of account
“2202-103-03-04-130-131 SPT&T”

Abstract of Expenditure under the Head

01	Budget allocation for 2011-12	Rs.2000-
02	Expenditure including this order	Rs.2000-
03	Balance of Allocation	Rs.NIL

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Passed for Rs.2000-/
Rupees Two thousand only

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

Copy to the Bill
Copy to the STO/Narsipatnam

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. -A/2008-09.

Dated: .09.2008.

Sub: APIES – Family Benefit Fund of Sri. K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta – Retired on 30.06.2008 – Payment of accumulation under Family Benefit Fund with interest - Sanction - Orders – Issued.

Read: 1.G.O.Ms.No.307 Fin & Plg. Dept., Dt.09.11.1974.
2. G.O.Ms.No.221 Fin & Plg Dept., Dt.25.09.1975.
3. G.O.Ms.No.117 Fin & Plg Dept., Dt.03.04.1982.
4. Application of the Individual Dt. .08.2008.

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ORDER:

Sanction is here by accorded in terms of the provisions laid down in the reference cited for payment of Rs.16378/- (Rupees Sixteen thousand Three hundred and Seventy Eight only) towards the refund of Family Benefit Fund amount along with the interest to Sri. K.Lakshmi Narayana, Senior Assistant of Govt. Junior College, Rolugunta who retired from service on the AN of 30.06.2008 on superannuation of attaining the completion of 58 years of age.

The particulars of Sri.K.Lakshmi Narayana, Senior Assistant Govt Junior College, Rolugunta is here under.

01	Date of commencement of Subscription	1 st August 1975
02	Details of payment of Subscription	1 st August 1975 to October 1984
03	Number of E.O.L. period during the subscription time	NIL

The expenditure shall be debatable to the following Head of account.

8011 Insurance and Pension fund
106 FBF Govt. Employees
01 FBF
101 FBF

Necessary entries shall be recorded in the Service Register of the Individual.

Certified that the above individual has not availed any EOL during the above period.

Certified that the individual has not misappropriated any Govt. money during his entire service.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
The Individual
The Bill
The Sub-.Treasury Officer/
Narsipatnam

*FAMILY BENEFIT FUND SCHEDULED OF DISBURSEMENT UNDER ANDHRA
PRADESH STATE EMPLOYEES FAMILY BENEFIT FUND SCHEME*

01	Disbursement in respect of Employees on retirement	Sri.K.Lakshmi Narayana, Senior Asst.,
02	Date of Retirement	30.06.2008
03	Amount monthly subscription	Rs.10/-
04	Period of Subscription	August 1975 to October 1984
05	Period of E.O.L.	NIL
06	Principle Amount	Rs.1110-
07	Govt. contribution for the period as prescribed in the table up to October 1984	Rs.0343-
08	Total Amount	Rs.16378-
09	Interest there on till the date of Retirement	Rs.15268-
10	Total Amount to be sanctioned for payment	Rs.16378-

Certified that the payment made shown agree with the figures in the monthly account Calculation of Family Benefit Fund Interest.

August 1975 to October 1984 @Rs.10/- = 111 Months
i.e. 10x111 = 1110/-

Amount with interest as calculated and fixed by the Audit up to end of October 1984 = Rs.1453/-

Interest for the above period = 1453-1110 = Rs.343/-

Sl No	Period	Interest %	Principle	Interest	Total Amount
01	Up to October 1984	--	01110-00	0343-00	01453-00
02	November 1984 to March 1985 (5 Months)	10%	01453-00	0060-50	01513.50
03	April 1985 to March 1986	10.5%	01513-00	0158-90	01672-40
04	April 1986 to March 1987	12%	01672-40	0200-60	01873-00
05	April 1987 to March 1988	12%	01873-00	0225-00	02098-00
06	April 1988 to March 1989	12%	02098-00	0252-00	02350-00
07	April 1989 to March 1990	12%	02350-00	0282-00	02632-00
08	April 1990 to March 1991	12%	02632-00	0316-00	02948-00
09	April 1991 to March 1992	12%	02948-00	0354-00	03302-00
10	April 1992 to March 1993	12%	03302-00	0396-00	03698-00
11	April 1993 to March 1994	12%	03698-00	0444-00	04142-00
12	April 1994 to March 1995	12%	04142-00	0497-00	04639-00
13	April 1995 to March 1996	12%	04639-00	0556-50	05195-50
14	April 1996 to March 1997	12%	05195-50	0623-00	05818-50
15	April 1997 to March 1998	12%	05818-50	0698-00	06516-50
16	April 1998 to March 1999	12%	06516-50	0782-00	07298-50
17	April 1999 to March 2000	12%	07298-50	0875-82	08174-32
18	April 2000 to March 2001	11%	08174-32	0899-17	09073-49
19	April 2001 to March 2002	9.5%	09073-49	0861-98	09935-47
20	April 2002 to March 2003	9%	09935-47	0894-19	10829-66
21	April 2003 to March 2004	9%	10829-66	0974-66	11804-32
22	April 2004 to March 2005	8%	11804-32	0944-34	12748-66
23	April 2005 to March 2006	8%	12748-66	1019-89	13768-55
24	April 2006 to March 2007	8%	13768-55	1101-48	14870.03
25	April 2007 to March 2008	8%	14870.03	1189.60	16056-63
26	April 2008 to June 2008 (3 Months)	8%	16056-63	0321.13	16377.76

Total Amount : Rs.16377.76 (or) Rs.16378- (Rupees Sixteen thousand Three hundred and Seventy Eight only)

Principle Amount : Rs.01110-

Interest : Rs.15268 (Rupees Fifteen thousand Two hundred and Sixty Eight only)

PROPOSALS OF DECLARING THE PERIOD OF PROBATION IN RESPECT OF
SRI.K.LAKSHMI NARAYANA, SENIOR ASSISTANT OF GOVT. JUNIOR COLLEGE
ROLUGUNTA (Visakhapatnam Dist.,)

01	Name of the incumbent, Designation and address.	K.LAKSHMI NARAYANA SENIOR ASSISTANT Govt. Junior College ROLUGUNTA (Visakhapatnam Dist.,)
02	Name of the Post and Category in which probation is to be declared	SENIOR ASSISTANT
03	Whether a direct recruits or promotee to the post.	PROMOTEE
04	Names of the tests, if any, to be passed within the period of probation	NO prescribed tests
05	Date of Passing the tests mentioned in Col.4 above.	NIL
06	Date from which services are regularized (to be quoted RC. No. and Date)	Date of Regularization wef 20.08.1993 vide Proc.R.C.No.3481/c2/96 Dt.04.01.97 of the Regional Joint Director of Higher Education, Rajahmundry.
07	Period of probation prescribed	01 year
08	Period of leave, other than casual leave availed by the incumbent during the period of probation	--
09	Duty period which counts for probation	20.08.93 to 19.08.94
10	Date of completion of probation	19.08.94
11	Adverse remarks, if any, in the Personal File, or any allegations pending	NIL (No Allegations)
12	Recommendation of Head of Office	
13	Orders passed by the competent authority who declares the probation (Proc.R.C.No. & date of orders declaring the probation is to be in quoted)	
14	Signature of the Officer	<i>PRINCIPAL</i> GOVT.JUNIOR COLLEGE ROLUGUNTA

REGULARIZATION PROPOSALS IN RESPECT OF SRI.K.LAKSHMI NARAYANA
SENIOR ASSISTANT OF GOVT.JUNIOR COLLEGE, ROLUGUNTA (Visakhapatnam Dist.,)

01	Name and Designation of the incumbent	Sri.K.LAKSHMI NARAYANA Senior Assistant, Govt.Junior College ROLUGUNTA
02	Date of Birth	07.07.1967
03	Date of Appointment/Promotion in the cadre of Record Assistant	15.11.2006 FN
04	No. and Date of Proc. In which he appointed/Promotion.	Proc.R.c.No.1237/A3/2004, Dt.09.11.2006 & 13.11.2006 of the Regional Joint Director of Intermediate Education, Rajahmundry.
05	Whether any allegations charges against the individual if so the present stage may be reported	NO allegations/Charges pending against him as per our records
06	Additional information if any may be furnished	NO
07	Remarks	--

Office of the Principal
Govt.Junior College
ROLUGUNTA

R.C. NO.4-A/2011-12.

Dt. .07.2012.

SATISFACTORY SERVICE CERTIFICATE

Certified that *Sri.K.LAKSHMI NARAYANA* working as Senior Assistant of Govt. Junior College, Rolugunta for the period from 15th November 2006 to till date. Certified that there are NO allegations and charges pending against him during the above period. The Conduct and Character of the above individual has been *SATISFACTORY* for the above said period as per our records

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

GOVT.JUNIOR COLLEGE (GIRLS) :: NARSIPATNAM (Visakhapatnam Dist..)
FINANCIAL PARTICULARS FOR THE YEAR 2007-08 (FROM 01.04.2011 TO 31.03.2012)

Sl. No.	TABLE – I INCOME	AMOUNT	Sl. No.	TABLE-II EXPENDITURE	AMOUNT
I	SOURCE			ITEM	
I	RECURRING		I	RECURRING	
A	FROM		1.	Salaries & Allowances of Teaching & Academic staff	1058569-
i.	Central Government	NIL	2.	Salaries & Allowances of Non-Teaching Staff	0642617-
ii.	State Government	1701186-	3.	Apparatus, Chemicals & Consumable stores	0013500-
iii.	University Grants Commission	--	4	Libraries	--
iv	University	NIL	5	Scholarships, Stipends & Other Financial Assistances	0363650-
v	Local Bodies	NIL	6	Hostels	--
			7	Other items (Special Fees)	0039322-
			8	Admn.Fees	0001400-
	TOTAL:A	1701186-		TOTAL - I	2119058-
B	FEES				
i.	Tution Fees	0001400-			
ii.	Hostels (Scholarships)	0363650-			
iii.	Others (Special Fees)	0052822-			
	TOTAL : B	2119058-			
C	Endowments	NIL			
D	Other Sources	NIL			
	TOTAL-I (A+B+C+D)	2119058-			
II	NON-RECURRING		II	NON-RECURRING	
i.	Central Government	NIL	i.	Library	NIL
ii.	State Government	NIL	ii.	Buildings	NIL
iii.	U.G.C.	NIL	iii.	Other items	NIL
iv.	Local Bodies	NIL			
v.	Other sources	NIL			
	TOTAL-II (Non-Recurring)	NIL		TOTAL-II (Non-Recurring)	NIL
	ABCD Total I & II (Recurring & Non-Recurring)	2119058-		Grand Total I & II (Recurring & Non-Recurring)	2119058-

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted on

RC. No. –A/2011-12, dated .06.2012.

Sub: Intermediate Education – Govt. Junior College, Rolugunta – AUDIT/DVEO/
RJD,RJY/CIE,AP,HYD objections – Accumulations of Special Fee Funds
Amount of Rs.50000- Utilisation of funds - Requested – Regarding.

Ref: R.C.No. –A/2011-12dated of the DVEO,VSP/RJDIE, RJY/DVEO, VSP/
CIE/AP/Hyderabad.

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It is submitted that in the reference cited above the DVEO,VSP/RJDIE, RJY/DVEO, VSP/CEI,AP,HYD during the Audit/Inspection of this College has pointed out in the Para-I that an amount of Rs.50000- was accumulated to the end of May 2012.

As per the rules that the Accumulated Special Fee amounts will only be utilised for the welfare measures of the students after obtaining the orders from the Higher authorities. During the present academic year there are nearly 300 students of I Year and II year Intermediate. The strength of the students are increasing year after year. The Govt. Junior College, Rolugunta is sanctioned during the year 2001-02 and having 12 teaching posts and 08 Non-Teaching posts. All the staff members and students are suffering for lack of steel furniture. The Non-Teaching staff are discharging their duties without sufficient furniture. Day by day of the routine work of the administration is very difficult without sufficient furniture. As per the stock register only 50 sitting benches and 50 writing benches are available in our college. All the Library books are eaten by white ants for lack of steel almirahs. It is submit that the students of our college mostly neighbouring villages are pursuing their studies in our college and it is dire necessity to provide sufficient furniture to our students as well as staff members

Hence, it is requested the authorities to issue necessary orders to draft a letter to our Higher authorities for obtaining the sanction orders to purchase the steel furniture to our college if the authority pleases.

Submitted for favour of orders.

From

Sri. T.Govinda Rao, M.Sc.,M.Phil.,
Principal.
Govt. Junior College
ROLUGUNTA – 531 114.

To

Director of
Intermediate Education,
Andhra Pradesh,
HYDERABAD.

Through: The Dist.Vocational Education
Officer,
VISAKHAPATNAM

R.C. NO. A/2011-12, Dt. .06.2012.

Sir,

Sub: Intermediate Education – Govt. Junior College , Rolugunta –
Accumulation Special fee for the year 2011-12 – Proposals - Submitted –
For utilization of Accumulation Special Fee – Permission – Request -
Regarding.

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I submit the following proposals for utilization of Accumulated amounts from the
College Special fee funds for an amount of Rs48000/- for providing the following items.

01	Accumulated Balance as on 31.05.2008	Rs.87000-
02	Requirement of the articles	PURCHASE OF WRITING BENCHES AND SITTING BENCHES AND STEEL ALMIRAHS
03	Resolutions from each special fee committee for the utilization of balance of accumulated amount under the particulars special fee as on 31.03.2008	Copy Submitted
04	Name of the Small Scale Industries, Govt approved agencies, Govt. agencies well reputed manufacturers, dealers available near to their colleges may be furnished with their full addresses.	CENTRAL PRISION, VISAKHAPATNAM

I humbly request the authorities to kindly issue permission orders To purchase
the Steel furniture from accumulation special fee funds of our college at an early date.

Yours faithfully,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

GOVT. JUNIOR COLLEGE :: ROLOUGUNTA (Visakhapatnam Dist.,)
SPECIAL FEE RESOLUTION

The Special Fee Committee of Govt. Junior College, Rolugunta met on .06.2012 with the chair in the Principal and resolved to request the Principal to utilize the accumulated Special fee amounts balance as on 31.05.2012 for purchase of Steel Furniture

Sl No	Head Wise	Amount	Name and Designation	signature
01	Group A	Rs.28560-	1.Smt. S. Nagamani, JL in Maths	
			1. Sri. K.V. Ratnam Cont. JL in Civiics	
02	Group B	Rs.23404-	1.K.Kalavathamma, J.L.in History	
			2 Sri K.Srinivasa Ra0 Cont.JL in Telugu	
03	Group C	Rs.10285-	1. Kum. K. Sailaja, JL in English	
			2. Sri. A. Sreenivasarao, Ct.JL in Zoology	
04	Group D	Rs.24750-	1. Smt. B. Udaya Sree. JL in Physics	
			2. Sri.G.Srinivasa Rao, Cont.JL Commerce.	
	Total	Rs.87000-		

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office of the Principal
Govt.Junior College
Rolugunta.

R.C.No. -A/2011-12.

Date: 06.2012.

SERVICE CERTIFICATE

This is to certify that Sri/Smt/Kum..... has been worked as Part-timer on hourly basis in the Subject ofin Govt. Junior College, Rolugunta during the following periods.

Sl.No	Academic Year	Course	Period	
			From	To

Further it is certified that the above Part-timer was continuing in service on the last date of the instructions of the academic year.

The above particulars are as per the records which are available in the College for verification.

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To

Individual

Office of the Principal
Govt.Junior College
Rolugunta.

R.C.No. -A/2011-12.

Date: 06.2012.

EXPERAIENCE CERTIFICATE

This is to certify that Sri.....S/o.....
was engaged as Contract Faculty in.....(Subject) at Govt. Junior College.....
during the academic year

The following of are details on the performance of the contract Faculty.

01	Date of agreement	
02	The No.of students handled by the Contract Junior Lecturer at the time of entry (the No.of students who appeared for the examinations year wise.	
03	The Pass percentage at the time of entry and the pass percentage at the time of seeking experience certificate together with years	
04	The improvement/declined attained by the Contract Junior Lecturer	
05	The Pass Percentage attained by the Contract Junior Lecturer in the subject year wise	
06	On the basis of the above details the performance of the individual is Good/Average/Below Average.	

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Seal

01	The district average pass percentage of the subject in all colleges	
02	The district average pass percentage of subject in Govt.Junior Colleges	
03	The higher pass percentage in the subject attained the Govt.Junior Colleges	
04	The lowest pass percentage in the subject attained in the Govt.Junior Colleges in the District.	

Counter Signed

Dist.Vocational Education Officer
Visakhapatnam

APPLICATION FOR MEDICAL REIMBURSEMENT

Rolugunta,
Dt. 01.06.2012.

TO

The Principal
Govt.Junior College,
Rolugunta.

Sub: Establishment – Intermediate Education – Medical Reimbursement – Sri,N.
Ramamurthy, Junior Lecturer in History of Govt.Junior College, Rolugunta –
Under went Medical treatment for Post Infraction Angina – At Seven Hills
Hospital, Visakhapatnam – Medical Reimbursement of the Expenditure –
Sanction – Request – Regarding.

Ref: 1. G.O.Ms.No.38 Health Medical & Family Welfare (K1) Dept., Dt.23.1.1996.
2. G.O.Ms.No.58 Health Medical & Family Welfare (R1) Dept., Dt.01.3.2002
3. G.O.Ms.No.105 Health Medical & Family Welfare (K1) Dept., Dt.09.4.2007.
4. Medical Record issued by the Medical Officer, Seven Hospital, Visakhapatnam.
Dated 20.05.2012.

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01	Name of the Applicant	Sri.N.Rammurthy
02	Whether working at present or retired	Working at present
03	Designation and Office in which worked last	Junior Lecturer in History Govt.Junior College, Rolugunta (Visakhapatnam dist.,)
04	If Service Pensioner, PPO Number	--
	a) Whether the employee/pensioner himself suffering from disease. (OR) b) Any other person of his family suffering, if so mention the relation ship of the person with the employee/pensioner	Yes. Employee is the Patient NO
05	Amount of pension drawing at present by the pensioner/pay particulars of working employee	Pay : 18030/-
06	Present address of the applicant ie. Service Pensioner/Employee	Sri.N.Ramamurth, Junior Lecturer in History, Akkayyapalem, Visakhapatnam
07	Kind of disease	C.A.D. Recent Antr. AMI Post Infarction Angina
08	Mode of Operation	P.T.C.A.+ Stenting x 1 to proximal LAD
09	Name of the Hospital where treatment under went	Seven Hills Hospital, Visakhapatnam
10	Whether the above hospital is in the list of referral hospital as given in the G.O. cited(1) in the reference	Yes. Copy enclosed.

11	Date of admission in the Hospital	15.05.2012
12	Date of Operation	.05.2012
13	Date of relieving (if relieved)	20.05.2012
14	Amount spent towards medical treatment (In patient bill is to be enclosed)	Rs.128,477/-
15	Amount that can be reimbursed as per the provisions contained in the G.O. cited	Maximum 2.00 Lakhs or actual expenditure which is less
16	DOCUMENTS ENCLOSED	
	a) Admission Form	Yes Enclosed
	b) Diagnoses summary or report given by the concerned Medical authority	Yes Enclosed
	c) Discharge Certificate	Yes Enclosed
	d) In patient bills given under authority	Yes Enclosed

Hence, I requested the authorities that the necessary arrangement may please be made for Payment of the above amount at an early date.

Yours faithfully,

(N.Ramamurty, JL in Histoiry)

Encl: As above

APPENDIX-II

APPLICATION FOR CLAIMING REFUND OF MEDICAL EXPENSES INCURED
IN CONNECTION WITH MEDICAL ATTENDANCE AND FOR TREATMENT OF GOVERNMENT
SERVANT AND THEIR FAMILIES

01	Name and Designation (In block Letters)	Sri.N.RAMAMURTY, Junior Lecturer in History
02	Office in which employed	Govt.Junior College, Rolugunta (Visakhapatnam dist.,)
03	Pay/Pension of the government servant as defined in FR and other employments which should be shown separately.	Rs.18030/-
04	Place of duty	Govt.Junior College, Rolugunta (Visakhapatnam dist.,)
05	Full Residential address with door.No.	Sri.N.Ramamurth, Junior Lecturer in History, Akkayyapalem, Visakhapatnam
06	Name of the patient and his/her relationship to the Government servant. In case of children state age also	Sri.N.Ramamurty, the employee himself is the patient
07	Place at which the patient fall ill	Visakhapatnam
08	Nature of illness and its duration	C.A.D. Recent Antr.AMI, Post infarction Angina
09	Details of amount claimed cost of medicines purchased from the market/list of medicines, cash memos, and the essentiality certificate should be attached, each induplicate signed by treatment doctors	Rs.128477/-
10	Total amount claimed	Rs.128477/-
11	List of enclousereres	1. Admission & Discharge Certificate 2. P.T.C.A. Report 3. Bills showing medical expenses.

DECLARATION TO BE SIGNED BY THE GOVT.SERVANT/PENSIONER

I hereby declare that the statement in this application is true to the best of my knowledge and I my self is the patient who has under gone medical treatment.

Yours faithfully,

(N.Ramamurty)
JL in History, GJC/Rolugunta

Station : Rolugunta
Date : .06.2012.

From
Sri. T. Govinda Rao, M.Sc.,M.Phil.,
Principal,
Govt. Junior College
ROLUGUNTA – 531 114.

To
The Regional Joint Director of
Intermediate Education,
Govt.Arts College,
RAJAHMUNDRY.

R.C. NO. –A/2011-12, Dated .05.06.2012.

Sir,

Sub: Establishment – Intermediate Education – Medical Reimbursement – Sri,N.
Ramamurty, Junior Lecturer in History of Govt.Junior College, Rolugunta –
Under went Medical treatment for Post Infraction Angina – At Seven Hills
Hospital, Visakhapatnam – Medical Reimbursement of the Expenditure –
Proposals – Submitted - Regarding.

Ref: 1. G.O.Ms.No.38 Health Medical & Family Welfare (K1) Dept., Dt.23.1.1996.
2. G.O.Ms.No.58 Health Medical & Family Welfare (R1) Dept., Dt.01.3.2002
3. G.O.Ms.No.105 Health Medical & Family Welfare (K1) Dept., Dt.09.4.2007.
4. Representation of Sri.N.Ramamurty, JL in History of this College and
Submitted the Medical Record issued by the Medical Officer, Seven
Hospital, Visakhapatnam, Dated 20.05.2012.

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I submit here with the Medical Reimbursement Proposals in respect of Sri.N.Ramamurty
Working as Junior Lecturer in History of Govt.Junior College, Rolugunta. The Patient, for Medical
Expenses incurred by him in connection with his self treatment for his C.A.D Anterior M.J.L.A.D. disease
(P.T.C.A.+ Stent to LAD).

I submit that Sri.N.Ramamurty, working as Junior Lecturer in History of this College is
suffered from Heart ailment i.e. Scientific terms as mentioned by Medical authorities, C.A.D Anterior M.I.
post S.T.K.F.C.-I. He has under went treatment of P.T.C.A.+ Stent to L.A.D in Seven Hills Hospital at
Visakhapatnam on 15.05.2012 to 20.05.2012. The Medical reports and certificates issued by the Medical
Officer, Seven Hills Hospital, Visakhapatnam are submitted by the individual and the same as detailed
below are submitted here with.

DOCUMENTS ENCLOSED
a) Admission Form
b) Diagnoses summary or report given by the concerned Medical authority
c) Discharge Certificate
d) In patient bills given under authority

According to the Bill presented incurred for the treatment are amounted to Rs.128477/-
Hence, I requested the authorities that the arrangements may please be made for payment of the charges
incurred by the individual up to the extent of eligibility at an early date

This is submitted for favour of information and necessary action in the matter.

Yours faithfully,

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Encl: 1. Application of the Individual
2. Appendix-II
3. Medical Bills and certificates

STATEMENT SHOWING THE AMOUNT INCURRED TOWARDS
MEDICAL EXPENSES FOR TREATMENT TO SRI.N.RAMAMURTY,
JUNIOR LECTURER IN HISTORY, OF
GOVT. JUNIOR COLLEGE, ROLUGUNTA (Visakhapatnam dist.,)

BILLS ISSUED BY THE MEDICAL OFFICER, SEVEN HILLS HOSPITAL, VISAKHAPATNAM

Sl.No	Bill No	Dated	Amount
1	4537	15.05.2012	Rs.07000-
2	4851	16.05.2012	Rs.85240-
3	4923	17.05.2012	Rs.11345-
4	5021	18.05.2012	Rs.12560-
5	5231	19.05.2012	Rs.06240-
6	5435	20.05.2012	Rs.06092-
			Rs.128477-
(Rupees One Lakh Twenty Eight thousand Four hundred and Seventy Seven only)			

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

Office Note Submitted onR.C.No. -A/2011-12, Dated .01.06.2012.

Sub: APMS – Pension – Anticipatory Pension – Payment of Anticipatory Pension –
Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior College – Retired
On 31.12.2011 - Sanction – Requested – Regarding.

Ref: 1. Application of the Individual dated 01.07.2012.

2. G.O.Ms.No.275 Fin & Plg (FW.Pen-I) Dept., dated 27.07.1994.

3. G.O.Ms.No.186 Fin (Pen-I) dept., dated 24.05.2010.

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It is submitted that in the reference 1st cited, Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior College, Rolugunta consequent on his retirement on attaining the age of superannuation on 31.12.2011 is requested the authorities to kindly arrange for the payment of Anticipatory Pension 90% along with relief as per the reference 3rd cited.

Sri.K.Lakshmi Narayana Junior Assistant of this College has retired from service on attaining the age of superannuation on 31.12.2011 and his pension proposals along with his Service Register have already been submitted to the A.G.A.P.Hyderabad in the month of January 2012 by Regd.Parcel But the pension sanction orders have not been received from the AG/AP/Hyderabad so far.

As per the pension rules 51(A) in respect of retirement employees, where the payment of pension has not commenced on the due date after retirement the DDO concerned, irrespective of the fact whether pension papers have been submitted to the AG/AP/Hyderabad or not shall draw and disburse anticipatory pension not exceeding 90%, if the Govt. servant has put in 33 years of qualifying service as per the reference 3rd cited.

His service particulars and pay drawn particulars as on the date of retirement are furnished here under.

01	Date of Retirement	Y	M	D
		2011	12	31
02	Date of entry into Service	1980	11	04
03	Total Service	31	01	27
04	Deduction of Non-Qualifying Service	01	00	00
05	Net Qualifying Service	30	01	27
06	Weight age	05	00	00
07	Total	35	01	27
08	Last Pay drawn	Rs.17050/-		
09	Calculation of Pension	Rs.17050x33/66 = Rs.8525-		
10	90% of Anticipatory Pension	Rs.7673-		

As seen from the records of our College there are No allegations and charges pending against him and No Judicial Proceedings/Departmental Proceedings against the incumbent. There are No departmental dues to be collected from him.

Hence, the request of the above individual may kindly be sanctioned and the Anticipatory pension from January 2012 to May 2012 may kindly be released if the authority pleases. The anticipatory pension will be adjusted as and when the final pension fixed by the AG/AP/Hyderabad. The above G.O. is here with submitted for verification.

Submitted for favour orders.

Subject to the approval of Office Note

On R.C.No. -A/2011-12, dated .01.07.2012.

Sub: APMS – Pension – Anticipatory Pension – Payment of Anticipatory Pension –
Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior College – Retired
On 31.12.2011 - Sanction – Orders – Issued.

Ref: 1. Application of the Individual dated 01.07.2012.

2. G.O.Ms.No.275 Fin & Plg (FW.Pen-I) Dept., dated 27.07.1994.

3. G.O.Ms.No.186 Fin (Pen-I) dept., dated 24.05.2010.

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Order:

According to the Provisions laid down in the reference cited above, the Principal, Govt.Junior College, Rolugunta is pleased to sanction Anticipatory Pension of Rs.7673/- (Rupees Seven thousand Six hundred and Seventy Three only) from the months from January 2012 to May 2012 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta who retired from service on attaining the completion of 58 years of age of superannuation on 31.12.2011.

His service particulars and pay drawn particulars as on the date of retirement are furnished here under.

01	Date of Retirement	Y	M	D
		2011	12	31
02	Date of entry into Service	1980	11	04
03	Total Service	31	01	27
04	Deduction of Non-Qualifying Service	01	00	00
05	Net Qualifying Service	30	01	27
06	Weight age	05	00	00
07	Total	35	01	27
08	Last Pay drawn	Rs.17050/-		
09	Calculation of Pension	Rs.17050x33/66 = Rs.8525-		
10	90% of Anticipatory Pension	Rs.7673-		

The individual is eligible for Anticipatory Pension of Rs.7673/- and relief at the rate admissible from time to time.

The individual is here by informed that the Anticipatory Pension now sanctioned and the excess amount if any paid due erroneous sanction will be recovered at the time of fixed payment of regular pension payable to him. The Anticipatory Pension will be drawn and disbursed to the individual until final pension is sanctioned or until further orders.

The expenditure shall be debatable to the following Head of account. “2071 Pension and other retirement benefits 01 Civil 101 Superannuation and retirement allowances Anticipatory Pension 04 Pension 270 Pension”

PRINCIPAL

(O/C)

To
The Bill
The ATO/Narsipatnam
The AG/AP/Hyderabad for information
The Individual.

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. -A/2011-12.Dated: .07.2012.

Sub: APMS – Pension – Anticipatory Pension – Payment of Anticipatory Pension –
 Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior College – Retired
 On 31.12.2011 - Sanction – Orders - Issued

Ref: 1. Application of the Individual dated 01.07.2012.
 2. G.O.Ms.No.275 Fin & Plg (FW.Pen-I) Dept., dated 27.07.1994.
 3. G.O.Ms.No.186 Fin (Pen-I) dept., dated 24.05.2010.

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ORDER:

According to the Provisions laid down in the reference cited above, the Principal, Govt.Junior College, Rolugunta is pleased to sanction Anticipatory Pension of Rs.7673/- (Rupees Seven thousand Six hundred and Seventy Three only) from the months from January 2012 to May 2012 to Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta who retired from service on attaining the completion of 58 years of age of superannuation on 31.12.2011.

His service particulars and pay drawn particulars as on the date of retirement are furnished here under.

01	Date of Retirement	Y	M	D
		2011	12	31
02	Date of entry into Service	1980	11	04
03	Total Service	31	01	27
04	Deduction of Non-Qualifying Service	01	00	00
05	Net Qualifying Service	30	01	27
06	Weight age	05	00	00
07	Total	35	01	27
08	Last Pay drawn	Rs.17050/-		
09	Calculation of Pension	Rs.17050x33/66 = Rs.8525-		
10	90% of Anticipatory Pension	Rs.7673-		

The individual is eligible for Anticipatory Pension of Rs.7673/- and relief at the rate admissible from time to time.

The individual is here by informed that the Anticipatory Pension now sanctioned and the excess amount if any paid due erroneous sanction will be recovered at the time of fixed payment of regular pension payable to him. The Anticipatory Pension will be drawn and disbursed to the individual until final pension is sanctioned or until further orders.

The expenditure shall be debatable to the following Head of account. “2071 Pension and other retirement benefits 01 Civil 101 Superannuation and retirement allowances Anticipatory Pension 04 Pension 270 Pension”

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
 The Bill
 The ATO/Narsipatnam
 The AG/AP/Hyderabad for information
 The Individual.

PROCEEDINGS OF THE PRINCIPAL, GOVT.JUNIOR COLLEGE, ROLUGUNTA
PRESENT: SRI. T. GOVINDA RAO, M.Sc.,M.Phil.,

R.C.No. -A/2011-12.Dated: .07.2012.

Sub: APMS – Gratuity – Anticipatory Gratuity – Payment of Anticipatory Gratuity –
 Sri.K.Lakshmi Narayana, Junior Assistant of Govt.Junior College – Retired
 On 31.12.2011 - Sanction – Orders - Issued

Ref: 1. Application of the Individual dated 01.07.2012.
 2. G.O.Ms.No.275 Fin & Plg (FW.Pen-I) Dept., dated 18.06.1985.
 3. AP Revised Pension Rules 52

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ORDER:

According to the Provisions laid down in the reference cited above, the Principal, Govt.Junior College, Rolugunta is pleased to sanction Anticipatory Gratuity of Rs. 305976/- (Rupees Three Lakhs Five Thousand Nine hundred and Seventy Six only) to Sri.K.Lakshmi Narayana, Senior Assistant of Govt.Junior College, Rolugunta who retired from service on attaining the completion of 58 years of age of superannuation on 31.12.2011.

His service particulars and pay drawn particulars as on the date of retirement are furnished here under.

01	Date of Retirement	Y	M	D
		2011	12	31
02	Date of entry into Service	1980	11	04
03	Total Service	31	01	27
04	Deduction of Non-Qualifying Service	01	00	00
05	Net Qualifying Service	30	01	27
06	Weight age	05	00	00
07	Total	35	01	27
08	Last Pay drawn	Rs.17050/-		
09	Calculation of Gratuity $[1/4 \times (\text{Last Pay drawn} + \text{DA}) \times 66]$	$\frac{1}{4} \times 17050 + 6130 \times 66 = \text{Rs.}382470-$		
10	90% of Anticipatory Gratuity	Rs.305976-		

The amount now sanctioned may be deducted from final payment of Gratuity of Rs.382470/- to be sanctioned by the AG/AP/Hyderabad.

Certified that NO departmental or judicial proceedings are pending against the incumbent.

The expenditure is debatable to the following head of account.

“2071 Pension and other benefits 01 Civil 104 Gratuity 04 Gratuity 200 Gratuity 02 Gratuity.”

PRINCIPAL
GOVT.JUNIOR COLLEGE
ROLUGUNTA

To
 The Bill
 The ATO/Narsipatnam
 The AG/AP/Hyderabad for information
 The Individual.

FIRST PENSION PAYMENT CERTIFICATE**(to be produced by the pensioner)**

Certified that the following are the particulars as per G.O.Ms.No.787 Fin (Pen-I) Dept., dt.13.09.2002 in respect of Sri.K.Lakshmi Narayana, Junior Asst., of Govt.Junior College, Rolugunta service pensioner/Family pensioner and also certify that this fact has since been recorded in the relevant records of this office duly authenticated.

01	Name of the Pensioner	Sri.K.Lakshmi Narayana
02	Designation	Junior Assistant
03	Date of retirement/death	31.12.2011
04	Name of the family pensioner	Smt.K.Naga Lakshmi
05	Whether Anticipatory Gratuity is paid	Yes paid
06	If paid	
	a) Sanction order and date	RC.No. –A/2011-12, dated .01.2012 of the Principal, Govt.Junior College, Rolugunta
	b)By whom sanctioned	Principal, Govt.Junior College, Rolugunta
	c) Amount paid	Rs.305976/-
07	Whether Anticipatory Pension is paid	Yes. paid
	If paid	
	a) Sanction order and date	RC.No. –A/2011-12, dated .01.2012 of the Principal, Govt.Junior College, Rolugunta
	b)By whom sanctioned	Principal, Govt.Junior College, Rolugunta
	c) Amount paid	Rs.7673/- from Jan.2012 to May 2012

Specimen Signatures : 1.
2.

Attested DDO

Signature of the DDO

Countersigned by STO

Counter signed by
Dist.Treasury Officer
Visakhapatnam