

SERVICE BOOK ENTRIES

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1.	Additional Qualification	22.	6/12/18/24 Years Scale AAS
2.	Regularization of Service	23.	Sanctioned of Earned Leave
3.	Service Verification	24.	Surrender of Earned Leave
4.	Treasury ID	25.	Preservation of EL <small>due to work in Summer Vacation</small>
5.	Gazetted Officer Test 88&97	26.	Maternity Leave
6.	Executive Officer Test 141	27.	Paternity Leave
7.	Special Language Test	28.	Extra Ordinary Leave (EOL)
8.	Telangana Increment	29.	Half Pay Leave (HPL)
9.	Annual Grade Increment	30.	Commutted Leave
10.	Family Members Dependent	31.	Abortion Leave
11.	Transfer Relieving	32.	Hysterectomy Operation (Spl Leave)
12.	Transfer Joining	33.	Family Planning Operation (Spl Leave)
13.	Promotion Relieving	34.	<u>Recanalisation Of Family Planning Tubectomy Operation (Spl Leave)</u>
14.	Promotion Joining	35.	Family Planning Operation (Spl Leave) <small>Family Planning Operation Done by Female and get Special Leaves for Male Govt. Employee for 07 days.</small>
15.	GIS Beginning Contribution	36.	Leprosy/Tuberculosis/Cancer/Heart Diseases/Mental illness &Renal Failure
16.	GIS Enhancement Contribution	37.	CHILD CARE LEAVE ACCOUNT STATEMENT (or) <u>Child Care Leave</u>
17.	TSGLI Beginning Contribution	38.	<u>Promotion Initial Fixation As per FR22a(i)</u>
18.	TSGLI Enhancement Contribution	39.	Promotion Initial Fixation As per FR22B
19.	GIS Entry due to Transfer/Promotion	40.	Promotion Fixation As per FR22B(Opted Date of Promotion)
20.	TSGLI Entry due to Transfer/Promotion	41.	Promotion Fixation As per FR22a(i) After getting 24 years SPP-II Scale
21.	Medical Reimbursement Claimed	42.	Minimum Pay Fixed in the Scale of Pay of Promotion Post

SERVICE BOOK ENTRIES

1

Additional Qualification

The incumbent has been declared passed held in with Roll No., Under Distance/Regular Education Mode, during the academic year From

2

Regularization Of Service

The Service of the incumbent has been regularized in, Medium Cadre W.E.F. in the Scale of As per the Proc. Rc. No. Dated..... with Serial No. of District Educational Officer

3

Service Verification Certificate

This is to Certify that the Incumbent Service are verified as per the Entries in Pay Bill Register, Acquittance Roll and Other relevant records and brought up to date w.e.f., to are found correct.

4

Treasury I.D Entry

As per GOMS.No.80 Fin.Dept. Dated.18/02/2008 Rule (6) the Employee Treasury Code is

5

GOT (88&97)

The incumbent passed Departmental Test for Gazetted Officers of Education Department with Papers I & II Codes 88 & 97 held on with Registration No and Result were published in TSPSC website Bulletin with Serial No.....

6

EOT (141)

The incumbent passed Account Test for Executive Officer Departmental Test with Paper code:141 held on with Registration No and Result were published in TSPSC website Bulletin with Serial No.....

7

Special Language Test

The incumbent passed Special Language Test Departmental Test with Paper code held on with Registration No and Result were published in TSPSC website Bulletin with Serial No.....

8

Telangana Increment

In pursuance of the orders issued in GOMS No.23 Fin. (HRM.III) Dept. Dated 13/03/2014, The incumbent is Sanctioned Telangana Increment (Spl. Pay) of ₹...../- which would be a permanent Fixed Amount during the Period of Entire Service, by Dy.EO/HM/Dy.IOS/MEO Proc.Rc.No.Dated.....

Annual Grade Increment

The Annual Grade Increment ₹...../-
is Sanctioned to his/her Pay Enhanced from
₹...../- to ₹...../- W.E.F.....
in the Time Scale of Pay
as per Proc.Rc.No.Dated.....
of Dy.EO/HM/Dy.IOS/MEO

10

Family Members Dependent Certificate

This is to certified that
Sri/Smt..... has been
working As in
..... And his/her
Family Members Particular are given below.

Sl.No.	Name	Relation	Age	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

The above all Family Members are Fully
Dependent On the above Employee and also there
are No other source of of Income As per Self
Declaration by the incumbent.

11

Promotion Joining

Consequent On his/her Promotion As
.....during the Counseling
held in the month & Year of
the incumbent is Joined his/her duties On the F/N
ofin the Promotion Post as per
the Proc.Rc.No..... Dated of
DEO , to Join at

Transfer Relieving

Consequent On his/her transfer during the
District Level Transfer Counseling held in the
month & Year of the incumbent is
relieved from his/her school duties As
..... On the A/N of
as per the Proc.Rc.No..... Dated
of DEO , to Join at
Certified that He/She was/was not
Spouse/Special Category/Preferential category
points in this counseling.

13

Transfer Joining

Consequent On his/her transfer during the
District Level Transfer Counseling held in the
month & Year of the incumbent is
Joined his/her school duties On the F/N of
..... in.....as
per the Proc.Rc.No..... Dated of
DEO ,

14

Promotion Relieving

Consequent On his/her Promotion As
.....during the Counseling
held in the month & Year of
the incumbent is relieved from his/her school
duties As On the A/N of
..... as per the Proc.Rc.No.....
Dated of DEO , to Join at
.....

GIS Beginning Contribution

GIS Contribution was being deducted ₹/PM From his/her Regular Salary And the above deducted amount remitted to Telangana State GIS Head of Account.

16

GIS Enhancement Contribution

GIS Contribution Enhanced from ₹/PM to ₹...../PM being deducted From his/her Regular Salary And the above deducted amount remitted to Telangana State GIS Head of Account.

17

TSGLI Beginning Contribution

TSGLI Contribution was being deducted ₹/PM From his/her Regular Salary And the above deducted amount remitted to TSGLI Head of Account.

18

TSGLI Enhancement Contribution

TSGLI Contribution Enhanced from ₹/PM to ₹...../PM being deducted From his/her Regular Salary And the above deducted amount remitted to TSGLI Head of Account.

GIS Entry due to Transfer/Promotion

Certified that an Amount of ₹/PM Was deducted from his/her regular Salary Under the contribution of GIS during the Period from to And the same deducted amount was remitted to Telangana State GIS Head of Account.

20

TSGLI Entry due to Transfer/Promotion

Certified that an Amount of ₹/PM Was deducted from his/her regular Salary Under the contribution of TSGLI during the Period from to And the same deducted amount was remitted to TSGLI Head of Account.

21

Medical Reimbursement Claimed

Certified that Medical Reimbursement Proposals of Sri/Smt..... for Sanction of.....spell claimed ₹...../- (In Words.....) for the Self/Dependent Treatment in respect of.....Who has been Suffering from and treatment in..... Which is referral Hospital Recognized by the Govt. during the period From..... to As Out/In Patient.

The Proposals Submit to the Concerned Authorities for taking necessary action as per Lr.Rc.No.....Dated..... of Dy.EO/Dy.IOS/MEO/HM.....

6/12/18/24 Years Scale AAS

In pursuance of the orders issued in GOMS No. 68 Fin,Dept Dated 12/06/2015 & Proc. Rc.No.Dated Of Dy.EO/HM/Dy.IOS/MEO is here by Fixed his/her pay ₹...../- in Special Grade 6 years Scale/S.P.P-IA/12years Scale/SPP-IB 18 years Scale/SPP-II 24years Scale of in the Cadre of as per FR22a(i) W.E.F Due to Completion of Satisfactory Years Incremental Service and Next Subsequent Increments are Revised as shown in the Annexure below.

6/12/18/24 Years Scale AAS ANNEXURE

Date of Joining in the Present Cadre	
Academic & Professional Qualifications	
Whether Departmental Test Passed	
Any EOL's Availed Particulars.	
Date of Completion of Years of Service Excluding EOL Period.	
Date of Eligible for Appointment to Years S.G/SPP-IA/SPP-IB/SPP-III Scale	
..... Years S.G/SPP-IA/SPP-IB/SPP-III Scale	
Existing Pay & Scale of Pay As On.....	
Pay Fixed As On..... in Years S.G/SPP-IA/SPP-IB/SPP-II Scale as per FR 22a(i)	
Next A.G.I to be Sanctioned Date as per FR31(2)	
Monetary Benefit W.E.F	
T.No.....Dt.....Ch.No.....Dt.....	

Sanctioned of Earned Leave

Granted Earned leaves for a Period ofDays i.e.,from toon Medical /Personal Grounds andDays are debited from His/Her Earned Leave Account as per under APLR of 1933 vide Dy.EO/HM/Dy.IOS/MEO Proc. RC. NO.....Dated.....

24

Surrender of Earned Leave

Permitted to SurrenderDays of Earned Leave for Encashment from..... tofor the Financial Year.....on vide Govt. Memo. 14781-C/278/FR-A/2011Dt.22/06/2011 and Dy.EO/HM/Dy.IOS/MEO Proc. RC. NO.....Dated.....

25

Preservation of Earned Leave due to Work in Summer Vacation

In pursuance of the Orders issued in GOMS No. 35 Edu. Dated :16/01/1981, and Proc.Rc.No.....Dated:..... of DyEO/HM/Dy.IOS/MEO is here by Preserved of Earned Leave forDays. due to He/She Worked As..... in Summer Vacation year during the Period as per Attendance Certificate issued by the Concerned Authority.

Maternity Leave

In Pursuance of the Orders issued in GOMS NO.152 Fin. Dept. Dated 04/05/2010, GO MS NO.84 Fin. Dept. Dated 17/09/2012 and Proc. Rc No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Maternity Leave for 180 Days From To As she delivered a Surviving Male/Female Child On and got One/Two living children only As per Medical Certificate issued by the Doctor.

27

Paternity Leave

In Pursuance of the Orders issued in GOMS NO.231 Fin. Dept. Dated 16/09/2005, Govt. Memo No. 20129-c/454/FR.1/2010 Dated 21/07/2010 and Proc. Rc No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Paternity Leave for 15 Days From To As his Spouse delivered a Surviving Male/Female Child On and got One/Two living child/children only As per Medical Certificate issued by the Doctor.

28

Sanctioned of Extra Ordinary Leave (EOL)

Granted Extra-Ordinary leaves for a Period of Days i.e.,from toon Medical/Personal Grounds only with loss of pay under APLR of 1933 vide Dy.EO/HM/ Dy.IOS/MEO Proc.RC. NO.....Dated.....

Sanctioned of Half Pay Leave (HPL)

Granted Half Pay leaves for a Period ofDays i.e.,from toon Medical /Personal Grounds andDays is debited from His/Her Half Pay Leave Account as per under APLR of 1933 vide Dy.EO/HM/ Dy.IOS/MEO Proc.RC.NO.....Dated.....

30

Sanctioned of Commuted Leave

Granted Commuted leaves for a Period ofDays i.e.,from toon Medical Ground andDays is debited from His/Her Half Pay Leave Account as per under APLR of 1933 vide Dy.EO/HM/Dy.IOS/MEO Proc. RC. NO.....Dated.....

31

Abortion Leave

In Pursuance of the Orders issued in GOMS NO.762 M&H Dated 11/08/1976 and Proc.Rc.No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Abortion Leaves for Six (6) Weeks (42Days) From To Due to She Undergone Abortion On As per Medical Certificate issued by the Doctor.

32

Hysterectomy Operation (Special Leave)

In Pursuance of the Orders issued in GOMS NO.52 Fin. Dept. Dated 01/04/2011 and Proc. Rc No. Dated..... of Dy.EO/HM /Dy.IOS/MEO is here by sanctioned of Special Leaves for 45 Days From To Due to Undergone Hysterectomy Operation On As per Medical Certificate issued by the Doctor.

Family Planning Operation (Special Leave)

In Pursuance of the Orders issued in GOMS NO.1415 M&H Dated 10/06/1968 and Proc.Rc No..... Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Special Leaves for 14 Days/06 Days From To Due to Undergone Tubectomy /Vasectomy Family Planning Operation OnAs per Medical Certificate issued by the Doctor.

34

Recanalisation Of Family Planning Tubectomy Operation (Special Leave)

In Pursuance of the Orders issued in GOMS NO.102 M&H Dated 19/02/1981 and Proc. Rc No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Special Leaves for 21 Days From To Due to Undergone Recanalisation of Tubectomy Operation OnAs per Medical Certificate issued by the Doctor.

35

Family Planning Operation (Special Leave)

In Pursuance of the Orders issued in GOMS NO.802 M&H Dated 21/04/1972 and Proc. Rc No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Special Leaves for 07 Days From To Due to his Wife Undergone Tubectomy Family Planning Operation OnAs per Medical Certificate issued by the Doctor.

Leprosy/Tuberculosis/Cancer/Heart Diseas/Mental illness &Renal Failure

In Pursuance of the Orders issued in GOMS NO.386 Fin-Plg Dated 06/09/1976,GOMS No.449 Plg Dated 28/10/1976,GOMS No.268 Fin-Plg Dated 29/10/1991 and Proc. Rc No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Half Pay Leave, But the drawl of Full Pay & Allowances for..... Days i.e., From To Due to Suffering from As per Medical Certificate issued by the Concerned Specialized Doctor and Days debited from his/her HPL Account .

37

Child Care Leave

In Pursuance of the Orders issued in GOMS NO.209 Fin. Dept. Dated 21/11/2016 and Proc.Rc.No. Dated of Dy.EO/HM/Dy.IOS/MEO is here by sanctioned of Child Care Leaves for Days i.e., From To Due to her children's Purpose only As per Certificate issued by the Concerned Authorities.
*No Of CCL Aailed Till Date :.....Days
*Balance After Availing CCL :Days

Promotion Initial Fixation

As per FR22a(i)

In pursuance of orders issued in GOMS.No.68 Fin.Dept. Dated.12/06/2015, Rc.No.....Dated..... of DEO,..... & Proc.Rc.No.....Dated..... of DyEO/HM/DyIOS/MEO.....he/she was joined in the Promotion Post on the FNAs..... And he/she opted to fix up his/her pay in the promotion post under FR22B on the Date of his/her Normal Increment in the Lower Cadre of i.e.

Hence His/Her pay was intial Fixed ₹...../- in the time Scale of Pay as per FR22a(i) W.E.Fas mentioned given below in the ANNEXURE.

Promotion Initial Fixation

ANNEXURE

Date of Joining in the Promotion Post as	
Existing Pay As on..... in the Lower Cadre & Scale of Pay	
Pay Initially Fixed As On..... Under FR22a(i) in the Promotion Post as& Scale of Pay.	
The Monetary Benefit Arrears paid fromTo..... Only and his/her pay is to Re-Fixed as per FR22B on i.e., Date of Normal Increment in the Lower Cadre i.e.,.....	
T.No.....Dt.....Ch.No.....Dt.....	

Promotion Initial Fixation

As per FR22B

In pursuance of orders issued in GOMS.No.68 Fin.Dept. Dated.12/06/2015, Rc.No.....Dated..... of DEO,..... he/she was joined in the Promotion Post on the FN ofAs..... And he/she already opted to fix up his/her pay in the promotion post under FR22B on the Date of his/her Normal Increment in the Lower Cadre of i.e.(date)

Hence His/Her pay was Re-Fixed ₹...../- in the time Scale of Pay as per FR22B W.E.F(Normal Increment Date in Lower Cadre)as mentioned given below in the ANNEXURE. Vide Proc. RcNo Dt.....of DyEO/HM/DyIOS/MEO.....

Promotion Re-Fixation As per FR22B

ANNEXURE

Date of Joining in the Promotion Post as	
Existing Pay & Scale of Pay As on..... in the Lower Cadre i.e.,.....	
Pay Already Fixed in the Promotion Post Under FR22a(i) W.E.F..... & Scale of Pay.	
Existing pay as on(Dt of AGI) in the lower cadre & Scale of Pay	
Pay As on Normal Increment date due on.....(Date of AGI)	
Added one Increment under FR22B	
Pay Fixed in the Next stage in the Higher cadre i.e.,..... & Scale of Pay W.E.F	
Date of Next Annual Grade Increment to be Sanctioned	
Monetary Benefit W.E.F	
T.No.....Dt.....Ch.No.....Dt.....	

Promotion Fixation As per FR22B
(Opted Date of Promotion)

In pursuance of orders issued in GOMS.No.68 Fin.Dept. Dated.12/06/2015, Rc.No.....Dated..... of DEO,..... & Proc.Rc.No.....Dated..... of DyEO/HM/DyIOS/MEO.....he/she was joined in the Promotion Post on the FN ofAs..... And he/she opted to fix up his/her pay in the promotion post under FR22B on the Date of promotion i.e.

Hence His/Her pay was Fixed ₹...../- in the time Scale of Pay as per FR22B W.E.F(Date of Promotion)as mentioned given below in the ANNEXURE.

Promotion Fixation As per FR22B
(Opted Date of Promotion) ANNEXURE

Date of Joining in the Promotion Post as	
Existing Pay & Scale of Pay As on..... in the Lower Cadre	
Add One Notional Increment as per FR22B on..... in the Lower Cadre of Post	
Pay Fixed in the Next Stage in the promotion post on..... & Scale of pay	
Date of Next Annual Increment to be Sanctioned	
Monetary Benefit W.E.F	
T.No.....Dt.....Ch.No.....Dt.....	

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Promotion Fixation As per FR22a(i)
After getting 24 years SPP-II Scale

In pursuance of orders issued in GOMS.No.68 Fin.Dept. Dated.12/06/2015, Rc.No.....Dated..... of DEO,..... & Proc.Rc.No.....Dated..... of DyEO/HM/DyIOS/MEO.....he/she was joined in the Promotion Post on As..... And his/her pay is Fixed ₹...../- in the time Scale of in the promotion post as per FR22a(i) W.E.F(Date of Promotion) as mentioned given below in the ANNEXURE.

Promotion Fixation As per FR22a(i)
After 24 Years ANNEXURE

Date of Joining in the Promotion Post as	
Are you getting 24 Years Scale in the Lower Cadre of Post & Date	
Existing Pay & Scale of Pay As on..... in the Lower Cadre	
Pay Fixed in the promotion post on..... as per FR22a(i) and Scale of pay	
Date of Next Annual Grade Increment to be Sanctioned as per FR31(2)	
Monetary Benefit W.E.F	
T.No.....Dt.....Ch.No.....Dt.....	

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**Minimum Pay Fixed in the Scale of Pay of
Promotion Post**

In pursuance of orders issued in
GOMS.No.68 Fin.Dept. Dated.12/06/2015,
Rc.No.....Dated..... of DEO,.....
& Proc.Rc.No.....Dated..... of
DyEO/HM/DyIOS/MEO.....he/she
was joined in the Promotion Post on the FN of
.....As.....

Hence His/Her pay of Individual is here by
minimum pay Fixed ₹...../-
in the time Scale ofW.E.F
.....in the promotion post As.....
Since he/she drawing with pay ₹...../- in the
Time Scale of..... in the Lower Cadre
of.....As on..... as mentioned
given below in the ANNEXURE.

**Minimum Pay Fixed in the Scale of Pay
Promotion Post ANNEXURE**

Date of Joining in the Promotion Post as	
Existing Pay & Scale of Pay As on..... in the Lower Cadre of	
Time Scale of Promotion Post	
Minimum Pay Fixed in the Promotion Post of Scale of Pay W.E.F	
Date of Next Annual Increment to be Sanctioned	
Monetary Benefit W.E.F	
T.No.....Dt.....Ch.No.....Dt.....	