

Requisition Letter

(Through the Proper Channel)

From
Sri/Smt/Kum: P.SURESH BABU,
Secondary Grade Teacher,
MPPS, Vendodu H/W,
Sri Pottisreeramulu Nellore District.

To
The Mandal Educational Officer,
Manal Praja Parishad Gudur.

Sir,

Sub: APSESS - Sri / Smt / Kum P.SURESH BABU, SECONDARY GRADE TEACHER, MPPS, VENDODU H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District - Fixation of pay in the Special Promotion Post Scale I-A Under Automatic Advancement Scheme in the Revised Pay Scales, 2010 - Requesting - Regarding.

Ref: 1. G.O.Ms.No: 96 Fin(P.C-II) Dept, Dt: 20/05/2011

I (P.SURESH BABU, SECONDARY GRADE TEACHER, MPPS, VENDODU H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District) was completed of 12 (TWELVE) Years Service on A.N of 18-01-2014 in the Cadre of Secondary Grade Teacher. I have not avail EOL in the Present Cadre. I Passed M.Sc,B.Ed held on 01-09-2000. Hence I request you kindly look in to the matter and My Pay Fixation in SPECIAL PROMOTION POST SCALE I-A in the cadre of Secondary Grade Teacher.

Hoping positive response from you.

Date: 22-02-2014

Place: MPPS, Vendodu H/W

Yours faithfully

(P.SURESH BABU)

Enclosure

Proposal For Automatic Advancement Scheme In
The Revised Pay Scales, 2010

GOVERNMENT OF ANDHRA PRADESH

PAPER TOKEN

0 8 0 3

Sub- Treasury Officer , Gudur

D.D.O.Code

0 8 0 3 0 3 0 8 0 0 3

for Treasury use only

Date : _____

Trans ID : _____

DDO Desig: Mandal Educational Officer

DDO Office Name : Manal Praja Parishad Gudur

BANK CODE

0 8 4 3

Name of the Bank : State Bank Of India SBI, Gudur

Head of Account :

2 2 0 2

Major Head

0 1

Sub-MH

1 0 3

Minor Head

Grp-SH

0 5

Sub-Head

0 1 0

Det.Head

Non-plan=N/Plan=P

N

Charged=C/Voted=V

V

Contingency Fund/MH
Service Major Head

2 2 0 2

Gross Rs.

687.00

Deductions Rs.

0.00

Net Rs:

687.00

Messenger Name A.Ravi

Designation : SGT

Specimen Signature of
Messenger

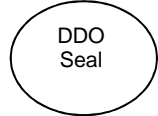
1

2

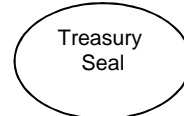
DDO Signature

Attested

STO Signature



DDO Signature



APTC FORM 101

0 8 0

Sub- Treasury Officer , Gudur

D.D.O.Code

0 8 0 3 0 3 0 8 0 0 3

DDO Desig. Mandal Educational Officer

DDO Office Name : Manal Praja Parishad Gudur

BANK CODE

0 8 4 3

Name of the Bank : State Bank Of India SBI, Gudur

Sir,

Please Pay Bill No : _____/2013-2014 Dated: _____ ,Net R.S : 687 /- Net Rupees Six Hundred and Eighty Seven Only to A.Ravi, SGT for the office of the Manal Praja Parishad Gudur whose specimen signature is attesed here with:

1

Dt: _____

2

//Attested//

Received The paymen

Manal Praja Parishad Gudur

Pay able at Sub- Treasury Office, Gudur .

Claim For Pay Fixation Arrears Under Automatic Advancement Scheme In R.P.S.-2010

GOVERNMENT OF ANDHRA PRADESH A.P.T.C.Form - 47

Pay Bill for the Month & Year

Treasury / P.A.O Code

D.D.O.Code

DDO Designation **Mandal Educational Officer**

BANK CODE

DDOs TBR No. / 2013-2014

(for Office use only)
Date : _____
Trans ID :

TAN NO: _____

District : **Sri Pottisreeramulu Nellore**

DDO Office Name : **Manal Praja Parishad Gudur**

Name of the Bank : **State Bank Of India (SBI), Gudur**
Permanent / Temporary

Head of Account

Major Head General Education

Sub Major Elementary Education

Minor Head Assistance to Local Bodies for Primary Education

Group Sub-Head _____

Sub Head Teaching Grant to Mandal Praja Parishad

Detail Head Salaries

Deducations	Amount
1 G.P.F/AIS/PF	Rs.
2 APGLI	Rs.
3 Group Insurance/AIS	Rs.
4 Professional Tax	Rs. 0.00
5 HOUSE RENT	Rs.
6 Festival Adv.&APCO Adv.	Rs.
7 Edn.A	Rs.
8 HBA(P)	Rs.
9 HBA(I)	Rs.
10 Car Adv.(P)	Rs.
11 Car Adv.(I)	Rs.
12 Motor Cycle Adv.(P)	Rs.
13 Motor Cycle Adv.(I)	Rs.
14 Cycle Adv.	Rs.
15 Marriage Adv.(P)	Rs.
16 Marriage Adv.(I)	Rs.
17 INCOME TAX	Rs.
18 Class IV GPF- D.T.O	Rs.
19 EWF Loan	Rs.
20 ZPPF	Rs. 0.00
21 Contributory Pension Scheme	Rs.
22 Compulsory Saving Scheme	Rs.

Non-plan=N/Plan=P Charged=C/Voted=V

Contingency Fund/MH _____

Service Major Head

011 - Pay Rs. 340.00

012-Allowances Rs.

013 - Dearness Allowances Rs. 215.00

016- H.R.A Rs. 41.00

015-IR Rs. 91.00

018- Surrender Leave Rs.

Rs.

Rs.

Gross Total Rs. 687.00

Less Govt. Dedications Rs. 0.00

A.G.Nett Amount Rs. 687.00

A.G.Nett Amount in words : Rupees

Six Hundred and Eighty Seven Only

Total Govt. Deducations Rs. 0.00

Total Non-Govt.Deducations Rs.

Drawing Officer

FOR USE IN TREASURY / PAY & ACCOUNTS OFFICE ONLY

Pay _____ (Rupees _____
_____ Only) by Cash / Cheque / Draft /

Account credit as under and Rs. _____ (Rupees _____
_____ only) by adjustment.



1.Rs. _____ by transfer credit to the SB Accounts of the Employees (as per Annexure-I)

2.Rs. _____ by transfer credit to the DDO Account towards of Non-Govt.Deducations.

Treasury Officer / Pay & Accounts Officer

Under Rupees : Six Hundred and Eighty Eight

CLAIM FOR PAY FIXATION ARREARS UNDER AUTOMATIC ADVANCEMENT SCHEME IN R.P.S.-2010

Employee Name: Sri/ Smt P.SURESH BABU

Designation : Secondary Grade Teacher (SPP-IA), Pay Scale Rs : 14860-39540

Name of the Office : MPPS, Vendodu H/W

ID NO : 0813636

He/ She has been Appointed in SPECIAL PROMOTION POST SCALE I-A with effect from 19-01-2014 On Completion of 12 (TWELVE) Years of Service that Count for increments on AN of 18-01-2014 in the Cadre of Secondary Grade Teacher and acquired required qualifications for the first level Promotion Post and his / her Pay Fixed at Rs: 14860/- with effect from 19-01-2014 Under FR35 and read with G.O.Ms.No:96 Fin(P.C-II) Dept, Dt:20/05/2011 in the cadre of Secondary Grade Teacher(SPP-IA) in the time Scale of Pay Rs: 14860-39540 in RPS- 2010. Vide Proc Proc.No:.....Date:..... of the Mandal Educational Officer, Manal Praja Parishad Gudur.

	Pay	PHC A	IR	SCA	AHR A	DA	HRA	CCA	Gross	Ptax	Total	PERIOD			Pay	PHC A PAY	IR	SCA	AHRA	DA	HRA	CCA	GROSS	PT	ZPGPF	CSS	Govt Deductions	AG. NET								
												From	To	Months																						
	PAID IN CASH FROM 19-01-2014 TO 31-01-2014																																			
Pay Fixation	Eligible	14860	0	4012	0	0	9413	1783	0	30068	200	29868																								
	Drawn	14050	0	3794	0	0	8900	1686	0	28430	200	28230																								
	Diff	810	0	218	0	0	513	97	0	1638	0	1638																								
	% of DA	63.344		% of HRA			12.000						19/01/2014	31/01/2014	13 Days	340		91			215	41		687						687						
	GRAND TOTAL FROM 19-01-2014 TO 31-01-2014												340	0	91	0	0	215	41	0	687	0	0	0	0	0	687									

RS: 687/- (Rupees: Six Hundred and Eighty Seven Only)

Note: Others = SP (HMA / RA).

- Remarks: 1. As Per G.O.Ms.No:96 Fin(P.C-II) Dept, Dt:20/05/2011 & Proc.Proc.No: Date: of the Mandal Educational Officer, Manal Praja Parishad Gudur, the Pay fixation arrers in respect of the individual is claimed.
 2.
 3.The arrears of pay fixations under Automatic Advancement Scheme in RPS-2010 From 19-01-2014 To till date will be Paid in Cash.
 4. Certified that the amount claimed in this bill is not drawn earlier.

BUDGET

1 Budget allocation for the year 2013-2014	Rs.
2 Total Expenditure including this Bill	Rs.
3 Balance	Rs.

Drawing Officer

This bill amount Rs: 687/- (Rupees: Six Hundred and Eighty Seven Only) paid by cash / cheque / draft adjust to account.

Received Cash

Drawing Officer

Drawing Officer

REQUIRED CERTIFICATES

- 1 Certified That the amount claimed in this bill has not been already drawn and paid previously.
- 2 Certified that the pay is fixed in terms of G.O.Ms.No.52, Finance (PC-I) Department, dated: 25-02-2010
- 3 Certified that the DA is claimed in terms of G.O.(P)No. 294 Finance (PC-I)Dept.,Dt: 26-10-2013
- 4 Certified that the HRA is claimed in terms of G.O.Ms.NO.59 Finance (PC-1)Dept,Dt:11/04/2011 & read with Cir.Memo.No.1040/48/A1/PC.I/2010 Finance (PC1)Dept., Dt:10-03-2010.
- 5 Certified that the City Compensatory Allowance is claimed in terms of G.O.(P). No: 65 Finance (PC-I) Dept,Dt: 09/03/2010
- 6 Certified that the Conveyance allowance for Physically Handicapped is claimed in terms of G.O.Ms. No: 108 Finance (TA) Dept,Dt:07/04/2010
- 7 Certified that the Special pay (HMA) is claimed in terms of G.O.Ms. No: 118 Finance (TA) Dept,Dt:07/04/2010
- 8 Certified that the Reader Allowance is claimed in terms of G.O.Ms. No: 34 Finance (TA) Dept,Dt: 16/07/2010
- 9 Certified that the Special Compensatory Allowance is claimed in terms of G.O.Ms.No.139 Finance (TA) Dated:28-04-2010
- 10 Certified that the Additional Houserent Allowance is claimed in terms of G.O.Ms.No.121 Finance (TA) Dated: 08-04-2010
- 11 Certified that the Payment of HRA and CCA shall be allowed to State Govt. employees upto 180 days during leave of all kinds is claimed in terms of G.O. Ms. No: 28 Fin (FR-I) Dept Dt: 09-03-2011
- 13 Certified that this bill made Proc Proc.No:.....Date:..... of the Mandal Educational Officer, Manal Praja Parishad Gudur.
- 14 Certified that this bill made good in the office copy of the pay bill register
- 15 Certified that the nessery entries are made S.Rs of the individuals.

DRAWING OFFICER

For the use Of Accountant General Office

PROPOSAL FOR AUTOMATIC ADVANCEMENT SCHEME IN THE REVISED PAY SCALES, 2010

(G.O.Ms.No: 96 Fin(P.C-II) Dept, Dt: 20/05/2011)

1	Name of the employee	: P.SURESH BABU
2	a) Designation	: Secondary Grade Teacher
	b) Place of working	MPPS, Vendodu H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District.
3	a) Qualifications	: M.Sc; B.Ed.
	b) Date of Birth	: 10-06-1976
	c) Whether Passed Departmental Tests / Other Required Qualifications :	: He / She Passed M.Sc,B.Ed held on 01-09-2000
	d) Which is the First level Promotion Post for the Present cadre	: SPP-IA
4	Date of first Appointment	: 19-01-2002
5	Date of Appointment in the Present Cadre	F.N of 19-01-2002
6	Date of Appointment in Ordinary Grade Scale in the Present Cadre	: 19-01-2002
7	Date of Appointment in Special Grade Scale in the Present Cadre	: 19-01-2010
8	Loss of Pay if Any	: Nil Days
9	Date of Completion of 12 (TWELVE) Years of Service which counts for increments in the Present Cadre as per G.O.Ms.No: 96 Fin(P.C-II) Dept, Dt: 20/05/2011	: Complition of 12 Years in the Present Cadre : 18-01-2014 Availed Total EOLs in the Preasent Cadre: 0 Days Date of Completion of 12 (TWELVE) Years of Service excluding EOL in the Present Cadre 18-01-2014 Date of GO Effect in new AAS 01-02-2010
		Date acquired required qualifications in the First level Promotion Post 01-09-2000
10	Which Scale appointment under the Automatic Advancement Scheme.	: Special Promotion Post Scale I-A
11	Date of Appointment in Special Promotion Post Scale I-A	: 19-01-2014
12	Present Basic Pay	: Rs: 14050
13	Present Cadre	: Secondary Grade Teacher(SG)
14	Present Scale of Pay	: 11530-330-12190-360-13270-390-14440-420-15700-450- 17050-490-18520-530-20110-570-21820-610-23650-650- 25600-700-27700-750-29950-800-32350-850-33200
15	Pay Scale After Sanction in Special Promotion Post Scale I-A	: 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
16	Pay Fixed in SPECIAL PROMOTION POST SCALE I-A Under FR35 and read with G.O.Ms.No: 96 Fin(P.C-II) Dept, Dt: 20/05/2011	Rs: 14050 Rs: 810 _____
		: Rs: 14860
17	Date of Next Increment, Under FR 35	: 01-01-2015
18	Remarks if any :	:

Proceedings of the Mandal Educational Officer, Manal Praja Parishad Gudur, Gudur Mandal, Sri Pottisreeramulu
Nellore District.

Present: Sri Md.Ismail.M.A..B.Ed.,

Proc.No: AAS-I/MEO/2-2014

Date: 04.02.2014

Sub: APSESS - Automatic Advancement Scheme in the Revised Pay Scales, 2010 - Fixation of pay in the Special Promotion Post Scale I-A in RPS-2010 in respect of Sri / Smt / Kum P.SURESH BABU, SECONDARY GRADE TEACHER, MPPS, VENDODU H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District - Orders - Issued.

Ref: 1. G.O.Ms.No.52, Finance PC-I Department, dated: 25-02-2010

2. G.O.Ms.No:96 FinP.C-II Dept, Dt:20/05/2011

3. Representation of the individual.

ORDER:

In pursuance of the reference 2nd and 3rd cited above, Sri / Smt / Kum P.SURESH BABU, SECONDARY GRADE TEACHER, MPPS, VENDODU H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District has been Appointed in SPECIAL PROMOTION POST SCALE I-A with effect from 19-01-2014 On Complition of 12 TWELVE Years of Service that Count for increments in the Cadre of Secondary Grade Teacher and acquired required qualifications for the first level Promotion Post and his / her Pay Fixed at Rs: 14860/- with effect from 19-01-2014 Under FR35 and read with G.O.Ms.No:96 FinP.C-II Dept, Dt:20/05/2011 in the cadre of Secondary Grade TeacherSPP-IA in the time Scale of Pay 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 in RPS- 2010 as Shown details are given below.

01.Date of First Appointment	<u>19-01-2002</u>
02 Date of Appointment in the Present Cadre	<u>F.N of 19-01-2002</u>
03 Date of Appointment in Ordinary Grade Scale in the Present Cadre	<u>19-01-2002</u>
04 Loss of pay if any	<u>Nil Days</u>
05 Suspension Period if any	<u>Nil Days</u>
06 Un authorised Leave if any	<u>Nil Days</u>
07 Date of completion of 12 TWELVE Years of sevice excluding loss of Pay, Suspension Period and Un-authorised Leave	<u>A.N of 18-01-2014</u>
08 Date of GO Effect in new AAS	<u>01-02-2010</u>
09 Date acquired required qualifications in the First level Promotion Post	<u>01-09-2000</u>
10 Date of appointment in SPECIAL PROMOTION POST SCALE I-A	<u>19-01-2014</u>
11 Present Scale of Pay	<u>11530-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-33200</u>
12 Pay Scale After Sanction in Special Promotion Post Scale I-A	<u>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</u>
13 His / Her pay as on 18-01-2014 in the Cadre of Secondary Grade Teacher(SG) in the time scale Rs: 11530-33200	<u>Rs: 14050</u>
14 Pay Fixed in SPECIAL PROMOTION POST SCALE I-A Under FR35 and read with G.O.Ms.No: 96 FinP.C-II Dept, Dt:20/05/2011	<u>Rs: 14860</u>
15 Date of Next Increment, Under FR 35	<u>01-01-2015</u>

The arrears of pay fixations under Automatic Advancement Scheme in RPS-2010 From 19-01-2014 To till date will be Paid in Cash.

The incumbent is informed that the above fixation is found to be erroneous at any later date, the entire excess amount paid due to the above fixation will be recovered from his / her salaries without assigning any notice.

Certified that necessary entry to the effect of above sanction has been recorded in the service register of the incumbent.

Mandal Educational Officer
Manal Praja Parishad Gudur

To
The incumbent concerned
The Bill
Copy to the Sub- Treasury Officer O/O Sub- Treasury Gudur for
Information.

A.P.T.C. FORM - 49

(See subsidiary Rule 13 under Treasury Rule 10)

**PERIODICAL INCREMENT CERTIFICATE
ANNEXURE**

(1) Certified that every Government Servant (s) named below has have been earned and prescribed periodical increment from date / dates noted in column (10) and either I(a) has / have been the incumbent or the appointment indicated against his name / their names for a period not less than _____years since the date in column (5) or (if he has / they have been suspended for misconduct) column (7) after deducting the periods between the dates showing in columns (3) and has (9) and has been subjected in any order of stoppage of increment as panaulty during the periods and during the periods of leave on average pay taken at a time from _____ to _____ and from _____ to _____ which has / have been counted for increments / in the case of officiating Government servents / Servents named below the / they would have officiated in the post / posts but for his / thier going on leave or _____

SI No	IDNO	Name	Appointment	Whether substantive or officiating	Date from which present pay is drawn	Suspension for misconduct		Leave without pay and in the case of those holding the post temporarily or in an officiating capacity all kinds of leave other than leave on average pay during which they would have continued to officiate in the post but for their going on leave upto a maximum of four months of such leave taken at time.		Date from which increment may be given	Scale of pay	Present pay	Amount of increment	Future pay	Remarks
						From	To	From	To						
1	1-a	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	0813636	P.SURESH BABU	Secondary Grade Teacher(SPP-IA)	Officiating	01/07/2013					19/01/2014	14860-39540	14050	810	14860	FR35
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															

- Note:
1. When an increment claimed operates to carry Government Servant over an efficiency hav ethe claim should be supported by a declaration from the competent authority that it has satisfied itself that the character and efficiency of the Government Servant concerned are such that he is fit to pass the above column (5) and (10) to (14) should be filled up in red ink.
 2. The terms leave on average pay upto a maximum of 4 months where ever occuring from includes earned leave upto a maximum of 100 days or 50 days or 30 days in case may be for a Government Servants governed by the Andhra Pradesh Leave Rules, 1988 are concerned.
 3. The service of the individuals satisfactor and no disciplinary cases are pending against during the period of increment.

CERTIFICATE

(As laid down in Government Memo No.104215 A/1620/Pen.11/56-1, Dated 10-1-1977)

Certified that Sri / Smt: P.SURESH BABU, Secondary Grade Teacher (SPP-IA), MPPS, Vendodu H/W, Gudur Mandal, Sri Pottisreeramulu Nellore District whose basic pay is Rs: 14860 has already insured under policy No: L2009265A of the Director of Insurances, AP, Hyd or its Regional Office and monthly premium of Rs: 200/- them applicable to AP State Employees and sum of Rs. _____ towards of monthly premium is paid in challan No. _____ dated _____ towards of compulsory insurance scheme applicable to Govt. Servants as per G.O.Ms.No.337 F & P dated 3-8-1976.

ANNEXURE - I

Name of the NPB : State Bank Of India (SBI), Gudur
DDO Code: 08030308003
DDO Designation : Mandal Educational Officer, Manal Praja
Parishad Gudur.

(for Office use only) Date : _____ Trans ID :

DDO Phone No :

Pay Fixation Arrears in the Automatic Advancement
Scheme in the Revised Pay Scales, 2010 For the
month of January-2014 .

Sl.No	Employee Code	Employee Name	Designation	Employee A/c No.	Amount to be Credite
1	0813636	P.SURESH BABU	Secondary Grade Teacher (SPP-IA)	10889603571	687
				TOTAL	687

RUPEES : SIX HUNDRED AND EIGHTY SEVEN ONLY

Mandal Educational Officer
Manal Praja Parishad Gudur

ANNEXURE - II

Name of the NPB : State Bank Of India (SBI), Gudur
DDO Code: 08030308003
DDO Designation : Mandal Educational Officer, Manal Praja
Parishad Gudur.
DDO Phone No :

(for Office use only) Date : _____ Trans ID :

Sl.No	Name of the NPB	Purpose	Amount
1	State Bank Of India (SBI), Gudur	Pay Fixation Arrears in the Automatic Advancement Scheme in the Revised Pay Scales, 2010 For the month of January- 2014 .	687
		TOTAL	687

RUPEES : SIX HUNDRED AND EIGHTY SEVEN ONLY

Mandal Educational Officer
Manal Praja Parishad Gudur