

FORM OF JOINING / RELIEVING

OFFICE OF THE HEADMASTER, GOVT. _____ School : _____
HEADMISTRESS

1. No. of gradation list: _____.
2. Name of teacher _____.
3. Qualification in full
(Educational and Professional) _____.
4. Designation _____.
5. Scale of Pay _____.
6. Present Pay _____.
7. Name of the School, office to
which transferred. _____.
8. Name of the School, from which
transferred. _____.
9. Date & time of joining / relieving
ll _____.
10. Date of appointment of Govt.
service. _____.
11. Date of appointment of present
grade. _____.
12. Date of Birth. _____.
13. Home District. _____.
14. Date of last increment _____.
15. Reason for the change
(Joining & relieving) _____.
16. Reference to No. & date of the
order regarding transfer
appointment. _____.
17. Remarks. _____
_____.

HEADMASTER/HEADMISTRESS

Govt. _____ School : _____

ENDST:

Dated _____

Copy to forwarded for information & necessary action.

1. The Account Office.
2. The District Education.
3. The Education Officer.
4. The District Education Officer.
5. The Headmaster/Headmistress Govt. _____ School: _____
6. The Headmaster/Headmistress Govt. _____ School: _____
7. The Assistant District Education Officer.

HEADMASTER/HEADMISTRESS

Govt. _____ School : _____