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Date of termination of appointment	Reason of termination such as Promotion transfer dismissal etc.	Signature of Chairman or President	Nature and duration leave taken	Allocation of periods of leave on average pay upto four months for which leave salary is debitable to another local body		Signature of Chairman or President	Reference to and record punishment ensure reward or praise of the Servant
				Period	Local body to which debitable		
11	12	13	14	15(a)	15(b)	16	17
		Sanctioned Periodical Increment Raising Hi. /Her Pay Form 5605/- to 5750/- Vide Proceedings R. C. No. 2/MEO/2001 of the M. E. O GHANTASALA dt. 26.07.06. 26/7/06 Mandal Educational Officer Mandal Parishad Ghantasala					
		Sanctioned Periodical Increment Raising Hi/Her Pay Form 5750/- to 5895/- Vide Proceedings R. C. No. 2/MEO/2001 of the M. E. O GHANTASALA dt 19-7-2007 19/7/07 Mandal Educational Officer Mandal Parishad Ghantasala					
		Sanctioned surrender leave for 15 days f.o. 19-12-07 to 15-12-07 without actually going on leave vide proc. R. O No. 523/MEO/2006 dt. 12-12-07 of the M. E. O. M. P. Ghantasala. 12/12/07 Mandal Educational Officer Mandal Parishad Ghantasala					