

Most Urgent/Reminder-III;

**PROCEEDING OF THE COMMISSION OF SCHOOL EDUCATION
ANDHRA PRADESH :: HYDERABAD**

Rc.No .229/Estt .IV/2014

Dated: 10.12.2015

sub : School Education Department – Particulars of teachers proceeded on long absence /leave/unauthorized absence – information called for – Regarding.

- Read**
1. CSE's Procs.Rc.No.229/Estt4-1/2014, dated 04-07-2014.
 2. CSE's Procs.Rc.No.229/Estt4-1/2014, dated 20-12-2014.
 3. CSE's Procs.Rc.No.229/Estt4-1/2014, dated 21-07-2014.

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The attention of all the Regional Joint Directors of School Education and District Educational Officers in the state are invited to the references read above and the District Educational Officers are instructed to furnish the particulars of the teachers who were proceeded on long leave/unauthorised absence in the following format by 25-07-2015. But, they are not furnished the particulars and are not received from the RJDSE's/DEOs till today.

Further all the Regional Joint Directors of School Education and District Educational Officers are once again instructed to maintain register in the O/o DEO, Dy.E.O. and MEO and review the matters in their review meeting with MEOs every month and update in DEO register without fail. Further they shall furnish information to the Commissioner of School Education every quarter in the following format.

Therefore, all the Regional Joint Directors of School Education and the District Educational Officers in the state are once again instructed to furnish the information by **20-12-2015 without fail.**

PROFORMA

PARTICULARS OF THE TEACHERS WHO ARE PROCEEDED ON LEAVE/UNAUTHORISED ABSENCE

Sl. No.	Name of the teacher	Designation	Name of the School working	Date of appointment	No.of days of absence (mentioned the dates)	Whether the absence is authorized or unauthorized	Report date expiry of leave	If not reported to duty, after expiry of leave, what action taken against the teacher by the DEO	Whether notice given/E.O.s appoint as per CCA Rules	Action proposed/ Further action taken	Present stage	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Treat these proceedings as **MOST URGENT.**

V.N. MASTHANAIH

For Commissioner of School Education.