

NO: - EDN- U (E-V) Elem- SMC- 512
Office of the , Deputy Director Elementary Education,
Una Distt Una (H.P.)
Dated 05 Feb/2020

To,

All the Principals / Headmasters
GSSS/GHS Distt Una (H.P)

Subject:- Regarding Maternity Leave to Women employees working on period basis through School Management Committee .

Memo,

It is to inform you , that the Director of Elementary Education HP Shimla has required the information relating to Maternity leave availed by the women employees working on period bases through SMC in the various schools vide letter Number EDN-H(4)-46(Ele)SMC/2012 dated 28.01.2020

You are therefore directed to provide the information in R/O C&V Category of this Distt on the prescribed Proforma immediately through email ddee-una.hp@nic.in

Sr No	Name of Teacher & designation	SMC	Name of School	Whether availed Maternity Leave from the date of appointment to till date. If yes, the period be mentioned From to	Whether GIA for this period has been paid or not	Name of the Authority who sanctioned the Maternity leave

Sampal
Deputy Director Elementary Education,
Una Distt Una (H.P)

Endt No Even Dated Even

1. Copy is forwarded to the Director of Elementary Education HP Shimla with the submission that the information as required by your office is lying with the concerned Principals/ Headmasters . The same will be provided on its receipt from the concerned head of the institution.

Sampal
Deputy Director Elementary Education,
Una Distt Una (H.P)