

No.:-EDN-U (E-V) Elem/20 years Inc ./2019. - 229  
Office of the,  
Deputy Director Elementary Education Una (H.P.).  
Dated: 18/01/2020 January /2019

To,

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

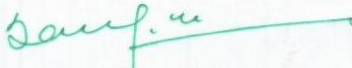
Subject:- Regarding grant of Two Special Increments after completion of 20 years of Regular service in R/O C&V Teachers.

Memo,

It has come to the notice of undersigned that some of the Principals / Headmasters are sending incomplete cases for grant of two special increments after completion of twenty years of regular service in a cadre as C&V , whereas this office has issued the prescribed proforma / instructions for sending the cases.

You are once again directed that the following documents are required for grant of two special increments.

1. Prescribed proforma (Specimen attached )
2. Service book of the official concerned .
3. Service verification numbering is required in the service book till date .
4. Work & Conduct for the last three years from due date.
- 5 ACRs for the last Three years .
6. VCC Certificate.

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

Proposal for grant of Two special increments to C&V Category (. DM, PET, OT, Band Master , Craft Teachers ,Yoga Teachers , Music Teacher working in Education Department, Notified vide Govt. of HP Education Depatt No Shiksha -11 (Kha ) 13-1/95 dated 18.06.99.

1	Name of Teacher	
2	Desigation	
3	Present place of posting	
4	Date of 1 <sup>st</sup> Appointment	On Adhoc/Tennure basis = On Regular basis =
5	Total Length of service	From                      T o                      =20 years
6	EOL Period if any , 1. Without Medical 2. On Medical Ground	
7	Pay Scale of the post	
8	Basic pay +Grade pay before grant of Two special increments	
9	Date of Next increment	
10	Pay Fixed on dated ----- ----- after grant of Two special increments	
11	Date of increment	
12	Remarks	

Certified that the above particulars have been verified by the undersigned from the service book of the official concerned and found correct . The official is eligible for grant of Two Speacial increments.

Signature of the Principal/Headmaster  
GSSS/GHS ( with Seal)



## Integrity Certificate/Vigilance Clearance

Certified that Sh./Smt. \_\_\_\_\_ is a permanent employee of H.P. Education Department currently posted under the establishment of undersigned . It is further certified that the record has been verified by me personally and no departmental inquiry /vigilance case pending against the Government servant which may debar him/her from further promotion under new Assured Career Progression scheme/ Two special increments . The integrity of the employee is beyond doubt.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of Controlling Officer

## Work and Conduct Certificate

- 1.Certified that the work and conduct of Sh/Smt. \_\_\_\_\_ designation \_\_\_\_\_ of this school is Good / Very good for the last three year \_\_\_\_\_
- 2.Certified that no vigilance /Deptt. Enquiry is pending against the official.
- 3.Certified that there has nothing against the official, which may debar him from the benefit of prop step up under ACP Scheme 24-32or 4-9-14)/promotion/Additional Increment etc.
4. Certified that the official has furnished Assets & liabilities returns under the provision of sub Rule(1)of Rule(18) of CCS conduct Rules 1969.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of Controlling Officer

(With Seal)