

Application for Relieving Order

To

Dated:

The.....

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.....

Sub: Application for relieving orders- Reg.

Ref: 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.

2.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.

3. Pro. No....., Dated:..... (Allocation Order)
of the DEO.....

4. Pro. No....., Dated:..... (Transfer Order)
of the DEO.....

As per subject cited above , Iam.....
EmpID:, working as a,at.....
to submitting that, through the reference 3rd cited, I have been allotted to.....
district in the Cadre of....., and 4th cited, I transfered to.....,
Mandal:..... in..... district with instructions to join within 3 days.

Therefore, I am requesting you that today dated:..... please relieve me to
join at i.e. in the new local cadre..... dist in the post of.....,
at new school from here, Please consider.

Thanking you sir..

Yours faithfully

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Enclosers:

1. Allocation Order Copy
2. Transfer Order Copy

Teacher Relieving Order

**PROCEEDINGS OF THE GAZ. HEADMASTER ZPHS.....,
.....MANDAL,..... DISTRICT.**

Present:

Procs. No.....

Dated:.....

Sub: Po 2018 - Organization of Local Cadre and Regularization of Direct Recruitment

PO 2018 –Allotment of Employees to new local cadres and transfers of – Sri/Smt

.....,designation.....

working at of.....district and

allotted to.....district and transfered to.....,

Mandal:..... District relieving –orders- Reg.

Ref: . 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.

5.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.

6. Pro. No....., Dated:..... (Allocation Order)
of the DEO.....

7. Pro. No....., Dated:..... (Transfer Order)
of the DEO.....

8. Application of individuals,Dated:.....

As per above subject cited as per ref(3) Po 2018 - Organization of Local Cadre and
Regularization of Direct Recruitment PO 2018 –Allotment of Employees to new local cadres
and transfers of –....., designation.....

working at of.....district and allotted to

..... district and ref (4) transfered to.....,

Mandal:..... District

In view of the above references of instructions, is here by relieved the Sri/Smt
....., ZPHS....., MandalDistrict
.....on A/N, with instructions to report to the concern offices
immediately.

Signature of the Gaz. Headmaster

To

The Individual concerned

Copy to the DEO District

Copy to the Sub-Treasury Officer concerned

Teachers Relieving Order

**PROCEEDINGS OF THE Mandal Educational Officer MRC.....,
.....MANDAL,..... DISTRICT.**

Present:

Procs. No.....

Dated:

Sub: Po 2018 - Organization of Local Cadre and Regularization of Direct Recruitment
PO 2018 –Allotment of Employees to new local cadres and transfers of – Sri/Smt
.....,designation.....
working at of.....district and
allotted to.....district and transfered to.....,
Mandal:..... District relieving –orders- Reg.

Ref: . 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.

2.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.

3. Pro. No....., Dated:..... (Allocation Order)
of the DEO.....

4. Pro. No....., Dated:..... (Transfer Order)
of the DEO.....

5. Application of individuals,Dated:.....

As per above subject cited as per ref(3) Po 2018 - Organization of Local Cadre and
Regularization of Direct Recruitment PO 2018 –Allotment of Employees to new local cadres
and transfers of –....., designation.....
working at of.....district and allotted to
..... district and ref (4) transfered to.....,
Mandal:..... District

In view of the above references of instructions, is here by relieved the Sri/Smt
.....,MPPS/MPUPS.....,Mandal.....,
District.....on A/N, with instructions to report to the concern
Offices immediately.

Signature of the Gaz. Headmaster

To

The Individual concerned

Copy to the DEO District

Copy to the Sub-Treasury Officer concerned

Application for Joining Order

To

Dated:

The.....

.....

.....

Sub: Application for relieving orders- Reg.

Ref: 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.

2.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.

3. Pro. No....., Dated:..... (Allocation Order)
of the DEO.....

4. Pro. No....., Dated:..... (Transfer Order)
of the DEO.....

5. Relieving Order Pro. No....., Dated: /01/2022 of the DDO
Gaz.Headmaster,.....

As per subject cited above , Iam.....

EmpID:, working as a,at.....

to submitting that, through the reference 3rd cited, I have been allotted to.....

district in the Cadre of....., and 4th cited, I transfered to.....,

Mandal:..... in..... district with instructions to join within 3 days.

Therefore, I am reporting to join in my transferd place i.e.....,

Mandal:..... in the new local cadre..... dist in the post

of, from Erstwhile..... District, Please consider.

Thanking you sir,

Yours faithfully

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Enclosers:

- 1.Allocation Order Copy
- 2.Transfer Order Copy
3. Relieving Order

Teachers Joining Order

**PROCEEDINGS OF THE GAZ. HEADMASTER ZPHS.....,
.....MANDAL,..... DISTRICT.**

Present:

Procs. No.....

Dated:

Sub: Po 2018 - Organization of Local Cadre and Regularization of Direct Recruitment
PO 2018 –Allotment of Employees to new local cadres and transfers of – Sri/Smt
.....,designation.....
working at of.....district and
allotted to.....district and transfered to.....,
Mandal:..... District Joining –orders- Reg.

Ref: . 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.
2.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.
3.Pro. No....., Dated:..... (Allocation Order)
of the DEO.....
4.Pro. No....., Dated:..... (Transfer Order)
of the DEO.....
5. Relieving Order Pro. No....., Dated: /01/2022 of the DDO Gaz.Headmaster,
.....
6.Application of individuals,Dated:.....

As per above subject cited as per ref(3) Po 2018 - Organization of Local Cadre and
Regularization of Direct Recruitment PO 2018 –Allotment of Employees to new local cadres
and transfers of –....., designation.....
working at of.....district and allotted to
..... district and ref (4) transfered to.....,
Mandal:..... District.

In view of the above references of instructions, is here by permitted to joinduty of
Sri/Smt.....,ZPHS.....,Mandal
.....,District.....on F/N, with instructions to
report to the concern offices immediately.

Signature of the Gaz. Headmaster

To

The Individual concerned

Copy to the DEO District

Copy to the Sub-Treasury Officer concerned

Teachers Joining Order

**PROCEEDINGS OF THE Mandal Educational Officer MRC.....,
.....MANDAL,..... DISTRICT.**

Present:

Procs. No.....

Dated:.....

Sub: Po 2018 - Organization of Local Cadre and Regularization of Direct Recruitment
PO 2018 –Allotment of Employees to new local cadres and transfers of – Sri/Smt
.....,designation.....
working at of.....district and
allotted to.....district and transferred to.....,
Mandal:..... District joining –orders- Reg.

Ref: . 1. G.O.Ms.No. 317GA (SPF) Dept, Dated:06.12.2021.
2.Memo. No.1665/ISPF-I/2021-2, Dt:13.12.2021 of the Chief Secretary, Telanaga.
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of the DEO.....
4.Pro. No....., Dated:..... (Transfer Order)
of the DEO.....
5. Relieving Order Pro. No....., Dated: /01/2022 of the DDO Gaz.Headmaster,
.....
6.Application of individuals,Dated:.....

As per above subject cited as per ref(3) Po 2018 - Organization of Local Cadre and
Regularization of Direct Recruitment PO 2018 –Allotment of Employees to new local cadres
and transfers of –....., designation.....
working at of.....district and allotted to
..... district and ref (4) transferred to.....,
Mandal:..... District

In view of the above references of instructions,is here by permitted to join duty of
Sri/Smt.....,MPPS/MPUPS.....,Mandal
.....,District.....on F/N, with instructions to report
to the concern offices immediately.

Signature of the Mandal Educational officer

To

The Individual concerned

Copy to the DEO District

Copy to the Sub-Treasury Officer concerned

