

By-mail

**PROCEEDINGS OF THE COMMISSIONER & DIRECTOR OF SCHOOL EDUCATION  
TELANGANA AND EX - OFFICIO PROJECT DIRECTOR RMSA/ MODEL SCHOOLS,  
HYDERABAD.**

Rc.No.39/A1/MS/TG/2014,

Dated:01.07.2014

**Sub:** - Telangana Model Schools–Opening of Service Books of Principals/  
PGTs/TGTs of Model Schools–Sanctioning of Annual Grade  
Increments–Instructions Issued–Reg.

**Read:** - This Office Proc. Rc. No. 1777/A1/MS/RMSA/2013, Dated: 09-05-2014.

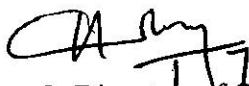
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1. All the Principals of Telangana Model Schools are informed that instructions were issued to open Service Books of the Principals/PGTs /TGTs of Model Schools in the reference read above.

2. Now, it is instructed to sanction Annual Grade Increment to the PGTs /TGTs who have completed One year Satisfactory service from the date of joining in the cadre without applying any Leave other than Casual Leave, may be sanctioned Increment by the Principals of the Model School Concerned. If any PGT/TGT applied other than Casual Leave they may not be sanctioned Annual Grade Increment until the leave which was applied is sanctioned by the competent Authority.

3. In respect of Principals of Telangana Model Schools, they are requested to submit Original Service Book with all entries along with a certificate stating that they have not availed any kind of Leave other than Casual Leave. If they have availed, they have to mention the type of Leave availed and sanction orders may be enclosed along with Certificate to the Additional Director, Model Schools, Telangana, Hyderabad, for sanctioning of Annual Grade Increment.

This has the approval of C & DSE, Telangana and Ex-Officio, PD, RMSA/  
Model Schools Hyderabad.

  
for Commissioner & Director of School  
Education and Ex-Officio, PD,  
RMSA/ Model Schools,  
Telangana, Hyderabad  
&

To  
All the Principals of Telangana Model Schools in the State.  
Copy to all the District Educational Officer's, in the State (Except Hyderabad)  
Copy to Accounts Officer, Telangana Model Schools, Hyderabad.