

**Statement of Fixation of pay in the Higher Grade Employees of Aided Schools
Sanctioned in G.O.(P) 300/98/Find Dated 25.11.98 & Orders issued Subsequently &G.O(P)
No..145/2006/Dated 25.03.2006**

1. Name of employee with Designation:
2. Name of School :
3. Name of Regional School :
4. Name of District :
5. Date of Commencement of Continuous service:
6. Details of broken periods of service admissible
For higher grade (Broken service beyond 5 years at a
Stretch may be excluded)

Service Verification Page	Nature of Service with Name of School/Office	From	To	Year	Month	Date

7. Date of Completion of 8 years of Service:
8. Date on which Higher Grade is admissible:
9. Date of option if any :
10. Pay in the lower post with time scale(enlarged)
11. Next incremental stage in the lower time scale
12. Next stage in the Higher time scale(enlarged)
13. Pay fixed in the Higher Grade
With time scale (enlarged)
14. Date of effect
15. Normal date of next increment
16. Remarks

Certified that the detail of service reckoned for fixation of pay consequent of the grant of grade have been verified with reference to relevant records including service book and found correct

Signature
Name

Place

Head of office

Designation of the
Sanctioning authority

ORDERS OF SANCTIONING AUTHORITY

No.:

Higher Grade is sanctioned to Sri/Smt.....

.....
fromin the scale of Rs.....

And pay fixed as indicated in column 13 above

Signature of Head of Office

Name
Designation

Place:
Date: