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| Proforma-1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sl.No | Name of the Mandal | Name of the School & Address | Type of School (PS/UPS/HS) | Name of the Head Master/Teacher | Date of Birth | | | Particulars of Salary for the financial year 2015-16 ( March- Feb) | | | | | | | | | | | | Date of Increment | | | D.A arrears for the year 2014 | | Particulars of E.L | | | | |
| DD | MM | YYYY | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Jan-16 | Feb-16 | DD | MM | YYYY | Jan-Jun | July-Dec | B.F of E.L | Credited in 2013 | Credited in 2014 | Credited in 2015 | Total |
| 1 | 2 | 3 | 4 | 5 | 6a | 6b | 6c | 7a | 7b | 7c | 7d | 7e | 7f | 7g | 7h | 7k | 7l | 7m | 7n | 8a | 8b | 8c | 9a | 9b | 10a | 10b | 10c | 10d | 10e |
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| Particulars of E.L | | | Leave Salary Particulars , if any | | Other arrears, if any | PRC 2015 arrears | | Encashment of E.L (Retd. Empl.only) | | Encashment of H.P.L (Retd. Emp.Only) | | Remarks |
| Encashment of E.L | | | Period | Amount |
| No.of Days | Amount | Balance of E.L | Period | Amount | No. of Days | Amount | No. of Days | Amount |
| 10f | 10g | 10h | 11a | 11b | 12 | 13a | 13b | 14a | 14b | 15a | 15b | 16 |
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