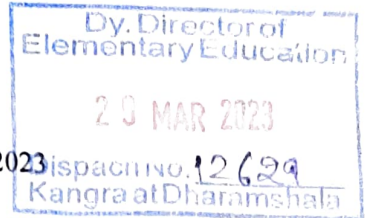


No. EDN -KGR (A-5) Objection /2023
O/O the Deputy Director of Elementary Education,
Kangra at Dharamshala.

Dated: Dharamshala – 176215, the 28th March, 2023



To

**All the Principals and Headmasters
In Distt. Kangra &**

**All the Block Elementary Education officers,
In Distt. Kangra**

Subject: - **Regarding submission of documents in r/o ACPS and Ex-Service Men pay fixation cases.**

Memo,

It has come to the notice of the undersigned that maximum complaining Assured Carrier Progression Scheme(ACPS)4-9-14 cases are being received in this office without making all codal formalities, as desired to grant benefit of ACPS and Ex-Service men. Keeping in view of the unnecessary loss to the Government exchequer and to refrain from unnecessary to and fro correspondence, you are all directed to ensure the submission of relevant documents and compliance of directions placed below:-

1. Original copy of ACPS option of the concerned incumbent verified by the Principal during that period.
2. Original copy of Undertaking to the effect that the applicant has not forgone his promotion during his past service for further promotion duly verified by the concerned Principal/Headmaster.
3. Service Book of the incumbent.
4. Three years ACRs (Including the year in which the claim of ACPS falls and preceding two years).
5. Service verification of the entire periods.
6. The copy of Sanctions for the periods of Extra Ordinary Leave, if any, from the Head of Department be enclosed. (Sanctioning Authority of EOL is HOD as per CCS(Leave) Rules 1972).
7. Vigilance Clearance and integrity / Work & Conduct certificate.
8. Original copies of Appendix "A & B" in case of Ex-Service men pay fixation cases.
9. Original Discharge Book in case of Ex-Service men pay fixation cases.
10. Copies of educational qualification certificates and certificates pertaining to attainment of eligibility to get the benefits of past Army service.
11. Pay proposals verified by the head of the school concerned.
12. Appointment orders of the incumbent in case of Ex-Service men pay fixation (Contractual and Regular).
13. Recommendation of Himachal Pradesh Sainik Kalyan Board(if any).

Note:- Draw your kind attention, any laxity shall be reviewed seriously.

Deputy Director of Elementary Education,
Kangra at Dharamshala