

**TOP PRIORITY / MOST URGENT**

**PROCEEDINGS OF THE DISTRICT EDUCATIONAL OFFICER, MEDAK DISTRICT  
HQRS.: SANGAREDDY**

**Rc.No.896/B3/2016**

**Dated:29-01-2016**

Sub: School Education - Particulars of the Teachers proceeded on leave (Authorized / Unauthorized) absence cases in the state - Proforma - Communicated - Information called for - Reg.

Read: Procs.Rc.No.101/Ser.III-1/2016 dt.21.01.2016 of the DSE, TS, Hyderabad.

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The attention of all the Deputy Educational Officers, Mandal Educational Officer and Head Masters of High Schools in the district is invited to the reference cited and they are informed that, the DSE, TS, Hyderabad has requested to furnish the details of teachers proceeded on leave (Authorized / Unauthorized) absence cases in the district on or before 01.02.2016.

Therefore, they are hereby instructed to submit the details of teachers proceeded on leave (Authorized / Unauthorized) absence cases under their control in the prescribed proforma appended to these proceedings by **01.02.2016** to the undersigned without fail. If there are no such teachers in their control, they should submit the -NIL- report to the undersigned without fail.

The Mandal Educational Officer concerned are requested to collect the information from the Head Masters of High Schools in their respective mandal and to submit the hard copies to the undersigned along with the details of their mandal through special messenger on **01.02.2016** without fail.

Receipt of these proceedings should be acknowledged.

**Encls: Proforma**

**Mohd. Nazeemuddin  
District Educational Officer  
Medak at Sangareddy**

To  
All the Deputy Educational Officers in the district.  
All the Mandal Educational Officer in the district.  
All the Head Masters of High Schools in the district (through MEOs concerned).

//t.c.f.b.o.//

  
**Superintendent**  
93/1/16