

# **FORM OF JOINING / RELIEVING REPORT**

Office of the Headmaster/ Headmistress Govt. \_\_\_\_\_ School \_\_\_\_\_

1. No. in gradation list \_\_\_\_\_
2. Name of teacher \_\_\_\_\_
3. Qualification in full (Educational) \_\_\_\_\_ (Professional) \_\_\_\_\_
4. Designation \_\_\_\_\_
5. Present Pay (Basic Pay) \_\_\_\_\_
6. Scale of Pay \_\_\_\_\_
7. Name of the School/Office from which transferred \_\_\_\_\_
8. Name of the School/Office transferred to \_\_\_\_\_
9. Date and time of joining/relieving \_\_\_\_\_
10. Date of appointment in Govt. Service \_\_\_\_\_
11. Date of appointment to Present Grade \_\_\_\_\_
12. Date of birth \_\_\_\_\_
13. Home District \_\_\_\_\_
14. Date of last increment \_\_\_\_\_
15. Reference from the charge (Joining / Relieving) \_\_\_\_\_
16. Reference to No. & Date of the orders regarding Transfer/ Appointment \_\_\_\_\_
17. Remarks \_\_\_\_\_

No. \_\_\_\_\_ Dated \_\_\_\_\_

Headmaster/ Headmistress

*Copy forwarded for information and necessary action to:*

1. Distt. Account Officer Attock
2. Chief Executive Officer (Education) DEA Attock
3. Distt. Education Officer (SE) Attock
4. Distt. Education Officer (F/M.EE) Attock
5. The Headmaster Govt. \_\_\_\_\_
6. The Teacher concerned
7. Office record

Headmaster/ Headmistress