

By Registered Parcel With Ack Due

O/o

From

.....

.....

..... (Mandal)

.....(Dist)

Pin.....

To

The Principal Accountant General (A&E)

AG OFFICE A.P

M G ROAD , GOVERNORPET

VIJAYAWADA-520002

L Dis No..... Dated.....

Respected Sir /Madam ,

Sub:- School Education- Pension -submission of Service Books in respect of Employees /Teachers Working in The office of -----Those who have completed 25 years of Service or having 5 years left over service for retirement - Reg.

- Ref:-
- 1.A.P.R.P Rules 1980
 - 2.GO MS NO 180 Edn. Dt 18/11/2022
 3. Memo No:D2/1894442/2022 -DTA AP Dated t 15/01/2022
 - 4.Lr.No: D2/1894442/2022 DTA AP Dated 07/02/2023
 5. Memo No: ESE 02-16021/81/2022-Pension- CSE dated 23-02-2023
 6. Rc No.....datedof.....

In Pursuance of the Orders and Letters Cited in the reference above as a pension sanction authority I here with forward the service books of the following Employees Working in The office of -----Those who have completed 25 years of service or having 5 years left over service for Retirement Due To Superannuation Of Age 62 years

The Pension authorising Authority is hereby requested to verify the service particulars of the below said employees and have a certificate recorded in the service books of the concerned ,to the effect that **“The Service up to the Specified Date has been Accepted in Audit for Pension”** to avoid delay in release of pension after retirement

Sl.no	Name	Present post	Date of joining In the service	Date of birth	Date of Retirement	No of Volumes in service book

Thanking You In anticipation

Encls:- Total number of

Service books enclosed -----

Yours faithfully