

Government of Tripura
Directorate of Secondary Education
Estt. (N.G.)Section.

M E M O

Subject: -Utilization of Services of Graduate Teacher.

The services of Smt. Susmita Banik, GT, Laxmichhara R.K H.S School, Kanchanmala, West Tripura is hereby withdrawn from her existing place of posting and placed at Bodhjung Girls' H.S. School, Agartala, West Tripura on deputation for the period of 01(one) year.

She should report for her duty at the place of posting and submit joining report to the Head of Office & DDO, Bodhjung Girls' H.S. School, Agartala, West Tripura.

Pay and allowances of the teacher concerned will be drawn and disbursed by the Head of Office & DDO Laxmichhara R.K H.S School, Kanchanmala, West Tripura after receiving the working report from the Head of Office & DDO, Bodhjung Girls' H.S. School, Agartala, West Tripura in every month.

The Head of Office & DDO, Bodhjung Girls' H.S. School, Agartala, West Tripura is requested to send the monthly working report of the aforesaid teacher to the Head of Office & DDO, Laxmichhara R.K H.S School, Kanchanmala, West Tripura in every month for preparation of monthly salary bill.

She is released from her existing place of posting on 14/03/2024

Signed by Nripendra
Chandra Sharma
Date: 13-03-2024 19:22:36
Reason: Approved

Director of Secondary Education,
Tripura

Copy to: -

- ✓ 1. The District Education Officer, West District for information.
2. The Head of Office & DDO, Laxmichhara R.K H.S School, Kanchanmala, West Tripura for information and necessary action.
3. The Head of Office & DDO, Bodhjung Girls' H.S. School, Agartala, West Tripura for information.
4. The Branch Officer, IT cell , Directorate of Secondary Education, Tripura for information and necessary action for uploading the same in the Departmental website.
5. Smt. Susmita Banik, GT, Laxmichhara R.K H.S School, Kanchanmala, West Tripura (through the Head of Office & DDO).
6. Guard file (in the section)