

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

**M E M O**

**Subject: -Utilization of services of Head Clerk / Lower Division Clerk.**

The services of the following 02(two) nos. Head Clerk / Lower Division Clerk under the Directorate of Secondary Education, Tripura are hereby withdrawn from their existing Place of posting as noted in Col. No.2 and placed at the school as noted against each in Col.No.3 on deputation basis for a period of 01(one) year.

Sl. No.	Employee's Name, Designation & Existing Place Of Posting	Deputed To	To Whom To Report For Duties
1	2	3	4
1.	Sri Samir Debbarma, H.C, Ratanpur Class XII School, Padmabil, Khowai Tripura.	Bajjal Bari Hs School, Padmabil, Khowai Tripura.	Head of Office & DDO, Bajjal Bari H.S. School, Padmabil, Khowai Tripura.
2.	Sri Roshan Debbarma, L.D.C, Bachaibari H.S. School, Tulashikhar, Khowai Tripura.	Ratanpur Class XII School, Padmabil, Khowai Tripura.	Head of Office & DDO, Ratanpur Class XII School, Padmabil, Khowai Tripura.

They should report for their duties at the place of posting and submit joining report to the Head of Office & DDO, as noted against each in Col. No.4.

Pay and allowances of the employees concerned will be drawn and disbursed by the concerned Head of Office & DDO, as noted in Col. No.2, after receiving the working report from the Head of Office & DDO, as noted against each in Col. No.4, in every month.

The Head of Office & DDO, as noted against each in Col. No.4 are requested to send the monthly working report of the aforesaid employees to the concerned Head of office & DDO, as noted in Col. No.2, for preparation of monthly salary bill.

They are released from their existing place of posting by 29/02  
/2024.

Signed by Nripendra  
Chandra Sharma  
Date: 26-02-2024 08:19:41  
Director of Secondary Education,  
Tripura

1(7-1)-SE-E(NG)/2023(L-5)

1/69830/2024

Signed by Nripendra  
Chandra Sharma  
Date: 26-02-2024 08:19:41  
Director of Secondary Education,  
Reason: Approved  
Tripura

Copy to: -

1. The District Education Officer, Khowai District for information.
2. The Head of Office & DDO, \_\_\_\_\_ for information and necessary action.
- ✓ 3. The Branch Officer, IT cell , Directorate of Secondary Education, Tripura for information and necessary action for uploading the same in the Departmental website.
4. The Individual concerned Sl. No. \_\_\_\_\_ (through the Head of Office & DDO).
5. Guard file.