

Government of Tripura
Education (School) Department
Estt. (N.G) Section.

M E M O

Subject: - Transfer of Group-C (Head Clerk)Employee.

Smt. Uma Singha, Head Clerk, Tellamura Class- XII School, Tellamura, Khowai District, Tripura is hereby transferred from her existing place of posting to Education Inspectorate, Munglakami, Khowai District, Tripura with her existing pay and scale of pay plus other admissible allowances per month until further order in public interest. She should report for her duty at the place of transfer and submit joining report to the Head of Office & DDO, Education Inspectorate, Munglakami, Khowai District, Tripura.

Smt. Uma Singha, Head Clerk, Tellamura Class- XII School, Tellamura, Khowai District, Tripura is release from her existing place of posting on 19.01.2024 (A/N).

Her pay and allowances etc. will be drawn against the Head of Account under which her pay and allowances etc. are usually drawn.

The Head of Office & D.D.O, Tellamura Class- XII School, Tellamura, Khowai District, Tripura is requested to send the L.P.C/Service Book/Personal file etc. of Smt. Uma Singha, Head Clerk to the Head of Office & D.D.O, Education Inspectorate, Munglakami, Khowai District, Tripura in due course under intimation to this Directorate.

**Signed by Nripendra
Chandra Sharma
Date: 15-01-2024 18:21:44
Reason: Approved
(N.C. Sharma)
Addl. Secretary to the
Government of Tripura.**

Copy to:-

1. The Director, Directorate of Elementary Education, Tripura for information.
2. The Head of Office & D.D.O, Tellamura Class- XII School, Tellamura, Khowai District, Tripura for information and necessary action.
3. The Head of Office & D.D.O, Education Inspectorate, Munglakami, Khowai District, Tripura for information.
4. The District Education Officer, Khowai District, Tripura for Information.
5. Smt. Uma Singha, Head Clerk, Tellamura Class- XII School, Tellamura, Khowai District, Tripura for compliance (Through the Head of Office).
6. The Branch Officer, I/T Section, Directorate of Secondary Education, Tripura for information and request to upload the memo in the Departmental website.
7. Guard file in Section.