PROFORMA

Proposals For Appointment As Record Assistant (Special Grade) In Respect Of Sri K. Prakash Babu, Who Is Now Working As Record Assistant In Govt. Junior College, Amadalavalasa, Srikakulam Dist Consequent On Completing 08 Years Of Incremental Service In The Combined Cadre Of Office Subordinate & Record Assistant Under Modified AAS In Terms Of G.O.Ms.No.96 Finance (PC-II)Dept. Dt.20.05.2011.

1.	Name of the Employee	:	Sri K. Prakash Babu
2.	Class & Category of the Post in which the incumbent is holding at present	:	Record Assistant Ordinary Grade
3.	Date of entry into the cadre of Attender	:	28.09.2002
4.	Date of Promotion as Record Assistant	:	01.02.2008
5.	Period that do not count for increment	:	--
6.	Date of completion of 06 years of incremental service in the combined cadres of Attender & Record Assistant	:	27.09.2008
7.	Date from which eligible to be appointed to the Special Grade scale	:	28.09.2008
8.	Pay drawn on the date prior to appointment to the Special Grade scale	:	Rs.9200/-
9.	Time Scale to be allowed for completion 06 years of service in the combined cadres of Attender & Record Assistant	:	7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23040 RPS,2010
10.	Pay to be fixed under FR22(a)(i) in the scale as mentioned in the column no.09 above	:	Rs.9460/- w.e.f. 28.09.2008
11.	Date of next increment	:	01.09.2009
12.	Remarks	:	

Principal,
Govt. Junior College,
AMADALAVALASA,
Srikakulam.(Dist).

From :-
Sri R. Bhaskara Rao,M.A.,B.Ed.,
Principal,
Govt. Junior College,
AMADALAVALASA,
Srikakulam (Dist).

To :-
The Regional Joint Director of
Intermediate Education,
RAJAHMUNDRY.

Rc.No. -A/2012 Dt. 10.2012

Sir,

Sub :- Public Services – Sri K. Prakash Babu, Record Assistant (Ordinary Grade), Govt. Junior College, Amadalavalasa, Srikakulam dist. – proposal submitted for appointment to the post of Record Assistant (Special Grade) on completion of 06 years in the combined cadres of Attender & Record Assistant under Modified Automatic Advancement Scheme – submitted - regarding.

Ref :- 1. G.O.Ms.No.45 Finance(PC-II)Dept. Dt.15.02.1993
2. G.O.Ms.NO.96 Finance(PC-II)Dept. Dt.20.05.2011

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I submit herewith the following documents in respect of Sri K. Prakash Babu, Record Assistant (Ordinary Grade), Govt. Junior College, Amadalavalasa, Srikakulam dist. for appointment to the post of Record Assistant (Special Grade) on completion of 06 years in the combined cadres of Attender & Record Assistant under Modified Automatic Advancement Scheme.

1. Proposal for appointment to Special Grade Scale in the combined cadres of Office Subordinate and Record Assistant in the proforma in duplicate
2. Service Register in 01(One) Volume

This is submitted for favour of information.

Yours Faithfully,

Principal,
Govt. Junior College,
AMADALAVALASA,
Srikakulam(Dist).

Encl : As Stated Above