A N N E X U R E

**Proforma for furnishing particulars in respect of Sri/Smt.
for placing him/her in Special Promotion Post Scale – II on completion of 24 years of service.**

1. Name of the Employee.	
2. Date of Birth.	
3. Qualification.	
4. Date of appointment in the present post.	
5. Date of Commencement of Probation in the present post (Ref. No. and date.	
6. Date of Declaration of Probation in the present post (Ref. No. and date).	
7. Period of E.O.L. (from the date of appointment in the present post to till to date.)	
8. Whether faced any reversion/suspension/ charges pending/or any orders issued which makes him/her for non-eligibility of Automatic Advancement Scheme.	
9. Whether passed Account Test and/ or any other qualification which are required for promotion as per relevant service rules.	
10. Date of appointment to Special Grade Post (Ref. No. and date).	
11. Date of completion of 18 years continuous service.	
12. Date of eligibility for Special Promotion Post -1I scale.	
13. Existing scale of pay.	
14. Scale of pay for S.P.P.-1I (i.e., Promotion Post Scale-1I).	

(Signature of the Employee)

**Designation of Head
of office & Seal**

Release of increments after sanction of Special Promotion Post – 1B scale.

Date of Increment	Service Book Page No.
Date of Increment	Service Book Page No.
Date of Increment	Service Book Page No.
Date of Increment	Service Book Page No.
Date of Increment	Service Book Page No.
Date of Increment	Service Book Page No.

C E R T I F I C A T E

Certified that the above particulars have been verified with the Service Book and other office records and found correct.

Designation of Head
of office & Seal