

PROFORMA

1. Name (In Capital) :
2. PEN Number :
3. Designation :
4. Present Station with District :
5. Date of Birth :
6. Qualification (general and Technical) :
7. Details of Regular Appointment:-
 - a) Method of Appointment :
 - b) 1st PSC Advice No and Date :
 - c) Govt. Order if any :
 - d) Appointment Order No. and Date. :
(Copy of order should be attached)
 - e) Date of joining in regular service :
8. Whether availed extension of joining time :
If so,
 - (a) Period :
 - (b) Date of joining duty :
9. Details of Declaration of Probation :
(Ord No., Dt. and Dt. of effect of Probation)
10. Details of Inter District Transfer, if any
in the entry cadre:-
 - a) Inter Dist. Transfer Order No. and Date :
(If bifurcation, copy of order should be attached)
 - b) District to which transferred :
 - c) Date of joining in new District :
11. Details of LWA if any :-
 - a) Period of LWA :

- b) Sanction Order No. and Date :
- c) Date of rejoining after LWA :
12. Whether secured 2nd PSC appointment if any :
- a) 2nd PSC Advice No. & Date :
- b) Appointment Order No. :
- (copy should be attached)
- c) Date of joining duty :
13. Rank No. in previous seniority List if any :
14. Other relevant information :
15. Mobile No. :

Signature of the incumbent

Certified that the service particulars furnished above are verified with respective service register and relevant records and found correct.

Signature of Head of Institution

Certified that the service particulars furnished above are verified with respective service register and relevant records and found correct.

Signature of Administrative Assistant DMO(H)