

PROFORMA FOR APPEAL

1	Name	
2	Pen No	
3	Designation	
4	Present Station	
5	Date of Birth	
6	Qualification	
7	Promotion details (a) Order No & date of promotion (b) Date of joining as Senior Clerk	
8	Departmental Qualification (MOP / Account Test)	
9	Appointment details PSC advice No & Date / G.O number & date etc. Appointment order no & date	
10	Details of LWA if any (c) Period of LWA (d) Sanction order no & date (e) Date of rejoining after LWA	
12	Rank No in the seniority list of LD Clerk with year	
13	Rank No. in the preliminary seniority list of Senior Clerk published	
14	Reason for appeal.	
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 the Head of the Institution

Counter signature of DMO (H)