

PROFORMA FOR APPEAL

1. Name (In Capital) :
2. Designation :
3. Present Station :
4. Date of Birth :
5. Qualification :
6. Details of Regular Appointment:-
 - a) Method of Appointment :
 - b) PSC Advice No. and Date :
(If more than one PSC appointment, the last PSC Advice No. & Date should be noted)
 - c) Govt. Order if any :
 - d) Appointment Order No. and Date :
(copy of order should be attached)
 - e) Date of joining in regular service :
7. Whether availed extention of joining time :
If so,
 - (a) Period :
 - (b) Date of joining duty :
8. Details of Declaration or Probation :
(Ord No., Dt. and Dt. of effect of Probation)
9. Details of LWA if any :-
 - a) Period of LWA :
 - b) Sanction Order No. and Date :
 - c) Date of rejoining after LWA :

(Contd.....2)

-: 2 :-

10. Details of Promotion if any :

11. Rank No. in the present Seniority List if any :

12. Other relevant information :

13. Reason for appeal :

14. 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

Counter Signature of DMO(H)