

ANNEXURE – B

**PROFORMA FOR APPEAL**

1	Name & PEN Number	
2	Designation	
3	Present Station	
4	Date of Birth	
5	Qualification	
6	Details of Regular appointment (a) Method of appointment  (b) PSC advice No & Date (If more than one PSC appointment last PSC advice No & Date should be noted)	
7	IDT details (a) Order No of IDT  (b) District to which transfer  (c) Date of joining in the new District	
8	Details of Declaration of probation (Order No, Date & Date of effect of probation) (copy should be attached)	
9	Details of LWA if any (a) Period of LWA  (b) Sanction order no & date  (c) Date of rejoining after LWA	

10	Reason for appeal	
11	Mobile No.	
12	Mobile No Section Clerk (CHC/PHC)	

Date

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)