

**Proforma for Appeal / correction in the Seniority List of UD clerks for the period from
17/06/2000 to 31/12/2012**

I General Details

- a) Name (In Capital) :
- b) PEN No :
- c) Designation :
- d) Present Station :
- e) Date of Birth :

II. If Appointment through PSC

- a) PSC Advice No., Date and name of Dist. :
(If more than one PSC appointment, the
last PSC Advice No.& Date should be noted)
- b) Appointment Order No. and Date :
(Copy of order should be attached)

III. If Appointment through Compassionate ground

- a) Government Order No & Date :
- b) Order No. and Date of DHS :
(Copy of order should be attached)
- c) DMO's Appointment Order No. and Date :
(Copy of order should be attached)
- d) Opted District :
- e) District to which allotted at first :
- f) Whether secured transfer to the opted
District? :

IV. If Appointment through Employment Exchange

- a) Whether Handicapped/SC/ST/any other :
ground
- b) Government Order No & Date :
- c) Order No& Date of appointing authority :

V. If Appointment through Inter Department Transfer

- a) Government Order No & Date :
- b) Order No& Date of appointing authority :
- c) Date of Joining in the Health service Dept :

VI. Service details

- a) Date of Joining in the entry cadre :
- b) Whether availed extension of joining time :
If so,
i) Period :
(ii) Date of joining duty :
- c) Details of Declaration of Probation :
(Ord No., Dt. and Dt. of effect of Probation)
(Copy should be attached)
- d) Whether availed Inter District Transfer; if so,
(i) Order No & Date of DHS :
(ii) District to which transferred :
(iii) Date of Joining in the new district :

[Note:- If an incumbent appointed through dying in harness scheme and posted to other district for want of vacancy in his opted district and subsequently returned to his opted district will not be treated as IDT]

- e) Whether availed LWA, if so
i) Period of LWA (from to) :
ii) Sanction Order No. and Date :
iii) Date of rejoining after LWA :
- f) Details of Promotion in the cadre of UDC :
(Ord No & Date of promotion)

VII. Details of Departmental Test

- a) MOP (Register No & Year of passing) :
- b) Account Test (L) (Register No, month & Year of :
passing) (Original & and an attested copy should
be submitted)
- c) Account Test (H) (Register No, month & Year of :
passing) (Original & and an attested copy should
be submitted)
- d) Temporary exemption, if any, from passing out :
the departmental test , if so specify the ground

**VIII. Rank No in the seniority list of LDC with period
of list**

**IX. Rank No in the Preliminary seniority list of UDC
for the peripod from 17/06/2000 to 31/12/2012**

XI. Reason for appeal

X. Mobile No.

Signature of the incumbent

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

Signature of Head of Institution

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

**Name and Signature of Section
Clerk, DMO Office**

**Name & Signature of Administrative Assistant
DMO Office**

Office seal