

## 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) 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 :
8. Whether availed extention of joining time :  
If so,
  - (a) Period :
  - (b) Date of joining duty :
9. Details of Declaration or 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 :
  - b) District to which transferred :
  - c) Date of joining in new District :

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**11. Details of LWA if any :-**

**a) Period of LWA :**

**b) Sanction Order No. and Date :**

**c) Date of rejoining after LWA :**

**12. Rank No. in previous seniority List if any :**

**13. Other relevant information :**

**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**