

# APPEAL PROFORMA

Category:- Clerk

<b>I</b>	<b>General Details</b>		
	a)	Name (In Capital)	:
	b)	PEN No.	:
	c)	Designation	:
	d)	Present Station	:
	e)	Date of Birth	:
	f)	General Education & Qualification	:
<b>II</b>	<b>If Appointment through PSC</b>		
	a)	PSC Advice No. Date & 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)	:
<b>III</b>	<b>Service Details</b>		
	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, if declared, (Order No, Date and date of effect of probation) (Copy should be attached)	:
	d)	Whether availed inter district transfer	:
		If so	
	i)	Order No & Date of DHS	
	ii)	Dist. To which transferred	
	iii)	Date of joining in the new district	

	e)	Whether availed LWA if so,	:	
	i)	Period of LWA (from....to)	:	
	ii)	Sanction order No & Date	:	
	iii)	Date of rejoining after LWA	:	
IV	d)	Whether secured 2 <sup>nd</sup> PSC appointment if any so		
	i)	2 <sup>nd</sup> PSC advice No.& Date		
	ii)	Appointment order No. (Copy should be attached)		
	iii)	Date of joining duty		
V	i	Any other Remarks	:	
	ii	Mobile No		
VI		Reason for Appeal with copies of necessary documents		

**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 the Head of Institution**

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

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

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

**Office seal**