

PROFORMA

I. General Details

- a. Name (In Capital) :
- b. PEN Number :
- c. Date of Birth :
- d. Designation :
- e. Present Station with District :

II. Appointment details :-

- a. PSC Advice No & Date :
- (If more than one PSC appointment,
the last PSC Advice No & Date should be noted,
copy of advice should be attached)
- b. District :
- c. Appointment Order No. and Date. :
- (Copy of order should be attached)
- d. Date of joining in the entry cadre :

III Details of promotion to the present post

- a. Order No & Date
(Copy of the Order should be attached) :
- b. Date of Joining duty in the Present Post :

IV Details of Declaration of probation in the Present Cadre

- a. Order No.& Date of Effect
(Copy of the Order should be attached) :

V. Whether availed Inter District Transfer, If so

- a. Order No & Date :
- b. District which transfer :
- c. Date of joining in the new district :

VI. Details of LWA if any :-

a) Period of LWA :

b) Sanction Order No. and Date :

c) Purpose :

d) Date of rejoining after LWA :

VII. Mobile No of the incumbent :

VIII. Phone No of the Present Institution :

IX. Any other relevant information :

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 Head of Institution

Counter Signature of DMO(H)