

**ANNEXURE – 3**

**Proforma for preparation of Seniority List of Senior Clerks who were promoted during the period from 01/09/2012 to 31/12/2018**

1. Name (In Capital) :
2. PEN Number :
3. Designation :
4. Present Station with District :
5. Date of Birth :
6. Qualification :
  
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. Other Service details
  - a) Date of Entry in Service
  - b) Whether availed extension of joining time :  
  
If so,
    - (i) Period :
    - (ii) Date of joining duty :
9. Details of Declaration of Probation :
  - i. Order. No., Dt. and Date. of effect of Probation  
  
(copy of order should be attached)

**10. Details of Inter District Transfer, if any**

- a) Inter Dist. Transfer Order No. and Date :  
b) District to which transferred :  
c) Date of joining in new District :

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

- a) Period of LWA :  
b) Sanction Order No. and Date :  
c) Date of rejoining after LWA :

**12. Details of Departmental Test**

- a) MOP (Register No. & Year of passing) :  
b) Account Test (L) (Register No, month & Year of passing) :  
(Original and attested copy should be submitted)  
c) Account test(H) (Register No, month & Year of passing) :  
(Original and attested copy should be submitted)  
d) Temporary exemption, if any, from qualifying the :  
departmental test, if so specify the ground  
e) Rank No. in the cadre of LDC :  
f) Remarks :

**13. Other relevant information :**

**14. Mobile No. :**

**Date:**

**Signature of the incumbent**

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

**Signature of Head of Institution**

**Counter Signature of DMO(H)**