

**Proforma for Preparation of Seniority List of Senior Clerks who
where promoted during the period from 01/11/2017 to 31/12/2018**

I. General Details

- a. Name (In Capital) :**
- b. PEN Number :**
- c. Designation :**
- d. Present Station with District :**
- e. Date of Birth :**
- f. Qualification**
 - i. General :**
 - ii. Departmental :**

II. If appointment through PSC

- a) PSC Advice No, Date and District :**
**(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. Govt. Order NO & Date :**
- b. Order No & Date of DHS**
(Copy of order should be attached) :
- c. Appointment order of DMO with Date**
(Copy of order should be attached) :
- d. 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. Govt. Order NO & Date :

c. Order No & Date of Appointing authority

(Copy of order should be attached) :

V. If appointment through Inter Department Transfer

a. Govt. Order NO & Date :

b. Order No & Date of Appointing authority :

c. Date of Joining in the Health Services Department

VI. Other 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 or Probation :

**(Order No., Dt. and Dt. of effect of Probation
Copy should be attached)**

d) Whether availed Inter District Transfer, if so

i) Inter Dist. Transfer Order No. and Date :

ii) District to which transferred :

iii) Date of joining in 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 Senior clerk

i) Order no & Date of promotion :

ii) Date of joining as Senior Clerk :

VII. Details of Departmental Test

[Original Certificate should not be attached. Only attested copies need to be attached]

a. MOP (Register No, Month & Year of passing):

b. Account Test (L) (Register No, Month & Year of passing):

c. Account Test (H) (Register No, Month & Year of passing):

d. Temporary exemption, If any, from passing out the Departmental Test, If so specify the ground:

e. Rank no in the cadre of LDC/Period of LDC Rank list should be specified:

f. Remarks (Any other relevant information)

VIII. Mobile No:

Signature of the incumbent

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

Signature of Head of Institution

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

**Name & Signature of Section
Clerk, office of the DMO(H)**

**Name & Signature of Administrative
Assistant, office of the DMO(H)
(Office Seal)**