

## ANNEXURE-A

### Proforma for preparation of Seniority List of Staff Nurse Grade-I who were promoted during the period from 10/11/2008 to 20/08/2013

(The circular attached with this proforma should be read before filling up the same)

#### **I General Details**

- a) Name (In Capital) :
- b) PEN No :
- c) Designation :
- d) Present Station :
- e) Date of Birth :
- f) Rank No. in the cadre of Staff Nurse Gr-II :
- g) Details of declaration of probation in the cadre of Staff Nurse Grade-II (Order No., Date of effect etc) :

#### **II. Details of promotion to the cadre of Staff nurse Gr-I** :

- a) Order No. and Date (Copy of order should be attached) :
- c) Date of joining duty as Staff Nurse Gr-I :

#### **III. Other Relevant Particulars**

- a) Whether availed Inter District Transfer; if so,
  - (i) Order No & Date of DHS :
  - (ii) District to which transferred :
  - (iii) Date of Joining in the new district :
- b) Whether availed LWA, if so
  - i) Period of LWA (from .... to) :
  - ii) Sanction Order No. and Date :
  - iii) Date of rejoining after LWA :

c) 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 :

IV) Any other relevant information :

V) . Mobile No. :

**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 Head of Institution**

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

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

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

**Office seal**

