

## **PROFORMA - A**

### **Proforma for preparation of Seniority List of Senior Clerks in Health Services Department for the period from 01/01/2019 to 31/12/2022**

#### **I**

- a. Name (In Capital) :
- b. PEN :
- c. Designation :
- d. Present Station with District :
- e. Date of Birth :
- f. Educational Qualifications :
- g. Rank No in LDC Seniority List :
- h. Period of LDC Seniority list :

#### **II. If Appointment through PSC :-**

- 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)

#### **III. If appointment through Compassionate Ground /By Trasfer**

- a. Govt. Order No & Date :
- b. No & Date of Appointment Order of DHS :  
(Copy should be attached)
- c. No & Date of Appointment Order of DMO :  
(Copy should be attached)

**IV. Details of Departmental Test**

a. MOP :

(Register No, Month & year of passing)

b. Account Test (Lower) :

(Register No, Month & year of passing)

c. Account Test (Higher) :

(Register No, Month & year of passing)

(Attach copies of certificates)

d. Temporary Exemption, if any, from :  
passing out the departmental test,  
if so specify the ground

**V Promotion Order No & Date as Senior Clerk :**

**VI. Mobile No of the incumbent :**

**VII Phone No of the Present Institution :**

**VIII. 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)**