

Proforma for preparation of Seniority List

Category:- Lower Division Typist

I) General Details

- a. Name (In Capital) :
- b. Male/Female :
- c. PEN :
- d. Designation :
- e. Present Station with District :
- f. Date of Birth :
- g. Qualification (General and Technical) :

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)

III) Whether the incumbent appointed as Clerk Typist/ Typist Clerk , has opted for Typist, if yes

- a. Date of option :

(Copy of option form should be attached)

IV) Service Details :-

- a. Designation in the Entry cadre :
- b. Date of joining in the Entry cadre :
- c. Whether availed extension of joining time, :
if so
 - i. Period :
 - ii. Date of Joining duty :*(Attach copy of order)*
- d. Whether probation declared, if so :
Order No with date & Date of effect :
of probation

(copy of order should be attached)

V) Whether availed Inter District Transfer, If so

a. Order No & Date :

b. District to which transferred :

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) 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)