

**Proforma for preparation of Seniority List of Refrigeration Mechanic (UIP) in
Health Services Department**

I General Details

- a. Name (In Capital) :
- b. PEN :
- c. Designation :
- d. Present Station with District :
- e. Date of Birth :
- f. 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. Service Details :-

- a) Date of joining in the entry cadre :

- b) Whether availed extension of joining time, :
if so

Period :

Date of Joining duty :
(Attach copy of order)

- c) whether probation declared, if so :

Order No with date & Date of effect :
of probation
(copy of order should be attached)

V. Details of LWA availed as per Appendix XII A/B/C if any :-

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

VI. Disciplinary action if any,

**If Yes, copy of finalized order
should be attached** :

VII. Mobile No of the incumbent :

VIII. Phone No of the Present Institution :

IX. 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)