

**PROPOSAL FOR THE SANCTION OF TIME BOUND HIGHER GRADE ON
COMPLETION OF YEARS OF QUALIFYING SERVICE**

1. Sl. No :
2. Name with Designation :

3. Present Station :
4. Date of Birth :
5. Qualification: (1) General :
(2) Technical :

6. Qualification Department tests prescribed :
for promotion in the normal line
7. Whether acquired the above qualification / :
Department test for promotion
8. Date of commencement of continuous :
service (FN or AN)
9. Category to which appointed first in service :
with scale of pay of the post

10. Date of commencement of continuous :
service (FN or AN)
11. Details of promotion already enjoyed with :
designation of the post, date of joining in
each post and scale of pay of the posts
 - a) First promotion :

 - b) Second promotion :

 - c) Third promotion :

12. Details of higher grades already granted :
with scale of pay and date of effect

13. Total strength of service as on the date of :
application
14. Whether an undertaking has been obtained :
from the incumbent to the effect that he/she
will not refuse regular promotion as and
when it becomes due (Declaration to be
enclosed)
15. Whether promotion had already been :
relinquished, If so, furnish details

16. If relinquished, whether the incumbent had :
tendered declaration to the effect that he /
she will accept the promotion in future after
getting higher grade (if so enclose
declaration duly attested by the Head of
Office)

17. Details of service if any which will not count :
for sanctioning of higher grade
18. Next promotion post in the normal course if :
any and the scale of pay
19. Whether the incumbent is eligible to get :
higher grade sanctioned in the
G.O.(P)3000/98/Fin dated 25-11-1998
i) From which date :
ii) On which scale of pay :
20. Remarks :

Certified that I have verified the service book of the incumbent and that the details furnished above are correct. Also certified that the incumbent is eligible to get Higher Grade sanctioned in G.O.(P) 3000/98/Fin. Dated 25-11-1998 with effect from the date and the scale of pay noted in column No.19.

Signature, Name and Designation of
Head of Institution

Place:

Date:

Countersigned