

Proform for appointment to SGP pay scale

1. Name of the Employee and Desig. :
2. Date of Birth :
3. Date of joining in the post in which the period of (6) years completed. :
4. Date of commencement of probation in relation to column (3) :
5. Date of completion of probation in relation to column (2) :
6. Periods of EOL or treated as DIES-NON as the case may be which will not count for increments if any :
7. Whether faced any retrenchment, Reversion, Suspension and punishments awarded, if any, if so indicate the full details duly enclosing the copies of relevant orders. :
8. Date of passing Accounts Test with :
9. Date of eligibility for (SGP) increment after deduction of the period of EOL/ DIES-NON or break up period,if any :
10. Scale of pay holding in the post for which the proposals relates :
11. Next higher scale of pay applicable to SGP :
12. The date of from which the individual was appointed to SGP/SPP-I, if any with ref. number and date along with copy of such order :
13. Whether any charges/Disciplinary cases are Pending against the employee, if so, the details are to be indicated. :
14. No. of increments released so far Date-wise may be indicated :