

PROFORMA

ANNEXURE - I

SERVICE PARTICULARS IN RESPECT OF OFFICER/STAFF FOR THE PURPOSE OF CONSIDERATION OF GRANT OF FINANCIAL UPGRADATION UNDER MACP SCHEME.

S. No.	Name of the official	Present Designation with pay band and grade pay	Date of Birth	Entry grade as a direct recruit	Direct entry grade on absorption/ Reemployment basis	Length of past continuous service in other C.Govt. deptt. , if from surplus cell	Details of 1st /2nd/3rd promotion	Details of 1st/2nd financial upgradation under ACP/MACP scheme	Whether any vig./non vig. Case pending	Whether any penalty imposed & pending	ACR gradings for last 5 years	Whether the officer has refused to accept the promotion during the service if yes, please mentioned the date & post
		Also date of completion of 10/20 & 30 years of regu. Service		Date of recruitment/Designation/Pay Scale		Name of past Organisation/Designation in that Org/ Length of service in that org	Date/Designation/pay scale	Date/pay scale				
1	2	3	4	5	6	7	8	9	10	11	12	13

It is certified that the above particulars have been verified from the service records of the incumbent and found in order.

(SIGNATURE OF THE COMPETENT AUTHORITY)