

**PROPOSAL FOR THE SANCTION OF THE TIME BOUND HIGHER GRADE ON**

**COMPLETION OF..... YEARS OF QUALIFYING SERVICE**

1. SI No :-
2. Name and designation :-
3. Present station :-
4. Date of birth :-
5. Qualification
  1. General :-
  2. Technical :-
6. Qualification /departmental tests prescribed for promotion in the normal line :-
7. Whether acquired the above qualification/ Departmental test for promotion.If no furnish details,specify date of acquiring each such qualification
8. Date of commencement of 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 post
  - a. First promotion
  - b. Second promotion
  - c. Third promotion
12. Details of higher grade already granted with scale of pay and date of effect :-
13. Total length of service as on the date of effect :-

14. Whether as 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 all been relinquished if so , furnished details :-
16. if relinquished whether incumbent had tendered action to the effect that he/she will accept the promoted infuture after getting grade. If so enclosed deduction dually attached 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 ourself any and scale of pay :-
19. Whether the incumbent if eligible to get higher grade sanctioned in
1. From which date :-
2. 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 .

Place :-  
Date :-

Signature

Name :-