

PERIODICAL INCREMENT CERTIFICATE

Certified that every officer named below has been either (1) the incumbent of the appointment indicated against this name for a period of not less than ONE year since the date column (5) to (if he has been suspended for misconduct) column (7) after deducting periods shown in column (8) & (9) & that the increment has not been withheld as penalty during that period or (2) incumbent is entitled to the increment (1) shown in the explanatory memorandum attached:

Extract from the conduct register relating to the work and conduct of these officers during the periods concerned & the records noted below are submitted.

Signature

Designation

Sl.No	Name of the Employee & Designation	Appointment	Whether substantive or officiative	Date from which present pay is drawn	Suspended for Misconduct		Leave without pay or if tenure was officiating		Date from which increment may be given	Scale of Pay	Present Pay	Amount of Increment	Pay Future	Whether Passed RLT/Dept . Tests etc.
					From	To	From	To						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

The grant of the increments in column (13) to (14) Nos. is sanctioned.

NOTE: Explanatory memorandum in respect if Nos (15) is attached.

These extracts should not be sent to the Audit Officer

NOTE: When the increment claimed is the first carry a Government Servant over an efficiency bar columns (5) and (1) to (4) should be filled in Red Ink.

Signature

Designation