

PERIODICAL INCREMENT CERTIFICATE

1. Certificate that the Government Servants named below earned the prescribed Periodical increment certificate from the date in column & having been in cumbents of the posts specified for not less then Years from the date in column 5 after deducting period of suspension for misconduct etc. and absence on leave without pay and in case of those holding the post officiating all other kinds of leave.
2. Certified that Government servants name below have earn periodical increment from the date cited for reason stated in the explanatory memo attached here to

Name of Incumbvent 1	Whether substantive or officiating 2	Scale of pay of Post 3	Present pay 4	Date from which present pay is drawn 5	Date last increment 6	Further pay 7	Suspension for misconduct and such other absence as does not count for increments		Leave without pay and in the case of those holding the post office capacity all other kind of leave	
							From 8	To 9	From 10	To 11

- Note:** 1. When the increment claimed in the first to carry a Government servant over adnoficincy bar column 5,6 and 7 should be filled up in red ink.
2. The figure (1) or (2) should be placed against each have according as the reason (1) or (2) applied. The explanatory memo should be submitted in any case in which reason applies.

Signature & Designation of Drawing Officer