

PROFORMA TO BE SUBMITTED BEFORE THE DEPARTMENTAL PROMOTION COMMITTEE (HR)
(TO BE FILED BY THE CONTROLLING OFFICER)

GENERAL PARTICULARS

- 1 Name & Employee Code :
- 2 Designation :
- 3 Office Address :
- 4 Date of Birth :
- 4 Date of Retirement :

SERVICE PARTICULARS

Details of Departmental Test :

:

Name of Paper	Register No.	Date of Passing

Details of promotion

Feeder Category	Promoted Post	Date of Promotion	Date of Joining

Details of declaration of probation in the post of Assistant Engineer/Assistant Executive Engineer/ Executive Engineer/Deputy Chief Engineer/Assistant Accounts Officer/Accounts Officer.

Name of Post	Date of declaration of probation	Order No.

9. Details of disciplinary action pending against the Officer

10. Details of disciplinary action finalized against the Officer

(a) Mode of finalization :

(b) Order No:

11. Details of VACB/Crime case registered against the Officer:

12. Details of LWA availed by the Officer :

13. Whether minimum service prescribed in the feeder category.
If so whether the Officer has completed the said period

14. Whether minimum service prescribed in Generation,
Transmission, Distribution, Investigation & Project has been Completed, If so,
details of posting.

15. Whether APAR for the last 3 consecutive years has been submitted:

Place:
Date:

Signature of the Controlling Officer
Name & Designation

For OFFICE USE ONLY

Seniority position in the feeder category

Details of Annual Performance Appraisal Report

Reporting Authority	Period	Name and Designation	Bench Mark Grading Awarded
	2017		
	2018		
	2019		
Reviewing Authority	2017		
	2018		
	2019		
Accepting Authority	2017		
	2018		
	2019		