

PERIODICAL INCREMENT CERTIFICATE

Certified that the Government servant named below have earned the prescribed periodical increments from the date cited in column 6, having been the incumbents of the posts specified for not less than.....year from the date in column 5, after deducting periods of suspension for misconduct, etc. and absence on leave without pay and in the case of those holding the posts in officiating capacity, or holding temporary posts in substantive capacity, all kinds of leave other than leave on average pay during which they would have continued to officiate in the posts but for their going on leave, upon a maximum of four months of such leave taken at a time.

Further certified that during the period/periods of leave on average pay taken at a time from.....to.....and from.....to.....which has/have been counted for increment in the case of officiating Govt. servant/servants named below, he/they would have officiated in the post/posts but for his/their going on leave.

Certified that the Government servants named below have earned/will earn periodical increments from the date cited, for reason state in the explanatory memo, attached hereto.

[illegible]

- Note: 1. When the increment claimed is the first to carry a Government Servant over an efficiency bar column 5,6 and 7 should be filled up in red ink.
2. The figure (1) or (2) should be placed against each name according as the reason (1) or (2) applies, The explanatory memo, should be submitted in any case in which reason (2) applies.
3. The term leave on average pay upto a maximum of four months wherever occurring in this form included earned leave upto a maximum of 120 days so far as Government servant governed under the revised Leave Rules.

Signature and Designation of Drawing Officer

Name of incumbent	Whether substantive or officiating	Scale of Pay of post	Present pay	Date from which present pay is drawn	Date of present increment	Future pay	Suspension for misconduct & such other absence as does not count for increments		Leave, without pay and in the case of those holding the posts in officiating capacity or holding temporary posts in a substantive capacity, all kinds of leave other than leave on average pay during which they would have continued to officiate in the posts but for their going in leave, upto a maximum four months of such leave taken	
							From	To	From	To
1	2	3	4	5	6	7	8	9	10	11

- Note: 1. When the increment claimed is the first to carry a Government Servant over an efficiency bar column 5,6 and 7 should be filled up in red ink.
2. The figure (1) or (2) should be placed against each name according as the reason (1) or (2) applies, The explanatory memo, should be submitted in any case in which reason (2) applies.
3. The term leave on average pay upto a maximum of four months wherever occuring in this form included earned leave upto a maximum of 120 days so far as Government servant governed under the revised Leave Rules.

Signature and Designation of Drawing Officer