PROPOSEL FOR SANCTION OF TIME BOUND GRADE ON COMPLETION OF

**15** YEARS OF SERVICE

NOTE:- (1) Proposal for higher grade should be supported with the following

1. Service book]
2. Option (as in the form prescribed for higher grade)
3. Declaration relating to relinquishment of promotion.
4. Undertaking agreeing to repay/remit excess payment if any made

(2) The option, declaration and undertaking should be duly countersigned by

 the Head of the Institution.

1. **Name, Designation & Institution :**

 **Head of Section in Civil Engg.**

 **Govt. Polytechnic College, Adoor.**

1. Qualification (with percentage of marks :

Where ever necessary)

1. General :
2. Technical : **B.Tech Degree in Civil Engg -66.2% marks**
3. (a) Date of acquisition of Qualification

(date of publication of result will be

Considered as the date of acquisition :**May, 1995**

Attach copies of notification/

Certificates/Mark lists etc.

Where ever necessary)

(b)Date on which required experience :

 Attained (Attach copies of testimonials)

1. Entry post

(a)Designation **; Lecturer in Civil Engineering**

(b) Scale of Pay :  **Rs. 11910-19350**

© Date of commencement of service :  **24.12.1999**

1. Details of post on which

Higher Grade is to be sanctioned. :

1. Designation : **Principal**
2. Scale of pay : Rs 29180 - 43640

1. Date o which eligible :
2. Details of provisional service counting for increment as per Govt. decision No. 2 under rule 33 KSR Part-I

………………………………………………………………………………………

Post Scale of Pay Period

 From To

………………………………………………………………………………………

………………………………………………………………………………………

1. Details of other service, if any which will count as qualifying service for higher grade

Post Scale of Pay Period

 From To

1. Details of other service, if any, on the following Period

(which will not count for higher grade) --------------------------------

 From To

………………………………………………………………………………………

1. LWA granted for taking up employment **: N.A**

Else where and LWA availed of for

accompany Spouse.

1. Period during which increment is barred **: N.A**

With cumulative effect.

1. Period during which the officer has held : ---

Any higher post on promotion.

1. Other periods if any which do not count : ---

For higher grades,(specify it’s details also)

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1. LWA taken for study purpose or other purpose:  **NIL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Next promotion post with scale of pay **:**  **Principal**

 **Rs. 36140 - 49740**

1. Whether the officer possesses the superior

Qualification prescribed if any, for the promotion post. :  **No**

1. Scale of pay of the Higher grade :  **Rs. 29180 - 43640**

For which officer is eligible

1. Details of qualifying service (QS)
2. Qualifying service (completed year) ; **Fifteen Years**
3. Date of completion of the required (QS) :
4. Date of normal increment :  **01-March**
5. .Date from which Higher grade is opted :  **24.10.2014**
6. .Date from which Higher grade is recommended.
7. .Remarks :

Certified that the details furnished above have been verified with relevant records and found correct.

Place: Head of the Institution

Date:

FORM OF OPTION

I, **, Head of Section in civil Engg..** (Name and designation ) hereby opt the scale of Rupees **………** **Rs.29180-43640………………** with effect from 24**.12.2014** towards Higher Grade for **……Fifteen……..**year in the entry post.

Place Adoor: Signature

Date : ……………….. Name :

Countersigned

Head of Institution

DECLARATION

I, **, Head of Section in civil Engg.....** (Name and designation ) hereby Declare that in the event of grant of Higher Grade for **…… Fifteen ……….**years, I will not refuse the regular promotion to that Grade as and when it becomes due .

Place: Adoor Signature

Date : ……………….. Name :

Designation: **Head of Section in civil Engg.**

Countersigned

Head of Institution

UNDERTAKING

I **, , Head of Section in civil Engg.…** do hereby agree to refund any excess payment noticed in subsequent scrutiny and check with reference to fixation made on the sanction of Higher grade on completion of **… Fifteen ….** years of service in the post of **… Lecturer in civil Engg.. …………**

Place: Adoor Signature

Date :  Name :

Designation **Head of Section in civil Engg.**

Countersigned

Head of Institution