

FORM N0-11-A (F.H.B VOL-V,PART-1
[See Chapter VII, paragraph 137]
(PERIODICAL INCREMENT CERTIFICATE)

(1) Certified that the Government servants named below have earned the prescribed periodical increment from the dates cited in column 6 having been incumbent of the post specified for not less than----- year from the date in column 5, after deducting periods of suspension for misconduct and absence on leave without pay and in the case of those holding the posts in an officiating capacity or holding temporary posts in a substantive capacity, all kinds of leave other than leave on average pay or earned leave during which they would have continued to officiate in the posts but for their going on leave up to a maximum of 4 months or 120 days, as the case may be, of such leave taken at a time.

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

(2) Certified that government servants named below have earned periodical increment from the date cited for reasons stated in the explanatory memo attached hereto-

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	Suspended for misconduct		Leave without pay and in the case of those holding post in officiating capacity of holding temporary posts in a substantive capacity all kinds of leave other than leave on average pay or earned leave which they would have continued to officiate in the post but for their going on leave up to a minimum of 4 month or 120 days as case may be of such leave taken at a time.	
							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 an officer over an efficiency bar columns 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 name should be submitted in any case in which reason (2) applies.

Signature and Designation
of Drawing officer