PERIODICAL INCREMENT CERTIFICATE

Certified that every officer named below has been either (1) the incumbent of the appointment indicated against this name for a period of not less than ONE year since the date column (5) to (if he has been suspended for misconduct) column (7) after deducting periods shown in column (8) & (9) & that the increment has not been with held as penalty during that period or (2) incumbent is entitled to the increment (1) shown in the explanatory memorandum attached:

Extract from the conduct register relating to the work and conduct of these officers during the periods concerned & the records noted below are submitted.

SI. No.	Name & Designation	Appointment	Whether Substantive or Officiative	Date from which present pay is drawn	Suspended for Misconduct		Leave without pay or if tenure was officiating any leave		Date from which increrment	Scale of Pay	Present Pay	Amount of Increment	Future Pay
					From	То	From	То	may be given			A I	