

JAIPUR VIDYUT VITRAN NIGAM LIMITED

PROFORMA FOR GRANTING ASSURED CAREER PROGRESSION

S. No.	Particular															
1	Name of employee & office															
2	Present post (through direct/ LDR/ promotion/ surplus)															
3	Details of initial regular appointment :- (i) Name of post appointed (ii) Date of appointment (iii) Pay scale (iv) Date of joining on regular appointment															
4	Details of subsequent appointments/ promotion, if any	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Post</th> <th style="width: 33%;">Pay Scale</th> <th style="width: 33%;">Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Post	Pay Scale	Date											
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5	Details Selection grade/ ACP, if already granted	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Pay Scale</th> <th style="width: 20%;">Date</th> </tr> </thead> <tbody> <tr> <td>1st SG/ ACP</td> <td> </td> <td> </td> </tr> <tr> <td>2nd SG/ ACP</td> <td> </td> <td> </td> </tr> <tr> <td>3rd SG/ ACP</td> <td> </td> <td> </td> </tr> </tbody> </table>		Pay Scale	Date	1st SG/ ACP			2nd SG/ ACP			3rd SG/ ACP				
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3rd SG/ ACP																
6	Details of penalty (s), if already imposed.															
7	Details of promotions foregone															
8	Total service as on date															
9	Total service on the post/ scale/ grade pay															
10	Admissibility of (i) 1 st ACP as on (ii) 2 nd ACP as on (iii) 3 rd ACP as on															
11	Admissible of Grade Pay and Pay Band															
12	Difference of Grade Pay															
13	Fixation after ACP															
14	Next Date of Increment															

Certified that:-

1. the regular increments have been allowed and his work found satisfactory from last seven years.
2. No DE/PE is pending and as per service record no criminal enquiry is pending against him.
3. No penalty has been imposed during last seven years as per service record.
4. As per Undertaking submitted by the employee, he is having only two children on or after 1.6.2002.

Signature of Applicant/
Officer(full name with
Designation)

Recommended
by the Controlling
Officer

Personnel Officer (Esstt.)

Pre-checked by
the AO (EA)

ACP sanctioned by the
Competent Authority
(Designation & Seal)