

**FORM T.R.24**  
(See Rule 272)

A-29018/6/2024-EI/413

**PERIODICAL INCREMENT CERTIFICATE**


Certified that the Government servants named below have earned the prescribed periodical increments from the date cited in column 7 having been the incumbents of the posts specified for not less than ..... Year(s) from the date shown in column 6, after deducting periods of absence from duty not counting for increment, absence on leave without pay etc. Further certified that during the period or periods of leave taken from ..... to ..... and from ..... to ..... which have been counted for increment in the case of officiating Government servant/servants named on the reverse, he/they would have officiated in the post/posts but for his/their would have officiated in the post/posts but for his/their proceedings on leave.

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

| S.<br>No. | Name of<br>Incumbent and<br>Designation<br><br>(Sh./Smt./Ms). | Whether<br>substantive<br>or<br>officiating | Level of pay<br>of post/<br>Pay Matrix | Present<br>Basic pay<br>(in Rs.) | Date from<br>which present<br>pay is drawn | Date of<br>present<br>increment | Future<br>pay<br>(in Rs.) | Absence from<br>duty not<br>counting for<br>increment |    | Leave without pay<br>and in the case of<br>those including the<br>posts in the<br>officiating<br>capacity, all other<br>kinds of leave<br>during which<br>he/they would not<br>have continued to<br>officiate in the<br>posts. |    |
|-----------|---|---|--|----------------------------------|--|---------------------------------|---------------------------|---|----|--|----|
|           |   |   |  |                                  |  |                                 |                           | From  | To | From   | To |
| 1         | 2   | 3   | 4                                      | 5                                | 6  | 7                               | 8                         | 9   | 10 | 11   | 12 |
| 1         | Sunita, ASO   | Substantive                                 | Level-7                                | 52,000/-                         | 01-01-2024                                 | 01-01-2025                      | 53,600/-                  | --  | -- | --   | -- |
| 2         | Meghlal Mandal,<br>ASO  | Substantive                                 | Level-7                                | 53,600/-                         | 01-01-2024                                 | 01-01-2025                      | 55,200/-                  | --  | -- | --   | -- |
| 3         | Reeta Passi,<br>ASO   | Substantive                                 | Level-7                                | 53,600/-                         | 01-01-2024                                 | 01-01-2025                      | 55,200/-                  | --  | -- | --   | -- |

|    |                        |             |         |          |            |            |          |    |    |    |    |
|----|------------------------|-------------|---------|----------|------------|------------|----------|----|----|----|----|
| 4  | Y.I. Singh, ASO        | Substantive | Level-7 | 52,000/- | 01-01-2024 | 01-01-2025 | 53,600/- | -- | -- | -- | -- |
| 5  | Kundan Kumar, ASO      | Substantive | Level-7 | 53,600/- | 01-01-2024 | 01-01-2025 | 55,200/- | -- | -- | -- | -- |
| 6  | Upendra Kumar, ASO     | Substantive | Level-7 | 53,600/- | 01-01-2024 | 01-01-2025 | 55,200/- | -- | -- | -- | -- |
| 7  | Omendra Yadav, ASO     | Substantive | Level-7 | 53,600/- | 01-01-2024 | 01-01-2025 | 55,200/- | -- | -- | -- | -- |
| 8  | Anil Kumar Singh, ASO  | Substantive | Level-7 | 46,200/- | 01-01-2024 | 01-01-2025 | 47,600/- | -- | -- | -- | -- |
| 9  | Atul Kumar Dhaker, ASO | Substantive | Level-7 | 44,900/- | 01-02-2024 | 01-01-2025 | 46,200/- | -- | -- | -- | -- |
| 10 | Vaibhav Dwivedi, ASO   | Substantive | Level-7 | 44,900/- | 08-02-2024 | 01-01-2025 | 46,200/- | -- | -- | -- | -- |
| 11 | Bighanraj Mishra, ASO  | Substantive | Level-7 | 44,900/- | 23-02-2024 | 01-01-2025 | 46,200/- | -- | -- | -- | -- |

1. When the increment claimed is the first to carry a Government Servant 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 certificate (1) or (2) applies. The explanatory memorandum should be submitted in any case in which certificate (2) applies.

  
**(Sameer Kumar Munda)**  
**UNDER SECRETARY**

To

Section Officer, Accounts-II, CWC,

Copy to :

1. PAO, CWC
2. DDO-1, CWC
3. All concerned through E-Office Notice Board/CWC website.