

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

**PERIODICAL INCREMENT CERTIFICATE**

Certified that during the periods of leave taken from 03.01.2023 to 21.12.2023 which have been counted for increment in the case of officiating Government servant named on the below, she would have officiated in the post but for her proceedings on leave.

2. Certified that the Government servant named below have earned periodical increment from the date cited for reason stated in the explanatory memo given below.

Sl. No.	Name of Incumbent and Designation  S/Sh./Smt.	Whether substantive or officiating	Present Level and Cell in the Pay Matrix	Present Basic Pay as per Cell in the Pay Matrix	Date from which present pay is drawn	Date of present increment	Increment to next Cell and Level in the Pay Matrix	Future Pay w.e.f. 22.12.2023	Absence from duty not counting for increment		Leave without pay and in the case of those including the posts in the officiating capacity, all other kinds of leave during which he/they would not have continued to officiate in the posts.	
									From	To	From	To
1.	Mahima Yadav, SA	Substantive	Level-6 Cell-5	39,900/-	01-07-2022	22-12-2023	Level-6 Cell-6	41,100/-	--	--	--	--

**Date of next increment – 01.07.2024**

1. Ms. Mahima Yadav was on Leave from 03.01.2023 to 21.12.2023 (Maternity leave of 180 days from 03-01-2023 to 01-07-2023, Commuted Leave of 36 days from 02.07.2023 to 06.08.2023 and Child Care Leave of 137 days from 07.08.2023 to 21.12.2023). She has joined office on 22.12.2023. .

**(Gomathy Jayaraman)**  
**Under Secretary**  
☎: 3302 (Intercom)