

PERIODICAL INCREMENT CERTIFICATE

Certified that the Government servants named on the reverse have earned the prescribed periodical increments from the date cited in column 6 having been the incumbents of the posts specified for not less than Year(s) from the date shown in column 5, 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 on the reverse has/have earned/will earn periodical increments from the date cited for reason stated in the explanatory memo attached hereto.

S No.	Name of Incumbent and Designation S/Sh./Smt./Ms.	Whether substantiv e or officiating	Level of pay of post/ Pay Matrix	Present Basic pay	Date from which present pay is drawn	Date of present increment	Future pay	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	From	To
	1	2	3	4	5	6	7	8	9	10	11		
1	Nirja Solanki, Section Officer	Substantive	Level-8	74300	01-07-2019	01-07-2020	76500 ✓	--	--	--	--		
2	Rita Angrish, Section Officer	Substantive	Level-8	74300	01-07-2019	01-07-2020	76500 ✓	--	--	--	--		
3	Kanwaljit Kaur, Section Officer	Substantive	Level-8	70000	01-07-2019	01-07-2020	72100 ✓	--	--	--	--		
4	Asha Dudeja, Section Officer	Substantive	Level-8	68000	01-07-2019	01-07-2020	70000 ✓	--	--	--	--		
5	Jyotsna Kapur, Section Officer	Substantive	Level-8	76500	01-07-2019	01-07-2020	78800 ✓	--	--	--	--		
6	Asha Bhatt, Section Officer	Substantive	Level-8	76500	01-07-2019	01-07-2020	78800 ✓	--	--	--	--		
7	Suman Sikri, Section Officer	Substantive	Level-8	70000	01-07-2019	01-07-2020	72100 ✓	--	--	--	--		
8	Tejinder Pal Singh, Section Officer	Substantive	Level-8	76500	01-07-2019	01-07-2020	78800 ✓	--	--	--	--		
9	Usha Kalra, Section Officer	Substantive	Level-8	74300	01-07-2019	01-07-2020	76500 ✓	--	--	--	--		

Note:

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.

(JYOTSNA KAPUR)
SECTION OFFICER

Jyotsna Kapur
10/31/2020