

PERIODICAL INCREMENT CERTIFICATE OF _____ ESTABLISHMENT

(1) Certified that every Government Servants Named below has/have earned the prescribed periodical increment from the date/dates noted in Col.10 and either (a) has have been the incumbent of the appointment indicated against his name /their names for a period of not less thanyears since the date in col.5 or (if he has / they have been suspended for misconduct) (7) after deducting the dates between the dates shown in the col.8 and 9 and he has not been suspended to and order of stoppage of increment as a penalty during that period and that during the period of leave on average pay taken at a time from to and fromto. . . .which has have been counted for increment in the case of officiating Government Servant named below they would have officiated in the post but for their going on leave or leave without pay and in the case of those holding the post temporarily or if an officiating capacity, all kinds of leave other than leave on average pay which they would have continued to officiated in the posts but for their going on leave upto maximum of 4 months of such leave taken at a time.

S. No.	Name	Appointment	Whether Substantive or acting	Date from which present pay is drawn	Suspension for misconduct		Leave taken without pay and in the case of those holding the post temporarily or officiating capacity all kinds of leave other than leave on average pay during which they would have continued to officiate in the posts but for		Date from which increment may be given	Scale of Pay	Present Pay	Rate of Increment	Future Pay	
					From	To	From	To						
1	2	3	4	5	6	7	8	9	10	11	12	Rs	13	14

1 Certified that the character and conduct of the individual are found satisfactory

2. Periodical Increment Sanctioned vide this Office Progs. R.C.No. _____, Dated: _____

D.D.O

D.D.O.

Note: 1. When an increment claimed operates to carry a Government servant over an efficiency Bar, the claim should be supported by a declaration from the competent authority that it has satisfied itself that character and efficiency of the Government servant concerned, are such that he is fit to Pass the Bar, and col.(5) and)11) to (14)
 2. The term on average pay upto a maximum of 4 months whether occurring in this form includes earned leave up to a maximum of 120 days or 60 days or 30 days, as this case may be aso for as Government servants foivered by the Andhra Pradesh Leave Rules 1933, are concerned.

