

CONFIDENTIAL

PROFORMA FOR SANCTION OF INCREMENT

1	Name of Staff Member	
2	Designation and Department	
3	Pay and Scale of Pay	a) Present Basic Pay : b) Scale of Pay: c) AGP (if applicable):
4	Date of Joining duty in Service	
5	Period of active service (from last increment)	From To Months Days
6	Details of leave granted during the increment Period a) LWA b) HPL	
	Involvement and leadership of the staff member in the following areas. If required use additional sheet. Give Details a) Student Discipline b) Organisation of Special Programmes and meetings c) Hostel d) Sports and Games e) Club Activities viz IEEE, CSI, ISTE, SWAN, SCOPE, ASME, ICI etc. f) Special efforts in the academic activities g) Special achievements during the period, if any	<u>Details</u> a) b) c) d) e) f) g)
8	Signature of the Staff Member with date	
9	Remarks & Signature of HOD regarding conduct, performance and the efficiency of work done during the period	

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