**Annexure-I**

**Proforma showing the bio-data of Sr.AOs/AAOs recommended for induction in Headquarters**

|  |  |
| --- | --- |
| 1 Name |  |
| 2. Designation  (Please also mention  Civil/Commercial etc., wherever applicable) |  |
| 3. Gender (Male/Female) |  |
| 4. (i) Date of birth and  (ii) Age as on 01.01.2023 |  |
| 5. Qualification   1. Educational 2. Professional |  |
| 6. Office to which belongs   1. Parent Office 2. Office and station in   which working at present |  |
| 7. Whether belongs to SC/ST. If yes, please mention category. | Yes/No |
| 8. Date of entry into Govt. Service |  |
| 9. Date of entry in IA&AD |  |
| 10. Year of passing SOG Examination |  |
| 11. Year of passing RAE/CPD/Incentive Examination |  |
| 12. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO) | AAO (including erstwhile SO):  Sr. AO (including AO): |
| 13. Number of years completed in the grade as on 1.1.2024   1. Sr.AO (AO/Sr.AO combined) 2. AAO (SO/AAO combined) |  |
| 14. Present pay & Level | Rs. |
| 15.Experience and posts held | **Attach separate sheet giving details under this column, duly signed.** |
| 16. Proficiency in Computer:  (Details may be given) |  |
| 17. Contact details (Phone No and email address) |  |
| 18. Any other information. |  |

The information furnished above are correct to the best of my knowledge.

**Dated signature of the candidate**

## (Countersigned by the Group Officer in charge of Admn of the concerned office)

**Annexure-I**

**ABSTRACTS OF APARs/ ACRs FOR THE LAST SEVEN YEARS UP TO 2022-23**

**(Year-wise APAR grading for the seven\* years to be given in respect of each official)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No.** | **Name & Designation** | **2022-23** | **2021-22** | **2020-21** | **2019-20** | **2018-19** | **2017-18** | **2016-17** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |

*\* If any of the APARs of the recommended Officer are not available for any of the above period, the grading for the previous period may be given in the above Annexure.*

Indicate numerical grading’s only

It is certified that:

1. I have verified the grading from the original APARs and found to be correct
2. No vigilance or disciplinary case is either pending or contemplated against the above Officer/Officials. No major/minor penalty has been imposed on the above

Officers/Officials in the past.

**…………………………………………**

**DAG/DD/Sr. DAG/Director(Admn)/Director(P)**

**O/o-------------------------------------------**

**Date: ……………………. Place-----------------------------------------**