**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-----------------------------------------**