**Annexure.II**

**PROFORMA FOR 2nd /3rd /4th IDA PAY UPGRADATION OF EXECUTIVE WORKING IN BIHAR CIRCLE**

**SPECIAL REPORT FOR UPGRADATION IN IDA PAY SCALE OF EXECUTIVES**

**REF : BSNL C.O ND LETTER NO. 400-61/2004-PERS.I DATED 18.01.2007**

|  |  |  |
| --- | --- | --- |
| S/N | Items |  |
| 1 | Name of the Executive |  |
| 2 | Employee No. as per HR Package |  |
| 3 | Mobile No: of the Executive |  |
| 4 | Date of Birth |  |
| 5 | Present post held (Regular/Adhoc/Officiating) |  |
| 6 | Date since working on present post |  |
| 7 | Date of effect of 1st or last up-gradation with Circle office Memo No. |  |
| 8 | Pay scale of 1st or last up-gradation (Pre-revised) |  |
| 9 | Pay scale of 1st or last up-gradation (Revised) |  |
| 10 | Substantive status as on 01.10.20………. |  |
| (a)Post/Grade |  |
| (b)Pay scale |  |
| (c) Basic pay with DNI |  |
| 11 | Substantive status as on 01.10.20……….. |  |
| (a)Post/Grade |  |
| (b)Pay scale |  |
| (c) Basic pay with DNI |  |
| 12 | Substantive status as on 01.10.20………. |  |
| (a)Post/Grade |  |
| (b)Pay scale |  |
| (c) Basic pay with DNI |  |
| 13 | Whether Mandatory training has taken or not (if yes Memo of concerned training centre must be attached) |  |
| 14 | Due date for Second/ Third/ Fourth up-gradation as per promotion policy of BSNL. |  |
| 15 | Whether any punishment was / is in currency |  |
| a)On due date of up-gradation |  |
| b)At present |  |
| c)If yes, date of award of punishment and date of completion of currency of punishment be indicate. |  |

Certified that particulars given above from S/N (1) to (15) are verified from Service Book.

Seal and Signature of AO/SDE

(Responsible for maintaining of Service Book)

**ANNEXURE – 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name |  | 2. Desgn & Staff No. | | |  | |
| 3 | Pay Scale |  | 4. Date of Birth | |  | 5. Whether absorbed in BSNL |  |
| 6 | Date since wkg in the present post |  | 7. Status  (Reg./ Adhoc/contract/ Depth/ others) | | |  | |
| 8 | If on deputation, fill up the following information of parent /Lending Organisation | | | | | | |
| a) | Name of the organization with Address for correspondence | | |  | | | |
| b) | Post held in parent / lending orgn (Officiating or adhoc) | | |  | | | |
| 9 | (i) the particulars furnished above by the applicant are as per the service records | | | | | | |
|  | (ii) Whether any complaint / vigilance / disciplinary case is pending against the employee and whether he / she is undergoing any penalty ? …………  (iii) Case is forwarded for according vigilance clearance for the purpose of Grant of IDA pay scale upgradation of BSNL OM No. 400 – 61/2004 – Pers. I dated 18/01/2007 due on ………… | | | | | | |

Dealing official Admin / HR Controlling Officer / DGM / GN / Admin / HR

SEAL

Part – II (FOR USE BY VIGILANCE UNITS)

1. Vigilance clearance is granted / withheld due to …………………………..

OR

1. (a) There is no adverse vigilance record in respect of the above with the unit

OR

(b) Vigilance clearance may be with held due to

DE/DGM (Vig / VO.CO)

……………………………………………………………………………………………………………………………………….