

V.L.DAMLE,
Desk Officer.

Immediate/Time limit.
D.O.NO.ALC.1076/403293-E7,
Revenue & Forests Department,
Sachivalaya, Bombay-400032,
Dated:- 17th December 1976.

Subject: - Advance Increments for outstanding work
Grant of to-
Government Servants.

Dear

Kindly refer to Government Circular, General Administration Department, NO.SRV.1076/XIII, dated 23.10.76, on the subject mentioned above.

2. The proposals, for grant of advance increments for outstanding works are required to be submitted before 30th September, every year. It is observed that during current year the response was very poor. It has, therefore, been decided to extend the date for submitting proposals for the current year to 15.1.77. A proforma prescribed for making recommendations for grant of advance increments for outstanding work is enclosed. Each proposal is to be submitted along with upto date Confidential Record file of the person concerned.

3. I shall be grateful if you could look into the matter personally and ensure that the cases of Government servants who have been done outstanding work do not go unnoticed and kindly arrange to submit the proposals in respect of your Division immediately, so that they could reach this department by 31.12.76. If there is no such proposal in your Division. Kindly arrange to sent 'Nil', report.

Yours

V. L. Damle

(V. L. DAMLE)

Enclosure:-A proforma.

To

SHRI G.G.SURVEY, Assistant Commissioner, (Revenue)
Bombay Division, Bombay.

SHRI S.T.ALTEKAR, Assistant Commissioner, (Revenue)
Pune Division, Pune.

SHRI H.R.DESHANDE, Assistant Commissioner, (Revenue)
Aurangabad Division, Aurangabad,

OFFICE OF THE COLLECTOR

280/22218/76

Date.....

Branch.....

SHRI A. G. SALWAY, Assistant Commissioner, (Revenue)
Nagpur Division, Nagpur.

Copy along with proforma forwarded for information and necessary action to:-

All Collectors.

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P R O F O R M A . (23)

(For making recommendations for grant of advance increments for Outstanding Work).

1. Name of Government Servant.

2. Date of birth:-

3. Name of the post in which officiating and class of service (viz. Class II, III & IV)

4. Scale of Pay:-

5. Pay as on 1st April

6. Date of next increment.

7. Citation for outstanding work, justifying grant of advance increments (to be followed by signature, designation and date of the recommending Officer).