

ANNEXURE – S

(In line with Annexure – P of 249-F (Pen) dated 27.05.2019)

**PROFORMA REPORT TO BE FILLED UP BY THE HIGHER EDUCATION DIRECTORATE
FOR CONSIDERING COUNTING OF PAST SERVICE OF THE INCUMBENTS FROM GOVERNMENT-AIDED
COLLEGES****PART- I**

			Documentary evidence under C.P. No.
i	Name of the Incumbent		
ii	Date of Birth		
iii	Present post (Designation)		

DETAILS OF PRESENT SERVICE

			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
ii	Appointing authority		
iii	Joined in the post of (Designation)		
iv	Date of Joining		

v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation in the present post	Yes / No	
		Order/Resolution No.:	
		Date:	
viii	Whether covered under C.P.F./G.P.F/P.F	Yes / No	
ix	Pension Rules/Scheme applicable		

Authenticated by President, Governing Body/ Administrator/Principal/
Vice-Principal/Teacher-in-Charge of the College with seal and date

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

DETAILS OF 1ST SERVICE

Name of the Incumbent :			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
ii	Appointing authority		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation	Order/Resolution No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	
		Date:	
xii	Whether allowed lien in the post of 1st service	Yes / No	

		Order/Resolution No.:	
		Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.:	
		Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 2nd service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No	
		Order/Resolution No.:	
		Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F or P.F. amount had been transferred to the office of 2nd service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 2nd service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

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PLEASE TICK IN THE APPROPRIATE BOX

DETAILS OF 1ST SERVICE (ON TRANSFER) (if any) ☐DETAILS OF 2ND SERVICE (IGNORE IF PRESENT SERVICE IS THE 2ND SERVICE) ☐

Name of the Incumbent :			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization		
ii	Appointing authority/Head of Office		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order No.:	
		Date:	
vii	Date of Confirmation	Order No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	
		Date:	

xii	Whether allowed lien in the post of 2nd service	Yes / No	
		Order/Resolution No.:	
		Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.:	
		Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 3rd service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No	
		Order/Resolution No.:	
		Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F. or P.F amount had been transferred to the office of 3rd service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 3rd service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

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PLEASE TICK IN THE APPROPRIATE BOX

DETAILS OF 1ST SERVICE (ON TRANSFER) (if any)☐DETAILS OF 2ND SERVICE (ON TRANSFER) (if any)☐DETAILS OF 3RD SERVICE (IGNORE IF PRESENT SERVICE IS THE 3RD SERVICE)☐

Name of the Incumbent:			Documentary evidence under C.P. No.
i	Recruiting procedure- whether through PSC/SSC/CSC/RRB or any other organization		
ii	Appointing authority/Head of Office		
iii	Joined in the post of (Designation)		
iv	Date of Joining		
v	Pay scale in the post of joining		
vi	Joining order	Order/Resolution No.:	
		Date:	
vii	Date of Confirmation	Order/Resolution No.:	
		Date:	
viii	Released from the post of (Designation)		
ix	Pay scale in the post held last		
x	Date of Release		
xi	Release order	Order/Resolution No.:	

		Date:	
xii	Whether allowed lien in the post of 3rd service	Yes / No	
		Order/Resolution No.:	
		Date:	
xiii	If the incumbent did not revert to the parent office, then order of termination of lien	Order/Resolution No.:	
		Date:	
xiv	If the incumbent reverted to the parent office, whether that reversion took place within lien period	Yes / No	
xv	Whether applied through proper channel for 4th service	Yes / No	
xvi	Whether competent authority accorded permission to such application for new post	Yes / No	
		Order No.:	
		Date:	
xvii	Whether covered under C.P.F./G.P.F./P.F	Yes / No	
xviii	If covered under G.P.F. or P.F, whether G.P.F. or P.F amount had been transferred to the office of 4th service	Yes / No	
xix	If covered under C.P.F., whether C.P.F. (employer's share) along with interest as applicable had been transferred to the office of 4th service in the Govt. Exchequer - Documentary evidence	Yes / No	
xx	Pension Rules/Scheme applicable		

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Particulars in regard to intermediate services rendered in any establishment on retention of lien in a post and subsequently reverted before termination of lien period, if any:

DETAILS OF INTERMEDIATE SERVICE

Name of the Incumbent:			Documentary evidence under C.P. No.
i	Released on lien	From the post of:	
		To join as (Designation):	
ii	Details of Order of lien		Order/Resolution No.:
			Date:
iii	Recruiting procedure- whether through PSC/SSC/CSC or any other organization		
iv	Appointing authority/Head of Office		
v	Whether applied through proper channel for the post		Yes / No
vi	Whether obtained N.O.C. from the authority in connection with the application for new assignment	Yes / No	
		Order/Resolution No.:	
		Date:	
vii	Whether covered under C.P.F./P.F.		Yes / No
viii	Pension Rules/Scheme applicable		Yes / No
ix	Date of Joining the post		
x	Joining order		Order/Resolution No.:

		Date:	
xi	Date of Release from the post		
xii	Release order	Order/Resolution No.:	
		Date:	
xiii	Duration of service in the post		
xiv	Date of Joining the post on reversion in which lien was allowed		
xv	Joining order of reversion	Order/Resolution No.:	
		Date:	

Signature of the Applicant :

Name of the Applicant :

Present Designation :

Present Place of posting :

Mobile No. :

Signature of the Competent Authority of
the Higher Education Directorate along with official seal

* Part- I of the proforma is to be filled up by the Higher Education Directorate. Authenticated & attested documents/orders with proper mention of C.P. No., as and where applicable, are mandatory against each item.

** Whether the incumbent has deposited the Prorata Pension & Prorata Gratuity alongwith interest, as applicable for such period(s) under proper Head of Accounts (i) "Pension & Gratuity under Major Head-0071-Contributions and recoveries towards Pension and Other Retirement Benefits-01-Civil-101-Subscriptions and Contributions-002-Recoveries towards cost of pensions relating to other Governments-10-Recoveries"(ii) Major Head '0071- with Sub-major-01-Civil and Minor Head '101-Subscriptions and contributions-005-Recoveries towards Leave Encashment Benefits and Gratuity for service rendered under parastatals of the State Government with Detailed Head '10-Recoveries' [0071-01-101-005-10] (iii) C.P.F.- "0071-Contribution and recoveries towards pension and other retirement benefits 01-Civil-101-Subscriptions and contributions-003-Recoveries employer's share of CPF-10-Recoveries". (iv) For Interest - "0049-Interest receipts-04-Interest Receipts of State Govt.-800-Other receipts-024-Other items-07-interest."

However, direct deposit of the said amount in the respective Head of Account without approval/concurrence of the Finance (Pension Branch) Department will not be entertained. The prayer for counting of past service(s) may not be considered.

*** Conversion from CPF to PF/G.P.F with the concurrence from Finance (Pension Branch) is mandatory for counting of past service of the incumbent.

(For use of the Department)

Name of the Incumbent:			
1. Whether the resignation(s) is/are to be treated as technical resignation or clear resignation	Service	Technical Resignation	Clear Resignation
	1st		
	2nd		
	3rd		
	4th		
2. Observation/decision with reasons			
3. Comments/Remarks			

Signature of the Competent Authority of
the Higher Education Department along with official seal