



**RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.
VIDYUT BHAWAN, JANPATH, JYOTI NAGAR, JAIPUR – 302 005.**

No: RVUN/P&A /F.6 PC/ D. 148

July 1, 2010

ORDER

Sub: Grant of Assured Career Progression to Ministerial/ Technical, Class-IV employees and those holding isolated posts in the Grade Pay upto Rs. 4200/- under Revised Pay Scale Rules, 2008.

Pursuant to the decision taken by the Co-ordination Committee by circulation on 1.10.2008, the Rajasthan Civil Services (Revised Pay) Rules, 2008 were adopted in Power Sector Entities w.e.f. 1.9.2006 for the employees on scale to scale basis and application of Assured Career Progression Scheme etc. The ACP was to be granted after sanction by the Appointing Authority and issuance of detailed guidelines by the Finance Department, Govt. of Rajasthan.

The Finance Department, GOR vide memorandum No. F.14(88)FD(Rules)/2008-I dated 31.12.2009 has issued the guidelines for grant of ACP. Accordingly, the Chairman & Managing Director in consultation with the Director (Finance) has decided that, the ACP shall be granted to Nigam's employees in the following manner/ procedure:-

(1) There shall be three financial up-gradations under the ACPS, counted from the direct entry grade on completion of period of service prescribed in Rule 19 of Annexure-'A' of Revised Pay Scale Rules, 2008. Financial up-gradation under the Scheme will be admissible whenever a person has spent 9 years, continuously in the same grade pay. The scheme of ACP on completion of 9/18/27 years of regular service shall be applicable to Ministerial/ Technical, Class-IV services and other isolated posts drawing pay in Grade Pay upto Rs.4200/-. They shall be eligible for three financial upgradations in the entire career. These will be applicable to the employees of the Nigam who have been appointed regularly as per provisions of their respective service & recruitment rules. The ACP shall be the immediate next higher grade pay in the pay bands and grade pays as shown in Table- 'A' hereunder:-

Table- 'A'

S. No.	Existing pay scales	Pay Band	Revised Pay Scales to be allowed w.e.f. 01.09.2006		
			Running Pay Band	Grade Pay No. in Nigam	Grade Pay
1	2	3	4	5	6
1	2650-65-3300-70-4000	1S	4750-7440	1	1650
2	2750-70-3800-75-4400	PB-1	5200-20200	2	1800
3	2950-75-4075-80-4475	PB-1	5200-20200	3	1850
4	3050-75-3950-80-4590	PB-1	5200-20200	4	1900
5	3200-85-4900	PB-1	5200-20200	5	2000
6	3400-90-5200	PB-1	5200-20200	6	2100
7	4000-100-6000	PB-1	5200-20200	7	2400
8	4500-125-7000	PB-1	5200-20200	8	2800
9	5000-150-8000	PB-2	9300-34800	9	3200
10	5000-150-8000-175-8700	PB-2	9300-34800	10	3500
11	5500-175-9000	PB-2	9300-34800	11	3600
12	6500-200-10500	PB-2	9300-34800	12	4200
13	7500-250-12000	PB-2	9300-34800	13	4800
14	8000-275-13500	PB-2	9300-34800	14	5400
15	8000-275-13500	PB-3	15600-39100	14	5400
16	9000-300-14400	PB-3	15600-39100	15	6000
17	10000-325-15200	PB-3	15600-39100	16	6600
18	10650-325-15850	PB-3	15600-39100	17	6800
19	11300-350-16200	PB-3	15600-39100	18	7200
20	12000-375-16500	PB-3	15600-39100	19	7600
21	13500-400-17500	PB-3	15600-39100	20	8200
22	14300-400-18300	PB-4	37400-67000	21	8700
23	16400-450-20000	PB-4	37400-67000	22	8900
24	18400-500-22400	PB-4	37400-67000	23	10000

Note: Employees getting pay in the grade pay of Rs. 3200/- and employees/existing JENs in grade pay of Rs. 3500/- shall get next ACP in grade pay of Rs. 3600/-, being grade pay of Rs. 3500/- a dying grade and personal to existing employees/existing JENs only.

(2) The ACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the pay bands and grade pays as given in Table 'A' above. Thus, the grade pay at the time of financial upgradation under the ACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre will be given only at the time of regular promotion.

(3) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay

shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under ACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under ACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Nigam employee joins as a direct recruit in the grade pay of Rs. 1900/- in PB-1 and he gets no promotion till completion of 9 years of service, he will be granted financial upgradation under ACPS in the next higher grade pay of Rs. 2000/- and his pay will be fixed by granting him one increment i.e. 3% of the total pay in the running pay band and grade pay drawn by him before grant of ACP plus the difference of grade pay (i.e. Rs. 100/-). After availing financial upgradation under ACPS, if the employee gets his regular promotion in the hierarchy of his cadre, which is to the grade pay of Rs. 2400/-, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000/- and Rs. 2400/-. No additional increment will be granted at this stage.

Note:

Under Revised Pay Scale Rules, 2008, the grade pay of Rs. 5400/- is in two pay bands viz. PB-2 (9300-34800) and PB-3 (15600-39100). As per note appearing below table No.11 (Annexure-C-11) appended to these rules, the grade pay of Rs. 5400/- with PB-2 (9300-34800) has been allowed to the existing employees drawing pay in the existing pay scale of Rs. 8000-13500 as selection grade. The grade pay of Rs. 5400/- with PB-2 (9300-34800) has been treated as ACP and has not been allowed for holding actual post. If, such employee becomes eligible for further ACP before actual promotion, their pay shall be fixed in the PB-3 with grade pay of Rs. 6000/- and on actual promotion of such employee no fixation of pay on promotion would be made.

Illustration:

A person who was holding the post of Asstt. Accounts Officer and was drawing pay in the existing second selection grade of Rs. 8000-13500 before 01.09.2006, his pay under Revised Pay Scale Rules, 2008 has been fixed in the running pay band PB-2 (9300-34800) with grade pay of Rs. 5400/-. In case he becomes eligible for third ACP before his actual promotion on the post of Accounts Officer, his pay shall be fixed in the running pay band PB-3 (15600-39100) with grade pay of Rs. 6000/-.

(4) In case where the date of increment and the date of eligibility for ACP is the same, then the pay allowing increment shall be worked out first and then pay after granting ACP will be fixed.

(5) In cases where financial upgradation had been granted to Nigam employees in the next higher scale in the hierarchy of their cadre as per the provisions of the Scheme of Selection Grade, but whereas a result of the promulgation of Revised Pay Scale Rules, 2008, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted for that post.

(6) Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of ACPS.

(7) (i) Regular service for the purpose of grant of ACP shall be as defined in sub-rule (11) of Rule 5 of Annexure-'A' of Revised Pay Scale Rules, 2008 reproduced below:-

“(11) “Regular Service” means and includes service rendered by a Government Servant on his appointment after regular selection in accordance with the provisions contained in the relevant recruitment rules for that post. The period of service rendered on ad-hoc basis/urgent temporary basis shall not be counted as the regular service. In other words the period of service which is countable for seniority shall only be counted as regular service.”

(ii) Regular service for grant of benefits under the ACP Scheme shall be counted from the date of joining of a post in direct entry grade on a regular basis on direct recruitment.

(iii) Service rendered on ad-hoc/contract basis before regular appointment shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in the Nigam, without a break, shall also be counted towards qualifying regular service for the purpose of ACPS only (and not for the regular promotions). However, benefits under the ACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

(iv) ‘Regular Service’ shall include all period spent on deputation/foreign service, study leave and all other kind of leave (except EOL beyond 90 days granted to a probationer trainee), duly sanctioned by the competent authority.

(8) (i) The financial up-gradation would be on non-functional basis subject to satisfactory service record.

- (ii) In case of employee who could not be granted selection grade/ ACP due to his unsatisfactory record, he will be granted ACP from the date he becomes eligible for promotion to the higher post on the basis of satisfactory service record subject to the fulfillment of other conditions prescribed in this regard.
 - (iii) The appointment authority shall also obtain an affidavit, from the employee with reference to having only two children on or after 01.06.2002 prior to granting ACP. But the employee having more than 2 children shall not be deemed to have been disqualified, so long as the number of children he/she has on 01.06.2002, does not increase.
- (9) In the matter of disciplinary/penalty proceedings, grant of benefit under the ACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the RVUN Employees (Classification, Control & Appeal) Regulations, 1962 or RVUN Technical Workmen Service Regulations, 1975, as the case may be, and instructions issued thereunder.
- (10) The ACPS contemplates merely placement on personal basis in the immediate next higher grade pay/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned.
- (11) If a financial up-gradation under the ACPS is deferred and not allowed due to the reasons of the employee being unfit or due to departmental proceedings, etc. this would have consequential effect on the subsequent financial up-gradation which would also get deferred to the extent of delay in grant of previous financial up-gradation.
- (12) On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.
- (13) Financial upgradation under the ACPS shall be purely personal to the employee and shall have no relevance to his seniority position. **As such, there shall be no additional financial upgradation (stepping up) for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the ACPS.**

(14) Pay drawn in the pay band and the grade pay allowed under the ACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.

(15) Existing employees who have already availed benefit of three selection grades under order dated 06.03.1992 and subsequent order dated 17.04.1998 will not be eligible for the grant of ACP. Those employees who have availed benefit of one selection grade/one promotion under the orders dated 06.03.1992 and 17.04.1998 will be eligible for second and third ACP on completion of 18 and 27 years of regular service, respectively. Similarly, those employees who have availed benefit of two selection grades/two promotions/one promotion and one selection grade under the orders dated 06.03.1992 and 17.04.1998, as the case may be, will be eligible for third ACP on completion of 27 years of regular service. (See Illustration No. 1, 2 and 3).

(16) In cases where employees in Ministerial/Technical, Class-IV service and those holding isolated posts (in the grade pay upto Rs. 4200/-) have been granted first selection grade which is equivalent to the pay scale of lowest post of the Officers/Engineers Service to which they are eligible for promotion and have not been promoted in Officers/Engineers Service, if such employee had completed regular service of 27 years and became entitled to say third financial upgradation directly, their pay shall be fixed successively in next two immediate higher grade pays in the hierarchy of pay bands and grade pays allowing the benefit of 3% pay fixation at every stage.

(17) If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial up-gradation, no financial up-gradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial up-gradation has been allowed due to stagnation and the employee subsequently refuses the promotion, it shall not be a ground to withdraw the financial up-gradation. He shall, however, not be eligible to be considered for further financial up-gradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal. (See Illustration No. 4).

(18) **Illustrations:**

A. (i) If an employee (LDC) in PB-1 in the Grade Pay of Rs.1900/- gets his first regular promotion (UDC) in the PB-1 in the Grade Pay of Rs. 2400/- on completion of 8 years of service and then completes service of further 10 years without any promotion then he would be eligible for 2nd financial upgradation under the ACPS in the PB-1 in the Grade Pay of Rs. 2800/- after completion of 18 years (8+10 years).

(ii) In case he does not get any promotion thereafter, then he would get 3rd financial upgradation in the PB-2 in the Grade pay of Rs. 3200/- on completion of further 9 years of service i.e. after 27 years (8+10+9 years).

(iii) However, if he get 2nd promotion after 5 years of further service in the PB-2 in the Grade Pay of Rs. 3200/- (OS Gr.-II) i.e. on completion of 23 years (8+10+5 years) then he would get 3rd financial upgradation after completion of 27 years i.e. 9 years after the 2nd ACP in the PB-2 in the Grade Pay of Rs. 3600/-

In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion, if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.

B. If an employee (LDC) in PB-1 in the Grade Pay of Rs.1900/- is granted 1st financial upgradation under the ACPS on completion of 9 years of service in the PB-1 in the Grade Pay of Rs. 2000/- and 5 years later he gets 1st regular promotion (UDC) in PB-1 in the Grade Pay of Rs. 2400/-, the 2nd financial upgradation under ACPS (in the next Grade Pay with reference to Grade Pay held by employee) will be granted on completion of 18 years of service in PB-1 in the Grade Pay of Rs. 2800/-. On completion of 27 years of service, he will get 3rd ACP in the Grade Pay of Rs. 3200/-. However, if two promotions are earned before completion of 18 years, only 3rd financial upgradation would be admissible on completion of 27 years of service.

(19) If an employee has been granted either two regular promotions or two selection grades under the Scheme of Selection Grade after completion of 18 years of regular service and holding the post in Grade Pay upto Rs. 4200/- then only 3rd financial upgradation would be admissible to him under the ACPS on completion of 27 years of service provided that he has not earned third promotion in the hierarchy.

(20) The JEN (Degree/ Diploma holder) who has not yet been promoted to the post of AEN but has been granted selection grade in the old pay scale of Rs.8000-13500/- and his total length of regular service as JEN is of 18 years or more on or after 1.9.2006, he will be allowed second ACP in the grade pay of Rs.6000/- on

completion of 18 years of regular service as JEN. Similarly third ACP will be granted in grade pay of Rs.6600/- on completion of 27 years of regular service. If a JEN has completed 27 years of regular service on 1.9.2006 or thereafter and already availed selection grade in pay scale of Rs.9000-14400/-, he will be granted third ACP. (See Illustration No. 5).

Note: The Junior Engineers will be granted first ACP in the grade pay of Rs. 3600 on completion of 9 years of service.

(21) If an employee has already been promoted or granted first/ second/ third selection grade but he desires to first avail the benefit of next promotion or selection grade, as the case may be, in the existing pay scale in-force prior to 1.9.2006, in such a case, he may elect to switch over to the Running Pay Band and Grade Pay under RCS (R.P.) Rules, 2008 from the date of availing such promotion or selection grade, as the case may be. Till the date of next promotion/ selection grade, he shall continue in the existing pre-revised pay scale and on the date of promotion or grant of selection grade, first he shall be fixed on the promotion post/ in the selection grade under the pre-revised rules and thereafter, from the same date, his pay shall be fixed under RCS (R.P.) Rules, 2008. However, the excess amount of pay & allowances already drawn on account of fixation of pay under the revised rules shall be deposited by the concerned employee.

However, if such person has already been allowed promotion/ selection grade benefit from the date between 1.9.2006 and the date of option, then the same shall automatically stand cancelled and he will be allowed benefit of ACP as per the aforesaid provision.

(22) For the purpose of grant of next annual increment, the period of service rendered before grant of ACP and after grant of ACP shall be reckoned under Rule 14 of Annexure-'A' of Revised Pay Scale Rules, 2008.

(23) The words 'Grade Pay' shall also include corresponding 'Scale of Pay'.

(24) **PROCEDURE**

- (i) For grant of ACP, the controlling officer shall prepare the case of ACP in the enclosed proforma and after recording necessary certificates and getting the case duly checked and signed by the concerned Accounts authority shall forward the case for sanction by the Competent Authority. The controlling officer shall also obtain an affidavit from the employee with reference to having only two children on or after 1.6.2002 prior to granting/submitted the case of ACP.

- (ii) The authorities competent to grant selection grades are declared competent to grant ACP except in case of JENs in the grade pay of 4800/- and above, where Chairman and Managing Director/Managing Director is the competent authority.
- (iii) In case of the employees appointed through Limited Direct Recruitment quota (LDR), the service for the purpose of ACP shall be counted from the date of completion of probation-trainee period and granting pay scale of the post.

(25) The ACP sanctioned in any manner different from what has been prescribed above shall be re-opened and order already passed shall be revised by the competent authority after examination by Accounts personnel.

(26) Due to revision of ACP, in case any recovery occurs after making necessary adjustments, such recovery shall be deferred for one month from the date of sanction and after that it shall be recovered in ten equal installments. The concerned Sr. Accounts Officer/ Accounts Officer shall ensure that ACP, if granted earlier, has been reviewed at the time of passing of salary of each employee in upcoming months.

This is subject to ratification by the Board of Directors.

By Order,

Sd/-

(Alok Sharma)
Jt. Director (Per. & Admn.)

Copy to the following for information and necessary action:-

1. The Director (Finance/ Technical/ Project), RVUN, Jaipur.
2. The Chief Engineer (), RVUN,
3. The Addl./ Dy. Chief Engineer (), RVUN
4. The Chief Accounts Officer (), RVUN,
5. The Company Secretary, RVUN, Jaipur.
6. The Jt. Director Personnel (KTPS), RVUN, Kota,
7. The Superintending Engineer (), RVUN,
8. The Public Relations Officer, RVUN, Jaipur
9. The Sr. AO/ AO (IA/), RVUN, Jaipur/
10. The Dy. Secretary/ Asstt. Secretary (), RVUN,
11. The Personnel Officer/ Asstt. Personnel Officer () RVUN,

Sd/-

(Mohd. Nasir)
Personnel Officer (Estt.-I.)

ILLUSTRATION No. 1

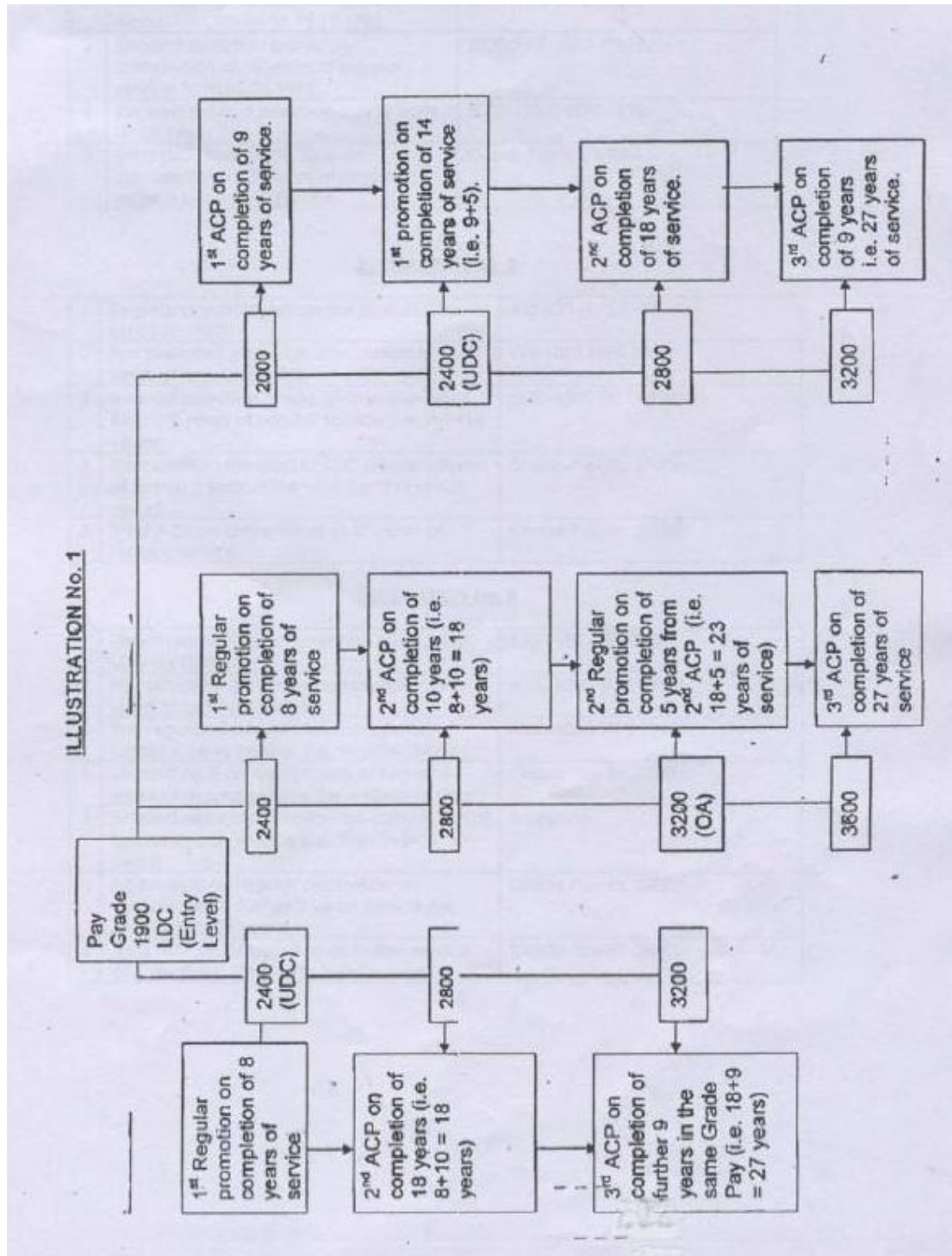


ILLUSTRATION No. 2

1	Regular appointment on the post of Accountant on 08.06.1977	1640-2900 (RPS 1989)
2	Promotion to the post of Assistant Accounts Officer on 15.12.1986.	2000-3200 (RPS 1989)
3	Second selection grade on completion of 18 years of regular service from 08.06.1995.	2000-3500 (RPS 1989)
4	Revised second selection grade from 01.09.1996.	8000-13500 (RPS 1998)
5	Third ACP from 01.09.2006 on completion of 27 years of regular service before 01.09.2006.	Grade Pay Rs. 6000/-

ILLUSTRATION No. 3

1	Regular appointment on the post of Class-IV on 01.10.1983.	350-430 (RPS 1983)
2	First selection grade on completion of 9 years of regular service	775-1025 (RPS 1989)
3	Second selection grade on completion of further 9 years of regular service (i.e. 9+9=18 years)	2650-4000 (RPS 1998)
4	Promotion to the post of LDC on completion of further 5 years of service (i.e. 9+9+5=23 years)	Grade Pay Rs. 1900/-
5	Third ACP on completion of 27 years of regular service.	Grade Pay Rs. 2000/-

ILLUSTRATION No. 4

1	Direct regular appointment on the post of LDC on 1989.	950-1680 (RPS 1989)
2	First selection grade on completion of 9 years of regular service	4000-6000 (RPS 1998)
3	First regular promotion on completion of further 5 years service (i.e. 9+5=14 years)	4000-6000 (RPS 1998)
4	Second ACP on completion of further 4 years of regular service (i.e. 9+5+4=18 years)	Grade Pay Rs. 2800/-
5	Second regular promotion on completion of further 3 years service (i.e. 9+5+4+3=21 years)	Foregone
6	Again second regular promotion on completion of further 2 years service (i.e. 9+5+4+3+2=23 years)	Grade Pay Rs. 3200/-
6	Third ACP on completion of further service of 6 years (i.e. 9+5+4+3+2+6=29 years).	Grade Pay Rs. 3600/-

ILLUSTRATION No. 5

Grant of ACP to the JEn who has not yet been promoted to the post of AEn but has been granted Selection Grade in the old pay scale of Rs.8000-13,500/- and his total length of regular service as JEn is of 27 years.

1	Date of appointment as JEn	5.10.1978
2	Date of grant of Selection Grade	5.10.1995
3	Pre-revised Selection Grade on 1.9.1996	Rs.8000-13,500/-
4	Pay Band & Grade Pay in RPS, 2008	PB Rs.9300-34800 & GP Rs.5400/-
5	Date of admissibility of second ACP, Pay Band and Grade Pay	w.e.f. 1.9.2006 in the Pay Band Rs. 15600-39100/- and Grade Pay of Rs.6000/-
6	Date of admissibility of third ACP, Pay Band and Grade Pay	w.e.f. 1.9.2006 in the Pay Band Rs.15600-39100/- and Grade Pay of Rs.6600/-

Note: Fixation of ACP in the above case will first be made in the Pay Band of Rs.15600-39100/- and Grade Pay of Rs.6000/- then in the Pay Band of Rs. 15600-39100/- and in Grade Pay of Rs.6600/- on 1.9.2006 (on the same date) separately.

ILLUSTRATION No. 6

1.	Date of appointment as LDC	10.07.1980
2.	Date of 1 st Selection grade	6.03.1992
3.	Date of 2 nd Selection grade	10.07.1998
4.	Date of first promotion as UDC	8.06.1999
5.	Date of 3 rd Selection grade	10.07.2007
6.	Fixation in RPS, 2008 (A) If he opts RPS, 2008 w.e.f. 1.9.06 Then his 3 rd Selection grade will stand cancelled and will be granted 3 rd ACP in new revised pay scale 2008 w.e.f. 10.07.2007. (B) If he opts RPS, 2008 on the date of eligibility from 3 rd selection grade i.e. on 10.07.2007, then he will continue to get the benefit of 3 rd S.G. in old pay scale and his fixation in RPS, 2008 will be made accordingly.	

RAJASTHAN RAJYA VIDYUT UTPADAN NIGAM LTD.

PROFORMA FOR GRANTING ASSURED CARRER PROGRESSION

S.N.	Particular													
1	Name of employee & office													
2	Present post (through Direct/ LDR/ promotion/ surplus)													
3	Details of initial regular appointment:- (i) Name of post appointed (ii) Date of appointment (iii) Pay Scale (iv) Date of joining on regular appointment	(i) _____ (ii) _____ (iii) _____ (iv) _____												
4	Details of subsequent appointments/ promotion, if any	<table border="1"><thead><tr><th>Post</th><th>Pay Scale</th><th>Date</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Post	Pay Scale	Date									
Post	Pay Scale	Date												
5	Details of Selection grade/ ACP, if already granted	<table border="1"><thead><tr><th>S. No.</th><th>Pay Scale</th><th>Date</th></tr></thead><tbody><tr><td>1st SG/ ACP</td><td></td><td></td></tr><tr><td>2nd SG/ ACP</td><td></td><td></td></tr><tr><td>3rd SG/ ACP</td><td></td><td></td></tr></tbody></table>	S. No.	Pay Scale	Date	1 st SG/ ACP			2 nd SG/ ACP			3 rd SG/ ACP		
S. No.	Pay Scale	Date												
1 st SG/ ACP														
2 nd SG/ ACP														
3 rd SG/ ACP														
6	Details of penalty (s), if already imposed													
7	Details of promotions foregone													
8	Total service as on date													
9	Total service on the post/ scale/ grade pay													
10	Admissibility of :- (i) 1 st ACP as on (ii) 2 nd ACP as on (iii) 3 rd ACP as on	(i) _____ (ii) _____ (iii) _____												
11	Admissible of Grade Pay and Pay Band													
12	Difference of Grade Pay													
13	Fixation after ACP													
14	Next Date of increment													

Certified that :-

1. the regular increments have been allowed and his work found satisfactory from last seven years.
2. No DE/PE is pending and as per service record no criminal enquiry is pending against him.
3. No penalty has been imposed during last seven years as per service record.
4. As per Undertaking submitted by the employee, he is having only two children on or after 1.6.2002.

Recommended by
Controlling Officer

Pre-checked by
AO/ AAO

ACP sanctioned by
Competent Authority
(Designation & Rubber Seal)