

**THROUGH PROPER CHANNEL**

To

The Chief Engineer/Admn.,  
HPGCL, Panchkula

Memo no:-  
Dated:-

**Sub:- Request for grant of time scale on completion of twelve years service as AE/AEE.**

Respected Sir,

It is submitted that I \_\_\_\_\_ (Emp. Code. \_\_\_\_\_) have completed 12 years regular satisfactory service on \_\_\_\_\_. My detail particulars are as under:-

| Sr. no. | Particulars  | Details   |    |     |    |
|---------|--|---|----|-----|----|
| 1       | Name & Designation   |   |    |     |    |
| 2       | Father's Name  |   |    |     |    |
| 3       | Emp. Code  |   |    |     |    |
| 4       | Mobile No.   |   |    |     |    |
| 5       | Email ID   |   |    |     |    |
| 6       | Adhaar Card No.  |   |    |     |    |
| 7       | PAN No.  |   |    |     |    |
| 8       | Date of Joining as AE  |   |    |     |    |
| 9       | Safety code Test   | passed on:-<br>Vide office order memo no. & dated:- |    |     |    |
| 10      | Departmental Accounts Exam detail  | Papers<br>Roll No.<br>Office Order No. dated        |    |     |    |
|         |  | I   | II | III | IV |
| 11      | Promotion as AEE vide office order no. & dated                                     |   |    |     |    |
| 12      | Period of Extra Ordinary Leave etc., if any, which do not count towards increment. |   |    |     |    |
| 13      | Date of completion of twelve years service as AE/AEE                               |   |    |     |    |
| 14      | Present place of posting complete office address                                   |   |    |     |    |

It is therefore requested to grant me time scale on completion of 12 years regular service w.e.f. \_\_\_\_\_. The requisite undertakings are also enclosed as Annexure-I & II.

Thanking you,

Yours Faithfully,

Date:

(Signature)

**(Undertaking for continuous service)**

It is certify that I remained on duty or on leave with allowance which has already been sanctioned by the competent authority throughout the period commencing from \_\_\_\_\_ to \_\_\_\_\_.

It is further certified that the above period does not include unauthorized absence from duty or the leave, which is yet to be sanctioned by the competent authority and / or extraordinary leave or any other period which does not count for increment.

In case of false claim I shall be liable for disciplinary action

Signature

Name & Designation:-

Emp. Code:-

Place of posting:-

**(Undertaking as per Board of Directors, HPGCL, decision)**

It is certified that I, \_\_\_\_\_ (Name) working in the office of \_\_\_\_\_ remained on duty or on leave with allowances which has already been sanctioned by the competent authority throughout the period commencing from \_\_\_\_\_ to \_\_\_\_\_.

It is further certified that the above period does not include unauthorized absent from duty or the leave, which is yet to be sanctioned by the competent authority and / or extraordinary leave or any other period which does not count for increment.

The 12 years time scale w.e.f. \_\_\_\_\_ (date as per revised Seniority list dated 31.01.2017), may be allowed/granted to me. It is also certified that, in case of any adverse decision by the Hon'ble court which would entail any change of date of 12 years. Time scale, I will have no objection if any recovery or re-fixation of pay is made as a consequence of implementation of any court decision.

In case of false claim I shall be liable for disciplinary action.

Signature

Name & Designation:-

Emp. Code:-

Place of posting:-