FORM T.R. 24 (See rule 272)

PERIODICAL INCREMENT CERTIFICATE

1.	Certified that the Government servants named on the reverse have earned the
	prescribed periodical increments from the date cited in column 6, having been the
	incumbents of the posts specified for not less than
	the date shown in column 5, after deducting periods of absence on leave without
	pay etc. Further certified that during the period or periods of leave taken
	fromtoto
	which have been counted for increment in the case of
	officiating Government servant / servants named on the reverse, he/they would
	have officiated in the case post/posts but for his/their proceeding on leave.
2.	Certified that the Government servant/servants named on the reverse has / have
	earned / will earn periodical increments form the date cited for reason stated in the

explanatory memo attached hereto.

Name of Incumbent	Whether Substantive or officiating	Scale of pay of post	Present Pay	Date From Which present pay is drawn	Date of present increment	Future pay	Absence from duty not counting for increment		Leave without pay and in the post in officiating capacity, All other kinds of leave during which he/they would not have continued to officiate in the posts	
1 2	3	4	5	6	7		From 8	To 9	Fro m 10	To 11

Notes: --- 1. In the increment claimed is the first to carry Government over and efficiency ban, columns 5,6 and 7 should be filled up in red ink

The figure (1) or (2) should be placed against each name according as the certificate (1) or (2) applies. The explanatory memorandum should be submitted in any case in which certificate (2) applies.