

INFORMATION OF INCUMBENT FOR FIXATION OF PAY

1)	Name of College	
2)	Name of incumbent	
3)	Name of Department	
4)	Date of appointment	
5)	Date of joining	
6)	Date of effect of promotion (Stage-1 to Stage-2) Senior Scale of pay	
7)	Date of effect of promotion (Stage-2 to Stage-3) Selection Grade Scale of pay (where applicable)	
8)	Date of effect of promotion (Stage-3 to Stage-4) Associate Scale of pay (where applicable)	
9)	Date of DPC	
10)	Placement Notification No.& date	
11)	Basic Pay drawn on the date of effect of promotion	

Documents to be furnished (if any)

<i>Sl. No.</i>	<i>Nature of documents</i>	<i>Serial No. of the documents</i>
1)	Approval of Appointment order	
2)	Joining report	
3)	Order of Regularization of service in UGC scale of pay (if any)	
4)	NET/SLET certificate (if any)	
5)	M.Phil/ Ph.D Notification (if any)	
6)	M.Phil/ Ph.D. increment order (if any)	
7)	Pay protection order (if any)	
8)	Notification of Promotion in Senior Scale/ Selection Grade/ Associate Scale (where applicable)	
9)	Upto date Service Book duly Attested by the Principal	
10)	Copy of IPS (6 th and 7 th UGC Pay)	
11)	Copy of LPC	
12)	IPR/MPR for last 3 years	
13)	Copy of R.C./O.C.	
14)	Previous Placement Notification of Senior Scale/ Selection Grade (where applicable)	
15)	Previous Fixation order of Senior Scale/ Selection Grade (where applicable)	
16)	Copy of STC (where applicable)	

Principal,

..... College