

C I R C U L A R No. 96

Subject :- Increment. Proposals for sanctioning – to non gazetted staff.

Proposals for sanctioning increments to non-gazetted staff are being received in many cases without the relevant particulars with the result that unnecessary delay occurs in their disposal. With a view to ensuring uniformity of practice and prompt disposal, such proposals should therefore be submitted in the accompanying form in future. The information furnished should be verified in each case with the entries in the Service Books and a certificate to that effect recorded below the form. The recommendations need not be forwarded confidentially unless it is desired to communicate something confidentially.

2. Cases of increment should as far as possible be reported to this office in the first week of the month in which the increments fall due to enable the incumbents to draw them along with their pay for that month.

D. R. Pradhan ,
Charity Commissioner, Bombay.

Dated 24th August 1956.

Report regarding increment to non-gazetted staff.

Sr. No .	Name of incumbent and Designation	Pay Scale of the post	Present Pay	Date of last increment	Period , if any , not to be counted for increment (suspension , extra ordinary leave , etc.) and reason for not counting it	Date of present increment	Pay after increment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the relevant details given above have been verified with the entries in the Service Book(s) and are found to agree.

No. of
Public Trusts Registration Officer, Region.

Dated

Deputy / Assistant Charity
Commissioner

Forwarded with compliments to the Charity Commissioner, Bombay.