

(See subsidiary rule 13 under Treasury Rule -10)
 PERIODICAL INCREMENT CERTIFICATE
 ANNEXURE

(1) Certified that every Government Servant(s) named below has/have earned the prescribed periodical increment from date/dates noted in column 10 and either I(a) has / have been the incumbent or the appointment indicated against his name/names for a period not less than _____ year since the date in column 5 or (if he/she has/ they have been suspended for misconduct) column 7 after deduction the periods between the dates shown in column 8 & has 9 and has been subjected in any order of stoppage of increment as penalty during the periods, and during the periods of leave on average pay taken at a time and from _____ which has/have been conducted for increment/in the case of officiating Government Servant/ Servants named below he/ they would have officiated in the post/posts but for his / their going on leave or _____

S. No.	Name	Appointment	Whether Substantive or officiating	Date from which present pay as drawn	Suspension for Misconduct		Leave without pay and in case of these holding the post temporarily or in an officiating capacity all kinds of leave other than leave on average pay during which the would have continued to officiate in the post but for their going on have upto a maximum of 4 months of such leave taken at a time		Date from which increment may be given	Scale	Present Pay	Amount of increment	Future Pay
					From	To	From	To					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: 1. When an increment claimed operates to carry Government Servant over an efficiency have the claim should be supported by a declaration from the competent authority that it has satisfied it self that the character and efficiency of the Government Servant concerned are such that he is fit to pass the above columns 5 & 10 to 14 should be filled up in red ink.
 2. The terms leave on average pay upto a maximum 4 months wherever occurring from includes earned leave up to a maximum of 100 days or 50 days or 30 days the case may be far as Government Servant governed by the Andhra Pradesh Leave Rules 1988 are concerned.

SIGNATURE OF THE DDO