



PROMOTION SUMMARY FORM FOR
COURT:

Sl. No.	Name	EID No.	Date of Appointment.	Qualification	Date of Last Promotion	Before Promotion			On Promotion			Active No. of Yrs. Completed	Performance Ratings for 3 Years	Court	Remarks	
						PT	PL	SL	PT	PL	SL					

Note:

1. Service calculated as on
2. Probation period, training period beyond 18 months on any single training and leave period exceeding 3 months at a time except for Maternity Leave are excluded from years of active service in the present position as per Promotion Rules and Regulations.
3. Performance Ratings for 3 years are taken into consideration
4. Abbreviations: - NI – Need Improvement, G – Good, VG – Very Good, OT – Outstanding, PT – Position Title, PL – Position Level and SL – Sub-Level.

HR Committee Meeting No: Date:

Prepared and verified by:

Approved by:

(Chairperson of HR Committee)