**Proforma**

1. Name, designation of the officer

2. (a) Service/Cadre to which the officer belongs

   (b) Present pay and pay level of the officer

3. Year of allotment to the cadre

4. Date of Birth

5. Whether the officer has completed 9 years in his/her own cadre (Yes/No):

6. Whether the officer has been on Central Deputation under the Central Staffing Scheme (CSS) earlier, if so details thereof along with dates and the total period.

7. Whether the officer has been on foreign assignment earlier, if so, the details thereof along with dates and the total period.

   (Signature of the Officer)