

**G. A. R. 21**  
**(See Rule 68)**  
**INCREMENT CERTIFICATE**

1. Certified that the following University employee(s) have earned the prescribed periodical increment(s) from the date cited in column 6, having worked on the post(s) specified for not less than one year from the date shown in column 5, after deducting of absenteeism from duty not counted for increment, absence on leave without pay etc. Further, certified that the leave taken in the one year period, which have been counted for increment in the case of officiating University employee(s) named below, he/she/they would have officiated in the post(s) but for his/her/their proceeding on leave.

2. Certified that University employee(s) named below has/have earned/ will earn periodical increments from the date cited for reason see the explanatory memo, attached hereto.

Name of the employee & designation	Whether substantive / officiating or deputation	Scale of pay of post	Present pay	Date from which present pay is drawn	Date of present increment	Future pay after grant of periodical increment	Absence from duty not counted for increment.		Leave without pay and in case of those holding that in officiating capacity, all kinds of leave during which they would not have contd. to officiate in the posts.	
							From	To	From	To
1	2	3	4	5	6	7	8	9	10	11

Signatures of the Competent Authority