

**FORMAT A**

| Sl No | Name of the appointee for which release of first salary is proposed/ required | Name of the post against which the appointment is made (indicate only one category of post in one line/row) | Cadre strength of each category (indicate total no of posts in the particular cadre) | No & date of original Sanction & Last Retention number of posts filled up (atleast one of these if both are not available)(please indicate clearly whether permanent or temporary) Plan or Non-Plan | Location of posts (Name of the Office and place) | No and Date of Approval of Head of Administrative Department (Seniormost Secretary of the Department) Please enclose copy) | Date of Joining | Treasury from which salary will be drawn | Category Reservation Acts/ Rules<br>i) General<br>ii) SC<br>iii) ST<br>iv) PH<br>v) OBC<br>vi) MOBC<br>vii) Women (please state) | Whether due selection procedure is followed as per recruitment Rules<br>i) Compassionate<br>ii) Regular recruitment Rules (please state) |
|-------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| A     | B                                                                             | C                                                                                                           | D                                                                                    | E                                                                                                                                                                                                   | F                                                | G                                                                                                                          | H               | I                                        | J                                                                                                                                | K                                                                                                                                        |
|       |                                                                               |                                                                                                             |                                                                                      |                                                                                                                                                                                                     |                                                  |                                                                                                                            |                 |                                          |                                                                                                                                  |                                                                                                                                          |

