

**PROFORMA**

**Service Card of PD Teachers and Full Time Junior Language Teachers for promotion as  
HSA(Core subjects), HSA(Language) and Full time Jr. Language teachers.**

1	Name of category to which promotion is sought	
2	Name of Teacher	
3	Designation	
4	Name of school now working	
5	Date of birth	
6	Qualification: A) General B) Professional (With optional subject and year)	
7	Date of commencement of continuous service in the present category	
8	Date of commencement of continuous service in the present category in Ernakulam Dist	
9	Mode of appointment in present category in Ernakulam dist(ic. PSC/IDT/CES/PII/Promotion)	
10	Advice no. and date of PSC in case of PSC direct recruitment in Ernakulam District	
11	Appointment / Inter District Transfer Order no.Specifying the date or order of the DDE, Ernakulam	
12	Sl.No.of the Appointment Order/ Transfer Order issued by the DDE, Ernakulam in case of PSC/IDT	
13	If the initial appointment made in Part Time Category, the date of avail of full Time Benefit should be specified	
14	Order no. of declaring the Probation in the Present Category	
15	Detail of LWA Taken: A)Purpose of Leave B)Govt.Order of sanctioning LWA C)Period of LWA taken	
16	Total eligible service counting for promotion	
17	Native place and present address	
18	Remarks	

**DECLARATION**

I do hereby declare that the Service particulars and other details furnished above are true to the best of my knowledge and belief.

Place:

Signature:

Date:

Name & Designation of the Teacher:

**VERIFICATION CERTIFICATE**

I have verified the service particulars with relevant records and Service book of Sri/Smt..... and found correct.

Place:

Signature of Headmaster

Date:

Counter Signature of A.E.O.

