**Annexure 8/3**

**PROMOTION SUMMARY FORM FOR COLLEGE/OVC:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Name** | **SID** | **Date of initial** | **Qualification** | **Date of last Promotion** | **BEFORE** | | **ON** | | **Year of Active services completed** | **PE ratings for the last 4 years** | **College/OVC** | **Remarks** |
| **No.** | **Appt.** | **PROMOTION** | | **PROMOTION** | |
|  |  |  | |  | |
|  |  | **PT** | **PL** | **PT** | **PL** |
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**Note:**

1. **Service calculated as on...**
2. **Probation period, professional development period beyond 18 months on any single professional development and leave period exceeding three months are excluded from years of active service in the present position as per Promotion Rules and Regulations.**
3. **Performance Evaluation Reports for 3-4 years are taken into consideration based on performance ratings.**
4. **Abbreviations:- IN-Improvement Needed, S-Satisfactory, G-Good, VG-Very Good, OT-Outstanding, PT-Position Title, PL-Position Level.**

**Prepared and verified by: Approved by:**

**(Chairperson of HR Committee)**