

**PROFORMA CONTAINING INFORMATION/RECOMMENDATIONS FOR GRANT OF ADVANCE INCREMENT TO
TEACHERS FOR DOING OUTSTANDING WORK IN TECHING, RESEARCH & EXTENSION
(TO BE FILLED IN BY THE HEAD OF DEPTT.)**

Sr. No.	Name & Designation of the Teacher	Qualifications from Masters degree onwards year/OGPA	Cadre wise period of experience in HAU	Date of joining the present post(scale of pay)	Details of trainings/assignments attended/availed in India/abroad	Details of appreciation letters/advance increments/personal promotion etc. get, if any
1	2	3	4	5	6	7
8	9	10	11	12	13	

Certified that the rules for the grant of advance increments as contained in chapter XXV of the statutes have been gone through very carefully and recommendations are being made in this case after satisfying myself that the teacher fulfils all the conditions (that during last three to four years of service, the teacher has produced and published papers which in number and more especially in quality show his work to be definitely above the standard expected of a scientist of his/her status or in teaching he/she has shown exceptional devotion for his/her work, given some innovation and initiative in the method of teaching and enjoyed the respect of the students. Similarly, if he/she is from extension side, it is his/her recent work that has shown exceptional zeal in him/her leading to adoption of practices by the cultivators and their families.

Specific recommendations of the Controlling Officer

Head of Deptt.

Specific recommendations of the Committee*

* Committee will consider self assessment reports atleast for 5 years while making recommendations.