

**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 i) General ii) SC iii) ST iv) PH v) OBC vi) MOBC vii) Women (please state)	Whether due selection procedure is followed as per recruitment Rules i) Compassionate ii) Regular recruitment Rules (please state)
A	B	C	D	E	F	G	H	I	J	K

Signatures

FA/ Senior FA  
Date

Head of the Department  
Date

Head of Administrative Department  
Date: