

P R O F O R M A - 'B'

1. Name of the deceased/retired
Government Servant:
2. Government servant's
 - (a) Date of appointment:
Date of expiry:
Cause of death:
 - (b) Date of retirement on
Medical ground/
Date of superannuation:
 - (c) Name and grade of post
held by deceased Govt.
servant and name of department:
3. Applicant's/Nomination's
 - (a) Name:
 - (b) Relationship with deceased/retired
Govt. Servant (if adopted son or daughter
as the case may (be):
 - (c) Date of birth and age:
 - (d) Educational qualification:
4. Date of receipt of the application for
DIH appointment indication receipt No./RR No.:
5. Name and grade of post proposed for
Appointment indication receipt No/RR No.:
6. Method of recruitment for the proposed
post under the RR:
If there is a promotion component of
Recruitment, please furnish the following Details:-
 - (a) No. of sanctioned post in the Department:
 - (b) Nos. of post filled by promotion:
 - (c) Nos. of post filled by direct recruitment:
 - (d) Nos. of Vacant posts meant for:-

Promotion	:
Direct recruitment	:
7. Date on which vacancy to the proposed
post for appointment was caused :
8. Reason on how the vacancy was caused :
9. Whether the vacancy is
 - (A) Substantive
 - (B) Adhoc
 - (C) Substitute
 - (D) Temporaty
 - (E) Officiating

Please rewrite the actual status of the vacant post:

10. Whether the applicant/nominee is eligible under the R.R. in respect to his/her

(a) Application qualification : Yes / No

(b) Age : Yes / No

11. List of documents to be enclosed:-

(i) Application for appointment under DIH scheme submitted by the nominee of the bereaved family :

(ii) SDO's report/Certificates on:-

(a) List of family members who are Dependent On the retired/deceased Govt. servant (please Indicate age, sex and relationship) :

(b) Certification that there is no Govt. employee members in the family :

(c) Income certificate :

(d) Land valuation certificate, if any, :

(iii) Termination/retirement order :

(iv) Certification of death issued by the Sub-Registrar of birth's and death's :

OR

Recommendation of the State Medical Board or his retirement from service :

(v) Educational Certificate :

(vi) RR copy of the proposed post for apptt. :

(vii) Documents regarding adoption (please see Para 2 of the instruction under the DIH scheme) (Applicable only if the nominee/ applicant is an adoption son or daughter):

All the documents listed at para 11 above are enclosed.

I have verified and found that the facts mentioned above are correct.

Dated

Signature of Head of Department