

T.R. FORM NO. 20

[See T.R. 4.101]

D.D.O. Code _____

Annual Increment Certificate

Certified that the Government employee(s) mentioned below have earned annual increment with effect from date(s) noted against each in Col. 6 and such increments have been allowed by the Head of the Office (or competent authority).

Sl. No.	Name of the incumbent	Whether substantive or officiating	Scale of pay of post	Present pay	Date from which present pay is drawn	Date of present increment	Pay increment	Reasons for with-holding increments beyond specified date		Remarks
								suspension (not treated as duty)		
								Leave without pay		
								Other reasons		
1	2	3	4	5	6	7	8	From	To	11
								9	10	

*Bill Clerk**Accountant**Signature and Designation of the Drawing Officer*