

INCLUSION OF ADDITIONAL QUALIFICATIONS IN SERVICE RECORDS AND SENIORITY LISTS

NB: Part “A” of this form to be completed by Applicant, Part “B” by the Controlling Project/Office (after making entries in Service Book and other records), Part “C” by the concerned Establishment at Hqrs. Dehradun (after making entries in Estt. Register and other records) and thereafter to be sent to Seniority Section, R&P Division, ONGC, Tel Bhavan, Dehradun for making entries in concerned Seniority List.)

Name of Degree/ Diploma/Certificate, etc.	Name of University/ Board, etc.	Date of award	Percentage of marks	Division/ Grade	Duration of course

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- For use in HR/ER

PART 'B'

(NB: Before making entries in Service Book/Estt. Register & other office records, It should be ensured that above additional Qualifications acquired, is **recognized by the Central Govt./State Govt./ Govt. recognized University/Board etc.**)

Forwarded along with attested photocopies for further necessary action with the remarks:-

- (i) that facts mentioned under PART 'A' by Shri _____ of this office are correct as per our records;
- (ii) that entry of additional qualifications i.e. _____ awarded on _____ by _____ University/Board etc., has been made in the Service book/ Estt. Register and other records in respect of Shri _____ being maintained by this office/ Project, after verifying its recognition and genuineness;
- (iii) that Shri _____, has also been awarded/not awarded cash incentive of Rs. _____ / _____ additional increments for acquiring above qualifications, vide this office order No. _____ dated _____.
- (iv) Details of his Career Growth to be recorded in Seniority List are as under:-

Post held right from joining ONGC	Effective Date of Promotion	Actual Date of joining	Date of Successful Completion of Probation Period	Remarks, if any

Enclosures:

Signature of Head of P&A, (Office/Project)

To

Head of Estt.

ONGC, Tel Bhavan , Dehradun

U.O.NO. _____ Dated _____

PART 'C'

The additional qualification i.e. _____ Awarded on _____ by _____ University/Board etc., to Shri _____ Id.No. _____ as mentioned under **PART 'A'** and forwarded by the concerned Project/Office vide **PART 'B'** has been entered in the Estt. Register and other Service records, being maintained in this office after ensuring its recognition and genuineness.

Therefore, this additional qualifications and other details may please be noted by Seniority Section at Hqrs. and reflected in the concerned Seniority List against the above named officer, under intimation to this office as well as concerned Office/Project.

Enclosures:

Signature of Head of Estt.

Name/Designation _____
Office/(SEAL) _____

To,
Sr. E&S Officer
Hqrs. RP-Seniority Section,
ONGC, Tel Bhavan, Dehradun

U.O.NO. _____ Dated _____