

By - e-mail

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA  
TREASURY AND ACCOUNTS BHAWAN, UNIT-III,  
KHARAVEL NAGAR, BHUBANESWAR,

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No. 14713 /DLFA Dt. 18/9/13

**DLFA-FE-322/2013**

To

All District Audit Officers,  
Local Fund Audit

Sub: - Submission of information in prescribed proforma for sanction of R.A.C.P.

Ref: - This Office letter No.13347/ DLFA dt.31.08.2013.

Sir,

With reference to the above cited letter and subject, I am directed to request you to furnish individual information of the employees under your control as per the proforma enclosed for consideration of the proposal for sanction of R.A.C.P. if not submitted, to this office at an early date.

Yours faithfully,

  
Asst. Director

### Detail Bio-date of employees for sanction of R.A.C.P.

1. Name and designation of the employee :
2. Date of entry in the entry grade :
3. Date of completion of 10yrs,20yrs,30yrs  
service in a single grade :
4. Up-gradation already availed after completion of  
15yrs, 25yrs &30yrs service in a grade :
5. Whether promoted or not :
6. Whether option exercised in due date  
Of fixation of pay under RACP :
7. Due date for sanction 1<sup>st</sup>,2<sup>nd</sup> & 3<sup>rd</sup> RACP :
8. Date from which fixation of pay under  
1<sup>st</sup>, 2<sup>nd</sup> &3<sup>rd</sup> RACP will be held as per  
existing increment or as per option :
9. Date of eligibility for fixation of pay and  
grade pay in the pay band after completion  
of 10yrs, 20yrs &30yrs service :
10. Whether the promotion refused during  
Service period :
11. Details of Departmental proceedings/  
Criminal cases pending :
12. Verification of service made with period :
13. Period of ex-ordinary leave ( EOL/Leave without  
Pay sanctioned) :
14. Details of Departmental Exam/ Training passed  
Grade A- Paper-I  
Paper-II  
Grade B- Paper-III  
Paper-IV

Signature of the Head of Office

Signature of the applicant