

### **Proforma for Re-Employment after Retirement**

1. Name of the Department

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2. Post and the basic scale against which re-employment has been proposed

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3. Name of retired/retiring person proposed for re-employment

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4. Date of his/her retirement on attaining the age of superannuation

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5. The post and B.S. held by him/her at the time of his/her superannuation

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6. Complete history of the service of the officer

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7. Detailed reasons for recommendation re-employment of the officer highlighting his/her extraordinary qualities/capabilities, qualification and experience, which necessitated his/her re-employment

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8. Detail of in-service officers in the line, who could be promoted/posted against the post, if any, along with their service record

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9. C.R. Synopsis/Dossier of the officer

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