

FOREIGN SERVICE CARD
TO BE FILLED BY THE HEAD OF DEPARTMENTS / OFFICE AFTER
VERIFICATION OF THE SERVICE BOOK

Name :

Designation :

Parent Department :

Deputed to :

Date of Birth :

Proceeding No. :

Issued by :

SIGNATURE
DESIGNATION OF THE HEAD OF THE OFFICE

**TO BE FILLED IN BY THE HEAD OF THE OFFICE ISSUING
THE PROCEEDINGS UNDER FR.110 - 114**

1. Date of relief from Government Service (AN/FN) :
2. a) Leave availed :

	Nature of Leave	From	To	No. of days
(1)	Earned Leave			
(2)	Earned Leave on Medical Certificate			
(3)	Unearned Leave on Medical Certificate			
(4)	Unearned Leave on Private Affairs			
(5)	Extra Ordinary Leave on MC or PA			
- b) Joining time availed :
3. Date of Joining the Foreign Service (FN/AN) :
4. Commencement of Govt. Service :
5. Pay in Govt. Service at the time of Transfer :
6. Scale of Pay in Government Service in officiating post :
7. Dates of next 3 increments :

	First	:
	Second	:
	Third	:
8. Pay in Foreign Service with Scale of Pay :

a.	i)	As on	in the	post	-	Rs.
	ii)	Annual increment as on		in	-	Rs.
		the FRO post (FR22(1)(a)(1)				
	iii)	Increment as on		in promotion	-	Rs.
		post () (level , cell)				
	b)	Scale of Pay			-	Pay level ; Sl.No.
9. Special Pay, Allowances if any :
10. Full postal address of the foreign employer with Pin Code and Telex No. :

Signature
Designation Head of Office

TO BE FILLED BY THE FOREIGN EMPLOYER

**PART I: SPELLS OF LEAVE AVAILED WHILE IN FOREIGN SERVICE FROM
TO**

Kind of Leave	PERIOD			Kind of Leave	PERIOD		
	From	To	Days		From	To	Days

PART II : REMITTANCE DETAILS

Sl. No.	D.D.No. and Date	Amount	Period	LSC	PC	A.G's Acknowledgement

Signature of Foreign Employer

ANNEXURE

1.	Name and Designation	:	
2.	Date of Birth	:	
3.	Service lent to	:	
4.	Date of relief from Govt. Service (FN/AN)	:	
5.	Date of Joining Foreign Service (FN/AN)	:	
6.	Period of Leave / Joining time availed	:	
7.	a) Scale of Pay in Govt. Service	:	
	b) Scale of Pay in Foreign Service	:	
8.	Pay drawn in foreign Service from time to time	:	
9.	Date of accrual of next increment	:	
10.	i) Date of relief from Foreign Service	:	
	ii) Joining time available if any, at the end of Foreign Service	:	
	iii) Date of rejoining Govt. Service	:	
11.	Date of Commencement of Govt. Service (i.e. initial appointment)	:	
12.	Foreign Service Card (5 Pages) with all Foreign Service Particulars duly recorded.	:	
13.	Service Register (in respect of Officials on Foreign Service outside India Only)	:	
			Signature of Foreign Employer

FOR USE IN A.G.'s OFFICE

PART I: RATES OF CONTRIBUTION

Period		Rate of LSC	Period		Rate of PC	A.G.'s Signature
From	To		From	To		

SR. ACCOUNTS OFFICER.

PART II : Final Demand for the period from _____ to _____

LSC Rs. :

PC Rs. :

Penal Interest Rs. :

SR. ACCOUNTS OFFICER

PART III: CLAIMS SATISFACTION CERTIFICATE

Necessary contribution in respect of _____ who rendered foreign service for the period from _____ to _____ have been recovered in full.