**FORM-L**

**STATEMENT SHOWING DETAILS OF SANCTIONED POSTS AND NAME OF INCUMBANTS WITH PAY IN SUPPORT OF THE BUDGET PROPOSAL UNDER SALARY.**

Department Code: [ ] Name of Department: [ ]
(Please select Department code from the list given overleaf)

Sub_Department Code: [ ] Name of Head of Department [ ]
(Please select Sub_Department code from the list given overleaf)

DDO Code: [ ] Name of Head of Office: [ ]

Budget proposal year [ ]

| Head of Accounts | Major Head | Sub-Major Head | Minor Head | Sub Head | Sub-Sub Head | Detail Head |
|---|---|---|---|---|---|---|
| | | | | | | |

**Part-I : SANCTIONED POSTS DETAILS:**

| Sl No | Name of posts | Class (I/II/III/IV) | No. of posts sanctioned | | | Scale of Pay | Remarks if any |
|---|---|---|---|---|---|---|---|
| | | | Filled-up | Vacant | Total | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Part-II: Name of incumbents with pay and allowances:**

| Sl No | Name of incumbents | Designation (Name of the post which hold) | Scale of Pay | Basic Pay as on 1st March (Rs.) | Special Pay (Rs.) | Increment Date | Amount of Pay for the year ( Column 4 x12 months) | Amount of Increment (Rate X No. of months) | Amount of arrear pay of previous years if any | Total of pay Col. (5+7+8) |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | Grand Total | | | | | | | | | |

(Note:- Separate sheet may be used Part wise)

Signature of Budget controlling authority