PROFORMA FOR SUBMISSION OF APPLICATION
(This Proforma should strictly be followed)

1. Name of the Candidate :

2. Present Post

   a. Designation :
   b. Name of the Project/Section/Unit :
   c. Date of appointment/ promotion to the present post :

3. *Work done in brief during the period and and justification for getting the Medal :

4. Any other relevant information :

Dated :

Signature of the Candidate

*To be announced by the Duty Officer to the Staff Members at the time of voting.