

National University

of Computer & Emerging Sciences

RESTORATION OF ANNUAL INCREMENT PROFORMA

EMPLOYEE PROFILE (To be filled by Campus HR)			
Emp Name	Emp ID		
Campus	DOJ		
Designation	Department		
Reporting Officer (RO) Name	RO Department		
Leave Details	From		To
Last Working Day			
Re-Joining Date			
HR Officer Name	Signature		
Date			
Attachment	Employee application (Signed) with supporting documents		
Reporting Officer			
Proposed salary			
Signature		Date	
Director			
Remarks			
Signature		Date	
NUCES-HQ (HR)			
Remarks			
Signature		Date	
RECTOR	Recommended <input type="checkbox"/>		Not Recommended <input type="checkbox"/>
Reason for Refusal (If any)			
Signature		Date	
HRMS Updated by		Date	