

**Appendix "A"**

(Refers to Article 0204 & 0219(a))

**MANUSCRIPT RECORD SHEET RELEASE SAILORS (IN TRIPLICATE)**

1. Name \_\_\_\_\_  
 Rank \_\_\_\_\_ Number \_\_\_\_\_
2. Release Serial No. and Date \_\_\_\_\_
3. Date of Enrolment \_\_\_\_\_
4. Date of Release/Retirement \_\_\_\_\_
5. Details of leave granted after forwarding the original leave sheets to CABS  

	<b><u>S.No.</u></b>	<b><u>No. of days</u></b>	<b><u>wef</u></b>	<b><u>Gx.No</u></b>
	_____	_____	_____	_____
	_____	_____	_____	_____
6. GCB Awarded/Deprived/Restored \_\_\_\_\_
7. Promotion details if any \_\_\_\_\_
8. Annual assessment of the last two years and as on the date of transfer to Release Centre  

	Year	Character Efficiency
	31 Dec	_____
	31 Dec	_____
	Date of Transfer	_____
9. Punishment Awarded, if any With dates \_\_\_\_\_
10. Transfer Gx. and date (to release centre) \_\_\_\_\_
11. Total Service from \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_
12. Non Qualifying Service (if any) from \_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_
13. Total Nos of days leave accumulated year wise with authority \_\_\_\_\_  
 Ship/Estb :

S.No	YEAR	AUTHORITY	GX NO & DATE	NO OF DAYS

Date : \_\_\_\_\_ for Commanding Officer

Checked/Audited on \_\_\_\_\_ by \_\_\_\_\_ for NLAO \_\_\_\_\_.