



GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DEPUTY COMMISSIONER POONCH

Tel. No; 01965-220333 Fax No; 01965-222363 E-mail: dcpoonch@gmail.com

Tehsildar
Haveli/Mandi/ Surankote/
Mendhar/ Balakote &Mankote.

MOST URGENT

No. DCP/Estt./ 1175-83.

Dated:- 16-02-2017.


Subject:- Furnishing of service Bio Data of Girdawars.

Sir

Find enclosed herewith a copy of letter No. 101/3256/GQ/4378-93 Dated:- 11-02-2017 along with proforma received from the office of the Divisional Commissioner Jammu regarding the subject cited above. In this context you are directed to furnish the service Bio Data of Girdawars as per prescribed proforma to this office within 02 days positively for onwards submission to the higher authorities.

Encls:-02 Lvs.

Yours faithfully


Mohammad Ashraf(KAS)
Assistant Commissioner(Rev)
Poonch.

Copy to the:-

1. Divisional Commissioner Jammu for favour of kind information.
2. Sub Divisional Magistrate Mendhar/ Surankote for information and necessary action.

BIO-DATA / POSITNG DETAILS / INFORMATION OF _____

- a) Full Name :
 b) Parentage :
 c) Residence :
 Both permanent(as per service book) and present :
 d) Date of appointment with initial designation:
 e) Date of Birth : f) Date if Retirement
 g) Educational Qualification :
 h) Contact No: : i). E-Mail if any:-
 J) Departmental Exam Passed _____ Roll No. _____ Dated _____
 K) Date of promotion with designation, order no &date:
 L) Posting details (permanent / attachment) from appointment to till date:

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S.No.	Designation	Place of Posting	Tenure		Transfer Order No. & Date	Remarks
			From	To		
1.						
2.						
3.						
4.						
5.						
6.						
7.						

M) Deputation to any other department with specific period.

S.No.	Name of the Department where deputed	Period		Order No. & Date
		From	To	

M) Any other information, if any: (Suspend Fir/ Court Challan/ Criminal or Departmental Enquiry Pending)

Signature of employee

Competent Authority