

Kindly fill the following details and submit the form to OIOS Office Administrator.

S. No	Subject	Information to be filled in OIOS	Example
1.	Name of the Employee in full		<i>Shri/Smt. First Name_ Last Name</i>
2.	Date of Birth		<i>DD-MM-YYYY</i>
3.	Gender		<i>Write whether male/female/other</i>
4.	Date of joining in the Govt service		<i>DD-MM-YYYY</i>
5.	Date of joining in PAG(Audit), Meghalaya		<i>DD-MM-YYYY</i>
6.	Date of joining in present Section		<i>DD-MM-YYYY (if known)</i>
7.	Employee ID		<i><b>MLSLA3150***</b></i>
8.	Mobile Number (Active)		
9.	Office Email ID		<i>Officialid @<b><u>cag.gov.in</u></b></i>
10.	Designation		<i>Designation in full</i>
11.	Civil/Commercial		
12.	Section		<i>Section name</i>
13.	Post		<i>Sr.Auditor/Admn</i>
14.	Reporting Officer		<i>Sr.AO/EDP</i>
15.	Pan card number		<i>PAN Card Number</i>
16.	Aadhaar Card No.		<i>12 digit No</i>

**Note:** You are requested to fill the details with utmost care and clarity.

**Signature of the Employee**

**Date:**