

**Proforma showing the bio-data of Sr.AOs/AAOs recommended
for induction in Headquarters**

1 Name	
2. Designation (Please also mention Civil/Commercial etc., wherever applicable)	
3. Gender (Male/Female)	
4. (i) Date of birth and (ii) Age as on 01.01.2023	
5. Qualification (i) Educational (ii) Professional	
6. Office to which belongs (i) Parent Office (ii) Office and station in which working at present	
7. Whether belongs to SC/ST. If yes, please mention category.	Yes/No
8. Date of entry into Govt. Service	
9. Date of entry in IA&AD	
10. Year of passing SOG Examination	
11. Year of passing RAE/CPD/Incentive Examination	
12. Date of promotion/appointment as AAO (including erstwhile SO) / Sr.AO (including AO)	AAO (including erstwhile SO): Sr. AO (including AO):
13. Number of years completed in the grade as on 1.1.2024 a)Sr.AO (AO/Sr.AO combined) b)AAO (SO/AAO combined)	
14. Present pay & Level	Rs.
15.Experience and posts held	Attach separate sheet giving details under this column, duly signed.
16. Proficiency in Computer: (Details may be given)	
17. Contact details (Phone No and email address)	
18. Any other information.	

The information furnished above are correct to the best of my knowledge.

Dated signature of the candidate

(Countersigned by the Group Officer in charge of Admn of the concerned office)