**Bio-Data (Annexure)**

**Latest Passport Size Photo**

|  |  |  |
| --- | --- | --- |
|  | Name in full (S/Sri/Smt/Ms) |  |
|  | Present Post Held |  |
|  | Permanent Address |  |
|  | Present Address |  |
|  | Date of Birth |  |
|  | Qualifications(i) Educational(ii) Professional |  |
|  | Office to which the applicant belongs(i) Parent Office(ii) Present Office |  |
|  | Whether belongs to SC/ST/Neither |  |
|  | Date of entry into Government Service |  |
|  | Date of entry in IA&AD |  |
|  | ***Date of promotion as Auditor/Accountant/ Sr Auditor/Sr Accountant/Asstt., Supervisor*** |  |
|  | Proficiency in Computers, Details may be given |  |
|  | Present Pay and Pay Level |  |
|  | Details of MACP/Financial upgradation/NFU (I, II or III), if any granted and date of grant of such pay upgradation |  |
|  | Mobile Number and official email ID |  |
|  | Experience and knowledge of working in Administration/OE/Logistics & Support/Bills/ Training Section, if any (full details) |  |

Date:

Place:

 (Signature of the applicant)

It is certified that the above particulars furnished are correct as per our office records.

 Signature of the Head of the Department (with Stamp)