

FORMAT – PP – 1

Format for furnishing office information

1. Name of Office :
2. Designation of Officer-in-Charge :
3. Office address :

Para/ Tola/ Street
 Vill/ Town/ Metro
 Post Office
 Police Station
 Sub-Division
 Block/ Municipality
 District
 Pin Code

4. Name and Number of the Assembly Constituency where the office is situated

5. Status # :

6. Category of Office @

7. Contact Number of Head of Office : Phone..... Fax.....
 Mobile..... E-mail.....

8. Total Number of Existing Staff :
 (Must be furnished)

9. DDO/ IFSC/ DISE CODE

| | |
|----------|---|
| Male : | <input style="width: 100%; height: 20px;" type="text"/> |
| Female : | <input style="width: 100%; height: 20px;" type="text"/> |
| Total : | <input style="width: 100%; height: 20px;" type="text"/> |

Place :
 Date :

.....
 Signature with Office Seal of Officer-in-Charge

@Write

- 1 for Department/ Directorate/ Other subordinate Government Office
- 2 for Railways
- 3 for BSNL
- 4 for Bank
- 5 for LIC/GIC etc./Financial Institution
- 6 for Income Tax/ Customs or other Revenue Collection Authority
- 7 for Primary School
- 8 for Secondary/ Higher Secondary School
- 9 for College
- 10 for University
- 11 for Water/ Electricity Supply
- 12 for Panchayat Body
- 13 for Municipal Body
- 14 for Others (Please Specify)

#Write

1. For Central Government
2. For State Government
3. For Central Government undertaking
4. For State Government undertaking
5. For Local Bodies
6. For Govt. Aided Organization
7. For Autonomous Body
8. Others (Please specify)

To be filled up by D.E.O.

Office Code (10 digit) :-

Assembly Constituency Number in which the office is located