

Annexure

PERSONAL MEMORANDUM

1. Name of the employee :
2. Name of Post and Department :
3. Father's /Mother's name :
4. Date of Birth (In figures) :
In words :
5. Religion/Cast/Community :
6. Sex :
7. Permanent address with
Telephone number if any :
8. Adhaar Number/ National
Population Register (NPR) Number :
9. Personal mark of
identification : 1)
: 2)
10. Specimen signature of the
employee :
11. Thumb impression of the
Employee :

Photo of the
employee (To be
countersigned by
the appointing
authority

Place :

Signature and designation

Date :

of the appointing authority

(Office seal)