

**Govt. of Jammu and Kashmir  
Centralised Employee Personal Information**

***Instruction:*** This form is required to be duly filled up and submitted by the DDO concerned only.

**Performa for DDO's Details Entry**

**DDO Information (Presently Posted)**

<b>Administrative Department</b>	
<b>Field Department/HOD Department</b>	

<b>DDO Parent Department</b>	
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**Signing Authority**

<b>Name of the DDO(Signing Authority)</b>	
<b>Designation</b>	
<b>With effect from Date (dd/mm/yy)</b>	
<b>TAN Number</b>	
<b>ITO/Ward/Circle</b>	

**DDO's Bank Details**

<b>Bank Name</b>	
<b>Branch Name</b>	
<b>Bank Account Number</b>	
<b>Remarks (if any)</b>	

<b>Total Employee under DDO</b>	
<b>Gazetted</b>	
<b>Non-Gazetted</b>	

**Signature of DDO  
Seal  
DDO Code  
Dated**