

**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)

Administrative Department	
Field Department/HOD Department	

DDO Parent Department	
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Signing Authority

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

DDO's Bank Details

Bank Name	
Branch Name	
Bank Account Number	
Remarks (if any)	

Total Employee under DDO	
Gazetted	
Non-Gazetted	

**Signature of DDO
Seal
DDO Code
Dated**

Govt. of Jammu and Kashmir
Employee Personal Information

DDO's Office Details

Name of Office			
Type of Office (Main Office/ Sub-ordinate Office)			
DDO Code *			

Address Details

State		District	
Tehsil		Town	
Village			
Address		Pin	
Office City Class	Class A1/Class A/Class B/ Class B1/ Class B2/ Class C/ Class D		

Contact Details

Tel. No. (1)	
Tel. No. (2) Mobile	
Fax No.	
E-mail (for official communication)	
Whether Offices in	Hilly Area (Yes/No)

Note: Attach separate sheet for each office if there are more than one office/ sub-offices under this DDO.

* optional

Performa for Sanctioned Posts

Entry of Permanent Posts

Sr. No.	Scheme Code*	Scheme name	Designation	No. of Posts

Note: Attach separate sheet if necessary.

* Scheme Code (Budget Head): Major + Sub-Major + Minor + Group + Sub Head (17 digits)