

FORMAT

SI No.

1. Name and Designation :
2. Age and Date of Birth :
3. Date of Retirement :
4. EDUCATIONAL QUALIFICATION :
- a) Academic :
- b) Technical :
5. Passing of E.D.Account Test held during with Regn.No :
6. Whether possess adequate knowledge in Tamil :
7. Date of regular appointment in the post :
(JE/ Elecl. II Grade)
8. Date of completion of probation as
(JE/ Elecl. II Grade) :
9. Total service in the present post as on 31.12.2009 : Y M D
(JE/ Elecl. II Grade)
10. i) Name of the station & the circle:
where working
- ii) The correct & complete postal address of the official with Pin Code No. :
11. Whether any penalty has been imposed on the Officer for the last 5 years if so, to furnish. :
- i) the nature of charge 8(a) or 8(b) :
- ii) identify the charge proved and not proved separately :
- iii) the nature of penalty imposed :

12. If the punishment ordered is stoppage of increment with or without cumulative effect, indicate the following :
- i) the normal due date of increment of the officer :
 - ii) the date of commencement of the period of punishment. :
 - iii) the probable date of completion of the period of punishment. :
 - iv) A copy of final order issued to be enclosed :
13. Whether any charge/Vigilance enquiry are pending against the Officer and if so indicate the nature of Charge/enquiry present stage. A copy of charge memo. to be enclosed. :
14. Whether is he on (i) unauthorised absence for more than six months (or) (ii) E.O.L. (or) (iii) employment at abroad. :
15. Whether suitable for promotion :
16. Whether the details of 10 years Service particulars of the Officials. : In separate sheet.

SUPERINTENDING ENGINEER.