

**STATEMENT SHOWING DETAILS OF EMPLOYEES WHOSE SERVICE VERIFICATION IS
PENDING FOR THE PERIOD FROMTO**

<u>Sl No</u>	<u>Name of Employees</u>		<u>Name of post</u>	<u>Advice Letter No.&Date</u>	<u>Appointment Order No. & Date</u>	<u>Date of joining duty</u>	<u>Remarks</u> Details of Prior Service if any (Name of Post, Dept, Date of Joining, Date of Relieving, Advice Letter No & Appointment Order No)
1	In English						
	In Malayalam						
2	In English						
	In Malayalam						
3	In English						
	In Malayalam						
4	In English						
	In Malayalam						

SIGNATURE
NAME & DESIGNATION OF THE
APPOINTING AUTHORITY

PERSONAL MEMORANDUM

Passport Size
Photo of the
employee. (to
be countersigned
by the Appointing
Authority)

1. Name of Employee :
2. Name of Post and Department :
3. Father's/Mother's Name :
4. Date of Birth In figures :
In words :
5. Religion/Caste/Community :
6. Sex :
7. Permanent address with telephone number if any :
8. Aadhar No./NPR No. :
9. Personal marks of identification : 1.
: 2.
10. Specimen signature of the employee.
11. Thumb impression of the employee.

Place:

Date :

Signature, Name and Designation
of the Appointing Authority

(Office Seal)