Annexure-1

Quarter Requisition Form

NAME :-……..…

DESIGNATION :-……..

DEPARTMENT :-……..

DATE OF JOINING :-……..…

DATE OF BIRTH :- …….

PAY LEVEL :-……..……

PRESENT BASIC PAY :-…….

PERMANENT ADDRESS:-……..……

Preference- 1.
2.
3.

(SIGNATURE)

NAME &
DESIGNATION
DATE:-
MOBILE NO-

Annexure-II

Undertaking

This is to certify that I belong to outside of Deoghar and I do not have permanent residence at Deoghar.

(SIGNATURE)

NAME &
DESIGNATION
DATE:-