

## PERSONAL MEMORANDUM

1. Name of the employee :
2. Name of Post and Department :
3. Father's /Mother's name :
4. Date of Birth (In figures) :  
In words :
5. Religion/Cast/Community :
6. Sex :
7. Permanent address with  
Telephone number if any :
8. Adhaar Number/ National  
Population Register (NPR) Number :
9. Personal mark of  
identification : 1)  
: 2)
10. Specimen signature of the  
employee :
11. Thumb impression of the  
Employee :

Photo of the  
employee ( To be  
countersigned by  
the appointing  
authority

Place :

*Signature and designation*

Date :

*of the appointing authority*

(Office seal)