**PROFORMA**

Name of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Sl.****No** | **Name of the Officer** | **Designation** | **Date of Birth** | **Educational qualification** | **Date of first entry into government service** | **Date of appointment to the present post** | **Remarks,****if any** |
| *(1)* | *(2)* | *(3)* | *(4)* | *(5)* | *(6)* | *(7)* | *(8)* |
| 1 |  |  |  |  |  |  |  |
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