

1237  
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)



STATEMENT SHOWING DETAILS OF EMPLOYEES WHOSE SERVICE VERIFICATION IS PENDING  
FOR THE PERIOD FROM..... TO .....

<u>SINO</u>	<u>Name of Employee</u>	<u>Name of post</u>	<u>Advice Letter No.&amp;Date</u>	<u>Appointemnt order No.&amp;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

