GOVERNMENT OF KERALA

Finance (IT-SF) Department

CIRCULAR

No.45/2011/Fin **Dated 23/07/2011**

Sub:-Creation of a database of employees working in Finance Department-reg

In line with the e-Governance initiatives of the Government, Finance Department desires to create a database containing the service details of employees to enable better utilization of manpower available in various facets. In this connection all Divisional Accountants, Financial Assistants, Finance Officers and Senior Finance Officers are directed to fill up the relevant details in the data sheet appended. The filled up data sheets should be submitted to Finance (Accounts B) Department on or before **06/08/2011.**

S.SREEKUMAR
Joint Secretary (Finance)

To

All Divisional Accountants/ Financial Assistants/ Finance Officers/
Senior Finance Officers
Nodal Officer (Website)
Stock File/Office Copy

Forwarded /By Order

Assistant Director(IS)

FINANCE DEPARTMENT

Name : Sri/Smt.....

Designation :- .....

(Divisional Accountant/Financial Assistant/Finance Officer/Senior Finance Officer)

Permanent Employee Number:-.....

- Date of Entry in Govt.Service
- Date of Entry in Finance Department
- Designation on entry in Finance Department
- Present Office
- Date of joining in the present Office
- Number of the last posting order with date
- Details of the Offices in which worked earlier

Sl.No	Name of Office	Period (Month/Year)

- Present Address
- Mobile Number
- Any other relevant information

Signature of the Employee with Date