



GOVERNMENT OF KERALA

Finance (IT-SF) Department

C I R C U L A R

No.46/2011/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 the employees working in Finance Department 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 **30/07/2011**.

S.SREEKUMAR
Joint Secretary (Finance)

To

All employees up to Section Officers in Finance Department
Nodal Officer (Website)
Stock File/Office Copy

Forwarded /By Order


Assistant Director(IS)

FINANCE DEPARTMENT

Name: Sri/Smt.....

Designation :-

(Assistant Trainee/Assistant/Senior Grade Assistant/Selection Grade Assistant/ Section Officer)

Permanent Employee Number:-.....

- Date of Entry in Govt.Service
- Date of Entry in Finance Department
- Designation on entry in Finance Department
- Present Section
- Date of joining in the present section
- Number of the posting order(Office order) with date
- Details of the sections in which worked earlier

| Sl.No | Name of Section | Period (Month/Year) | Subjects Handled |
|-------|-----------------|------------------------|------------------|
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| | | | |
| | | | |
| | | | |

- Present Address
- Mobile Number
- Any other relevant information

Signature of the Employee with Date

FINANCE DEPARTMENT

Name :- Sri/Smt.....

Designation :

(CA/Typist/Clerical Assistant/Attender/Peon)

Permanent Employee Number:-.....

- Date of Entry in Govt.Service
- Date of Entry in Finance Department
- Designation on entry in Finance Department
- Present Section
- Date of joining in the present section
- Number of the posting order(Office order) with date
- Details of the sections in which worked earlier

| Sl.No | Name of Section/Officer | Period (Month/Year) |
|-------|-------------------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- Present Address
- Mobile Number
- Any other relevant information

Signature of the Employee with Date