

## 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)

**STATEMENT SHOWING DETAILS OF EMPLOYEES WHOSE SERVICE VERIFICATION**

Sl. No.	Name of Employee		Name of post	Advice letter No. & date	Appointment Order No. & Date	Date of joining duty	Details of prior service if any [Advice w.e.f. 14.12.2010] (Name of post, Department, Date of joining, Date of relieving, Advice letter No., Appointment order No. etc.
	In English	In Malayalam					
1	In English						
	In Malayalam						
2	In English						
	In Malayalam						
3.	In English						
	In Malayalam						
4	In English						
	In Malayalam						
5	In English						
	In Malayalam						
6	In English						
	In Malayalam						

(Office Seal)

Signature  
(Name and Designation of appointing authority)