

Copy of letter No. 5165-5GS-66/27092, dated the 20th October, 1966, from the Chief Secretary to Government, Punjab of all Heads of Department etc. etc.

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Subject :—Personnel data of Government employees-Collection of.

I am directed to say that it has been decided that all future entrants to Government service except the class IV employees, on their first appointment should furnish information in respect of their close relations in the enclosed proforma which should be added to the Confidential Personal file of the employee concerned and any change in the particulars given in the proforma should be furnished by the official concerned at the end of each year to the Administrative Department/Head of Department/Head of office, as the case may be. The Department concerned should incorporate the information in the confidential personal file of the employees concerned and keep it up to date. The term close relation includes wife, son, daughter, parents, brothers and sisters. The receipt of this letter may please be acknowledged.

Form to be filled by Government Employees on first appointment

1. Close relations who are national of or are domiciled in other countries	Name	Nationality	Present address	Place of birth	Occupation
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(i) Father

(ii) Mother

(iii) Wife/Husband

(iv) Son (s)

(v) Daughter (s)

(vi) Brother (s)

(vii) Sister (s)

2. Close relations resident in India, who are of non-India origin	Name	Nationality	Present address	Place of birth	Occupation*
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(i) Father

(ii) Mother

(iii) Wife/Husband

(iv) Son (s)

(v) Daughter (s)

(vi) Brother (s)

(vii) Sister (s)

*If in Public Service, given full particulars regarding designation of the post held, name of department/office, etc., where employed and the date of such employment.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

Signature_____

Designation_____

Dated_____

Note :—1. Suppression of information in this form will be considered a major departmental offence for which the punishment may extend to dismissal from service.