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.

HINGOISS

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

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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 Persodal 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 inclu des wife, son, daughter, parents, brothers and sisters. The receipt of this letter may please by acknowledged.

Form to be filled by Government Employees on first appointment hingstop 14 sta Present address Nationality Place of birth Occupation Close relations Name 1. who are national and smatter madel and the of or are domiciled (i) Father (ii) Mother (ii) Mother (iii) Wife/Husband (iv) Son (s) (v) Daughter (s) and the second states have been all a second (vi) Brother (s) vii) Sister (s) Place of Occupation* Name Nationality Present address 2. Close relations resident in India birth 1.1 who are of nonvie India original mode cleff, addated, dott en hode the tasks of a terr best best addeted a date *If in Public Service, given full particulars regarding designation of the post (i) Father held, name of department/office, etc., where employed and the date of such employment. (ii) Mother out an experiment envelopment of the local to the (iii) Wife/Husband I certify that the foregoing information is correct and complete to the best of my knowledge and belief. start has a start character further all of the (iv) Son (s) THE ALT'S AND AND A DEPARTMENT AND THE (v) Daughter (s) 在这一时间 计可以加 Configura in stands of (vi) Brother (s) of Plands South Mar As Ch haitentere (vii) Sister (s) Maly Missibility Market Signature-Signature— Designation— Dated——— Designation-

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.