

INDEX CARD

DIVISION.....
CENTRAL EXCISE COMMISSIONERATE:
BHOPAL

FOR ALL EXECUTIVE AND MINISTERIAL STAFF IN THE COMMISSIONERATE

(I) BIODATA

- (i) Name in Block Capital :
(surname and father's name :
also to be given)
- (ii) Home Town :
(State, District and Post office).....
- (iii) Designation :
- (iv) Place of posting :
(give name of Range/ ;
Division also)
- (v) Date of Birth :
- (vi) Educational Qualification :
- (vii) Date of Joining Govt. Service:
- (viii) Date of Joining in C.Ex. Deptt.:
- (ix) Date of Joining in the Present Grade :
- (x) Date of Superannuation :

(II) HISTORY OF POSTING FROM THE DATE OF APPOINTMENT TO DATE :-

S.No.	Place (state Circle/Division/ Commissionerate also)	Designation	from	to	Period	Remarks
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Contd.....2..

asst. commr.

P/11

(III)

- (i) No. of dependents :
(state name &
relationship)
.....
.....
- (ii) Have you got any family
Problem (please state in
Brief)
.....
- (iii) Please give your preference Place Division
for posting (for future) (2).....
Three places to be given (1).....
(3).....

Certified that the information given above is true to the best of my knowledge
and belief.

Place.....
Date

Signature.....
(Name in Block Capital letters)
.....
Designation

original appended

IDENTITY CERTIFICATE

- I) GAZETTED OFFICER OF CENTRAL OR STATE GOVERNMENT;
- II) MEMBER OF PARLIAMENT OR STATE LEGISLATURE BELONGING TO THE CONSTITUENCY WHERE THE CANDIDATE OR HIS PARENT/GUARDIAN IS ORIGINALLY RESIDENT;
- III) SUB-DIVISIONAL MAGISTRATE/OFFICERS;
- IV) TEHSILDARS OR MAJIS/DEPUTY TEHSILDARS AUTHORISED TO EXERCISE MAGISTERIAL POWERS;
- V) PRINCIPAL/HEADMASTER OF A RECOGNISED SCHOOL /COLLEGE/INSTITUTION WHERE THE CANDIDATE STUDIED LAST;
- VI) BLOCK DEVELOPMENT OFFICER;
- VII) POST MASTER;
- VIII) PANCHAYAT INSPECTOR.

CERTIFIED THAT I HAVE

KNOWN _____ SON/

DAUGHTER OF

SHRI _____ FOR THE LAST

YEARS _____ MONTHS AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PARTICULARS FURNISHED BY HIM/HER ARE CORRECT.

DATE :

PLACE :

SIGNATURE :

DESIGNATION :

ADDRESS :

पहिचान प्रमाण - पत्र

प्रमाण पत्र निम्नलिखित किसी एक के द्वारा हस्तक्षरित किए जाने के लिए -

- (1) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी,
- (2) साधारणतया जहाँ का उम्मीदवार या उसके माता-पिता/संरक्षक निवासी हैं, वहाँ के निर्वाचन क्षेत्र के संसद या राज्य विधान मण्डल के सदस्य,
- (3) सब डिवीजनल मजिस्ट्रेट / अधिकारी,
- (4) मजिस्ट्रेट की शक्तियों का प्रयोग करने के लिये प्राधिकृत तहसीलदार या नायब तहसीलदार,
- (5) जहाँ उम्मीदवार पहले पढ़ता रहा हो वहाँ के मान्यता प्राप्त स्कूल/कॉलेज संस्था का प्रिन्सीपल/मुख्याध्यापक,
- (6) ब्लॉक विकास अधिकारी,
- (7) पोस्ट मास्टर, और
- (8) पंचायत निरीक्षक ।

प्रमाणित किया जाता है कि मैं श्री/श्रीमति/कुमारी
पुत्र/पुत्री श्री को पिछले वर्षों महीनों से
जानता हूँ और जहाँ तक मुझे पता है और विश्वास है कि उसने जो ब्यौरे दिये हैं वे सही हैं ।

स्थान :
तारीख :

हस्ताक्षर.....
पदनाम या हैसियत और पता.....
.....

CERTIFICATE OF CHARACTER

(This certificate is to be issued by a Gazetted officer of any Central/State Government and attested by a Stipendiary I Class Executive Magistrate/Sub Divisional Magistrate)

This is to certify that, I know Shri/Smt/Kumari _____ S/o /D/o Shri _____ for the last _____ years and _____ months and that to the best of my knowledge and belief he/she bears a good moral character and has no antecedents which render him/her unsuitable for Government employment.

2. Shri/Smt/Kum _____ is not related to me.

Place :-

Signature of Gazetted officer _____

Date :-

Designation _____

ATTESTED

(To be attested by a Stipendiary I Class Executive Magistrate/Sub Divisional Magistrate)

Place

Signature _____

Date

Designation _____

(Round Seal)

चरित्र प्रमाण -पत्र

(प्रमाण पत्र केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी के द्वारा हस्ताक्षरित किए जाने के पश्चात किसी वैतनिक प्रथम श्रेणी कार्यपालन मजिस्ट्रेट या उपमंडलीय मजिस्ट्रेट द्वारा साक्ष्यांकित किया जाए)

प्रमाणित किया जाता है कि मैं श्री / श्रीमती / कुमारी आत्मज
को दिगत वर्षों से जानता / जानती हूँ तथा अपनी जानकारी तथा
विश्वास के अनुसार उसका चरित्र अच्छा है और उसके पूर्ववृत्त में ऐसा कुछ नहीं है जो कि उसे
सरकारी नौकरी के लिए अयोग्य घोषित करें

श्री / श्रीमती / कुमारी मेरा संबंधी नहीं है ।

स्थान.....
दिनांक.....

राजपत्रित अधिकारी के हस्ताक्षर.....
पदनाम.....

साक्ष्यांकन

(वैतनिक प्रथम श्रेणी कार्यपालन मजिस्ट्रेट या उप मंडलीय मजिस्ट्रेट द्वारा साक्ष्यांकित किया जाए)

स्थान.....
दिनांक.....

हस्ताक्षर.....
दिनांक.....

(गोल मुहर)

हिन्दी ज्ञान सम्बन्धी घोषणा पत्र
(राजभाषा नियम 1976 के नियम 9/10 के अन्तर्गत)

कर्मचारी/अधिकारी का नाम :
पदनाम :
जन्म तिथि :
शैक्षणिक योग्यता :
हिन्दी ज्ञान :-

- (क) मैंने हिन्दी माध्यम से मैट्रिक या उच्च परीक्षा पास की है । अथवा
(ख) स्नातक में हिन्दी साहित्य एक विषय था । अथवा
(ग) मैट्रिक या उच्च परीक्षा में हिन्दी अनिवार्य विषय था । अथवा
(घ) मुझे हिन्दी का कार्यसाधक ज्ञान है । अथवा
मैंने प्रज्ञा परीक्षा उत्तीर्ण की है । अथवा
(ङ) मुझे हिन्दी का कोई ज्ञान नहीं है ।

हस्ताक्षर तथा दिनांक

टिप्पणी :-

जो लागू हो, उसके आगे (✓) का निशान लगायें जो लागू न हो उसे काट दें ।

DECLARATION

I Shri/Shrimati/Kumari
declare as under :

- * (a) That I am unmarried/ a widower/ a widow.
- * (b) That I am married and have only one wife living
- * (c) That I am married and my husband has no other living wife, to the best of my knowledge.
- * (d) That I am married and have more than one wife living application for grant of exemption is enclosed.
- * (e) That I am married to a person who has already one wife or more living. Application for grant of exemption is enclosed.

2- I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to dismissal from service.

Date

Signature.....

- * Delete clauses not applicable.
- * Applicable in the case of clauses (a), (b) and (c) only.

APPLICATION FOR GRANT OF EXEMPTION (vide para 1(b) 1(e) of the declaration)

To,
The.....
.....

Sir,
I request that in view of the reasons stated below I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living women who is married to a person already having one wife or more living.

REASONS:

Yours faithfully,

Date

Signature.....

asstt. appntmt

8/11

DECLARATION REGARDING PERMANENT HOME TOWN

I hereby declare that my permanent home / village is Post office in District of State and furnish the following reasons / documents etc. in support of this declaration.

.....
.....
Certified that I have not so far declared any other place to be my home for any purpose of correspondence with the Government.

Certified also that I would normally reside in the above mentioned town but for my absence from it for service in Government.

Place.....
Date

Signature.....
Name
Designation

ACCEPTED

In case where the town being declared as "HOME" is different from the permanent home or village as ordered in the Service Book, other appropriate official records of the Government Servant.

22/11/2008

DECLARATION

I hereby declare that I have never been dismissed from any Government Employment or been convicted by a Magistrate on any criminal charges.

Section No. 162 of the Indian Penal Code and 23 of the Central Excise and Salt Act, 1944 have been read over and explained by me.

WITNESS:

1.
2.

SIGNATURE
NAME :

anil appoint

शपथ - पत्र

मैं ईश्वर की
शपथ लेता हूँ कि भारत के विधि द्वारा स्थापित संविधान में निष्ठा और सच्ची श्रद्धा रखूंगा, और अपने
पद के कर्तव्यों, निष्ठा, ईमानदारी और निष्पक्षता के साथ निभाऊंगा।

ईश्वर मुझे ऐसा करने की शक्ति दें।

मेरे समक्ष

हस्ताक्षर शपथकर्ता

DECLARATION

I understand that my appointment under Government is temporary and my service may be terminated at any time after notice for a period of not less than one month but without any reasons being assigned. I agree that if I wish to resign my appointment, I shall give notice in writing for a period of not less than one month of my intention to resign.

Signed before me

SIGNATURE
NAME-