

**OFFICE OF THE CHIEF ENGINEER,
LOCAL SELF GOVERNMENT DEPARTMENT,
3RD FLOOR, REVENUE COMPLEX,
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM-33**

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No. E5-4876/09/CE/LSGD

Dated 03.07.2009

From

The Chief Engineer.

To

**The Executive Engineer,
LSGD Division,**

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Sir,

Sub:- Details of Engineering staff- reg.

The Details available in this office regarding service of the staff of the Engineering wing working in Three tier Panchayath are insufficient. The Service details of each employee are required for taking actions relating to transfer, promotions, reservation etc. Hence you are requested to forward the details of all Engineering Staff working there in the proforma enclosed duly certified. The details may be submitted urgently.

Encl:-Proforma

Yours faithfully,


Chief Engineer.

SERVICE CARD OF

1. Name in full (In block letters) :
2. Designation :
3. Present Office address :
4. Date of birth :
5. Religion & Caste :
6. Educational Qualification :
7. Date of joining in PWD/WRD/Municipal
Common Service/Panchayath Dept. :
(With name of Department)
8. No. and Date of PSC Advice & post in which :
Employed .
(G.O. in case of compassionate Scheme)
9. No. & date of Posting Order :
10. No. & Date of order of Declaration of probation.:
11. Date of joining in the present post :
12. Date of joining in LSGD (copy of order) :
13. No. & Date of each promotion Order :
14. Whether SC/ST/Physically handicapped/
Dependent of Jawan/Dying harness/other :
Reservation.
15. Whether inter department transfer. If so, the :

No. & date of order.

16. Whether special recruitment. If so, the No. :
and date of Order.

17. Period of LWA. if any. :

18. Date from which working in the :
Present office/Previous offices
from the date of entry in services.
(If necessary separate sheet may be attached)

19. Details of Department test passed :

20. Details of disciplinary actions/punishments :
if any .

Date & Signature of the Candidate

Certified that the above details are verified with corroborative documents and found
Correct.

(Office Seal)

***Date and Signature of the head of the office
with Name, Designation and Name of Office.***