**New Change Request** (Please tick as appropriate) **Form R-1**

*In case of change request please tick the box in the left margin where change / correction is required and provide details in the corresponding row.*

**KHAJANE II**

**Treasury Department**

**Certification Form**

*(to be furnished to Treasury Officer for Registration of Government Servant in Khajane II)*

1. Name of Government

Please Affix Passport Size Photograph

Servant (in capital letters):

1. Identity Details of Government Servant

2(a) Gender : M / F

2(b) KGID Number :

2(c) Aadhaar Number(12 digits):

1. Department :
2. Cadre :
3. Present Post held(Attach copy of Posting Order or Form R-2) :
4. Field Office Name :
5. Field Office address :
6. Mobile Number(10 digits) :
7. Email ID:
8. Specimen Signatures:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Specimen Signature 1 Specimen Signature 2 Specimen Signature 3

*Declaration: I hereby declare that the particulars furnished above are true and correct and I undertake to inform you of any changes therein immediately. In case any information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.*

*Date: \_\_/\_\_\_/*2021  *Signature of the Government Servant*

**For Use by DDO Officer Only**

*Declaration: I have verified the above information to be correct.*

Name of DDO Officer:

Designation:

Date: \_\_\_\_\_/\_\_\_\_/2022 Signature

**Form R-2**

**KHAJANE II**

**Department of Treasuries**

**Certificate of Posting**

*(To be furnished (in original) to Treasury Officer for registration in Khajane II in case the government servant in unable to provide copy of Government Order for posting in the present post)*

This is to certify that Sri/Smt/Dr………………………..…………………………………… *(full name in capital letters)* is presently working as……………………………….*(name of post in capital letters)* in the office of……………………………………………..*(name of field office in capital letters)* from \_\_\_/\_\_\_/\_\_\_\_\_\_ (date of joining in the present post) vide G.O. No……………………………….*(Government Order No. for posting the government servant to the present post).*

Signature (with date) Head of the Office

Office Seal Name:

Designation:

SPECIMEN SIGNATURE

NAME:-

DESIGN:-

OFFICE:-

SIGN

1.

2.

3.

DATE:- Seal and signature of Head of office/Any Gazetted officer

Note: D.D.O s specimen signature must be attested by other Gazetted Officer