FORMAT 01
(Details regarding initialization of an office)

1	Department Name	:	
2	District	:	
3	Office Name	:	
4	Full address with name of post office and pin code	:	
5	Phone number with STD Code	:	
6	Name of Treasury	:	
7	HRA/CCA slab (Ref. Page 4 of pay revision book)	:	
8	District & Taluk	:	
9	Village	:	
10	Local Body	:	
11	DDO Code	:	
12	PEN. Name and date of Birth of the DDO	:	
13	The date from which the present DDO is the DDO of your office	:	
14	Head of Account (in the format of 0000-00-0-00-0-0)	:	
15	Plan or Non-Plan	:	
16	PEN. Name and date of birth of	:	1. Establishment Clerk
			2. Bill Section Clerk
17	Contact mobile number	:	

Signature, Name &
Designation of Head of Office