

SPARK FORM NO.3

**NOMINATION/CHANGE OF NOMINATION OF
DDOs/Establishment Officers**

(To be furnished by the Head of Office to the respective Department Management User)

1	Name of Department	
2	Name of the existing DDO/Establishment Officer (Write NIL if requesting for ID for the first time)	
3	PEN of the existing DDO/Establishment Officer (Write NIL if requesting for ID for the first time)	
4	Reason for change	
Details of newly nominated DDOs/Establishment Officials		
5	Name	
6	PEN	
7	Designation	
8	Name of office	
9	Place of office	
10	Post Office	
11	District	
12	PIN Code	
13	Office Phone Number	
14	Residence Phone Number	
15	Mobile Phone Number	
16	E mail ID	

Place:
Date:

Signature, Name &
Designation of the Head of Office

To
The Department Management User (SPARK)
..... Department
.....
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