**Form 03**

**Please note that it is compulsory to include particulars of all the officers**

1. **who have served for more than 06 years in one and the same station, or**
2. **served more than 12 years in any other service station within the district or**
3. **have completed a period of service mentioned in 2.1.1 c of the Circular (As at 31.12.2021)**

**(Separate Forms should be used for above 1, 2, and 3 categories)**

**(Names of officers with the longest period of service should be indicated at the beginning)**

Ministry / Department/ Provincial Council:- .........................................................

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/Regional Office:- ..........................................

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Serial No | Name of officer  (Mr. / Mrs. / Miss.) | Date of Appointment | N.I.C. No | Post / Grade and Medium | Date of birth and age as at 31.12.2021 | Period of service in the present station as at 31.12.2021 | Civil status and place of work of the spouse | Number of children/ age/ schools attending | Present residential area and the address | Stations served and the periods of service from the first appointment | Whether applied for an annual transfer? If not, indicate three stations willing to serve if transferred. |
|  |  |  |  |  |  |  |  |  |  |  |  |

Prepared by : Name Signature:

Checked by : Name Signature:

Date: .............................................................................................................................

Signature and official stamp of Head of Department