

Format PP-I (Format for furnishing office details)

(*) Fields are mandatory

Office Name(*) :

Identification Code eg. DDO Code/IFSC/DISE Code alike(*) :

Designation of Head of Office(*) :

Office Address(*) :

Post Office(*) : Pin code(*) :

Sub Division(*) : Block/Municipality(*) :

Police Station(*) : Assembly Constituency(*) :

Parliamentary Constituency(*) :

Office Category(*) # :

Office Institute(*) @ :

Email(*) : Phone No :

Mobile Number of Head of Office(*) : Fax :

Male Staff (in count)(*) : Female Staff (in count)(*) : Total Staff (in count)(*) :

Certified that the details information furnished in PP-1 format is verified with office records and genuine.

Place :

Date:

Signature with office seal of

Officer-in-charge / Head of Institution

#Write	@ Write
1. CENTRAL GOVERNMENT	1. DEPARTMENT/DIRECTORATE/OTHER SUBORDINATE GOVT. OFFICE
2. STATE GOVERNMENT	2. RAILWAYS
3. CENTRAL GOVERNMENT UNDERTAKING	3. BSNL
4. STATE GOVERNMENT UNDERTAKING	4. BANK
5. LOCAL BODIES	5. LIC/GIC/OTHER INSURANCE INSTITUTION
6. GOVT. AIDED ORGANISATION	6. INCOME TAX/CUSTOMS/OTHER REVENUE COLLECTION AUTHORITY
7. AUTONOMOUS BODY	7. PRIMARY SCHOOL
8. OTHER (Please Specify)	8. SECONDARY/HIGHER SECONDARY SCHOOL
	9. COLLEGE
	10. UNIVERSITY
	11. WATER/ELECTRICITY SUPPLY
	12. PANCHAYAT BODY
	13. MUNICIPAL BODY
	14. OTHER WITHIN DISTRICT (Please specify)
	15. OTHERS OUTSIDE DISTRICT (Please specify)

For Office use only

Office Code: