

FORMAT FOR ENGAGEMENT OF TELEPHONE & SECURITY ASSISTANT



To

The Joint Secretary/Deputy Secy. to the Govt. of Assam--  
Sectt. Admn.(Nazarat) Department  
Assam Secretariat, Dispur, Guwahati-6.

Sub : Engagement of Telephone & Security Assistant.

Sir/Madam,

In inviting a reference to the subject cited above, I would like to furnish herewith the following information alongwith two copies of passport size photograph of the Telephone & Security Assistant engaged by me. This also certifies that the engagement of any other Telephone & Security Assistant. by the undersigned earlier stands terminated.

2. Name in full (**Block letters**) :
2. Father's Name :
3. Permanent residential address :
4. Educational qualification  
(**Enclose copies of certificates**) :
5. Date of birth :
6. With effect from :
7. Contact No :
8. A/C No. with IFSC Code  
(**Enclose Front page copy of Passbook**) :
9. PAN Card No.  
(**Enclose a copy of PAN Card**) :
10. Full Name & Designation of the Officer:  
(**Enclose an order copy of Chief Secretary Rank**)

Signature with seal of the  
Recommending Officer