

Office Details

Note : Please read the Guidelines sent by Department before filling the form, in CAPITAL LETTERS in blue/ black ball point pen only. (Please avoid Short Forms and Abbreviations)

1.Key Office Details

1. Name of the Office	
2. Designation of the Head of the Office	
3. Surname of Head of the Office (ఇంటి పేరు)	
4. Name of Head of the Office	
5. Email of the Head of the Office	
6. Secretariat Dept.	
7. HOD	
8. STO/DTO/PAO/WPAO	

9. Address of the Office

9(a) Street/Road/Lane	
9(b) Landmark	
9(c) Area/Locality/Sector	
9(d) District	
9(e) Mandal	
9(f) Village/Town/City	
9(g) PIN code	
9(h) Telephone Number	(STD Code-Telephone No : 040-292010)
9(i) Mobile No of the Head of the Office	
10. Office Level	Secretariat <input type="checkbox"/> HoD <input type="checkbox"/> District <input type="checkbox"/> Zonal <input type="checkbox"/> Divisional <input type="checkbox"/> Mandal <input type="checkbox"/> Village <input type="checkbox"/> Others Please Specify _____
11. Office E-mail	
12. Is DDO is the Head of the office	Yes <input type="checkbox"/> No <input type="checkbox"/> (please provide the details of 12a to 12d if you have ticked "No")
12.a Designation of the DDO	
12.b Surname of DDO(ఇంటి పేరు)	
12.c Name of the DDO	
12.d Mobile Number of DDO	
12(e)Email of the DDO	

Total number of employees (including the employees on leave/suspension/unauthorised absence etc)

13. Regular Employees	
14. Grant in Aid Employees	
15. Contract Employees	
16. Out-sourced Employees	
17. Work Charged Employees	
18. NMR & Others	
19. Homeguards and others	
20. HRA % applicable to the Office location	30% <input type="checkbox"/> 20% <input type="checkbox"/> 14.5% <input type="checkbox"/> 12% <input type="checkbox"/>