

# FORM -R1

**New OR Change Request** (Please tick as appropriate)

*In case of change request please tick the box in the left margin where change / correction is required and provide details in the corresponding row.*

Case Worker  
Superintendent

**KHAJANE**  
**Treasury Department**  
**Certification Form**

D. D. O  
Messenger

*(To be furnished to Treasury Officer for Registration of Government Servant in Khajane II)*

1. Name of Government Servant (in capital letters): Sri/Ms/Dr
2. Identity Details of Government Servant
- 2(a) Gender: M / F
- 2(b) KGID Number:
- 2(c) Aadhaar Number (12 digits):
3. Department :
4. Cadre :
5. Present Post held(Attach copy of Posting Order or Form R-2) :
6. Field Office Name :
7. Field Office address :
8. Mobile Number(10 digits) :
9. Email ID: \_\_\_\_\_
10. Date of Joining into Government Service
11. Specimen Signatures:



Specimen Signature 1	Specimen Signature 2	Specimen Signature 3

*Declaration: I hereby declare that the particulars furnished above are true and correct and I undertake to inform you of any changes therein immediately. In case any information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.*

Date: \_\_\_/\_\_\_/\_\_\_

Signature of the Government Servant

### For The Use of Drawing & Disbursing Officer Only

*Declaration: I have verified the above information to be correct.*

Name of Drawing Officer:

Designation:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

# Form - R 2

## KHAJANE II Department of Treasuries

### Certificate of Posting

*(To be furnished (in original) to Treasury Officer for registration in Khajane II in case the government servant is unable to provide copy of Government Order for posting in the present post)*

This is to certify that Sri/Smt/Dr \_\_\_\_\_

*(full name in capital letters)* is presently working as \_\_\_\_\_

*(name of post in capital letters)* in the office of \_\_\_\_\_

*(name of field office in capital letters)* from \_\_\_\_/\_\_\_\_/\_\_\_\_ (date of joining in

the present post) vide G.O. No

\_\_\_\_\_  
*(Government Order No. for posting the government servant to the present post).*

Signature (with date) of the Reporting Officer

Office Seal

Name:

Designation: