No.5/4/2019-CS.I(U)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)
****

2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003

Dated the 23rd May, 2019.

OFFICE MEMORANDUM

Subject: Promotion of Section Officers of Central Secretariat Service (CSS) to Grade I (Under Secretary) on ad-hoc basis – Furnishing of CR dossiers, vigilance / penalty status, personal information, etc.
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The undersigned is directed to say that promotion in the grade of Under Secretary (ad-hoc) is under consideration of this Department.

2. Accordingly, Ministries/ Departments are requested that the following documents/ information in respect of Section Officers of Select List-2011, who will be in service as on 01.07.2019 (as indicated in **Annexure**), complete in all respects may be made available to CS.I Division at the earliest, and in any case **latest by 10.06.2019** in the prescribed **Proforma-I**:

(i) Vigilance status;

(ii) Statement of minor / major penalties, if any, imposed in the last 10 years;

(iii) Whether any of these officers is on deputation and / or absorbed in any Organization in continuation of deputation (date of deputation / date of absorption should be indicated); and

2.1 **Grading of ACRs / APARs** Grading of ACRs / APARs for the last ten years in respect of the officers should be provided in the prescribed **Proforma-II.** The soft copy of the same in Excel sheet should also be sent through e-mail to **uscs1-dopt@nic.in**.

2.2 **CR Dossiers** Complete CR dossiers contained ACRs / APARs up to 2017-2018 should be furnished. If for any reason ACR / APAR is not available, No Report Certificate (NRC) should be furnished with reasons for non-recording of ACRs / APARs. The ACRs / APARs should be properly arranged (year wise) in the dossier before forwarding to this Department. **It may be ensured that soft copy of grading of ACRs / APARs as per Proforma-II as indicated in Para 3.1 may be first made available to this Department, in the absence of which CR Dossiers will not be accepted.**

2.3 Ministries / Departments concerned are also requested to ensure that following actions in respect of officers (as indicated in **Annexure**) is duly completed:

(a) provisions of DoP&T's O.M. No.21011/1/2010-Estt.(A) dated 14.05.2009 regarding disclosure of APARs have been complied with; and,

...2/-

(b) action in terms of DoP&T's O.M. No.21011/1/2010-Estt.A dated 13.04.2010 have been completed regarding **below benchmark grading** in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned.

A certificate to this effect should be furnished by the Ministries / Departments concerned in **Proforma-III**.

2.4 **Personal information in Proforma-IV**. All the officers in the promotion list and the nodal officers concerned should also ensure that their complete and up to date data is available in the Web Based Cadre Management system which is hosted at **cscms.nic.in** In the absence of complete data in the web based cadre management system, their names will not be considered for promotion.

3. **All Officers concerned, in their own interest, are requested to pursue with the Administration Division concerned to ensure that the said documents / information (including ACRs / APARs) in their respect are furnished to this Department.** This Department seeks active cooperation of all the Ministries / Departments to gather the information at the earliest.

S.K. Das Gupta

(Sanjay Kumar Das Gupta)
Under Secretary to the Government of India
Tele: 24629412

To

All the Ministries / Departments concerned (through DoPT's web-site)

Annexure

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min.Deptt.)
1	10657	Anil Kumar	05/05/1963	Gen	Agriculture, Cooperation & F.W.
2	10659	Usha Sreenivasan	07/01/1970	Gen	Commerce
3	10661	C.S. Lakshminarayanan	01/06/1960	Gen	Defence
4	10665	Prem Chand	12/04/1977	SC	Prime Minister's Office
5	10667	Inder Jeet Tanwar	21/07/1961	Gen	Information & Broadcasting
6	10669	Ramesh Chandra	01/01/1971	Gen	Commerce
7	10670	Ajit Prakash	20/01/1971	Gen	Revenue
8	10671	Anand Singh Khati	13/03/1981	Gen	Personnel & Training
9	10672	Mohammed Ayub	08/06/1974	Gen	Housing & Urban Affairs
10	10673	Sunil Kumar	23/12/1970	SC	Personnel & Training
11	10675	I.R. Antony	22/09/1960	Gen	Petroleum & Natural Gas
12	10677	Md. Marazuddin	02/07/1975	Gen	Petroleum & Natural Gas
13	10679	Sreekala Viswanath	15/06/1962	Gen	Food & Public Distribution
14	10681	Kailash Chandra Joshi	16/03/1966	Gen	Agriculture, Cooperation & F.W.
15	10683	Shoran Singh	20/06/1962	SC	Health & Family Welfare
16	10685	R.R. Sri Prakash	31/10/1960	Gen	Social Justice & Empowerment
17	10686	Komarthi Satya Nagendra	09/04/1960	Gen	Administrative Reforms & P.G.
18	10690	Shyamal Kumar Bit	26/11/1963	Gen	Commerce
19	10693	Sangeet Kumar	15/10/1971	Gen	Science & Technology
20	10694	Md. Reyaz Nazmi	04/02/1969	Gen	Petroleum & Natural Gas
21	10696	Vijayalakshmi Mahadevan	23/10/1966	Gen	Higher Education
22	10698	G. Rajendran	08/04/1960	Gen	Financial Services
23	10700	Santosh Kumar	15/08/1974	Gen	Administrative Reforms & P.G.
24	10702	Suresh Kumar Sharma	13/07/1959	Gen	Promotion of Industry & Internal Trade
25	10706	K.K. Bhardwaj	18/07/1963	Gen	Defence
26	10710	Saroj Sharma	10/08/1961	Gen	Water Resources, RD&GR
27	10712	Ashok Kumar Gupta	15/09/1968	Gen	Culture
28	10714	Vikas Mohan	09/11/1968	Gen	Commerce
29	10717	Rajesh Kumar	05/07/1974	Gen	Road Transport & Highways
30	10718	S. Santhanam	31/01/1964	Gen	Women & Child Development
31	10720	Raja Ramaswamy	22/04/1962	Gen	Power
32	10726	Ravi Kumar	04/04/1967	Gen	Labour & Employment
33	10728	Viresh Sharma	17/07/1959	Gen	Defence
34	10730	Rajeev Jaiswal	01/11/1972	Gen	Health & Family Welfare
35	10732	Manoj Kumar Tewari	27/12/1961	Gen	Home Affairs
36	10736	Praveen Singh	01/04/1969	Gen	Expenditure
37	10738	R. Vaidyanathan	06/03/1962	Gen	Supply Division
38	10740	V. Thulasidharan	30/05/1960	Gen	Health & Family Welfare
39	10741	Niranjan Kumar Sinha	30/03/1970	Gen	Housing & Urban Affairs
40	10744	Bhuvneshwar Prasad Nautiyal	09/02/1962	Gen	Health & Family Welfare
41	10745	Adhir Kumar	06/02/1968	Gen	Shipping

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min.Deptt.)
42	10746	Sakti Pada Nandi	29/03/1962	Gen	Social Justice & Empowerment
43	10748	K.G. Balachandran	30/05/1960	Gen	Power
44	10750	Vinod Kumar	10/05/1964	Gen	Expenditure
45	10752	Iftekhar Ahmed Choudhury	01/11/1959	Gen	Agriculture, Cooperation & F.W.
46	10753	K.J. Bhatt	30/05/1969	Gen	Expenditure
47	10754	Sudipto Sen Gupta	27/04/1965	Gen	Agriculture, Cooperation & F.W.
48	10760	V. Prabha	02/05/1961	Gen	New & Renewable Energy
49	10762	Sushma Sood	06/09/1963	Gen	Higher Education
50	10764	T.G. Gopidassan	06/02/1960	Gen	Legal Affairs
51	10766	Manisha Verma	27/01/1964	Gen	Niti Aayog
52	10770	Jai Shankar Prasad	23/10/1975	Gen	Union Public Service Commission
53	10772	Jeevan Ramanath	13/01/1960	Gen	Steel
54	10776	Balam Singh Manral	02/11/1960	Gen	Commerce
55	10778	B. Swaminathan	16/07/1959	Gen	Information & Broadcasting
56	10779	Pranava Kumar	13/06/1969	Gen	Civil Aviation
57	10780	Pankaj Kumar	06/04/1973	Gen	Rural Development
58	10782	Parbodh Chander Monga	09/10/1961	Gen	Information & Broadcasting
59	10784	Anand Singh Rawat	08/10/1961	Gen	Consumer Affairs
60	10786	Anawar Imam	14/04/1971	Gen	Agriculture, Cooperation & F.W.
61	10788	Pratibha Sharma	29/02/1964	Gen	Agriculture, Cooperation & F.W.
62	10789	Abhijit Prasad	21/06/1972	Gen	Environment, Forests & C.C.
63	10790	Naresh Kumar Grover	01/05/1960	Gen	Road Transport & Highways
64	10792	K. Srinivasa Rao	04/06/1961	Gen	Information & Broadcasting
65	10794	Kasu Nath Soren	11/04/1972	ST	Environment, Forests & C.C.
66	10800	M. Seran Ilangkeerthi	07/11/1959	Gen	Housing & Urban Affairs
67	10802	Bina Mansukhani	03/12/1960	Gen	New & Renewable Energy
68	10810	Awadhesh Kumar Gupta	26/01/1975	Gen	Culture
69	10812	K. Jayaraman	28/07/1965	Gen	Supply Division
70	10816	S. Ragothaman	23/04/1960	Gen	Home Affairs
71	10818	Ronita Bhadury	28/12/1963	Gen	Union Public Service Commission
72	10820	Suneeta Negi	22/08/1971	Gen	Women & Child Development
73	10822	Alok Roy Chowdhury	08/07/1961	Gen	Science & Technology
74	10825	Keshav Kr. Mushahary	01/03/1969	ST	Commerce
75	10829	Nutan Topno	26/11/1972	ST	Union Public Service Commission
76	10833	Bhola Ram Meena	21/05/1962	ST	Revenue
77	10835	Ramesh Chander	22/01/1960	SC	Posts
78	10839	C. Ravindranath Reddy	05/05/1972	Gen	Housing & Urban Affairs
79	10840	Vikrant Verma	11/09/1974	Gen	Personnel & Training
80	10842	Vinod Kumar	08/04/1971	Gen	Personnel & Training
81	10843	Pratap Chandra Purkait	01/08/1972	SC	Housing & Urban Affairs
82	10849	Prabir Kumar Malik	01/01/1968	SC	Housing & Urban Affairs
83	10850	Ashutosh Kumar Agrawal	14/12/1971	Gen	Higher Education

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min.Deptt.)
84	10854	Renu Sohal	23/11/1963	Gen	Road Transport & Highways
85	10856	Prakash Kumar Jha	28/12/1963	Gen	Union Public Service Commission
86	10858	Avinash Chandra Sharma	19/07/1974	Gen	Higher Education
87	10860	Binay Kumar	04/03/1975	Gen	Social Justice & Empowerment
88	10862	Jaswant Singh Rawat	22/01/1961	Gen	Consumer Affairs
89	10863	J.P. Sah	03/09/1959	ST	Housing & Urban Affairs
90	10864	Sheema Chakrabarty	19/04/1963	Gen	Personnel & Training
91	10865	Sushila Ekka	03/09/1962	ST	Economic Affairs
92	10868	Jessie Jacob	26/08/1963	Gen	Expenditure
93	10872	C.P. Joy	20/05/1960	Gen	Higher Education
94	10874	Sarat Kumar Dehury	01/06/1961	Gen	Information & Broadcasting
95	10875	D.S. Meena	12/07/1959	ST	Information & Broadcasting
96	10876	Dharam Vir	17/02/1962	Gen	Chemicals & Petrochemicals
97	10877	T.C. Nipane	12/12/1960	ST	Higher Education
98	10878	Bhagwan Singh	10/03/1971	Gen	Supply Division
99	10879	V.R. Nandanwar	28/12/1960	ST	Housing & Urban Affairs
100	10884	Gopalkrishna Bhat P.	23/09/1960	Gen	Social Justice & Empowerment
101	10886	Ajoy Kumar Chakraborty	09/06/1964	Gen	Home Affairs
102	10887	Alima Tirkey	02/06/1961	ST	Posts
103	10888	Vasantha Kumari Nair	22/03/1960	Gen	Culture
104	10889	R.S. Meena	08/01/1962	ST	Textiles
105	10890	Nivedita Roy Choudhury	30/11/1967	Gen	Commerce
106	10891	Y. Sreenivasulu	01/07/1964	ST	Health & Family Welfare
107	10894	Meenakshi Bhardwaj	01/10/1963	Gen	Housing & Urban Affairs
108	10895	Santosh Kumari	19/06/1960	SC	Home Affairs
109	10896	Sanjay Kumar	31/12/1978	Gen	Defence
110	10898	M.R. Sathyanarayanan	27/02/1962	Gen	Mines
111	10902	Beena Tanwar	08/05/1961	Gen	Home Affairs
112	10903	Satender Singh Rawat	30/09/1959	Gen	Health & Family Welfare
113	10907	Sharda Vilas	18/04/1961	Gen	Earth Sciences
114	10909	Shri Bhagwan Saini	21/04/1963	Gen	Power
115	10911	Joy Saxena	23/03/1965	Gen	Information & Broadcasting
116	10913	Pankaj Jha	26/04/1977	Gen	Social Justice & Empowerment
117	10915	Rajender Singh	10/02/1963	SC	Labour & Employment
118	10923	Subhasis Chakraborty	01/04/1960	Gen	Consumer Affairs
119	10927	N. Chandra	01/03/1964	Gen	Niti Aayog
120	10931	Gurcharan Kaur	02/04/1962	Gen	Union Public Service Commission
121	10933	Shibram Motilal	30/07/1960	Gen	Home Affairs
122	10935	Antony Xavier	30/05/1962	Gen	Commerce
123	10941	Surinder Kaur	09/08/1961	Gen	Union Public Service Commission
124	10944	Arvind Madavi	01/07/1963	ST	Staff Selection Commission
125	10945	Krishna Das	10/02/1960	Gen	Civil Aviation

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min.Deptt.)
126	10947	Hemant Khulbe	12/06/1975	Gen	Posts
127	10951	Chander Prabha Gulati	02/05/1962	Gen	Housing & Urban Affairs
128	10955	Rajesh Kumar	21/09/1978	Gen	Tribal affairs
129	10957	Rajiv Kumar	18/03/1965	Gen	Posts
130	10959	Soumitra Sen	08/02/1961	Gen	Information & Broadcasting
131	10961	Latha Raman	22/04/1963	Gen	Higher Education
132	10962	Arindam Banerjee	29/11/1973	Gen	Health & Family Welfare
133	10964	Chander Ram Meena	01/03/1960	ST	Information & Broadcasting
134	10967	Davinder Kumar	05/11/1977	SC	Agriculture, Cooperation & F.W.
135	10971	Pratap Singh Rawat	10/01/1964	Gen	Health & Family Welfare
136	10973	T. Srinivasan	24/07/1961	Gen	Home Affairs
137	10975	Sunita Attri	21/10/1961	Gen	Micro, Small & Medium Enterprises
138	10978	Zachariah Thomas	06/01/1974	Gen	Personnel & Training
139	10981	Sudhershan Garlapati	24/07/1961	Gen	Youth Affairs & Sports
140	10985	Sadhu Singh	22/01/1962	Gen	Information & Broadcasting
141	10987	Pallab Roy	02/10/1961	Gen	Expenditure
142	10991	Jagmohan Singh Negi	16/10/1961	Gen	Textiles
143	10993	Ajit Prakash	20/01/1971	Gen	Revenue
144	10997	Ram Rashik Mandal	13/05/1974	Gen	Mines
145	11001	Jayanta Choudhry	06/05/1961	Gen	Telecommunications
146	11002	Surender Kerai	05/09/1959	ST	Mines
147	11005	Mala Chakraborty	03/05/1962	Gen	Information & Broadcasting
148	11006	Navin Kumar	29/03/1974	Gen	Higher Education
149	11011	Daljit Singh Bedi	09/12/1961	Gen	Defence
150	11020	Upendra Nath Pandey	02/04/1974	Gen	Social Justice & Empowerment
151	11024	Vinesh Kumar	20/09/1972	SC	Personnel & Training
152	11027	Sharad N. Hulale	12/05/1963	ST	Promotion of Industry & Internal Trade
153	11028	C.V. Ranga Venkatesh	26/07/1960	Gen	Defence
154	11029	L.N. Dehran	10/07/1959	ST	Social Justice & Empowerment
155	11030	Bharti Ahuja	20/11/1963	Gen	Agriculture, Cooperation & F.W.
156	11031	Pawan Kumar	12/12/1972	Gen	Personnel & Training
157	11037	Shanti Lata Topo	14/10/1963	ST	Staff Selection Commission
158	11040	Sanjay Kumar	08/03/1964	SC	Defence
159	11042	Devendra Kumar	04/06/1976	Gen	Personnel & Training
160	11044	Sanjay Kumar	01/07/1974	SC	Defence
161	11048	Pradeep Toppo	10/01/1970	ST	Promotion of Industry & Internal Trade
162	11050	I. Ravindran	16/07/1964	SC	Bio-technology
163	11051	N.P. Mane	26/05/1970	SC	Home Affairs
164	11052	Saroj Devi Chauhan	05/10/1961	SC	Expenditure
165	11054	Ravinder Kumar	25/11/1964	SC	Mines
166	11059	Kundia Tigga	28/02/1960	ST	Health & Family Welfare
167	11060	Raj Kumari Singh	25/10/1971	SC	Defence

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min.Deptt.)
168	11061	Mukut Saikia	05/05/1969	ST	Staff Selection Commission
169	11062	Rakesh Kumar Sarowa	14/02/1962	SC	Cabinet Secretariat
170	11063	Rakhi Biswas	09/02/1969	SC	Housing & Urban Affairs
171	11066	Om Prakash	02/02/1963	SC	Commerce
172	11073	D.C Nimje	14/08/1960	ST	Bio-technology
173	11074	Om Prakash Singh	22/04/1960	SC	Home Affairs
174	11075	Robertina Toppo	07/06/1960	ST	Health & Family Welfare
175	11076	Prem Nath	27/04/1961	SC	Commerce
176	11078	Satya Pal Singh	15/10/1959	SC	Revenue
177	11082	Jiwan Kumar	17/09/1960	SC	Home Affairs
178	11084	Rajini V. Chandran	19/05/1960	SC	Cabinet Secretariat
179	11086	Sushil Kumar	01/05/1967	SC	Shipping
180	11087	Sabitri Bhagat	06/01/1961	ST	Environment, Forests & C.C.
181	11088	Lila Krishan	28/08/1959	SC	Expenditure
182	11089	J.N. Shah	02/01/1963	ST	Higher Education
183	11092	Rashna Ghildiyal	17/01/1965	SC	Power
184	11093	Tara Chand Meena	15/01/1964	ST	Home Affairs
185	11097	Ram J Paswan	06/09/1959	SC	Health & Family Welfare
186	11103	V.R. Bhusande	13/02/1962	ST	Union Public Service Commission
187	11105	N.C. Pasi	21/05/1962	SC	Defence
188	11112	D.T. Pali	02/03/1963	ST	Higher Education
189	11117	Nilanjan Karmakar	01/01/1973	Gen	Housing & Urban Affairs
190	11122	Pusha V Nandanwar	07/01/1963	ST	Agriculture, Cooperation & F.W.
191	11133	Dhananjay Prasad Singh	20/10/1973	Gen	Personnel & Training
192	11135	N. Tirkey	12/05/1965	ST	Staff Selection Commission
193	11140	Randhir Kumar	10/07/1973	Gen	Social Justice & Empowerment
194	11143	Pradeep Kr. Saharawat	07/07/1974	Gen	Personnel & Training
195	11155	Gautam Kumar	16/10/1968	SC	Home Affairs
196	11156	C. Nagaraju	10/06/1970	Gen	Housing & Urban Affairs
197	11157	Santosh Kumar	25/12/1973	Gen	Higher Education
198	11162	Ajay Priyadarshy	28/09/1974	Gen	Promotion of Industry & Internal Trade
199	11171	Harihar Gaurkar	04/04/1964	ST	Defence
200	11173	Susghmavati Samad	12/02/1962	ST	Information & Broadcasting
201	11174	Arun Kumar	22/02/1963	SC	Agriculture, Cooperation & F.W.
202	11187	Ramesh Chand	16/04/1960	SC	Home Affairs
203	11191	Umesh K Pali	28/01/1964	ST	Water Resources, RD&GR
204	11192	K.L. Meena	18/10/1960	ST	Union Public Service Commission
205	11204	Pradeep Kumar -II	26/11/1959	SC	Posts
206	11215	Sushila	01/01/1961	SC	Revenue

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate **Clear/Not Clear** as the case may be. **If not clear** please provide complete details	Minor/major penalties imposed, if any, since 1.7.2009	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organization (please indicate period of deputation/ date of absorption). Also indicate if resigned, took VRS or expired and date of occurrence of event
			(This information should also be updated by the nodal officer concerned in the Vigilance module of Web Based Cadre Management System at **cscms.nic.in**)		

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(Signature of the officer certifying the above details)

Name, designation: _____

Date: _____

PROFORMA – II

Sl. No.	CSL No.	Employee Detail (Name/DoB/Min./Deptt.)	Cat.	Vigilance status	ACRs / APARs grading for the years									
					2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	2015- 2016	2016- 2017	2017- 2018

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(Signature of the officer certifying the above details)

Name, designation: _____

Date:_____

Note: The final grading i.e. grading of the Reviewing Officer should be indicated. If there are more than one ACRs / APARs for a particular year, then grading should be indicated separately. Where no ACR / APAR is available in a particular year, then it should be indicated as **NA**. If 'No Report Certificate' is issued for a particular year or part, then it should be indicated as **NRC**.

PROFORMA –III

CERTIFICATE

It is certified that the action as under has been completed in respect of the following officers for promotion:

(i) provisions of DoP&T's OM No.21011/1/2005-Estt.(A)(Pt.II) dated 14.05.2009 regarding disclosure of APARs have been complied with; and,

(ii) action in terms of DoP&T's OM No.21011/1/2010-Estt.A dated 13.04.2010 has been completed regarding below benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned. A copy of the decision of the competent authority disposing representation has also been placed in the ACR/APAR dossier of the officer (wherever applicable).

List of officers in the promotion list :

Sl.No.	CSL No.	Name	Date of Birth	Remarks, if any

Signature:_____

Name & Designation of the officer:_____

_____

Ministry/Department: _____

Telephone No. _____

PROFORMA-IV

PERSONAL INFORMATION

1.	Name	
2.	CSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Personal contact number	
7.	Educational qualification	

8. Experience (including deputation details)

Note: **The information furnished here should exactly tally with the information available in the web based cadre management system. If the information in the web based system is not up to date, that should be first corrected through nodal officer/ DoPT before submitting this form.** For any guidance in this regard, officers may contact Shri S. Abhirama Sekar, SO(CSCMS), DoPT at Tele: 24629414.

Designation	Ministry/Department (including deputation details)	Period	
		From	To

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

(Signature of the officer)

Name:_____

Date:_____

(For Admin. Division of Ministry/ Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and up to date.

The officer is clear from vigilance angle.

Signature:
Name:
Designation:

Date: _____