

Required Information for Issuing Employee Certificate

1	Name of the Employee	
2	Employee ID No.	
3	Designation	
4	Date of Birth	
5	Date of Appointment	
6	Date of Retirement	
7	Office Address	O/o the Accountant General (E & RSA), West Bengal, CGO Complex, 5th floor, DF Block, Sector-1, Salt Lake, Kolkata – 700 064.
8	Pay	
9	Pay Level	
10	Present Address	
11	Permanent Address	
12	Contact No.	
13	Which purpose? <i>(in case of opening a Salary A/c, please indicate the Bank and Branch name)</i>	

Signature of Applicant