

**Most Urgent**

**The required following information should be submitted before 3-00PM on 10-05-2017 without fail**

All the Principals of S.V.U.Region are hereby requested to submit the following required information as per the following proforma of the staff who completed 5 years of service at their institution as on 31-03-2017 to the 'e' mail of [te.rjd.tirupathi@gmail.com](mailto:te.rjd.tirupathi@gmail.com)

Name of the Institution:  
Institution code:

Sl. no	Name of the staff	Designation	Employee ID Number issued by Treasury	Date of birth	Date of entry into Service	Date of working in the present cadre in present station	Native District	Mobile number of the staff member	Remarks

Signature of the Principal

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for Special Commissioner