

SPARK FORM NO.3

NOMINATION/ CHANGE OF NOMINATION OF DDOs/ Establishment Officers

(To be furnished by the Head of Office to the respective Department Management User)

1	Name of Department	
2	Name of the existing DDO/ Establishment Officer (Write NIL if requesting for ID for the first time)	
3	PEN of the existing DMU DDO/ Establishment Officer (Write NIL if requesting for ID for the first time)	
4	Reason for change	
Details of newly nominated DDOs/ Establishment Officials		
5	Name	
6	PEN	
7	Designation	
8	Name of office	
9	Place of office	
10	Post Office	
11	District	
12	PIN Code	
13	Office Phone Number	
14	Residence Phone Number	
15	Mobile Phone Number	
16	eMail ID	

Place:
Date:

Signature, Name &
Designation of the Head of Office

To

The Department Management User (SPARK)
-----Department

