

ANNEXURE - A

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|--------------------------------------|---|-------------------|------------------|
| 1. Drawing Officer Code | : | | |
| 2. Drawing Officer Type | : | | |
| 3. Name of the District/ PAO | : | | |
| 4. Bill Presenting Treasury | : | | |
| 5. Secretariat Department | : | | |
| 6. Head of the Department | : | | |
| 7. Name of the Office | : | | |
| 8. TAN Number | : | | |
| 9. Date of Association (TAN.NO Date) | : | | |
| 10. Email Address | : | | |
| 11. Cell Number | : | | |
| 12. Fax Number | : | | |
| 13. Office Building | : | | |
| 14. Sanctioned Staff | : | Permanent Staff : | Temporary Staff: |
| | | Vacant (per) : | Vacant – Temp : |
| | | Present (per) : | Present – Temp: |
| 15. Total Staff | : | Male : | Female: |
| 16. Consolidated | : | | |
| 17. Temporary | : | | |
| 18. Postal Address | : | | |

DDO Signature and Seal