



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी,  
गुवाहाटी 781171-  
**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS**  
**UDAYAN VIHAR, NARANGI, GUWAHATI - 781171**  
फोन/Phone No. 0361- 2640394,2641142 फैक्स/Fax No. 0361-  
2640204



No. AN/II/452/Circular/VOL-VI

Date:-24.03.2021

**CIRCULAR**

To,

The Officer-in-Charge

- 1) All Section Of MO CDA GHY.
- 2) All Offices & Sub Offices

Subject:- BIO DATA IN SERVICE BOOK.

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Of late it has been observed that biodata sheet of Service book has either not been filled or partially filled causing problem at the time of Promotion/ Confirmation /Pay fixation etc.

To update biodata, a Blank Form is uploaded herewith for filling the same by all officers / Staff and forward to this office duly attested by the competent officer.

In addition it is also observed that dependent family details in Form-3 is also incomplete in most of the service documents. To overcome same a blank Form -3 also uploaded herewith for filling same by Officers /Staff for early submission to this office duly countersigned along with supporting document viz birth certificate/ income certificate etc.

Accounts Officers  
(AN-II/ Gp-I )

FROM-3

**DETAILS OF FAMILY MEMBERS DEPENDENT OF GOVT. SERVENT**

1. Name of the Govt. Servant :-
2. Designation :-
3. Account Number :-
4. Date of Birth :-
5. Date of Appointment :-
6. Marital Status :-
7. Office where Serving :-

8. DETAILS OF DEPENDENT FAMILY MEMBERS (Other than Children):

Sl. No.	Name	Relationship	Occupation	Sex	Date of Birth	Age
1.						
2.						
3.						
4.						
5.						
6.						

9. DETAILS OF DEPENDENT CHILDREN:-

Sl. No.	Name	Relationship	Occupation	Sex	Date of Birth	Age
1.						
2.						
3.						
4.						
5.						
6.						

Declaration

I Sri/Smt. \_\_\_\_\_ A/C No. \_\_\_\_\_  
hereby declare that a particular of my family as shown above is correct in all respect. I also declare that the above family members are fully dependent on me. This declaration supersedes the earlier declaration made by me earlier.

Signed at this        day of        , 21

Signature of the Government Servant

**COUNTER SIGNATURE**

AO/SAO/ACDA/DCDA

**ACCEPTED**

Accounts Officer(AN)  
For CDA Guwahati



# 1. जीवन- वृत्त

## 1. BIO-DATA



1. पूरा नाम (साफ अक्षरों में)  
Name in full (in block letters)  
श्री/श्रीमती/कुमारी  
Shri/Shrimati/Kumari
2. पिता का नाम (साफ अक्षरों में)  
Father's name (in block letters)
3. पति का नाम (साफ अक्षरों में)  
Husband's name (in block letters)
4. राष्ट्रियता (यदि भारत का नागरिक नहीं है तो पात्रता प्रमाण-पत्र का संख्या तथा तारीख)  
Nationality (if not a citizen of India, number and date of eligibility certificate)
5. क्या अनुसूचित - जाति/जन जाति का है ?  
Whether a member of Scheduled Caste/Tribe ?
6. ईसवी सन् और जहां कहीं संभव हो शक संवत् में जन्म की तारीख (शब्दों और अकों दोनों में)  
Date of birth by Christian Era and wherever possible also in Saka Era (both in words and figures.)
7. शैक्षिक योग्यता  
Educational qualifications.  
(क) पहली नियुक्ति के समय  
(a) at the time of first appointment  
(ख) बाद में प्राप्त की गई  
(b) subsequently acquired
8. ऐसी व्यावसायिक तथा तकनीकी योग्यताएं जिनका उल्लेख उक्त 7 में किया गया हो ।  
Professional and technical qualifications not covered by 7
9. नाप के अनुसार वास्तविक कद (बिना जूतों के)  
Exact height by measurement (without shoes)
10. पहचान का वैयक्तिक चिन्ह  
Personal mark of identification
11. स्थायी घर का पता  
Permanent home address
12. सरकारी कर्मचारी के हस्ताक्षर अथवा बाएं हाथ के अंगूठे का निशान (तारीख सहित)  
Signature or left hand thumb impression of the Government servant (with date)
13. साक्ष्यांकन अधिकारी के हस्ताक्षर तथा पद नाम (तारीख सहित)  
Signature and designation of attesting officer (with date)