

Most urgent & personal attention

No.EDN-U(G-II)Elem/Gen- 377 - 378  
Office of the ,  
Dy. Director Elementary Education,  
Una, Distt. Una(H.P.) dated the Una 30 January, 2018.

To

- (1) All the Principals/Headmasters  
GSSS/GHS in Distt.Una(HP)
- (2) All the BEEOs in Distt. Una(HP)

Subject:- **Regarding Provided BIO- Data- of Employees.**

Sir/Madam,

On the subject cited above, you are therefore directed to furnish the requisite information on the enclosed format (**as well as your complex middle schools**) in this office before **8<sup>th</sup> February, 2018**. So that the consolidated information could be submitted to the Directorate Elementary Education Himachal Pradesh, Shimla well in time.

This may be treated as most urgent and time bound .

  
Deputy Director Elementary Education,  
Una Distt.Una(H.P.)

## BIODATA OF EMPLOYEE

Staple here latest  
passport size  
photograph

1. Name : \_\_\_\_\_

2. Date of birth \_\_\_\_\_ (dd-mm-yyyy)

3. Designation \_\_\_\_\_

4. Aadhaar Number \_\_\_\_\_

5. Email ID \_\_\_\_\_

6. PAN Number \_\_\_\_\_

7. Mobile Number \_\_\_\_\_

8. Employee Type \_\_\_\_\_ (Regular/Contractual/Out Sourced)

Signature  
