

Format for Collection of Sanction Post Details

DDO Code:

Name of Administrative Department:

Name of Head of Department:

Name of Treasury:

Sl. NO	Name of Post	Category (Gazetted /N- Gazetted)	Class (I/II/III/IV)	Temporary/ Permanent	Sanction (Post Creation No.)	Sanction Date	No of Post

Note: **Please submit the copies of Post Sanction letter and retention letter along with concern treasury office forwarding.**

Mobile Number:

Signature of DDO

Signature of treasury Officer