

## 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 & PEN of the existing  
DDO/ Establishment Officer  
(Write NIL if requesting for ID for the first  
time)
- 3 Contact Number Of existing Clerk/DDO
- 4 Reason for change

#### Details of newly nominated DDOs/ Establishment Officials

- 5 Name
- 6 PEN of DDO
- 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

To

The Chief Project Manager (SPARK)  
PMU Office, DPC Building, Kerala University Senate Campus,  
Palayam ,Trivandrum - 695034

Signature, Name &  
Designation of the Head of Office