

# **FORMAT 01**

## **New Office Installation in SPARK**

1	DEPARTMENT NAME & DEPT CODE	
2	DISTRICT	
3	OFFICE NAME	
4	NAME OF TREASURY & TREASURY CODE	
5	OFFICE ADDRESS WITH PIN	
6	EFFECTIVE DATE OF NEW OFFICE	
7	LAND PHONE NO WITH STD CODE	
8	HRA/CCA SLAB ( Ref page 4 for Pay revision book )& Its Effective date	
9	NAME OF TALUK	
10	NAME OF VILLAGE	
11	NAME OF LOCAL BODY	
12	10 DIGIT DDO CODE & DDO REGN NO	
13	PEN, NAME & DOB OF DDO	
14	MOBILE NUMBER	
15	DETAILS OF ORDERS FOR SANCTIONING THIS OFFICE(Please attach copy of the same)	

DDO'S Signature & Seal with Date

Counter signature from the concerned Treasury

DDO Code & DDO Reg Number is Verified and found correct

Seal and signature of Treasury officer