स्मरण–पत्र

राजस्थान सरकार
निदेशालय कोष एवं लेखा, राजस्थान जयपुर

वित्त भवन, ए–ब्लॉक, ज्योति नगर जनपथ, जयपुर–302005
(दूरभाष नं0:–0141–2740837, फैक्स 0141–2742309, ई–मेल:–jacct.dta@rajasthan.gov.in)

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सुश्री मनीषा प्रजापत पुत्री शहीद सैनिक श्री उमराव मल कुम्हार,
गांव–सिरोंज, तहसील–अराई
जिला–अजमेर।

विषय:– कनिष्ठ लेखाकार के पद पर अनुकम्पात्मक नियुक्ति हेतु प्रमाण–पत्रों की जांच एवं चरित्र सत्यापन करवाने बाबत्।

संदर्भ:– विभागीय पत्रांक 439 दिनांक 12.07.2024 के क्रम में।

उपरोक्त विषयान्तर्गत लेख है कि संदर्भित पत्र के द्वारा आपको कनिष्ठ लेखाकार के पद पर अनुकम्पात्मक नियुक्ति दिए जाने के क्रम में दस्तावेंज सत्यापन करवाए जाने हेतु दिनांक 24.07.2024 को निदेशालय में उपस्थित होने हेतु निर्देशित किया गया था, किन्तु आप उपस्थित नही हुए। अतः आपको दस्तावेजों के सत्यापन करवाए जाने के लिए पुनः अवसर प्रदान किया जाता है। इस संबंध में नियुक्ति आदेश जारी करने से पूर्व निम्न कार्यवाही वांछित है:–

1. आपके फॉर्म में अंकित तथ्यों का मूल प्रमाण पत्रों से सत्यापन।
2. आपके चरित्र एवं पूर्ववृत्त का जिला पुलिस अधीक्षक कार्यालय से सत्यापन।

इस पत्र के साथ चरित्र एवं पूर्ववृत्त सत्यापन करवाने संबंधी प्रपत्र **(अटेस्टेशन फॉर्म)** की प्रति संलग्न कर भिजवाई जा रही है, जिनकी सम्पूर्ण पूर्ति कर, संलग्न सूची अनुसार समस्त मूल प्रमाण पत्रों/दस्तावेजों के साथ दिनांक 8/8/24 को कार्यालय समय में **निदेशालय कोष एवं लेखा विभाग, ब्लॉक–ए कमरा नं. 310–ए वित्त भवन, जनपथ जयपुर** में उपस्थित होकर प्रस्तुत करें, ताकि आपकी नियुक्ति संबंधी अग्रिम कार्यवाही की जा सके। उक्त कार्य हेतु उपस्थित होने के लिए आपको कोई यात्रा भत्ता आदि देय नही होगा।

विभागीय पत्रांक 581 दिनांक 31.07.2024 द्वारा निर्धारित उक्त तिथि 09.08.2024 को राजकीय अवकाश होने के कारण संशोधित किया जाता है।

संलग्न:– उपरोक्तानुसार

(के.जी. गुप्ता)
अतिरिक्त निदेशक (कार्मिक)

क्रमांक:– एफ.4(ई)(1)(6)/अनु.नियुक्ति/2024–25/अलेसे–III/598 दिनांक :– 01/08/2024

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:–

1. जिला कलक्टर, अजमेर।
2. निदेशक, सैनिक कल्याण विभाग, कमरा नं. 7225, खाद्य भवन–द्वितीय मंजिल शासन सचिवालय, जयपुर।
3. जिला सैनिक कल्याण अधिकारी, अजमेर।
4. निजी सचिव, निदेशक एवं पदेन संयुक्त शासन सचिव।
5. उपनिदेशक (एसीपी) को विभागीय वेबसाईट पर अपलोड करने हेतु।

अतिरिक्त निदेशक (कार्मिक)

वांछित प्रमाण–पत्र / स्वघोषणा पत्र

1.	अभ्यर्थी के शैक्षणिक योग्यता के मूल दस्तावेज।
2.	जन्म तिथि के सत्यापन हेतु सैकण्डरी अंकतालिका / प्रमाण पत्र (मूल)
3.	दहेज नहीं लेने संबंधी स्वघोषणा पत्र।
4.	**विवाह होने की स्थिति में:–** 1. मूल विवाह प्रमाण पत्र। 2. दो से अधिक संतान नहीं होने का स्वघोषणा पत्र। 3. जीवित संतान के जन्म प्रमाण पत्र।
5.	**R.S.C.I.T** कोर्स का मूल प्रमाण पत्र।
6.	मूल निवास प्रमाण पत्र (मूल)
7.	जाति प्रमाण पत्र (मूल)
8.	यदि विकलांग हो तो विकलांग प्रमाण पत्र ।
9.	अटेस्टेशन फॉर्म (पाँच प्रातियों में)।
10.	धूम्रपान तथा मद्यपान नहीं करने एवं गुटखा नही खाने का स्व. घोषणा–पत्र।
11.	आधार कार्ड।
12.	चरित्र प्रमाण–पत्र (दो)
13.	अन्तिम शिक्षण संस्थान के संस्था प्रमुख द्वारा जारी चरित्र प्रमाण–पत्र।
14.	कार्मिक (क–2) विभाग के परिपत्र कमांक प.7(13) कार्मिक / क–2 / 23 दिनांक 11.05.2023 के अनुसरण में शपथ–पत्र
15.	बेटल केजुअल्टी / फिजीकल केजुअल्टी प्रमाण–पत्र एवं शहीद का सेना सम्बन्धित रिकॉर्ड (मूल)।
16.	आवेदन पत्र के साथ संलग्न समस्त शपथ–पत्र मूल।

ATTESTATION FORM

Affix signed passport size (5 cms. x 7 cms.) Approx. copy of recent photograph

"Warning"

1. The furnishing of false information or suppression of any the government factual information in the attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the government.

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted, etc. Subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, falling which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form, comes to notice at any time during the service of a person, his services would be liable to be terminated.

1.	Name in full (in block capitals letters) with aliases, if any place indicate if you have added or dropped in any stage any part of your name of surname.	

2.	Present address in full (i.e. village, Thana and District or House No. Lane/Street/ Road and Town)	
3.	(a) Permanent home address in full (i.e. village, Thana and District or House No. Lane/Street/ Road and Town have of District Headquarters)	
	(b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union.	

4. Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given :

From	To	Residential address in full (i.e. village, Thana and District or House No. Lane/Street/Road and Town)	Name of the District Headquarters of the place mentioned in the preceding column

5.	Name (in full & aliases, if any)	Nationality (by Birth & or by domicile)	Place of birth	Occupation (if employed give designation & official address.)	Present postal address (if dead, give last Address)	Permanent Home Address
(i) Father (ii) Mother (iii)Wife/ Husband (iv) Brother(s) (v) Sister(s)						

5 (a) Information to be furnished with regard to sons and / or daughters in case they are studying/living in a foreign country :				
Name	Nationality (By birth and or by Domicile)	Place of Birth	Country in which studying/studying/living with Full Address	Date from which Studying/Living in the country mentioned in the previous column

6. Aadhar Card No. :

7. Nationality :

8. (a) Date of Birth :

(b) Present Age :

(c) Age of matriculation :

9. (a) Place of Birth, District, and State in which situated :

(b) District and State to which you belong :

(c) District and State to which your father originally belong :

10. (a)Your religion :

(b)Are you a member of a SC/ST ? Answer

Yes or No :

11. Educational qualification showing place of education with years in schools and colleges since 15 years of age :

Name of School/college with Full Address	Date of entering	Date of leaving	Examination passed

12.(a) Are you holding or have any time held an appointment under the Central Govt. or State Govt. or a quasi-Govt. body or an Autonomous body or a public undertaking, or a private firm or institution ? If so, give full particulars with dates of employment up to date	

Period		Designation, emoluments & Nature of employment	Full Name/ address of employer	Reasons for leaving previous service
From	To			

(b) If the previous employment was under the Govt. of India/State Govt./an undertaking owned or controlled by the Govt. of India or a State Govt. an Autonomous Body/University/Local Body.

If you had left service on giving notice as provided in relevant rules or were any disciplinary proceeding framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or at a subsequent date before your service actually terminated ?

13.(i) (a) Have you ever been arrested ? Yes/No

(b) Have you ever been prosecuted ? Yes/No

(c) Have you ever been kept under detention ? Yes/No

(d) Have you ever been bound down ? Yes/No

(e) Have you ever been fined by a Court of Law ? Yes/No

(f) Have you ever been convicted by a Court of Law for any offence ? Yes/No

(g) Have you ever been debarred from any Examination or restricted by any University or any other educational authority/institution ? Yes/No

(h) Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection commission for any of its examination/selection ? Yes/No

(i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ? Yes/No

(j) Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form ? Yes/No

(k) Whether discharged/expelled/withdrawn from any training /institution under the Government of otherwise? Yes/No

(ii) If the answer to any of the above mentioned question is "yes" (give full particulars of the case/arrest/detention/fine/conviction/punishment, etc. and/or the nature of the case pending in the Court/University/Educational Authority, etc. at the time of filling up this Attestation Form.

NOTE: i) Please also see the **"Warning"** at the top of this Attestation Form.

ii) Specific answers to each of the questions should be given by striking out "yes" or "no" as the case may be.

14. Name of two responsible persons of your locality or two references to whom you are known :

(1)	(2)

I certify that the foregoing information is correct and complete to the best of my Knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of the Candidate

Place:

Date:

IDENTITY CERTIFICATE

(Certificate to be signed by any of the following)

i Gazetted Officer of Central Government or State Govt ;

ii Members of Parliament or State Legislative belonging to the constituency where the candidate or his parent/guardians ordinarily resident ;

iii Sub-Divisional Magistrate/Officers ;

iv Tehsildars or Naib Tehsildars authorized to exercise magisterial power ;

v Principal/Headmaster of the recognized School/College/Institution where the candidate studied last ;

vi Block Development Officer ;

Certified that I have known Shri/Smt./Kum.....
.....Son/Daughter of Shri.....
.....for the last .....Years.....months
and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Signature

Designation or Status & Address

Place:

Date:

TO BE FILLED BY OFFICE

I) Name, Designation and Full Address of the appointment authority.

ii) Post for which the candidate is being considered.