

NOTICE

All Drawing and Disbursing Officers are requested to furnish a certificate in the following format with regard to entering of details of staff in e-caste database software within 2 days positively through E-mail only.

<u>Format</u>					
Certified that the details of all the employees working in this office have been entered in the website www.ecdesk.ksbc.kerala.gov.in as detailed below:					
Sl. No.	Total No. of Staff in the office	Details of total No. of staff entered in the website	No. of employees could not entered in the website	Specify names and PEN of employees not entered in the website	Remarks
				1)	
				2)	
				..	
				..	
				..	
				(Please attach copies of duly filled format for details of staff not entered)	
					Head of Office

The details of staff not entered in the website shall be submitted in the proforma already returned shall be enclosed along with this certificate.


 for Additional Principal Chief Conservator of Forests
 (Administration)

To
All DDOs.