

Tele : 23019607

Directorate General (Personnel)
Military Engineer Services
Engineer-in-Chief's Branch
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New Delhi -110011

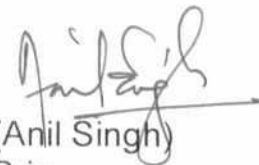
B/20000/Gen Corr/E1B (P&T-II)

04 Jul 2018

(All Chief Engineers Zone)

UPDATATION OF DATA CARD : MES CIV OFFICERS

1. Please refer to this HQ letter No B/20000/Policy/E1B(P&T-II) dated 13 Feb 2018 and reminder issued vide letter No B/20000/Gen Corr/E1B (P&T-II) dated 04 Jun 2018.
2. A one time exercise to update personal records of all MES officers has been initiated. The main purpose to get this additional and fresh information is to ensure greater transparency and more accurate decision making while planning posting of officers.
3. In spite of reminders being issued on the subject, data cards of merely 28% officers have been received by this office in last three months.
4. I would request your personal indulgence in directing the units to submit the Data Card for the balance officers. Copy of data card enclosed be duly filled and countersigned by the IO, for all officers down to AGE level be forwarded to DG (Pers), Directorate (E1B Section) by **13 Jul 2018**.



(Anil Singh)
Brig
DDG Pers (M)
for Engineer-in-Chief

Encls : (As above)

Copy to :-

ADG (NEI) Guwahati, c/o HQ Eastern Command

ADG (CG & Projects) Chennai

(Cont...2)

[Signature]

DATA CARD : MES CIV OFFICERS

MES NO :

RANK :

NAME :

UNIT :

1. PERSONAL DETAILS:-

- (a) Date of Birth :
(b) Date of Retirement :
(c) Date of initial appointment :
(d) Date of Gazette Rank :
(e) Home Town :
(f) Permanent Address :
(g) Mobile No :
(h) AADHAAR No :
(j) E-mail ID :
(k) TOS/TORS date :

2. FAMILY DETAILS

(a) SPOUSE DETAILS:-

NAME	DOB	AGE	DOM	OCCUPATION
-	-	-	-	-

(b) CHILDREN DETAILS:-

SER NO	NAME	DATE OF BIRTH	GENDER	CLASS STUDYING (AS ON DATE)	REMARKS
-	-	-	-	-	-

(c) MEDICAL HISTORY OF SELF/ SPOUSE/ CHILDREN/ DEPENDENT IF ANY:-

SER NO	NAME	RELATIONSHIP WITH OFFICER	GENDER	REMARKS
-	-	-	-	-

3. CIVIL QUALIFICATION

COURSE NO	QUALIFICATION	SUBJECT	GRADE	YEAR	SPECIALISATION IN (FOR M TECH/ME ONLY)	INSTITUTION
-	-	-	-	-	-	-

4. MISC COURSES

QUALIFICATION	SUBJECT	GRADE	FROM DATE	TO DATE	INSTITUTION
-	-	-	-	-	-

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5. **EMPLOYMENT RECORD/ POSTING PROFILE**

(a) **DETAILS OF POSTING:-**

Serial No	Appointment	Rank	Unit/Formation	Station	Comd	From date	To date	Remarks
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6. **EXPERIENCE/ SPECIALISATION (EXECUTION OF PROJECTS).** More than one/ multiple options can be ticked. Mention specific projects planned/ supervised in respective specialization.

- (a) Pavement / air strips.
- (b) Refrigeration & Air-conditioning.
- (c) STP
- (d) Hanger/PEB structures/ Steel towers/ RCC pump/ Indoor stadium.
- (e) Married accommodation/ OTM accommodation.
- (f) Fire fighting system.
- (g) Hospital building & utility services.
- (h) Swimming Pools.
- (j) OHT / Sump.
- (k) Design/ Execution of electrical and water supply schemes including SWRO/ RO system.
- (l) Wharfs/ Jetties.
- (m) Underground structures (Buildings).
- (n) Ammunition related works.

Station :

(Signature)

Dated :

COUNTERSIGNED

Station :

Dated :