

## बिहार सरकार ग्रामीण कार्य विभाग

दिनांक- ०१।८।२५ 4533 3190 पत्रांक-12/30प्र0-30-02/2018 प्रेषक,

> डॉ फातेह फैयाज, सरकार के संयुक्त सचिव।

सेवा में.

सभी अधीक्षण अभियंता / सभी कार्यपालक अभियंता ग्रामीण कार्य विभाग, बिहार।

विषय:- CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ पूर्ण एवं सुरूट भरा हुआ KYU फार्म एवं वांछित अभिलेख संलग्न करने के संबंध में।

महाशय.

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ KYU फार्म संलग्न नहीं किया जाता है या आधा अधुरा भरा हुआ KYU फार्म जिसमें समान्यतः HRMS Empolyee No./ HRMS ID,Official E-mail ID/ Mob No./ Aadhar No./ PAN No./GPF No./ PRAN No. आदि विवरण अंकित नहीं होता हैं। जिसके कारण CFMS/HRMS पर Office Admin Tagging/ User Creation करने में अस्विधा होती है तथा अनावश्यक विलंब होता हैं।

अतः अनुरोध है कि CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ पूर्ण एवं सुरष्ट भरा हुआ KYU फार्म एवं वांछित अभिलेख यथा Aadhar/ PAN/ प्रभार प्रतिवेदन आदि का प्रति संलग्न करने की कृपा की जाय।

अनु0- विहित प्रपत्र

(डॉ फातेह फैबाज)

सरकार के संयुक्त सचिव।

दिनांक:- ७१/8/24

ज्ञापांक:-12/अ0प्र0-30-02/2018 4533 प्रतिलिपि:— सभी मुख्य अभियंता / आई० टी० मैनेजर ग्रामीण कार्य विभाग, विह्यर, पटना को सुचनार्थ एवं आवश्यक कार्रवाई हेत् प्रेषित।

सरकार के

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| Case of change request Please tick the box in the left margin where construction   | and appropriate)   |
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