

File : 23013646

Directorate General (Personnel)  
Military Engineer Services  
Engineer-in-Chief's Branch  
Integrated HQ of MoD(Army)  
New Delhi 110011

B/20000/Policy/E1B (P&T-II)

13 Feb 2018

ADG (D&C) Pune  
ADG (OF & DRDO) Secunderabad  
HQ CE Southern Command, Pin-908541, c/o 56 APO  
HQ CE Eastern Command, Pin-908542, c/o 99 APO  
HQ CE Western Command, Pin-908543, c/o 56 APO  
HQ CE Central Command, Pin-908544, c/o 56 APO  
HQ CE Northern Command, Pin-908545, c/o 56 APO  
HQ CE SWC, Pin-908546, c/o 56 APO  
DG MAP, New Delhi-11

### UPDATION OF DATA CARD: MES CIV OFFICERS

1. An exercise to update personal records of all MES civilian officers is being carried out. This is to ensure greater transparency and for better decision making while planning posting of the officers.
2. In pursuance of this aim, a Data Card as per **Appendix 'A'** duly filled by all officers and duly countersigned by the IO is required to be forwarded to the **DG (Pers), Directorate (E1B Section)**.
3. This letter shall be disseminated upto the AGE level and co-operation of all the officers is solicited in this collective effort. It is further requested to send the Data Card or **e-mail at tsdgp-mes@nic.in** at the earliest so as to reach this HQ by **31<sup>st</sup> Mar 2018**.



(Sushil Kumar)  
Col  
Dir Pers (C&M)  
for Engineer-in-Chief

**Encl:** (Two sheets)

**Internal**

Automation Cell

Please upload this letter on MES Website.

**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
-	-	-	-	-	-

5. **EMPLOYMENT RECORD/ POSTING PROFILE**(a) **DETAILS OF POSTING:-**

Ser No	Appointment	Rank	Unit/Formation	Station	Comd	From date	To date	Tenure/ Peace/ Compassionate/ Last Leg Posting

6. **Honours and awards.**

7. **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 :