

PROFORMA – I

FOR SENIOR OFFICERS OF ODISHA POLICE

NAME OF THE DISTRICT/ESTABLISHMENT: ...

1. Name of the Applicant :
(In Capital Letter)
2. Designation :
3. IPS ID NO. :
4. Personal Contact No. (I) :
(II) :
5. **Emergency Contact No.** :
(Should be different from
Personal number)
6. Adhar No. :
7. Date of Birth :
(DD.MM.YYYY)
8. Blood Group :

Passport Size
Colour Photograph
in Police Uniform
Without Head Gear.

Signature of Applicant
In Black C.D. Marker pen OR Black Gel pen.

PROFORMA – II

FOR ODISHA POLICE PERSONNEL

NAME OF THE DISTRICT/ESTABLISHMENT: ...

1. Name of the Applicant :
(In Capital Letter)
2. Designation :
3. GPF Account No. /PRAN NO. :
4. Personal Contact No. (I) :
(II) :
5. **Emergency Contact No.** :
(Should be different from
Personal number)
6. Adhar No. :
7. Date of Birth :
(DD.MM.YYYY)
8. Blood Group :

Passport Size
Colour Photograph
in Police Uniform
Without Head Gear.

Signature of Applicant
In Black C.D. Marker pen OR Black Gel pen.

PROFORMA – III

FOR RETIRED POLICE PERSONNEL OF ODISHA POLICE

1. Name of the Applicant :
(In Capital Letter)
2. Designation :
(At the time of retirement)
3. P.P.O No. :
4. Personal Contact No. (I) :
(II) :
5. **Emergency Contact No.** :
(Should be different from
Personal number)
6. Aadhar No. :
7. Date of Birth :
(DD.MM.YYYY)
8. Blood Group :

Passport Size
Colour Photograph

Signature of Applicant
(In black ink/black marker pen)

PROCEDURE FOR PREPARATION OF SOFT COPY

1. Create two folders namely " photo" & "signature".
2. Scan individuals photo and signature in jpeg format as per size mention below and name them according to individuals name and store them in respective folders i.e. "photo" & "signature" folders.
(photo - size 336 X 373 pixel with 300dpi or more
Signature — size 397 X 92 pixel with 300 dpi or more)
3. Create an excel sheet as below given format and fill the particulars of an individual except photo and signature column's .
4. In the photo & signature columns, provide the hyperlink of individuals photo & signatures stored*in respective folders.
5. Now create a folder in the name of the establishment and store this photo folder ,signature folder & excel sheet in it .
6. Copy this folder in to CD/DVD & forward to undersigned

PROFORMA-II (SOFT COPY)
(IN EXCELFORMAT)

NAME OF THE DISTRICT /ESTABLISHMENT :

NAME OF THE APPLICANT (IN CAPITAL LETTER WITHIN 14 CHARACTERS)	DESIGNATION	GPF NO/ PRAN NO	PERSONAL CONTACT NO I	PERSONAL CONTACT NO II	EMERGENCY CONTACT NO(SHOULD BE DIFFERENT FROM THE PERSONAL NUMBER	ADHAR CARD NO	DATE OF BIRTH (DD.MM.YYYY)	BLOOD GROUP	PHOTO (HYPERLINK)	SIGNATURE (HYPERLINK)
K. CH. DALAI	HAVILDAR	PO 69193	9861117543	9090949228	9338803051	1234 5678 1234	17.06.1981	A +ve	Photo\K.CH.DALAI.jpg	signature\ K.CH.DALAI.jpg
P.K.SAHOO	CONSTABLE	PO 12586	9853241618	9090526875	7351265698	1234 5647 8956	14.03.1978	O +ve	Photo\P.K.SAHOO.jpg	signature\P.K.SAHOO.jpg