ANNEX B

**TREASURY**

**CERTIFICATE OF DATA COMPLETENESS**

**This is to certify that all existing employee data have been verified and are correct and complete as per the Data Completeness checklist at Annex A of Ministry of Civil Service and Administrative Reforms Circular Letter No. 19 of 2019, prior to the Central Payroll Processing by the Treasury.**

**MINISTRY/DEPARTMENT**

**……………………………………………………………………………………………..**

**HR SECTION (Officer in Charge) FINANCE SECTION (Officer in Charge)**

**Name: ……………………………………………………… Name: ……………………………………………………………….**

**Designation: …………………………………………… Designation: ……………………………………………………...**

**Signature: ……………………………………………….. Signature: ………………………………………………………….**

**Contact No: …………………………………………….. Contact No: ……………………………………………………….**

**Date: ………………………………………………………. Date: …………………………………………………………………**