

Employee details for 'Manavsampada' Human Resource Management System

[Please provide as much information as you can. | Fields marked as # are mandatory.]

1.	# GPF/CPS/PRAN No.	
2.	Aadhaar Number	
3.	# Name	
4.	# Designation	
5.	# Parent Dept.	
6.	# Mob No.	
7.	Service /Cadre	
8.	Mode of Recruitment	
9.	Employee Type	
10.	# Father/Mother/Husband's Name	
11.	Gender	
12.	Marital Status	
13.	Identification Mark	
14.	Height (feet and inch)	
15.	# Category	
16.	Religion	
17.	Blood Group	
18.	# Home State	
19.	Home District	
20.	LTC Home Town	
21.	Nearest Railway Station	
22.	Cadre (State/ District)	
23.	Name of Service	

24.	# <u>Present Address</u>	
25.	District	

26.	# State	
27.	PIN CODE	
28.	Email	

29.	# <u>Permanent Address</u>	
30.	District	
31.	# State	
32.	PIN CODE	

<u>Initial Joining Information</u>		
33.	# State	
34.	# Department	
35.	# Office Name	
36.	# Designation	
37.	Date of Appointment	
38.	Appointment Order Number	
39.	Appointment Order Date	
40.	Whether Confirmed (Yes/ No)	
41.	If Yes, Date of Confirmation	
42.	Confirmation Order Number	
43.	Confirmation Order Date	
44.	Appointing Authority	
45.	# Mode of Recruitment	
46.	Name of Service at the time of joining	
47.	Class (I/II/III/IV)	
48.	# Employee Type (Permanent/ Temporary/ Ad hoc)	
49.	Gazetted/ Non-gazetted	
50.	Seniority in Gradation List / Year	
51.	# Pay Commission (At the time of Joining)	
52.	# Pay Scale/ Pay Band + Grade Pay	
53.	# Basic Pay	
54.	Deduction Type (GPF/ CPS)	
55.	Member of GIS or Not	

Education Details (Matric and Above) [Fill: Subject/ Stream, #Board/ University, #Passing Year, Mark in % and Grade or Division]		
56.	# Matric	
57.	# Intermediate/ 10+2	
58.	# Graduation	
59.	Post Graduation (Enclose a separate sheet if you have more qualification)	

Training Details (Please mention in India or Abroad) [Enclose a separate sheet if you attended more than one training]		
60.	# Training Type (Basic/ Intermediate/ Advance)	
61.	# Training Name	
62.	Name of Institute	
63.	Period (In DD/MM/YYYY)	From: / / To: / /
64.	Total No. of Days in Training	

65. Employee Family Member Details				
	# Member Name	# Relation	Date of Birth	Dependent or Not

Employee Nomination Details for GPF/ CPS				
66.	# Nominee Name	# Relation	Percentage	# Address

Legal Guardian Details, if nominee is minor		
Guardian Name	Relation	Address

67. Employee Increment Details (Please give details 'Initial Joining Information' afterwards.)

Sl. No.	# Scale	Increment Date #	# Increment Amount	# B. Pay after Increment	Vide Order No/ Date	Sl. No.	# Scale	Increment Date #	# Increment Amount	# B. Pay after Increment	Vide Order No/ Date
1						16					
2						17					
3						18					
4						19					
5						20					
6						21					
7						22					
8						23					
9						24					
10						25					
11						26					
12						27					
13						28					
14						29					
15						30					

68. <u>Employee Promotion Details</u>						
Sl. No.	# Designation From	# Designation To	# Scale From	# Scale Too	Vide Oder No./ Date	# Transferred or Not (If yes, Please fill the details in 'Transfer Details Table' below)
1						
2						
3						
4						
5						

69. <u>Employee Transfer Details</u> (If you have transferred more than 10 times, then please enclose further details in a separate sheet.)						
Sl. No.	# Designation From	# Office From	# Designation To	# Office To	Vide Oder No./ Date	# Whether Transferred after Promotion? (Please mention 'Yes' or 'No')
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

70. <u>Time Bound Promotion/ ACP/ MACP Details</u> (Please mention event type explicitly in 'Remarks' column)						
Sl. No.	# Pay Scale (From)	# Pay Scale (To)	Increment Amount	B. Pay after Increment	Vide Order No/ Date	Remarks
1						
2						
3						

Signature