

Form 1: Employee Personal Information

Name of Department: _____

Employee Personal Information

First Name: _____

Middle Name: _____

Last Name: _____

Date of Birth: _____

Father/Mother/Husband Name: _____

Gender: male/ female

Marital Status: _____

Identity Mark: _____

Caste: _____

Category: _____

Religion: _____

Blood Group: _____

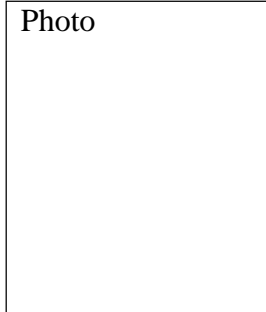
Remarks (if any): _____

Employee office Details:

Current Designation: _____

Current Office: _____

Current Cadre: _____



Form 2: Employee Address Information

Present Address Detail

Present Address:

State:

District:

Block:

Panchayat:

Pin Code:

Phone Number:

E-mail (if any):

Mobile Number:

Permanent Address Detail (If Any)

Permanent Address:

State:

District:

Block:

Panchayat:

Pin Code:

Phone Number:

Form 3: Employee Professional Information

Joining Details

Date of Appointment:

Order Number:

Office name at the time of initial joining in Dept.:

Date of Joining in the Dept.:

Initial Designation:

Mode of Recruitment:

Class:

Employee Type:

Gazetted/ Non-Gazetted:

Salary Details - (At the time of Initial Joining)

Basic Pay: Rs.

Date of Retirement:

Deduction Type: GPF / CPS

GPF/CPS Number:

GIS Member: YES / NO

E-salary Code:

Bank Details

Name of the Account Holder _____

Bank Name _____

IFSC Code _____

Account Number _____

Form 4: Employee Education Information

❖ Education Detail

HSC

Education	Name of Board/ University	Marks Obtained (In %)	Passing Year	Stream	Grade

SSC

Education	Name of Board/ University	Marks Obtained (In %)	Passing Year	Stream	Grade

Degree

Education	Name of Board/ University	Marks Obtained (In %)	Passing Year	Stream	Grade

Form 5: Employee Nomination Details

Nomination Details

Name of the Nominee:

Relation with the employee:

Type of Nomination:

Nomination %age: _____ %

Nominee Address Detail

Present Address:

State:

District:

Block:

Panchayat:

Pin Code:

Phone Number: