



Employee General Information

1. Parent Office (at the time of joining in Jharkhand)
2. Current Office
3. Joining Designation
4. Current Designation
5. D.D.O. Code

Personal Information

5. GPF/CPF Number (*)
6. Full Name (*) Mr. Mrs. Miss
7. Father/Mother/Husband Name (*)
8. Date of Birth (*) DD MM YY 9. Date of Joining (*) DD MM YY
10. Status: Active Expired Retired (Tick any one)
11. Category: General OBC SC ST BC1 BC2 (Tick any one)
12. Religion: Buddhist Hindu Sarna Sikh Muslim Christian (Tick any one)
13. Marital Status: Unmarried Married Widow Widower (Tick any one)
14. Gender: Male Female (Tick any one)
15. Disability Status: Yes No (Tick any one), If Yes
16. PAN No:
17. Blood Group: A(+ve) A(-ve) B(+ve) B (-ve) AB (+ve) AB (-ve) O (+ve)
O (-ve) (Tick any one)
18. Identification Mark:
19. Contact No.:
20. Height:
21. Hair Color: Black Brown
22. Email Id:
23. UId(Aadhar):



Correspondence Address

27. House No./Locality/Address:..... 28. City/Town/Village:
29. Post Office:.....30. Pincode:
31. District:.....32. State:.....

Permanent Address

33. House No./Locality/Address: 34. City/Town/Village:.....
35. Post Office:..... 36. Pincode:
37. District: 38. State:.....

Appointment Status(Details At the Time of Appointment)

39. Pay Commission: First Second Third Fourth Fifth Sixth (Tick any one)
40. Grade Pay/Basic Pay: 41. Brass No.:
42. Pay Scale(*):..... 43. Cadre :Gazetted Non-Gazetted (Tick any one)
44. Appointment Mode(*): Commission Compassionate Others (Tick any one)
45. Appointing Authority:
46. Appointment Order No & Date:.....
47. Confirmation Order No & Date:.....
48. Joining Order No & Date:.....
49. Seniority Order No & Date:.....
50. Seniority Gradation No:.....
51. Service Type: Deputation Contractual Permanent

Passport Information

52. Passport No.:..... 53. Passport Type :.....
54. Valid From : DD MM YY 55. Valid To : DD MM YY



Technical Efficiency

56. Computer Training: Yes No

57. Computer Typing(Eng): Yes No

58. Computer Typing(Hindi): Yes No

59. Short Hand(Eng): Yes No

60. Short Hand(Hindi): Yes No

61. Regional Language Known: 1. 2. 3.



Employee Qualifications

Qualification Details :-

Sl No.	Qualification Name(As given by Board)	Board/University Name	Year of Passing	Major Subject(s)(Max up to Five)	Percentage (%)



Employee Exam Passed

1. Exam Type: Departmental

SI No.	Exam Name	Passing Year	Letter No & Date	Duration	
				Year	Month

2. Exam Type: Professional

SI No.	Exam Name	Passing Year	Letter No & Date	Duration	
				Year	Month

3. Exam Type: Training

SI No.	Exam Name	Passing Year	Letter No & Date	Duration	
				Year	Month



Employee Family Member

Sl No.	Name	Date of Birth (DD/MM/YY)	Gender	Relationship(withEmployee)	Is Nominee?	Is Dependent?



Employee Probation

Sl No.	Order No.	Order Date	Probation (from Date)	Probation (to Date)	Issuing Authority



Employee Promotion Details Up to Present

Sl No.	Promotion Type	Notification No.	Notification Date	New Office	New Designation	Effective Date	Pay Commission	New Pay Scale	Grade Pay/Basic Pay	Seniority Gradation No./Date

Note: Promotion Type (Regular,ACP-1,ACP-2,MACP-1,MACP-2,MACP-3)



Employee Posting and Deputation Details Up to Present

Sl No.	Notification No.	Notification Date	Posting Type	Posting Date From (DD/MM/YY)	Posting Date To(DD/MM/YY)	District	Office	Is Currently Posted? (Yes/No)	Remarks(if Any)

Note: Posting Type (Posting, Deputation, Breakage, Waiting)