

Employee details for 'Manavsampada' Human Resource Management System

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

Employee Registration Details

1.	GPF/CPS/PRAN No. #		Photo
2.	Aadhaar Number		
3.	Name #		
4.	Date Of Birth #		
5.	Designation #		
6.	Parent Dept. #		
7.	Mob No. #		
8.	Mode of Recruitment		
9.	Employee Type		

Form 1: Employee Personal Information

10.	Father/Mother/Husband's Name #	
11.	Gender	
12.	Marital Status	
13.	Identification Mark	
14.	Category #	
15.	Religion	
16.	Home State #	
17.	Home District	
18.	LTC Home Town	
19.	Nearest Railway Station	
20.	Cadre (State/ District)	

Form 2: Employee Address Information

21.	<u>Present Address</u> #	
22.	District	
23.	State #	
24.	PIN Code	
25.	Email	

26.	<u>Permanent Address</u> #	
27.	District	
28.	State #	
29.	PIN Code	

Form 3: Employee Initial Joining Information

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

Form 4: Employee Education and Training Information

Education Details (Matric and Above) [Fill: Subject/ Stream, #Board/ University, #Passing Year, Mark in % and Grade or Division]		
51.	Matric #	
52.	Intermediate/ 10+2 #	
54.	Graduation #	
55.	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]		
56.	Training Type (Basic/ Intermediate/ Advance) #	
57.	Training Name	
58.	Name of Institute	
59.	Period (In MM/YYYY)	From: / To: /
60.	Total No. of Days in Training	

Form 5: Employee Family Information

61. Employee Family Member Details				
	Member Name #	Relation #	Date of Birth (For Children only)	Dependent or Not

Form 6: Employee Nominee Details

Employee Nomination Details for GPF/ CPS				
62.	Nominee Name #	Relation #	Percentage	Address #
Legal Guardian Details, if nominee is minor				
	Guardian Name	Relation	Address	

Form 7: Employee Service History

63. Employee Increment Details

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					

64. Employee Promotion Details						
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						

65. Employee Transfer Details (If you have transferred more than 18 times, then please enclose further details in a separate sheet.)							
Sl. No.	# Designation From	# Office From	# Designation To	# Office To	Joining Date (New Office)	Vide Oder No./ Date	# Whether Transferred after Promotion? (Please mention 'Yes' or 'No')
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							

66. Time Bound Promotion/ ACP/ MACP Details (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						

Form 8: Employee Posting and Establishment Detail

<u>Employee Current Posting Details</u>		
67.	Posting Department [#]	
68.	District [#]	
69.	Posting Office [#]	
70.	Posting Designation [#]	
71.	Joining Date in Current Office [#]	

<u>Employee Service Book Information</u>		
72.	Establishment Department [#]	
73.	Establishment District [#]	
74.	Establishment Office [#]	

Signature