

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.	Name. #		Photo
2.	Father/Mother/Husband's Name #		
3.	Date Of Birth #		
4.	Employee Type # (Regular,Contract,Temporary)		
5.	Aadhaar Number (UID NO) #		
6.	Nationality. #		
7.	Current Designation #		
8.	Sub Designation		
9.	E- Salary Code #		
10.	Category #		

Employee Current Posting Details

11.	Current Posting Department #	
12.	Current Posting District #	
13.	Office Level (Directorate) #	
14.	Current Posting Office #	
15.	Date Of Joining #	
16.	Date Of Retirement #	
17.	Current Class #	
18.	Establishment Office #	
19.	Mode of Recruitment # (Direct, Promotion, Contract, On deputation)	
20.	Branch	
21.	Current Establishment Department	

Form 1: Employee Personal Information

22.	Father/Mother/Husband's Name #	
23.	Gender	
24.	Marital Status	
25.	Identification Mark	
26.	Category #	
27.	Religion	
28.	Home State #	
29.	Home District	
30.	LTC Home Town	
31.	Nearest Railway Station	
32.	Cadre (State/ District)	

Form 2: Employee Address Information

33.	Present Address #	
34.	District	
35.	State #	
36.	PIN Code	
37.	Email	

38.	<u>Permanent Address #</u>	
39.	District	
40.	State #	
41.	PIN Code	

Form 3: Employee Initial Joining Information

42.	State #	
43.	Department #	
44.	Office Name #	
45.	Designation #	
46.	Date of Joining	
47.	Whether Confirmed (Yes/ No)	
48.	If Yes, Date of Confirmation	
49.	Confirmation Order Number	
50.	Confirmation Order Date	
51.	Appointing Authority	
52.	Mode of Recruitment #	
53.	Name of Service at the time of joining	
54.	Class (I/II/III/IV)	
55.	Employee Type # (Permanent/ Temporary/ Ad hoc)	
56.	Gazetted/ Non-gazetted	
57.	Seniority in Gradation List / Year	No. : Year:
58.	Pay Commission # (At the time of Joining)	
59.	Pay Scale/ Pay Band + Grade Pay #	
60.	Basic Pay #	
61.	Deduction Type (GPF/ CPS)	
62.	Member of GIS or Not	

Form 4: Employee Education Training Information

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

Form 5: Training Information

Training Details (Please mention in India or Abroad) [Enclose a separate sheet if you attended more than one training]		
68.	Training Type (Basic/ Intermediate/ Advance) #	
69.	Training Name	
70.	Name of Institute	
71.	Period (In MM/YYYY)	From: / To: /
72.	Total No. of Days in Training	

Form 6: Employee Nominee Details

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

Form 7: Employee Service History

74. 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					

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

76. 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							

77. 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 Family Information

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

Form 9: Loan Detail

79. Loan Details (Please mention event type explicitly in 'Remarks' column)						
Sl.No.	# Loan Type	# Loan A/C No	# Letter Number	# Sanction Date	# Sanction Amount	# Return Date
1.						
2.						
3.						
4.						
5.						

Form 10: Award Detail

80. Award Details (Please mention event type explicitly in 'Remarks' column)			
Sl.No.	# Date Of Entry	# Nature Medal , Certificate & Civil Service Award	Description
1.			
2.			
3.			
4.			
5.			

Form 11: Leave Detail

81. Leave Details (Please mention event type explicitly in 'Remarks' column)					
Sl.No.	# Type Of Action Credit, Debit	# Leave Type Casual ,Earned &Medical	# From Date	# To Date	# Reason
1.					
2.					
3.					
4.					
5.					

Form 12: Employee Department proceeding

82. Employee Departmental proceeding (Please mention event type explicitly in 'Remarks' column)					
Sl.No.	Whether there is/are charge(s) Against the employee? Yes/NO / if yes write Description	# File Number	Penalty Imposed	Order No	Date
1.					
2.					
3.					
4.					
5.					

Signature