

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

### ***Employee Current Posting Details***

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

*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.	<b>Present Address #</b>	
34.	<b>District</b>	
35.	<b>State #</b>	
36.	<b>PIN Code</b>	
37.	<b>Email</b>	

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

**Form 3: Employee Initial Joining Information**

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

**Form 4: Employee Education Training Information**

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

**Form 5: Training Information**

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

**Form 6: Employee Nominee Details**

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

**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					

<b>5. Employee Promotion Details</b>						
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**

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

**Form 9: Loan Detail**

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

**Form 10: Award Detail**

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

*Form 11: Leave Detail*

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

*Form 12: Employee Department proceeding*

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

*Signature*