

Employee details for 'Manav Sampada' 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(UIDNO)#		
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,ondeputation)	
20.	Branch	
21.	Current Establishment Department	

Form1: 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)	
33.	Mobile No #	
34.	Blood Group #	
35.	Date of Joining & Order Number	
36.	Height (In cm")	
37.	CPF/GPF (Mention if any other #)	

Form2: Employee Address Information

38.	Present Address[#]	
39.	District	
40.	State[#]	
41.	PIN Code	
42.	Email	

42.	Permanent Address[#]	
44.	District	
45.	State[#]	
46.	PIN Code	

Form3: Employee Education Training Information

Education Details (Matric and Above) [Fill : <u>Subject /Stream, #Board/University, #PassingYear,Marks in % and Grade or Division</u>]		
47.	Matric (10th)[#]	
43.	Intermediate/ 10+2[#]	
44.	Graduation[#]	
45.	Post-Graduation (Enclose a separate sheet if you have more qualification)	
46.	Typing English (Mention the Speed and Marks) Typing Marathi	
47.	Computer Exam : (Passing Year and Marks)	
48.	Service Entrance Exam(S.E.E.) (Pass / Fail / Concession) Declaration of SEE Result Date & Order No	
49.	Marathi / Hindi Language Exam, Order Number & Date (Mention the Year of Passing & Marks)	

Form 4: Training Information

Training Details (Please mention in India or Abroad) [Enclose a separate sheet if you attended more than one training]		
50.	Training Type (Basic/Intermediate/Advance) [#]	
51.	Training Name (Please provide the supportive documents)	
52.	Name of Institute	
53.	Period (In MM/YYYY)	From: / To: /
54.	Total No. of Days in Training	

Form 5: Employee Nominee Details

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

Form 6: Employee Family Information

56. Employee Family Member Details				
	Member Name #	Relation #	Date of Birth # (Compulsory)	Dependent or Not

Form 7: Loan Detail

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

Form 8: Award Detail

58 .Award Details (Please mention event type explicitly in 'Remarks' column)			
(Attach the copy of the Award certificate)*			
Sl.No.	# Date Of Entry	# Nature <small>Medal, Certificate & Civil Service Award</small>	Description
1.			
2.			
3.			
4.			
5.			

Form9: Employee Department Proceeding

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

Form10: Leave Detail

Type of Leave	Previous Years Balance Leave	Current Year Leave balance as on today	Leave taken for This Year (01.01.2018 onwards)
Earned Leave			
Half Pay Leave			
Casual Leave			

Form11: Caste Validity Details

Valid Caste Details	
Appointment Category (GAD will update)	
Caste / Category	
Caste Certificate No. and Date	
Do you have validity certificates?(Yes / No)	
If validated , Mention your caste and category	
Name of caste certificate scrutiny committee	

Decision of the Committee (Valid / Invalid) , Order Number and Date - Caste & Category -	
Caste Validity Number and Date:-	
Caste Certificate (Is the cast certificate invalidated or canceled?):-	
Mention your caste and category as mentioned in your invalidate caste certificate:-	
Order number and date of your canceled /invalidate caste certificate declared by caste validity committee :-	
In case Caste is Invalid	
Name of caste certificate scrutiny committee	
Decision of the Committee (Valid / Invalid) , Order Number and Date - Caste & Category -	
If Protection is provided in the service (1995 Rule)	
(Exceptions to be handled separately)*	
Order number:-	
In which category shown after providing protection in the service (Caste / category) ?	
Date of seniority after protection of service	
<u>Effect of service protection</u> , whether revision on original post (Yes/No) If - Yes , on which post ?	
Any changes in your original post by providing service protection (Yes/No)? If Yes - then write changes :-	
Confirmed after promotion	
Whether Service has been confirmed after promotion (Yes/No) ? If Yes - date & order number	

Form 13: Employee Service History

82. Employee Increment Details											
Sr. No.	#Scale	Increment Date#	#IncrementAmount	#B.Pay afterIncrement	Vide OrderNo/Date	Sl. No.	#Scale	#Increment Date	#IncrementAmount	#B. PayafterIncrement	VideOrderNo/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					

83. Employee Promotion Details:

Designation From	Designation To	Scale From	Scale Too	Office From	Office Too	Basic Pay	Vide Oder No./ Date	Transferred or Not (If yes, Please fill the details in 'Transfer Details Table' below)

84 . 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	JoiningDate(NewOffice)	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							

85. Time Bound Promotion Details

Sr.No.	Designation (To)	Office (To)	Pay Scale (From)	Pay Scale (To)	Increment Amount	Basic Pay After Increment	Vide order Number and Date
1							
2							
3							
4							
5							

Signature of Employee

Signature of Establishment Clerk

Signature of Junior Administrative Clerk

Signature of Assistant Administrative Officer

Signature and Stamp of HOD