**Form 1: Employee Personal Information** Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Photo |  |  |
|  |  |  |
| Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |
| Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |
| Father/Mother/husband Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  |  |
| **Gender**: male/ female | Martial Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |

Identity Mark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Mark the attached documents**



|  |  |  |
| --- | --- | --- |
| Medical Fitness | Character Certificate |  |
| Height (in cms): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| Caste: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Blood Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Home State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Home District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Home Office Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Home Office Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| LTC Home Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Nearest Railway St.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Remarks (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee office Details:**

Current Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Office:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Cadre: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 2: Employee Address Information**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Address Detail**

Present Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Panchayat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Address Detail**

Permanent Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Block\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Panchayat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 3: Employee Professional Information**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Joining Details**

Date of Appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office name at the time of initial joining in Deptt. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Joining in the Deptt.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mode of Recruitment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gazetted/ Non-Gazetted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Salary Details - (At the time of Initial Joining)** |  |
| Basic Pay: Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date of Retirement: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Deduction Type: GPF / CPS | GPF/CPS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| GIS Member: YES / NO | E-salary Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form 4: Employee Education Information**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Education Detail**

***Basic***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education** | **Name of Board/** | **Marks Obtained** | **Passing Year** | **Stream** | **Grade** |  |
| **University** | **(In %)** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

***Technical***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education** | **Name of Board/** | **Marks Obtained** | **Passing Year** | **Stream** | **Grade** |  |
| **University** | **(In %)** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***Professional***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education** | **Name of Board/** | **Marks Obtained** | **Passing Year** | **Stream** | **Grade** |  |
| **University** | **(In %)** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
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* **Training Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | ***In India*** | | | |
| **Training Type** | **Topic Name** | **Name of the Institute** | **Sponsored by** | **Date From** | **Date To** |
|  |  |  |  |  |  |
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|  |  | ***Abroad*** | | | |
| **Training Type** | **Topic Name** | **Name of the Institute** | **Sponsored by** | **Date From** | **Date To** |
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**Form 5: Employee Family Information**

Name of Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family** |  |  |  | **Whether** |  |
|  | **Date of** | **Dependent** | **Employed** |  |
| **Member** | **Relation** |  |
| **Birth** | **(Yes/No)** | **(State/centre** |  |
| **Name** |  |  |
|  |  |  | **/unemployed)** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Whether in** | **Employee Code** | **Name of department** | **Member** |
| **Same Deptt.** | **(If in the same** | **(If other then Same** | **E-salary** |
| **(Yes/No)** | **deptt.)** | **Deptt.)** | **Code** |
|  |  |  |  |

**Form 6: Employee Loan Details**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Loan Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Loan Type** | **Loan A/C No.** | **Letter No.** | **Sanction Date** | **Sanction Amount** | **Return Date** | **Remark** |
|  |  |  |  |  |  |  |
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**Form 7: Empolyee Service History**

Name of Department:\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Service History**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Transaction** | **To office** | **To Which** | **Class** | **Order** | **Order** | **Date of** | **Pay** | **Name of the** | **Area Type** |
|  | **Type** |  | **Post** |  | **Number** | **Date** | **Increment** | **Scale** | **other** | **(Hard/Tribal/** |
|  |  |  |  |  |  |  |  |  | **Department** | **Sub-** |
|  |  |  |  |  |  |  |  |  | **in case of** | **Cader/None)** |
|  |  |  |  |  |  |  |  |  | **Deputation** |  |
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**Remarks (if any)**

**Form 8: Employee Leave Detail**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Leave Detail**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  | **Desig. of** |  |  |  |  |
| **Type of Action** | | **Leave Type** | **From Date** | **To Date** | **Reason** | **Station** | | **Availing** | | **the** | **Remark** | **Balance Till** | |  |
| **Leave** | | **LTC** | | **Sanctioning** | **Date** | |  |
|  |  |  |  |  |  |  |  |  |  | **Authority** |  |  |  |  |
| **Apply** | **Cancel** |  |  |  |  | **Yes** | **No** | **Yes** | **No** |  |  | **Yes** | **No** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Form 9: Employee Departmental Proceeding** Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proceeding Detail**

File Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ File Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office where posted at the time of charges: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proceeding Under Rule\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Suspension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Revocation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proceeding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charges Details**

Type of Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Appointing Inquiry Officer \_\_\_\_\_\_\_\_\_\_\_ Date of Appointment of Presenting Officer\_\_\_\_\_ Designation of Appointing officer\_\_\_\_\_\_\_\_\_\_\_\_

Charge Sheet No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of the Inquiry Officer: \_\_\_\_\_\_\_\_\_\_\_ Name of the Presenting Officer: \_\_\_\_\_\_\_\_ Designation of the Presenting Officer\_\_\_\_\_

**Case Status**

Case Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penalty/ Exonerated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appeal by officer: YES/NO

Date of Decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Penalty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appellate Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Implementation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief detail of the case decision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 10: Employee Old History**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Old Service History**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Total** |  |  |  |  |  |  |  |  |  |
| **Name of** | **Designation** | **Date of** | **Order** | **Service** |  | **Total Service in** | | |  | **Balance of** | | **Remark** |  |
| **the office** | **Joining** | **Number** | **(In** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **months)** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Hard** |  | **Tribal** |  | **Sub-** | **Earned** | **Half pay** |  |  |
|  |  |  |  |  | **Area** |  | **Area** |  | **Cader** | **Leave** | **leave** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**Form 11: Employee Nomination Details**

Name of Department: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nomination Details**

Name of the Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation with the employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_

Nomination %age: \_\_\_\_\_\_\_\_\_%

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominee Address Detail**

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Panchayat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pin Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Form 12: Employee ACR Details**

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACR Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ACR Submitted by** | **Assessment Year** | **Assest & Liabilities** | | **Assessment Period** | | **Remarks (if any)** |  |
| **(Name of the Officer)** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Filed** | **Not Filed** | **From Date** | **To Date** |  |  |
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