**Format to provide the Personal / Pay / Service Details of Individual employee for drawal of salary under HRMS**

**EMPLOYEE BASIC DETAILS**

|  |  |  |
| --- | --- | --- |
| Assign to DEO | **0200AU0001E1** | |
| Assign to HOA | **2415-80-004-1-01-NP** | |
| Office / Institution | 1. **Teaching (Mention Yes / No)** |  |
|  | 1. **Non- Teaching (Mention Yes / No)** |  |
| Employee Number |  | |
| Personal Mobile Ph.No. |  | |
| Place of Working  (Actual |  | |

**PART-1 BIO-DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Government Servant** |  | | | |
| Residential Address  City  District  State  &Pin code No. |  | | | |
| Mobile Ph. No. |  | | Telephone No. with STD Code |  |
| Marital Status |  | | | |
| **Father Name** |  | | | |
| Residential Address  City  District  State  &Pin code No. |  | | | |
| **Husband’s/ Wife’s Name** |  | | | |
| Residential Address  City  District  State  &Pin code No. |  | | | |
| Mobile Ph. No. |  | Telephone No. with STD Code | |  |
| Nationality |  | Whether belongs to BT/BC/SC/ST/Others  ( if BT/BC/SC/ST Certificate No Mandatory) | |  |
| Date of Birth (dd/mm/yyyy) |  | Height (cms) | |  |
| Personal mark of Identification 1 |  | Identification Mark 2 | |  |
| **Permanent Home Address**  City  District  State  &Pin code No. |  | | | |
| Mobile Ph. No. |  | | Telephone No. with STD Code |  |

**PART-II CERTIFICATION AND ATTESTATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Physically Challenged / Single Child |  | Blood Group |  |

**PART – IV HISTORY AND VERIFICATION OF SERVICE**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Status (Regular / Probationary / Temporary) |  | Post  (Permanent / Temporary) |  |
| Current Designation |  | Group (A,B,C,D) |  |
| Current Scale Category (State/ UGC) |  | Gender |  |
| Current Pay Scale  (Enter the Full Pay Scale |  |  |  |
| Date of Joining  (dd/mm/yyyy) into Government Service |  | Next Increment  (dd/mm/yyyy) |  |
| Mode of Entry  (Absorption/Compassionate/ /Direct selected/ Direct Recruitment Committee |  | HRA City Grade (A,A1,B,C,D) |  |
| Current Basic Pay |  | CCA City Grade (A,A1,B,C,D) |  |
| Stagnation Increment |  | Stagnation Count (No. of Counts 1st, 2nd........) |  |
| **Additional Service** |  |  |  |
| Government Order No. |  | Government Order Date (dd/mm/yyyy) |  |
| Service (University Service) |  | Date of Joining into Present place (dd/mm/yyyy) |  |
| PAN (No.) |  | Government Quarter’s Occupied |  |
| Employee Number  (University Employee ID) |  | Quarter’s Location |  |

**QUALIFICATION DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification |  | Subjects |  |
| If others: Mention Subject Name  (eg: Horticulture, Plant Pathology, Agril. Extension and etc.....) |  |
| Year of Passing |  | Percentage of Marks |  |
| School / College |  | University /Board |  |
|  |  | State in which University Located |  |

**NOMINEE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nomination For |  | | | |
| GSLI |  | | | |
| Nominee Details |  | | | |
| Name | Gender | Relation | Date of Birth | Share (in%) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Alternate Nominee  Name and Relationship |  | | Contingencies on which the Nomination will become invalid |  |
| Address of Nominee  City  District  State  &Pin code No. |  | | | |
| Mobile Ph. No. |  | | | |

**UPDATE LEAVE BALANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name |  | | | | |
| Earned Leave including credit of 01.01.2021 |  | Maternity /Paternity Leave Count |  | Half Pay Leave  including credit of 01.01.2021 |  |

**FAMILY AND DEPENDENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Family and Dependent Details |  | | |
| Dependent Name |  | Relation (Father / Spouse/ Mother / Daughter / Son) |  |
| Gender |  | Date of Birth  (dd/mm/yyyy) |  |
| Is Dependent ( Yes/ No) |  | Working / Pensioner (If Yes) |  |
| If yes, Working in Government |  | Income Per Annum |  |
| Address  City  District  State  &Pin code No. |  | | |
| Mobile Ph. No. |  | Telephone No. with STD Code |  |

**HOME TOWN DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Home Town ( As per SR) |  | | |
| Changed Home Town  ( As per SR) |  | | |
| Address  City  District  State  &Pin code No. |  | | |
| Mobile Ph. No. |  | Telephone with STD code |  |

**BANK DETAILS**

|  |  |  |
| --- | --- | --- |
| District Name\* |  | |
| MICR Code |  |  |
| Bank Name \* |  |  |
| Branch Name\* |  |  |
| Payment Mode\* |  |  |
| Account Number \* |  |  |

**UPDATE EPIC NUMBER (VOTER ID) AND ADHAAR NUMBER**

|  |  |
| --- | --- |
| EPIC Number (Voter ID) |  |
| Adhaar Number |  |