

**Regular Employee Details**

**1. Personal Details**



1.1 Surname:		1.2 Employee Name:	
1.3 Gender:		1.4 Employee Mobile No	
1.5 Personal Email:		1.6 Father/Husband Name:	

1.7 Date of Birth		1.8 Community:	
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1.9 Date of Retirement	
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1.10 Place Of Birth:	District:	Division:	Mandal:	Village:
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1.11 Marital Status:		1.12 Is Spouse working:	
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1.13 Adhaar Card number:		1.14 PAN	
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1.15 Passport No:		1.16 Passport Issue Date:	
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1.17 Passport Expired Date:	
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**Permanent Address**

1.18 Street/Road/Lane:		1.19 Land Mark:	
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1.20 Area/Locality/Sector:		1.21 District:	
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1.22 Division:		1.23 Mandal:	
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1.24 Village/Town/City:		1.25 PIN code:	
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**Leave Account**

1.26 Casual Leave:		1.27 Optional Holidays	
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1.28 Special Casual Leave:		1.29 Earned Leave	
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1.30 EOL (medical)		EOL (Personal)	
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1.32 HPL (Commuted)		1.31 HPL	
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1.34 Child Care Leave		1.33 Study Leave	
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1.33 CLs/CCLs:		1.35 Maternity/ Paternity leave	
1.32 Special Leave:		1.31 Other Leave	

2.Salary Details			
2.1 Scales Applicable:			
2.2 pay scale:		2.3 Due date of	
		Increment:	
Pay & Allowances	2.4 Basic:		2.5 PP:
	2.6 SP:		2.7 DA :
	2.8 HRA :		2.9 CCA :
	2.10 IR :		
	2.11 GROSS :		
Deductions	2.12 GPF/CPS No:		2.13 GPF Amt:
	2.14 APGLI No:		2.15 APGLI Amt :
	2.16 GIS :		2.17 PT :
	2.18 CM Relief Fund :		2.19 Flag Day :
	2.20 IT :		
2.21 Total Deductions :			
Recoveries	2.22 GPF (L):		2.23 APGLI(L):
	2.24 EWF:		2.25 EDU :
	2.26 MRG :		2.27 HBA Principle :
	2.28 HBA Interest :		
2.29 Others (specify):		2.30 Net Salary:	

3.Bank and Other Key Details			
3.1 Bank A/C Number for Entry of Salary:		3.2 Bank Name:	
3.3 Bank Branch:			
3.4 IFSC Code:		3.5 MICR code:	

4.Job Details			
4.1 Unique Employee ID provided by DTA/PAO:		4.2 Employee Category:	
4.3 Post/Designation at first appointment		4.4 Date of Entry into	
4.5 Place of initial appointment:		District	Division
		Mandal	Village

4.6 Nature of Recruitment:		4.7 Recruitment Date :	
4.8 Appointment Order Reference Number and Date:		4.9 Qualification at the time of joining:	
4.10 Recruitment Rank:		4.11 Appointing Authority:	
4.12 Local Status as per Study:		4.13 District:	
4.14 Local cadre of the post:			
4.15 Zone allotted:			
4.16 Native District:	Revenue Division :	Mandal :	Village :
4.17 Zone Changed As per G.O:		4.18 office in which Employee is working:	
4.19 Present Post Designation and place of working		4.20 Date of working in the present post:	
4.21 Nature of work:			
4.22 Department Test:	code:		Hall ticket No:
	Date Of Exam:		Published in:
4.23 Account Test for Subordinate Officer Part-I:	code:		Hall ticket No:
	Date Of Exam:		Published in:
4.24 Account Test for Executive Officer:	code:		Hall ticket No:
	Date Of Exam:		Published in:
4.25 Second Language Test in Telugu:	code:		Hall ticket No:
	Date Of Exam:		Published in:
4.26 Regularization in the initial post reference no and date :			
4.27 Date of Declaration of Probaion and Refernce no:			

4.28 Probation Period:		
4.29 Special grade Promotion:	Proceeding	Proceeding Date
4.30 SPP1:	Proceeding	Proceeding Date
4.31 SPP2:	Proceeding	Proceeding Date

5.EHS			
EHS ID No		Amount	
EHS Start Date			
6.LIC Details			
Policy No:		Sum Assured:	
Monthly Premium:		Date of last Instalment:	
Recover Start Month/Year:		Date of maturity:	

7.Qualification Details			
Higher Qualification:		Specialization:	
Year of Passing:		Board/University:	
College:		District:	
State:			

**8.Previous Service Particulars**

EID :		Designation :	
Service From :		Service To :	
Place of Working :		Nature Of Work :	
Mandal:		Revenue	District : <input type="text"/>

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Service From :		Service To :	
Place of Working :		Nature Of Work :	
Mandal:		Revenue	District : <input type="text"/>

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Service From :		Service To :	
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Service From :		Service To :	
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Service From :		Service To :	
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Service From :		Service To :	
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Service From :		Service To :	
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Mandal:		Revenue	District : <input type="text"/>

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Service From :		Service To :	
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Mandal:		Revenue	District : <input type="text"/>

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Service From :		Service To :	
Place of Working :		Nature Of Work :	
Mandal:		Revenue	District : <input type="text"/>

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Service From :		Service To :	
Place of Working :		Nature Of Work :	
Mandal:		Revenue	District : <input type="text"/>

9.Family Details

EID :		Relationship :	
Name :		Gender :	
Marital Status :		Date of birth :	
Aadhar Number :		Enrollment Number :	
Disability :		Pensioner/Employed	

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Marital Status :		Date of birth :	
Aadhar Number :		Enrollment Number :	
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Name :		Gender :	
Marital Status :		Date of birth :	
Aadhar Number :		Enrollment Number :	
Disability :		Pensioner/Employed	

EID :		Relationship :	
Name :		Gender :	
Marital Status :		Date of birth :	
Aadhar Number :		Enrollment Number :	
Disability :		Pensioner/Employed	

### 10. Disiplinary Action

<b>EID:</b>		Name of enquiry officer :	
Name of Presenting Officer:		Charge :	
Comments :		Punishment :	
Date Of Commencement of Punishment :			

<b>EID:</b>		<b>Name of enquiry officer :</b>	
Name of Presenting Officer:		Charge :	
Comments :		Punishment :	
Date Of Commencement of Punishment :			

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Name of Presenting Officer:		Charge :	
Comments :		Punishment :	
Date Of Commencement of Punishment :			

9. Leave Details

EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	
EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	
EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	
EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	
EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	
EID :		Leave Type :	
No of days :		From Date :	
To Date:		Reason:	
Applied To:		Status	