

## **EMPLOYEE DATA SHEET**

(To be filled by such employees who are drawing pay from the Treasury under the head Salary)

(To be filled by such employees who are drawing pay from the Treasury under Head, Grants in Aid (GIA) like employees of Autonomous Societies / Autonomous Institutes / Boards / Authority / Commission / Missions etc)

**Pay drawn from :**

### **GENERAL DETAILS**

**Department :**

**Directorate / Commissionarate :**

**DDO Code :**

**Treasury :**

**Photograph**

### **PERSONAL DETAILS**

**Full Name :**

**PAN No :**

**DOB (eg: mm/dd/yyyy) :**

**Gender :**

**Mobile No :**

**Email Id :**

**Differently Abled :**

**Father Full Name :**

**Permanent Address :**

**Present Address :**

**Home District :**

**Home Town / Village:**

**Religion :**

**If others specify :**

**Category :**

**If reserved specify :**

**Blood Group :**

**Qualification :**

**DEPENDENT FAMILY DETAILS**

SI No	Name	DOB (eg: mm/dd/yyyy) :	Gender	Relationship

**EMPLOYMENT DETAILS**

**Date of initial appointment :**

**Post at the time of initial appointment :**

**Present Post :**

**Nature of Employment :**

**Bank Name :**

**Bank Account No :**

IFSC Code :

GPF/ PPAN No:

**PAY DETAILS**

(a) Salary details as on (31-12-2014) for Regular Employees

Pay Band:

Basic Pay :

Grade Pay :

DA :

Other Allowance :

Total Salary :

NPA(Only for Doctors) :

OR

(b) Lumpsum details as on (31-12-2014) (for Reemployed / Contractual Employees)

Lumpsum Amount :

**DECLARATION**

This is to declare that above information provided are true and as per official record as on 31-12-2014.

DDO Name :

Designation :

Date :

Signature