

EMPLOYEE INFORMATION SHEET FOR GRANT-IN-AID COLLEGES

Employee General Information

Name of the employee

Block Name	Field Name		Remarks
Employee Details	Employment Type*	Permanent	
	Employee Type *	Employeed	
	Govt. Order No/Dt For Emp Type *		Applicable for Suspended and Re-employed employees
	WEF (date)		
	Previous Employee No		
	Remarks		
	Cadre (If any)		Please mention whether Teaching/ Non-Teaching/Administrative
	Group *	A	
	Date Of Birth (date)*		
	Date Of Joining At Service (date)*		
	End of Service (date) *		Date of Superannuation/retirement
	PF No (If any)		
	Service Pensionable	Yes	
	Name*		

Employee Details

Mobile No		
Email		
Present Address:		
WEF (date)		
House No./St/Lane*		
City/Town/Village*		
District(chosen from LOV)*		
State(chosen from LOV)*		
Post Office*		
Police St *		
PIN*		
Permanant Address		
WEF (date)		
House No./St/Lane		
Post Office		
Police St		
District(chosen from LOV)*		
State(chosen from LOV)*		

PIN		
Gender*	Male	
Caste	General	
Nationality *	Indian	
Religion	--Religion--	
Adhar		
Marital Status *	Single	
WEF (date)		
Blood Group	A(+)	
Height		
PH/VH *	None	
% of PH * (If PH/VH is 'Both' and 'PH')		
% of VH * (If PH/VH is 'Both' and 'VH')		
Mark of identification		

Pay Information

Block Name

	% of Basic * (For Suspended Employees only)	
	WEF	
	If Employee Status is "Employed"	
	ROPA *	
	WEF	
	Pay Band/Min Entry Point	
	Pay Scale/Min Entry Point (Chosen from Lov)	
	Band Pay * (If Pay Band)	
	Basic * (If Pay Scale)	
	WEF	
Pay Details	Grade Pay (If Pay Band applicable)	
	WEF	
	If Employee Status is "Re Employed" Then fillup the details below	
	ROPA *	
	WEF	
	Treasury Name(Chosen from Lov) *	

	PPO ID *	
	last Basic*	
	last DA*	
	last Grade Pay	
	last HRA *	
	Basic Pension*	
	Dearness relief for Pension*(current)	
Accommodation Details	Residence Type *	Own/Rental House
	Quarter Type * (If Residence Type is Govt Quarter)	Accessed/Licensed
	Govt. Quarter(Chosen from Lov) * (If Residence Type is Govt Quarter/ govt/Pwd Mess)	
	Quarter Rent * (If Residence Type is Govt Quarter/ govt/Pwd Mess/Circuit House)	
	WEF(date)	
Bank Details*	Beneficiary Name *	
	Bank Account No	
	Bank Name	
	Bank Branch	
	IFSC Code	

Office Information		
Block Name	Field Name	
	PAN No	
	Place of Posting *	
	WEF(date)*	
	Time *	Forenoon
	Department *	Higher Education Department
	WEF(date)*	
	Post (Chosen from Lov)*	
	WEF(date)*	
	Designation (Chosen from Lov)*	
	WEF(date)*	
	Office of DDO	Name of the College
	WEF(date)	
	If Employee Status is not Re-Employed / Temp(prob)	

**Employee's
Increment Details**

Increment Allowed *	Yes
Reason (If increment is not allowed)	
Last Increment Date (date)	
Next Increment Date (date)	

Family Information		
Block Name	Field Name	
Relationship Details	Name*	
	Relationship Type*	
	Date of Birth	
	Employed *	Yes
	Marital Status*	Single
	PH/VH	None
	% of PH	
	% of VH	
	House No./St/Lane	
	City/Town/Village	
	Post Office	
	Police St	
	District (Chosen from Lov)*	
	State (Chosen from Lov)*	
	PIN	
	Mobile No	

	Email Id	
	Active Flag(Check-box)	
	WBHS*	Yes/No
	Card No (activate when WBHS is Y) *	
	Monthly Income	
Employee's Spouse Details	If Relationship Status is Spouse	
	Government/PSU Service *	Yes
	Service Type* (If Government/PSU Service is Yes)	State Government
	Employee No	
	HRA Drawn *	No
	HRA Amount * (HRA Drawn is Yes)	
	Distance more than 200Km	No
	WBHS*	Yes/No
	Card No (activate when WBHS is Y) *	
	Remarks	

Qualification Details		
Block Name	FieldName	
	Qualification*	
	Academic Group/ Discipline	Non Available
	Name of Qualification *	
	Qualification Type	Academic
	Year of Passing	

Pay Information

For Pay related Information please enclose previous month's Pay Slip

Signature

Place:-
Date:-

SAMPLE FILL UP FORM

EMPLOYEE INFORMATION SHEET FOR GRANT-IN-AID COLLEGE

Employee General Information

NAME OF EMPLOYEE

Block name	Field name		Remarks
	Employment type	Permanent	Permanent
	Employment type	Employed	Employed
	Govt. order No./Dt. For Emp Type	732-Edn.(CS)/10M-84/1998 dt. 10/05/1998	
	WEF (date)	10/05/1998	
	Previous Employee No.	NA	
	Remarks	NA	
Employee Details	Cadre (if any)	Teaching staff/Non-teaching staff	
	Group	A/B/C/D	
	Date of Birth (date)	12/07/1972	
	Date of Joining at Service (date)	15/06/1998	
	End of service (date)	31/07/2032	
	PF No. (If any)		Optional
	Service Pensionable	Yes	Yes
	Name	X	
	Mobile no.	9831056754	
	Email	x72@gmail.com	
	WEF (date)	01/10/2001	
Present Address	Home No./Flat No./St./Lane	112 Keyatala Road	
	City/Town/Village	Kolkata	
	District	South 24 pgs	
	State	West Bengal	
	P.O.	Keyatala	
	P.S.	Keyatala	
	Pin	700000	
	Permanent Address	As above / If different Pl. mention details	
	Gender	Male/Female/transgender	
	Caste	General/SC/ST/OBC	
	Nationality	Indian/other	
	Religion	System generated	
	ADHAR No.	Optional option	
	Marital status	Single/Married/Divorce/Legally Separated/Widow/Widower	
	WEF (date)	20/07/2000	
	Blood Group	A (+)	

	Height	5fit 6"	
	PH/VH	If yes Mention % of PH/VH	
	Mark of identification	Cast eye	
	% of basic (for suspended employees only)	If yes mention % of basic	
	WEF	Mention efficient	
	UGC	UGC-2010	
	ROPA	ROPA-2009	
	WEF	01/01/2006	
	PAY BAND	5	
	Pay Scale	Applicable if UGC/10UGC/99/ROPA/98/90	
	Band Pay	RS. 45,000/-	
	Basic (if pay scale)	Applicable of UGC/99/2010/ROPA 98/90	
	WEF	02/07/2014	
	Grand Pay	Rs. 10,000/-	
	WEF	02/07/2014	
	Re-employed status	NA	
	Residence type	Own/rental	
	Beneficiary Name		
	Bank A/C	10836586612	
	Bank Name	S.B.I	
	Bank Branch	Keyatala	
	IFSC Code	SBIN000816	
	PAN No.	AXJPX80674	
	Place of Posting	Keyatala Mahavidyalaya	
	WEF	02/07/2014	
	Time	Forenoon / afternoon	
	Deptt.	HED	
	WEF	02/07/2014	
	Office of DDO	Keyatala Mahavidyalaya	
	WEF	System generated	
	Increment allowed	Yes	
	Reason (if increment is not allowed)	Specify reason	
	Last increment date	01/07/2015	
	Next increment date	01/07/2016	
FAMILY INFORMATION	Name	Y	
	Relationship	Spouse	System generating
	Date of Birth	01/02/1969	
	Employed	Yes/No/Re-employed	
	Marital status	Married/Single	

	PH/VH	NA	If yes detail
	%of PH	As earlier	
	%of VH	As earlier	
	House No./St./Lane	8 No. Kadamtala Lane,	
	Town/city	Kolkata	
	Post Office	Kadamtala	
	Police Station	Kadamtala	
	District	North 24 pgs	
	State	West Bengal	
	Pin	700705	
	Mobile No.	9831011852	
	Email Id	y69@gmail.com	
	Active flag		
	WBSH	Yes/No.	
	Card No.	If yes	
	Monthly income	1,75,000/-	
If relationship status is spouse	State Govt./Central Govt./PSU	Yes/No.	
	Service time	State Govt./Central Govt./PSU	Tik
	Employee No.		
	HRA Drawn	No	
	HRA amount (if drawn)	6,000/-	
	Distance more than 200 Km	No	
	WBHS	Yes/No	
	Card No.	Yes	
Qualification details	Qualification	System generated	
	Academic group/discipline	Science/commerce/arts/engg.	
	Name of qualification	System generated	
	Qualification type	Academic/professional	
	Year of passing	1994	