

FORMAT PP-2

Detail information of all employee to be collected in separate sheets

Name of Office

Office Code

A. Personal Details [(*) Fields are mandatory]

1. Officer Name(*)			
2. Officer Designation(*)		3. Date of Birth (*)	4. Gender(*) (M/F/T)
5. Qualification(*)		6. Language known other than English(*)	7. Remarks(*)

B. Salary Details [(*) Fields are mandatory]

8. Pay Scale(*)		9. Basic Pay (*)		10. Grade Pay (*)	
11. Employee Group(*) [A/B/C/D]		12. Working Status(*) [Y/N]			

C. Address Details [(*) Fields are mandatory]

13. Present Address (*)					
14. Permanent Address(*)					
15. Email		16. Phone(with STD)		17. Mobile(*)	
18. Present Block or Municipality		19. Permanent Block or Municipality			
20. Office Block or Municipality					

D. Electoral Details [(*) Fields are mandatory]

21. EPIC No (*)		22. Part no		23. Serial No	
24. Present Assembly Constituency(*)					
25. Permanent Assembly Constituency(*)					
26. Office Assembly Constituency(*)					

E. Bank Details [(*) Fields are mandatory]

27. Bank Name		28. Branch Name	
29. IFSC (*)		30. Bank Account no(*)	

Signature & Date of
Employee