

DETAIL INFORMATION TO CREATE EMPLOYEE ID

EMPLOYEE NAME	SI DETAIL	RELATION	SHARE %	
FATHER'S NAME	POLICY NO			
PAN NO .	NOMINEE			
DATE OF BIRTH	NOMINEE			
PLACE OF BIRTH	NOMINEE			
BLOOD GROUP	GUARDIAN NAME			
MARITAL STATUS	ADDRESS			
DATE OF MARRIAGE	PF DETAIL	RELATION	SHARE %	
PERMANENT ADDRESS	GPF ACCTT NO			
CORRESPONDANCE ADDRESS	NOMINEE			
COUNTRY	NOMINEE			
STATE	NOMINEE			
DISTRICT	GUARDIAN NAME			
TESHIL	ADDRESS	RELATION	SHARE %	
PIN CODE	NPS DETAIL			
OFFICE PHONE	NPS ACCTT NO			
RESIDENCE PHONE	NOMINEE			
MOBILE	GUARDIAN NAME			
E-MAIL				
FAX	FAMILY DETAIL			
SERVICE DETAILS	NAME	DOB	RELATION	GENDER
NAME OF OFFICE				ALIVE/DEAD
SECTION IN WHICH EMPLOYEE IS WORKING				
EMPLOYMENT STATUS				
CATEGORY				
DESIGNATION				
DATE OF FIRST APPOINTMENT / JOINING				
BASIC PAY / DEARNESS PAY				
DEARNESS ALLOWANCE				
EMPLOYEE STATUS				
DDO DETAILS				
DDO DESINGATION				
BUDGET HEAD				
EMAIL ID OF HOO/DOO				
CODE	BANK NAME	BRANCH	ACCT. NO.	
EDUCATION QUALIFICATION				
OF JOINING SERVICE				