

FORMAT PP-2

Detail information of all employee to be collected in separate sheets

Name of Office

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Office Code

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

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|---------------------------|---|--|-------------------------|
| 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]

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|--|--|-------------|--|---------------|
| 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]

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

Signature & Date of
Employee