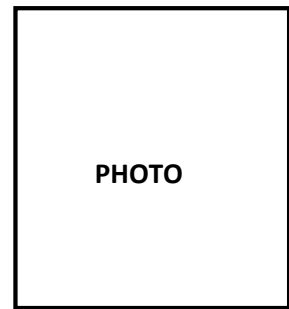


# EMPLOYEE RECORDS FOR SALARY SLIP AND ISSUE OF EMPLOYEES IDENTITY CARD

**GENERAL INFORMATION:**

Institute Name: .....

DHE initial post Approval No and Date: .....



**PERSONAL DETAILS:**

Employee Name: ..... Mob No: .....

Father Name: ..... Mob No: .....

Designation: ..... Department: ..... Category: .....

Date of Birth: ..... Marital Status: ..... Experience: ..... (YY) ..... MM)

Date of Joining: ..... Religion : ..... Caste: .....

Mother Tongue : ..... Blood Group: ..... Sex: .....

What will be your College Webmail: \_\_\_\_\_ @ \_\_\_\_\_ . edu.in

**QUALIFICATION DETAILS:**

Sl. No.	Qualification	Year Passed	Percentage/ Grade	Institute/ Board	Medium
1					
2					
3					
4					
5					

**CONTACT DETAILS:**

Contact Person: ..... Mobile No.: .....

Phone No.: ..... E-mail: .....

Permanent Address: .....

**PAYROLL ACCOUNT DETAILS: (If NE 'CMS' Account Software is taken from NEWS**

Pan Card No.: ..... Bank A/c No.: .....

Bank Name: ..... IFSC Code: .....

PF Applicable (Yes/No): ..... Gratuity (Yes/No): ..... GPF Affective Date: .....

GPF Account No. : ..... Gratuity Account No.: .....

Signature of Collector

Date: \_\_\_\_\_

Signature of Employee

Category: 1 for Principal, 2 for All Teachers & Librarian 3 for Clerical Staffs 4 for All 4<sup>th</sup> Grade