

: Headquarter

EMPLOYEE DATA FORM FOR e-SR: HRMS

1. Emp No/PF No as Payslip : _____
2. Appointment Date : _____
3. PRAN No. : _____
4. Lien : _____
5. Name as in Aadhaar Card (**PI attach a copy**) : _____
6. Gender : _____
7. Place of Birth & State : _____
8. Date of Birth with Proof : _____
9. Father's Name : _____
10. Mother's Name : _____
11. Spouse Name : _____
12. Blood Group (Self) : _____
13. Identification Mark -1 : _____
14. Identification Mark-2 : _____
15. Family Details : If applicable, PI fill as given below. Else strike off

Name	Relation	Handicapped (Yes/NO)	If yes please fill the details				
			Category Vis/Ortho/Hearing	Certificate		Dependency (Yes/No)	Bonafide Certificate Submitted (Yes/No)
				Issued on	Valid up to		

16. Religion : _____
17. Caste : _____
18. Community : _____ (UR/OBC/SC/ST)
19. Height : _____ Cms
20. If Married, date of Marriage : _____
21. Mother Tongue : _____
22. Nationality : If other than Indian pl specify _____
23. Personal mobile No : _____
24. CUG No : _____
25. Personal E-Mail ID (pl create & Specify) : _____
26. Official E-Mail ID : _____@gov.in

27. Permanent Address : _____

 _____ Pin _____

28. Present Address : _____

 _____ Pin _____

29. Handicap Details (Self) : If applicable, else strike off

Category Visual/Ortho/Hearing	Disability %	Certificate No & Date of Issue	Certificate valid		Issued by
			From	To	

(PI Note: Copy of the certificate to be given)

30. Appointment Mode : _____
 (RRB/RRC/CGA/Sports/Cultural/Scouts & guides/Land losers/PHQ/GDC/Apprentice/Act Apprentice/Casual labour/Ex-service)

31. Lien & Seniority (for deputation staff only) : _____

32. Present place of posting (Unit/Station/Place) : _____

33. Toke no (Sheds) / Ticket No (shops) : _____

34. Present Medical Category : _____

Last Med Exam done on _____ Cert no _____ Issued by _____

35. Education Qualification:

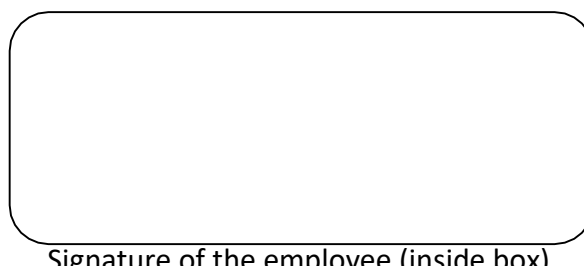
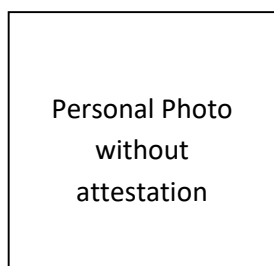
Course	Subject/ Specialization	Course duration	Board/ University	College/Institution Name	Passing year	Grade	%
Matric/SSC/ITI							
Intermediate/ HSC/Diploma							
Graduation							
Post Graduation							

36. Awards Received (PI attach copies of memorandum/certificate)

Year							
Awarded by (Level)							

Place:

Date:



DOCUMENTS TO BE ENCLOSED
(Certificates produced should be visible and clear)

Must Attach

Aadhaar copy

Pan Card copy

Community Certificate produced during appointment

Educational qualification copies

Latest Nomination Form for payment of Gratuity etc

Individual family members photos stapled in cover duly writing their name back side of the photo

Date of birth proof certificates of family members

ID proofs of all family members (preferably Aadhaar)

If applicable

(Col-15&29) Handicap certificate of employee & Family member/dependant

(Col-22) Nationality, other than Indians should produce their nationality certificate

(Col-36) Railway Award copies

(Col-34) Medical certificate of the employee, if available

(Col-20) Marriage certificate, adoption certificate if applicable