

PANCHAYAT ELECTIONS 2018
INPUT PROFORMA FOR FILLING UP THE EMPLOYEE DETAILS (Master Data Collection)

Department : _____
 Controlling Officer Name and Mobile Number :- _____
 Office address with telephone number :- _____

Controlling Officer Designation :- _____

S.No	EMPLOYEE NAME	FATHER'S NAME	AGE OR DOB	DESIGNATION	PAY BAND	GRADE PAY	CATEGORY (GAZETTED/ NON-GAZETTED)	PLACE OF POSTING	BIRTH PLACE		RESIDENCE		POSTING PLACE		PRESENT ADDRESS	MOBILE NO.	URDU KNOWING (Y/N)	POSTED AS BLO (Y/N) (F YES ASSEMBLY AND POLLING STATION)	ELECTION CARD ID (Optional)	REMARKS
									TEHSIL	BLOCK	TEHSIL	BLOCK	TEHSIL	BLOCK						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

- Note :-
1. All Fields are mandatory except Election card ID.
 2. While data entry do not merge any field. Use wrap text and row autofit to fit in long entries.
 3. Handicapped and female staff need not be entered.
 4. Cases where employee has any serious health issue like Malignancy, Parkinsonism may be mentioned in Remarks column.
 5. Soft copy of this format available at pulwama.gov.in.
 6. Soft copies may be sent to dcpul-jk@nic.in, pulwama@nic.in, ddeo.pulwama@jk.gov.in, entpulwama@nic.in
 7. Hard copy of this format and signed individual format to be deposited in office of District Election Officer, Pulwama