	Basic Details of employee									
Sr. No.	Global Organisation/Department*	Employee_ Code*	Title/ Appellation*	Employee_Full_Name/ Official Name*	Designation_of_employee*	Gender*	Date_of_Birth*	Date of Joining Organization*	NIC_Email*	Mobile No.*

* It is completely user department's discretion to capture Mobile No. of the employee(s)

EMD Details								For E-Sign			
Entity*(Division/ Office/Section)	Name_of_Organization_unit*	Organization_ Unit_ Code*	Post Name*	Marking_Abbreviation*	Name_of_Parent_Organization_unit*	Name of Reporting Officer*	Marking_Abbreviation of Reporting officer*	Office Phone	Permanent Address	Present Address	Aadhaar No.