

Collectrate Name:

Employee Master Detail

Field No.	S.No	
1	Employee Code (UNIQUE EMP. ID)	
2	*Appellation (Sh, Smt, etc)	
3	Official Name (PLEASE DO NOT MENTION APPELLATION* WITH THE NAME.)	
4	*Gender	
5	Father's Name (PLEASE DO NOT MENTION "SHRI" WITH THE NAME.)	
	Date of Birth DD/MM/YYYY	
	Nationality	
	Religion (HINDU, MUSLIM, BUDIST, JAIN, PARSI Etc.)	
	Category (GENERAL, OBC, SC, ST)	
	NIC/GOV Email ID e.g. abc@nic.in abc@gov.in	
	Service Department Name*	
	Posting Department Name *	
	*Section Name	
	Department From Date (BLANK WILL BE TAKEN AS CURRENT DATE) (DD/MM/YYYY)	
	*Joining date of service	
	*Service (e.g. IAS, SAS, etc..)	
	*Designation (SHOULD BE FULL FORM OF DESIGNATION)	
	STATE (DIST.) (WITH PRESENT POSTING DISTRICT)	
	*Moblie No.(which is registered with your aadhar no.)	
6	*Allotment Year/ batch	
	Employee Status (Permanent/Temporary)	
	Working Status (Retired/Transferred/Serving)	
8	Payband of Employee	
9	Basic Pay of Employee	
10	Grade	
11	Grade Pay of Employee	
12	Post Name	
13	Marking Abbreviation	
31	Parent OU (Section)	
32	Name of Reporting Officer	
33	Reporting-markingabbr. (Parent Post)	
34	Remark (If Additional Post)	
35	Emp. Code of Reporting Authority	
36	Name of Reporting Authority	
37	Emp. Code of Reviewing Authority	
38	Name of Reviewing Authority	
39	Emp. Code of Accepting Authority	
40	Name of Accepting Authority	
41	From Date (DD/MM/YYYY)	
42	To Date (DD/MM/YYYY)	

Basic Employee Detail

Post Hierarchy Detail

PAR Workflow for different