

**EMPLOYEE INFORMATION
PROFORMA – II**
(To be filled using English CAPITAL LETTERS only)

Paste Recent
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OFFICE NAME: _____

1. EMPLOYEE NAME: _____

2. DESIGNATION: _____

3. SEX MALE FEMALE OTHER

4. SALARY DETAILS GRADE: _____ BASIC PAY: _____ Pay Matrix Level: _____
(Note: Fill contractual in case of contractual employee in Grade)

5. DATE OF RETIREMENT: _____

6. POSTING BLOCK NAME: _____

7. MOBILE NUMBER: _____

8. BLOOD GROUP Group Rh factor (+/-)

9. PRESENT RESIDENTIAL ADDRESS: _____

10. HOME BLOCK NAME: _____ HOME DISTRICT: _____

FILL BELOW THE NUMBER AND NAME OF ASSEMBLY CONSTITUENCY (AC) WHERE –

11. POSTED	AC No.	AC Name
12. HOME 13. PRESENT RESIDENCE :		
14. YOUR NAME IS ENROLLED	AC Name:	
	Part Number:	
	Sr. No. in Voter List:	
	Booth No.	
	Booth Name:	
	EPIC No.	

OTHER DETAILS _

15. Bank Detail:- Bank Name Bank Branch
IFSC code Account No.

16. IS POSTED FOR 3 YEARS OR MORE IN THE LAST 4 YEARS IN THE SAME DISTRICT : YES NO

17. DATE OF JOINING IN THE DISTRICT: ___/___/___

18. Is BLO : YES NO If Yes Then BLO AC Name _____ Part No. _____

19. Is PwD (Person with disability) : YES NO If Yes Then % _____

20. Is Teacher: YES NO

21. Is Gazetted Officer : YES NO

22. REMARKS : _____

Signature of Head of the office with seal

PROFORMA – I
OFFICE INFORMATION

(To be submitted in triplet)

OFFICE CODE:		CATEGORY: (Tick✓ Any One)	<input type="checkbox"/>	STATE GOVERNMENT
			<input type="checkbox"/>	CENTRAL GOVERNMENT
			<input type="checkbox"/>	STATE PSU
			<input type="checkbox"/>	CENTRAL PSU

1. OFFICE NAME :
2. DEPARTMENT NAME :
3. DESIGNATION OF OFFICE HEAD : DDO Code (If any).....
4. MOBILE NUMBER :
5. FULL ADDRESS :
.....
.....
6. BLOCK NAME :
7. ASSEMBLY CONSTITUENCY NUMBER :
- AND NAME(WHERE OFFICE SITUATED)
8. CONTACT NUMBER : STD Code :NUMBER
9. e-MAIL ADDRESS :

TOTAL EMPLOYEE WORKING/POSTED

MALE	FEMALE	OTHER	TOTAL

TOTAL CONTRACTUAL EMPLOYEE WORKING/POSTED

MALE	FEMALE	OTHER	TOTAL

Certified that the information given above is true and based on actual fact. Verified Performa – II of all officers/staffs working/posted under this office/department are attached. No officers/staffs name has been left.

Dated :

Signature of Head of the office
with seal

INSTRUCTIONS FOR FILLING OFFICE INFORMATION
PLEASE FILL ALL INFORMATION USING ENGLISH AND IN CAPITAL LETTERS ONLY
AVOID OVERWRITING, CUTTINGS AND ERASING

- OFFICE INFORMATION should be prepared in THREE copies. All copies should send with employee information.
- OFFICE CODE –OFFICE CODE will be provided by the election office/Personnel Dept. so the office should left it blank.
- CATEGORY – Please tick✓ one to whom your office belong to.
- For Sl. No. 1 & 2 – Write office name and department name in CAPITAL LETTERS as given below.

Must verify the correctness of spellings.

OFFICE NAME :GANGA PUL PARIYOJNA WING
 DEPARTMENT NAME :ROAD CONSTRUCTION DEPARTMENT

- For Sl. No. 3 & 4 & 5– Write office head designation, mobile number and full address of your office with PIN number.

OFFICE HEAD DESIGNATION :CHIEF ENGINEER
 Mobile Number : 99*****
 FULL ADDRESS :3rdFLOOR, VISHWESWARAIYA BHAWAN, BAILEY ROAD,
 PATNA– 800016

- For Sl. No.6&7 –Write name of block and Assembly Constituency number and name (AC) where office is situated.

BLOCK NAME : PATNA SADAR
 ASSEMBLY CONSTITUENCY NO. : 181 — DIGHA
 AND NAME WHERE OFFICESITUATED :

- For Sl. No. 8 &9 – Write office/head of the office contact number with STD code and e-mail address if any.

CONTACT NUMBER : STD Code: 0612 Number: 2677544
 e-MAIL ADDRESS : gprw@gmail.com

- For Sl. No.15 – Tentative date for counting of posting period -31.05.2019.
- **TOTAL EMPLOYEE WORKING/POSTED DETAILS** – Write total number of male and female employee working/posted under this office as given below –

TOTAL EMPLOYEE WORKING/POSTED

MALE	FEMALE	OTHER	TOTAL
12	06	0	18

TOTAL CONTRACTUAL EMPLOYEE WORKING/POSTED

MALE	FEMALE	OTHER	TOTAL
12	06	0	18

Note: Performa – II (Employee Information) of all above 12 male + 06 Female = 18 employees should be duly filled having office seal on it must be attached along with this office information. Always refer your office code in any further communication.