**PERSONNEL DEPARTMENT, ADMINISTRATION**

PERSONNEL DATA SHEET

**1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. NAME  2. FATHER'S NAME  3. MOTHER'S NAME  4. SPOUSE NAME  5. OFFSPRINGS  6. DATE OF BIRTH  7. BLOOD GROUP  8. NATIONAL ID NO  9. BIRTH REGISTRATION NO  10. PASSPORT NO  11. MOBILE NO  12. RESIDENTIAL TELEPHONE NO  13. EMAIL  14. PRESENT ADDRESS | 15. PERMANENT ADDRESS  PICTURE  16. HOME TOWN  17. BIRTH PLACE  18. SEX  19. MARITAL STATUS  20. EMERGENCY CONTACT |

**2. OFFICIAL GENERAL INFORMATION**

|  |  |
| --- | --- |
| 21. PERSONNEL ID NO.  22. PERSONAL FILE NO  23. CPF ACCOUNT NO  24. APPOINTMENT OFFICE ORDER NO  25. JOINING POST  26. DATE OF FIRST JOINING  27. FIRST JOINING OFFICE  28. JOINING SCALE  29. JOINING GRADE  30. TYPE OF EMPLOYEE  31. CURRENT DESIGNATION  32. GRADE | 33. SUBTANTIVE GRADE  34. LENGTH OF SERVICE  35. PRL DATE  36. RETIREMENT DATE  37. OFFICE LOAN  38. SPECIAL PAY  39. ADVANCE LEAVE & CASH BENEFITS  40. POSITION ON GRADATION  41. PARMANENT OFFICE ORDER NO & DATE  42. TIME SCALE  43. SENIOR SCALE  44. DATE OF LAST ACR  45. OFFICE ORDER OF REGULARIZATION |

**3. OFFICIAL PORTFOLIO**

|  |  |
| --- | --- |
| 46. CORE DESIGNATION |  |
| 1. PLACE OF POSTING |  |
| 1. DURATION |  |
| 47. FUNCTIONAL DESIGNATION |  |
| 1. PLACE OF POSTING |  |
| 1. DURATION |  |
| 48. ADDITIONAL CHARGE (1) |  |
| 1. PLACE OF POSTING |  |
| 1. DURATION |  |
| 49. ADDITIONAL CHARGE (2) |  |
| 1. PLACE OF POSTING |  |
| 1. DURATION |  |

**4. ACR RECORDS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SL | YEAR | DURATION | NAME OF RIO | NAME OF CSO | REMARKS |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**5. LEAVE RECORDS**

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES | LEAVE CONSUMED | DURATION | LEAVE AVAILABLE |
| 50. MEDICAL LEAVE (ML) |  |  |  |
| 51. EARNED LEAVE (EL) |  |  |  |
| 52. STUDY LEAVE |  |  |  |
| 53. MATERNITY LEAVE |  |  |  |
| 54. OTHERS (TO BE MENTIONED) |  |  |  |

**6. EMPLOYEE’S SPOUSE INFORMATION**

|  |  |
| --- | --- |
| 55. NAME |  |
| 56. DATE OF BIRTH |  |
| 57. OCCUPATION |  |
| 58. DESIGNATION |  |
| 59. ORAGANIZATION |  |
| 60. WORKING PLACE |  |
| 61. HOME DISTRICT |  |
| 62. CONTACT NO |  |
| 63. NID |  |

**7. EMPLOYEE’S CHILDREN INFORMATION**

|  |  |
| --- | --- |
| 64. NO OF CHILDREN: | MALE: FEMALE: |
| NAME | NAME |
| SEX | SEX |
| DATE OF BIRTH | DATE OF BIRTH |
| OCCUPATION | OCCUPATION |

**8. EMPLOYEE’S NOMINEE INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 65. EMPLOYEE’S NOMINEE INFORMATION | | | | PERCENTAGE OF  GRATUITY | PERCENTAGE OF CPF | PERCENTAGE OF GROUP INSURANCE | PERCENTAGE OF  LEAVE & CASH BENEFITS |
| SL | NAME OF NOMINEE | RELATIONSHIP | NID |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  |

**9. EMPLOYEE'S LANGULAGE INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 66. LANGUAGE EFFICIENCY | | | |
| LANGUAGES |  |  |  |
| READING |  | Excellent/Moderate/Poor |  |
| WRITING |  |  |  |
| SPOKEN |  |  |  |

**10. EMPLOYEE'S EDUCATIONAL INFORMATION**

|  |  |
| --- | --- |
| 67. EDUCATIONAL QUALIFICATIONS |  |
| NAME OF INSTITUTION |  |
| PASSING YEAR |  |
| GROUP/SUBJECT |  |
| CGPA/GPA/DIVISION |  |
| REMARKS |  |

**11. POSTING RECORDS**

|  |  |
| --- | --- |
| 68. PARTICULARS OF PREVIOUS WORK STATIONS | |
| NAME OF POST |  |
| NAME OF STATION |  |
| POSTING ORDER NO & DATE |  |
| JOB DESCRIPTION |  |
| TENURE |  |
| ACHIEVEMENT |  |
| PAY SCALE |  |

**12. POSTING RECORDS (OTHER THAN BSCIC)**

|  |  |
| --- | --- |
| 69. PARTICULARS OF PREVIOUS WORK STATIONS | |
| NAME OF POST |  |
| NAME OF STATION |  |
| POSTING ORDER NO & DATE |  |
| JOB DESCRIPTION |  |
| TENURE |  |
| ACHIEVEMENT |  |
| PAY SCALE |  |

**13. PROMOTION PARTICULARS**

|  |  |
| --- | --- |
| 70. PROMOTION INFORMATION | |
| NAME OF POST |  |
| NAME OF FEEDER POST |  |
| ORDER NO |  |
| DATE |  |
| NATURE OF PROMOTION |  |
| PAY SCALE |  |

**14. DISCIPLINARY ACTION**

|  |  |
| --- | --- |
| 71. DISCIPLINARY ACTION |  |
| NATURE OF OFFENCE |  |
| PUNISHMENT |  |
| DURATION |  |
| REMARKS |  |

**15. PRESENT OFFICE PARTICULARS**

|  |  |
| --- | --- |
| 72. PRESENT OFFICE PARTICULARS |  |
| NAME OF POST |  |
| OFFICE LOCATION |  |
| DATE OF JOINING |  |
| JOB DESCRIPTION |  |
| CONTROLLING OFFICER'S NAME |  |
| CONTROLLING OFFICER'S CONTACT NO |  |
| LENGTH OF SERVICE IN PRESENT POST |  |

**16. LOCAL TRAINING**

|  |  |
| --- | --- |
| 73. LOCAL TRAINING DETAILS |  |
| COURSE TITLE |  |
| COURSE CONTENTS/SUBJECT MATTERS |  |
| AWARDING INSTITUTION |  |
| DURATION |  |
| ACHIEVEMENTS |  |

**17. FOREIGN TRAINING**

|  |  |
| --- | --- |
| 74. FOREIGN TRAINING DETAILS |  |
| NAME OF COUNTRY |  |
| COURSE TITLE |  |
| COURSE CONTENTS/SUBJECT MATTERS |  |
| AWARDING INSTITUTION |  |
| DURATION |  |
| ACHIEVEMENTS |  |

**18. FOREIGN TRAVEL**

|  |  |
| --- | --- |
| 75. FOREIGN TRAVEL |  |
| COUNTRY |  |
| PURPOSE |  |
| DURATION |  |

**19. DEPUTATION (HOME/ABROAD)**

|  |  |
| --- | --- |
| 76. DEPUTATION INFORMATION : | |
| POST |  |
| ORGANIZATION |  |
| DURATION |  |
| COUNTRY |  |

**20. PUBLICATIONS**

|  |  |
| --- | --- |
| 77. PUBLICATIONS |  |
| TITLE OF PUBLICATION |  |
| NAME OF JOURNAL |  |
| VOLUME NO |  |
| DATE OF PUBLICATION |  |
| PUBLISHER |  |

**21. HONOURS AND AWARDS**

|  |  |
| --- | --- |
| 78. HONOURS AND AWARDS |  |
| TITLE OF AWARD |  |
| GROUND |  |
| ACHIEVEMENTS |  |
| AWARDING ORGANIZATION/INSTITUTION |  |
| AWARDING COUNTRY |  |

**22. ADDITIONAL QUALIFICATION**

|  |  |
| --- | --- |
| 79. OTHER QUALIFICATIONS |  |
| POST |  |
| ORGANIZATION |  |
| DURATION |  |
| COUNTRY |  |