**PERSONNEL DEPARTMENT, ADMINISTRATION**

 PERSONNEL DATA SHEET

**1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| 1. NAME2. FATHER'S NAME3. MOTHER'S NAME4. SPOUSE NAME 5. OFFSPRINGS6. DATE OF BIRTH7. BLOOD GROUP8. NATIONAL ID NO9. BIRTH REGISTRATION NO10. PASSPORT NO 11. MOBILE NO12. RESIDENTIAL TELEPHONE NO13. EMAIL14. PRESENT ADDRESS | 15. PERMANENT ADDRESSPICTURE16. HOME TOWN17. BIRTH PLACE 18. SEX 19. MARITAL STATUS20. EMERGENCY CONTACT  |

**2. OFFICIAL GENERAL INFORMATION**

|  |  |
| --- | --- |
| 21. PERSONNEL ID NO. 22. PERSONAL FILE NO23. CPF ACCOUNT NO24. APPOINTMENT OFFICE ORDER NO 25. JOINING POST 26. DATE OF FIRST JOINING 27. FIRST JOINING OFFICE28. JOINING SCALE29. JOINING GRADE30. TYPE OF EMPLOYEE 31. CURRENT DESIGNATION32. GRADE | 33. SUBTANTIVE GRADE34. LENGTH OF SERVICE35. PRL DATE36. RETIREMENT DATE 37. OFFICE LOAN38. SPECIAL PAY39. ADVANCE LEAVE & CASH BENEFITS40. POSITION ON GRADATION 41. PARMANENT OFFICE ORDER NO & DATE42. TIME SCALE 43. SENIOR SCALE44. 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 OFGRATUITY | PERCENTAGE OF CPF | PERCENTAGE OF GROUP INSURANCE | PERCENTAGE OFLEAVE & 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 |  |