Format - PP -2

Format for furnishing detailed information of employees

Name of office

Office Code

(To be filled by DEO)

Name in full in Block letters	Designation in full (Block letter)	Date of Birth	Sex (M/F)	AC No. & Name	part No.	Serial No.	EPIC No. (Voters photo ID Card)	Pay Band No/Scale	Basic Pay	Grade Pay	Whether working in the district for 3yrs out of 4yrs as on 31.12.2015 (Y/N)	Residential address		Assembly Constituency Number (New) in respect of			Academic Qualification	Language known other than Bengali (Hindi/Nepali)	Contact No.		Email ID	Particulars of Bank Account				Remarks *
												Present	Permanent	Present residence	Permanent residence	Place of Posting			Phone No. (Residence)	Mobile		Bank Name	Branch Name	IFSC	A/c NO	

Write

1. For Non-matric / VIII Standard or below
2. For Matric/ School Final or Higher Secondary
3. For Graduate and above

Write

1. For Head Office
2. For Night Guard
3. For Sweeper
4. Key Holder
5. For Physically Handicapped
6. For Peoples Representative
7. For Others(Mention the exact reason as why the employee cannot be spared)

* For physically handicapped person certificate issued by appropriate authority should be furnished

* EPIC No. must be filled