

3. Email

4. Nearest Railway Station

5. Identification Marks

6. Height

7. Weight

8. SSLC Certificate No. & Year of Passing

9. Extra Curricular Activities

Poetry Public Speaking Dramatic Sports Music
Creative Writing Any Other (pl. put tick mark)

10. PAN Number

11. Driving Licence No.

Two Wheeler -----

Four Wheeler -----

12. Star Health Insurance No.

12. Post Details (for 'Designation Codes' please Ref. Instructions No. 6)

Sl. No.	Designation (Use Codes)	Name of the School	Place	Type (*)	Period (dd/mm/yyyy)		Probation Order No. with date & Date of Clearance	Permancy Order No. with date & Date of Clearance
					From	To		
1.	<input type="text"/>			<input type="text"/>				
2.	<input type="text"/>			<input type="text"/>				
3.	<input type="text"/>			<input type="text"/>				
4.	<input type="text"/>			<input type="text"/>				
5.	<input type="text"/>			<input type="text"/>				

Posting Type (*)

01 – Appointment
05 – Deputation

02 – Promotion
06 – Compassionate Ground

03 – Transfer 04 – Foreign Service
07 – Reversion

13. Educational Qualification

Sl. No.	Qualification (Ref. Instruction No.12)	Core Subject	Medium of Instruction	Year (yyyy)	University
1.					
2.					
3.					
4.					
5.					

14. Training Details

Sl. No.	Course Name	Institution	City/Country Name	Duration (dd/mm/yyyy)	
				From	To
1.					
2.					

15. Tests passed**Month Year of Passing Test****Month Year of Passing**a. _____ b. _____ c. _____ d. _____ e. _____ f. _____ **16. Relationship/ Family Details**

Sl. No.	Name (Use initials at the end)	Date of Birth (dd/mm/yyyy)	Relationship (Ref Inst. No 10)
1.	<input type="text"/>	__/__/__	<input type="text"/>
2.	<input type="text"/>	__/__/__	<input type="text"/>
3.	<input type="text"/>	__/__/__	<input type="text"/>

17. Financial & Nomination Details (for 'Relationship Codes' Ref. Instruction No. 10)

Sl. No.	Name of the Fund	Name of the Nominee	Relationship (Ref Inst. No 10)	Age	Percentage(% (not more than 100)
1.	GPF/TPF/CPF		<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	S. P. F		<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	F. B. F		<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Pension		<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	D. C. R. G		<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	SPF 2000		<input type="text"/>	<input type="text"/>	<input type="text"/>

18. Disciplinary Action Details

Sl. No.	File Number	Rule under which Charges framed (Ref Inst. No 14)	Gist of the Charge	Present stage of the Case	Order No & Date (dd/mm/yyyy)
1.					
2.					
3.					
4.					
5.					

19. Punishment Details (if any)1. Gist of the final orders _____

20. GPF/TPF/CPS Loan Details

Sl. No.	Sanctioned Amount (Rs.)	Monthly Installment (Rs.)	Number of Installments	1 st Installment Date (dd/mm/yyyy)	Sanction Order No. & Date
1.					
2.					
3.					

21. Other Loan Details

Sl. No.	Loan Category	Loan Details	Sanctioned			Number of Installment	Monthly Installment	1 st Inst. Date (dd/mm/yyyy)
			Amount (Rs.)	Order Number	Date (dd/mm/yyyy)			
1.	HBA (Flat/.....) (1) Original (2) Additional							
2.	Vehicle (MC, Mopeds..) (1) (2)							
3.	Marriage Advance (1) (2)							
4.	Cycle Advance (1) (2)							

PERSONNEL INFORMATION - PART III**1. Previous LTC Details**

Sl. No.	Block Year (yyyy-yyyy)	Leave Type (CL/EL/Holidays)	Sanction		
			Amount (Rs.)	Number	Date (dd/mm/yyyy)
1	□□□□ - □□□□	□□□□□□□□			
2.	□□□□ - □□□□	□□□□□□□□			
3.	□□□□ - □□□□	□□□□□□□□			

2. Leave Details(except CL)

SL. No	Leave Type (Ref Inst. No 13)	Leave Period (dd/mm/yyyy)		Order No. & Date (dd/mm/yyyy)
		From	To	
1.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
2.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
3.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
4.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
5.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
6.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
7.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
8.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
9.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
10.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
11.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
12.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
13.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
14.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	
15.	<input type="text"/> <input type="text"/>	__/__/__	__/__/__	

3. Leave Surrender Details

SL. No.	Number of Days	Amount Sanctioned (Rs.)	Order No. & Date (dd/mm/yyyy)
1.	<input type="text"/> <input type="text"/>		
2.	<input type="text"/> <input type="text"/>		

4. Immovable Property Details

Sl. No.	Property Description	Number of Installment	Document		Place	Acquired / Ancestral	Purchase & Present Value (Rs.)	Order No. & Date (dd/mm/yyyy)
			Number	Date (dd/mm/yyyy)				
1.								
2.								
3.								
4.								
5.								

5. Movable Property Details

Sl. No.	Property Description	Value at the time of Purchase (Rs.)	Source of Purchase	Order No. & Date (dd/mm/yyyy)
1.				
2.				
3.				
4.				
5.				
6.				

6. Previous Employment Details (Government Service only)

Sl. No.	Designation	Place of Posting	Period From – To (dd/mm/yyyy)
1.			__ / __ / __ to __ / __ / __
2.			__ / __ / __ to __ / __ / __
3.			__ / __ / __ to __ / __ / __
4.			__ / __ / __ to __ / __ / __

7. Leave Credit Details

Sl. No.	Leave Type	Effective Type (dd/mm/yyyy)	No. of days Credit	Previous Balance	Current Balance	Order No. & Date (dd/mm/yyyy)
1.	Earned Leave (01)	__ / __ / __	□□	□□□	□□□	
2.	Half Pay Leave (02)	__ / __ / __	□□	□□□	□□□	

UNDERTAKING

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date :
Place :

(Signature of the Govt. Servant)

Name

Certified that the information has been verified with office records and found correct.

Date :
Place :

**(Signature of the Head of the Office)
Office Seal**