HR System

**At initial registration**

~~Add: - Designation~~

**Personal details**

Add -

* ~~Passport number~~
* ~~Blood group~~
* ~~Permanent official ID or temporary pass~~
* ~~If a permanent official ID:- Official ID no and issued date~~
* ~~If a temporary pass:- expiry date~~

**Duty information**

Add:- ~~Appointment letter number~~

~~Salary code~~

**Details of Ministry/Department**

Add: - ~~acting arrangement~~

**Training Information**

Add: - ~~Local Training~~

~~Foreign Training~~

**Under Foreign Training**

**Breakdown need for**

1. ~~Incidental allowance USD~~
2. ~~Combined allowance USD~~
3. ~~Warm Cloth allowance USD ……… Last given date~~……….

**Train Warrants**

~~Issued date …………~~

~~One way only~~

~~With return Warrants~~

**Family Information**

~~If unmarried add:- Parents details~~

**Leave**

1. **Local leave**

~~Annual~~

~~Casual~~

**I.I. Add following leave types in dropdown list**

~~Sick leave~~

~~හදිසි අනතුරු - Accident leave~~

~~විශේෂ අසනීප - Special Sick Leave~~

~~Special leave~~

~~Maternity leave~~

~~පීතෘත්ව - Paternity Leave~~

~~වැටුප් සහිත මෙරට අධ්‍යයන නිවාඩු - Local Study Leave with Pay~~

~~වැටුප් රහිත මෙරට අධ්‍යයන නිවාඩු - Local Study Leave with Pay~~

~~රා.ප.ච. 14/2022 යටතේ දේශීය නිවාඩු - Local Leave Under P.A.C.14/2022~~

1. **Foreign leave**

~~වැටුප් සහිත අධ්‍යයන නිවාඩු -Study Leave with pay~~

~~වැටුප් රහිත අධ්‍යයන නිවාඩු - Study Leave without pay~~

~~රා.ප.ච. 14/2022 යටතේ විදේශ නිවාඩු - Foreign Leave Under P.A.C.14/2022~~

~~ආයතන සංග්‍රහය XII 16 වගන්තිය අනුව විදේශ නිවාඩු - Foreign Leave Under Section XII 16 of Establishment Code~~

**Agrahara**

**Member Number ……………………….**

Schemes : - Gold

Silver

Normal

Date of Joined …………………………….