

Basic Details

Prefix*.....

First Name*..... Middle Name.....

Last Name*..... Gender*.....

Date of Birth*..... Height (CM/Feet/Inch) *.....

Father's Name*..... Mother's Name*.....

Identification Marks*.....

Marital Status*.....

Spouse Name (Husband/Wife)

Attach Passport Size
Photograph

Disability Details (If Applicable)

Disabled* Yes, No Type of disability (If selected Yes).....

Percentage of Disability

Personal Details

Blood Group..... Email Mobile Number*.....

Nationality..... PAN No *..... GPF/PRAN Type*.....

Aadhar Ref No. Social Category.....

Permanent Address*

Line 1*..... Line 2*

State* District* Pin Code*.....

Employee Official Details

Employee Type*..... Service Type*

Cadre* Parent Department

Current Department* Current Designation*

Current Office* Source of Recruitment*

Order issuing Office/Authority* Appointment Order No.*

Appointment Order Date* Joining / Charge Taken Date*

Joining Time*

On- Boarding Annexure 2A

Employee Personal Details

GPF/PRAN No.*

Govt. Quarter Occupied (Yes/No) Yes No Group

Annual Increment Opted Date*

Address- Current Address

Same As Permanent Address* Yes/No

Address Line 1*..... Address Line 2*

State*District*Pin Code*.....

Family Member Details- Add Member Details

Relationship* Name*

Gender*Date of Birth* Marital Status*

Physically Disabled* Yes, No

Percentage of Disability* (If Selected Yes in Physically Disabled)

Dependent* Yes, No Income (If Selected Yes in Dependent)

Employed* Yes, No

Nominee* Yes, No

Gratuity (In Percentage* (If Selected Yes in Nominee).....

PF (In Percentage* (If Selected Yes in Nominee).....

Bank Details- Add Bank Details

Bank Name* Branch Name

IFS code* Bank Account No*

Pay Entitlement- For Office Use Only*

Pay Commission* Pay Scale/pay Band/ Pay Level

Basic Pay* Govt. Quarter Occupied* Yes No

HRA Tier* (If Selected Yes in Govt. Quarter Occupied)

CTA Allowance Applicable Yes No GPF/PRAN Type GPF PRAN

CTA Entitlement* (If Selected Yes in CTA Allowance Applicable)

NPS Opted Yes No Medical Stop Yes No

DA Stop Yes No

Certification* : I, the undersigned, certify that to the best of my knowledge and behalf, this form is filled correctly.

Sign.