

## Annexure-A (EMPLOYEE MASTER MODULE) Data sheet for HRMS

Subject: Information Required for Human Resource Management System (HRMS) Data Entry

SN	Basic Information Should be filled by Employee		
1	PF NO (11 Digits)		T. No.
2	Designation		Shop/Office
3	Employee Name (English)		Employee Name (Hindi)

SN	Family Member Name	Relation-ship to Employee	Date of Birth	AADHAR NO (If Having)	Dependent (Yes/NO)	If Handicapped Attached Certificate
1						
2						
3						
4						
5						
6						
7						
8						

Note: If family members more than above then attached other profama

SN	Personal Information (Please tick mark the appropriate option)	
1	Religion *	HINDU / MUSLIM / SIKH / CRISTIAN / BUDDISHT / JAIN / PARSE
2	Nationality *	INDIAN / NEPALI / BHUTAN / SRI LANKAN / OTHERS
3	Community / caste	General / Other Backward Class / Schedule Caste (SC) / Schedule Tribe (ST) / Economically Weaker Section (EWS)
4	Marital Status	Bachelor / Divorced / Married / Separated / Widow / Widower
5	Identification Marks	1 2

SN	Communication Info	Permanent Address	Present Address (If, same as permanent address, write Yes)
1	House No		
2	Village/City		
3	Pin Code*		
4	District & State		
5	Mobile No		

SN	Employee Current Status (Please tick mark the appropriate option)	
1	Mode Of Appointment *	RRB / RRC / CGA / UPSC / GDCE / Ex-SERVICEMAN / LARGEES / PH-QUOTA / SUBSTITUTE / SPORTS QUOTA / CULTURAL QUOTA / ACT-APPRENTICE / RE-ENGAGEMENT / REGULARISATION OF CASUAL LABOUR / SCOUTES & GUIDE / OTHERS
2	Type of Physically Handicapped	VISUAL / ORTHO / HEARING IMPAIRED / MENTAL RETARDATION

PTO

Qualification Information Of Employee at the time of Joining and then After

SN	Qualification Level	Course Name	Duration (Years)	Board/ University	School/ Institute Name	Passing Year	At Joining Time	After Joining
1	Matric(10th)							
2	Intermediate							
3	Diploma/ITI							
4	Graduation							
5	Post Graduation							
6	Other, if any							

Nominations (Form No-4 Common Nomination Form For Gratuity, PF, GIS & NPS)

(These nominations supersede any nomination made by me earlier)

SN	Account Nature	Nominee Name	Relation ship	Age/(DOB)	Address	Amount/ Share in %	Contingency In case of Death
1	PF/ GRATUITY/ GIS/NPS						

I hereby declare that all the informations given by me as above are to be best of my knowledge and believe.

Signature of Railway Servant

Name :

S/O Sh. :

TNO /SHOP :

Designation: