

**PROFORMA**

**DIRECTORATE STAFF DETAILS**

1. Staff Code :
2. Staff Name\* :
3. Permanent Address\* :
  
4. Contact Address :
  
5. Contact Number :
6. E-Mail ID :
7. Present Status : Current Employee
8. Date of Birth\* :
9. Sex\* :
10. Marital Status\* :
11. Religion\* :
12. Caste\* :
13. Category\* :
14. NGO/GO \* :

**APPOINTMENT DETAILS**

15. Order No. and Date\* :
16. Date of PSC Advice/  
Appointment Order\* :
17. Date of Joining\* :

18. Appointment Nature\* :  
(Regular/Provisional/Deputation)
19. Department\* :
20. Designation\* :
- 21 Scale of Pay\* :
22. Basic Pay\* :

**PREVIOUS APPOINTMENT DETAILS**

23. Order No. and Date\* :
24. Date of PSC Advice/  
Appointment Order\* :
25. Date of Joining\* :
26. Appointment Nature\* :  
(Regular/Provisional/  
Deputation/NA)
27. Organisation\* :
28. Designation\* :

**NB:** All fields marked with \* are compulsory.