

PERSONNEL MANAGEMENT SYSTEM (EMPLOYEE DATA-SHEET)

1. Office Name

2. Employee Name

3. Son of Daughter of Wife of

4. Current Designation

5. DOB / /

6. DOR / /

7. Current Appointment/Engagement Status

a.) Daily wages d.) Time Scale of Pay (TSP) g.) T.S.P with U.F.O j. Regular

b.) Daily Wages 89 Days e.) Adhoc For 44 Days with T.S.P h.) T.S.P with Probation

c.) Daily Wages 44 Days f.) Adhoc For 89 Days with T.S.P i.) Consolidated Pay

If engagement type is (a or b or c), then wage per day

If engagement type is (d, e, f, g, h or j) then Scale of Pay

8. Gender Male Female 9. Category SC ST SEBC Unreserved PWD ESM

10. Contributory Provident Fund Account No

(Fill the CPF Account Number of the Employee)

First Appointment/Engagement Information

11. Order No/Date / /

12. Post in which Appointed/Engaged

13. Appointing Authority 13.a. If Sponsored through Employment Exchange Yes No

14. Type of Appointment/Engagement

a.) Daily wages d.) Time Scale of Pay (TSP) g.) T.S.P with U.F.O j. Regular

b.) Daily Wages 89 Days e.) Adhoc For 44 Days with T.S.P h.) T.S.P with Probation

c.) Daily Wages 44 Days f.) Adhoc For 89 Days with T.S.P i.) Consolidated Pay

15. If engagement type is (a or b or c), then wage per day

16. If engagement type is (d, e, f, g, h or j) then Scale of Pay

17. Place of Posting

18. Period of Engagement / / To / /

Second Appointment/Engagement Information

19. Order No/Date / /

20. Post in which Appointed/Engaged

21. Appointing Authority 21.a. If Sponsored through Employment Exchange Yes No

22. Type of Appointment/Engagement

a.) Daily wages d.) Time Scale of Pay (TSP) g.) T.S.P with U.F.O j. Regular

b.) Daily Wages 89 Days e.) Adhoc For 44 Days with T.S.P h.) T.S.P with Probation

c.) Daily Wages 44 Days f.) Adhoc For 89 Days with T.S.P i.) Consolidated Pay

23. If engagement type is (a or b or c), then wage per day

24. If engagement type is (d, e, f, g, h or j) then Scale of Pay

25. Place of Posting

26. Period of Engagement / / To / /

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Third Appointment/Engagement Information

27. Order No/Date / / 28. Post in which Appointed/Engaged

29. Appointing Authority 29.a. If Sponsored through Employment Exchange Yes No

30. Type of Appointment/Engagement

a.) Daily wages d.) Time Scale of Pay (TSP) g.) T.S.P with U.F.O j. Regular

b.) Daily Wages 89 Days e.) Adhoc For 44 Days with T.S.P h.) T.S.P with Probation

c.) Daily Wages 44 Days f.) Adhoc For 89 Days with T.S.P i.) Consolidated Pay

31. If engagement type is (a or b or c), then wage per day

32. If engagement type is (d, e, f, g, h or j) then Scale of Pay

33. Place of Posting 34. Period of Engagement / / To / /

Disciplinary Proceeding Information (If Any)

35. IF D.P. Initiated Yes No 36. If Yes, Proceeding Order No/ Date / /

37. Nature of Misconduct

Negligence in Duty Criminal Activity

Misappropriation of Govt. Money Other (Specify)

38. If Suspended Yes No 39. If Yes, Suspension Ord. No/ Date / /

40. Current Position of DP

Criminal Case (If any)

41. If any Criminal Case has been Initiated Yes No 42. If Yes, Case No/Year /

43. Court Order if any Yes No 44. If Yes, Ord. No/ Date / /

45. Gist of Order

(Attach Photo Copy of Operating part of the Order Sheet)

Vigilance Case (If any)

46. If any Vigilance Case has been Initiated Yes No 47. If Yes, Case No/Year /

48. Court Order if any Yes No 49. If Yes, Ord. No/ Date / /

50. Gist of Order

(Attach Photo Copy of Operating part of the Order Sheet)

51. If Employee has Filed any case against OSCSC Yes No

52. If Yes, Case Type Writ Petition. Labour Other(Specify)

53. Interim Order if any Yes No 54. If Yes, Ord. No/ Date / /

55. Gist of Interim Order

(Attach Photo Copy of Operating part of the Order Sheet)

56. Final Order if any Yes No 57. If Yes, Ord. No/ Date / /

58. Gist of Final Order

(Attach Photo Copy of Operating part of the Order Sheet)

Details of the Employee Handling Establishment Matters	
Name & Designation	
Signature with Date	

Manager (Admin)	
Name	Miss Diptirani Sahoo
Signature with Date	