

## Instruction to Fill up the Employee Information Datasheet

1. **Office Name:** Fill the Name of the Office where the employee is currently working. If the Employee is currently deployed in any of the 30 **CSO cum DM** office then Fill the Name of office such as **CSO cum DM, Angul**, if the Employee is deployed in OSCSC Head Office then fill **OSCSC Head Office**.
2. **Employee Name:** Fill the Name of the employee in Capital letter.
3. **Father/ Husband Name:** Tick on the '**Son of**' for male or '**Daughter of**' Box female employee and fill the father name of employee in case employee is single. Tick on the '**Wife of**' box and fill the name of the husband in case employee is female and married.
4. **Current Designation:** Fill the current designation of the employee. Example: **SA cum GA**
5. **Date of Birth:** The date of birth of the employee is to be written here correctly in DD/MM/YYYY format.
6. **Date of Retirement:** The date of retirement of the employee is to be written here correctly in DD/MM/YYYY format.
7. **Current Appointment/Engagement Status:** For current appointment status tick the appropriate option by referring the order copy of appointment/engagement. If the employee is of Daily wages or Daily wages 89 days or Daily wages 44 days fill the wages per day. If the employee is of TSP or TSP with 44 days or TSP with 89 days or TSP with UFO or TSP with probation or Regular fill the Scale of Pay of the employee.
8. **Gender:** Tick the appropriate Box for the Gender of the Employee.
9. **Category:** Tick the appropriate Box for category of the Employee.
10. **Contributory Provident Fund Account No:** Fill the CPF Account Number of the Employee in the box if CPF is deducted from the Salary of the Employee.

### **APPOINTMENT/ENGAGEMENT INFORMATION**

All Appointment/Engagement Information of the Employee starting from his/her first Appointment to all subsequent Appointment/Engagements till Date will be filled up by referring the Service Book or personal file of the concerned employee. However the renewal engagement of Employees engaged in Daily Wages, Daily wages for 89 days and Daily wages for 44 days with 1 day break will not be treated as subsequent Appointment or Engagement. Any change in Appointment/Engagement type or Designation (promotional case) should be treated as subsequent Appointment/Engagement. Any transfer with same Appointment/Engagement type and designation should not be treated as subsequent Appointment/Engagement.

**N.B.** This format has the provision to capture three Appointment/Engagement information (Point: 11 to Point: 18) 1<sup>st</sup> Appointment/ (Point:19: to Point 26) 2<sup>nd</sup> Appointment/ (Point:27 to Point: 34) 3<sup>rd</sup> Appointment. **If any Employee has more than three Appointment/Engagement order, they can make the photo copy of the format to fill the subsequent appointment/engagement information.**

11. **Order No/Date:** Fill the Order No of the Appointment/Engagement in First Box and Fill the Order Date in DD/MM/YYYY format in the next box.
12. **Post in which Appointed/Engaged:** Fill the Designation in which the employee is Appointed/Engaged corresponding to the above Order No and Date. Example: **Kantawala**
13. **Appointing Authority:** Fill the Appointing Authority corresponding to the Appointment/Engagement Order. Example: **MD, OSCSC**
- 13.a. **If Sponsored through Employment Exchange:** If the employee is sponsored through Employment Exchange tick on the '**Yes**' or else tick on '**No**' box.
14. **Type of Appointment/Engagement:** Tick the appropriate engagement type by referring this particular Order.
15. **If engagement type is (a or b or c), then wage per day:** If the employee is of Daily wages or Daily wages 89 days or Daily wages 44 days fill the wages per day.
16. **If engagement type is (d or e or f or g or h), then Scale of Pay:** If the employee is of Time Scale of Pay (TSP) or TSP with 44 days or TSP with 89 days or TSP with UFO or TSP with probation or Regular fill the Scale of Pay of the employee.
17. **Place of Posting:** Fill the Name of the Office where the employee was deployed vide this particular order. If the Employee was deployed in any of the 30 **CSO cum DM** office then Fill the Name of office such as **CSO cum DM, Angul**. If the Employee was deployed in OSCSC Head Office then fill **OSCSC Head Office**.

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**18. Period of Engagement:** Fill the Date of Joining of the Employee corresponding to this order no in the First Box in DD/MM/YYYY Format. If the employee has subsequent appointment or engagement fill the last date up to which the employee is worked in this particular engagement or post. If the employee is still continuing in the same post or engagement no need to fill the last box.

**Follow the same step to fill the next appointment/engagement information.**

### **DISCIPLINARY PROCEEDING INFORMATION**

- 35. If D.P initiated:** Tick the **Yes** box if any D.P is initiated against the employee else tick on the **No** box.
- 36. Proceeding Order No/Date:** If any D.P. is initiated against the employee, fill the Order No of the Proceeding in First Box and Order Date in DD/MM/YYYY format in the next box.
- 37. Nature of Misconduct:** Tick the nature of offence charged against the employee.
- 38. If Suspended:** Tick the box if the employee is suspended or disengaged.
- 39. Suspension Order No/Date:** If the employee is suspended, fill the Suspension Order No of in First Box and Order Date in DD/MM/YYYY format in the next box.
- 40. Current Position of D.P.:** Fill the current status of the D.P.

### **CRIMINAL CASE INFORMATION**

- 41. If Criminal Case has been initiated:** Tick the **Yes** box if any criminal case has been initiated against the employee else tick on the **No** box.
- 42. Case No/Year:** If any Criminal case has been initiated, fill the case no in First Box and year in the next box.
- 43. Court Order if Any:** Tick the **Yes** box if court order has been received else tick on the **No** box.
- 44. Order No/Date:** If court order has been received fill the Order No of in First Box and Order Date in DD/MM/YYYY format in the next box.
- 45. Gist of the Order:** Fill the gist of the court order (Operational part).

### **VIGILANCE CASE INFORMATION**

- 46. If Vigilance Case has been initiated:** Tick the **Yes** box if any vigilance case has been initiated against the employee else tick on the **No** box.
- 47. Case No/Year:** If any vigilance case has been initiated, fill the case no in First Box and year in the next box.
- 48. Court Order if Any:** Tick the **Yes** box if court order has been received else tick on the **No** box.
- 49. Order No/Date:** If court order has been received fill the Order No in First Box and Order Date in DD/MM/YYYY format in the next box.
- 50. Gist of the Order:** Fill the gist of the court order (Operational part).
- 51. If Employee has filed any case against OSCSC:** Tick the **Yes** box if the employee has filled any case against the Corporation else tick on the **No** box.
- 52. If yes, case type:** If employee has filed any case then tick the appropriate box of case type.
- 53. Interim Order if Any:** Tick the **Yes** box if any interim order has been received else ticks on the **No** box.
- 54. Order No/Date:** If interim order has been received fill the Order No in First Box and Order Date in DD/MM/YYYY format in the next box.
- 55. Gist of the Order:** Fill the gist of the interim order and attach the photo copy of the Order (Only Operational part).
- 56. Final Order if Any:** Tick the **Yes** box if Final Order has been received else ticks on the **No** box.
- 57. Order No/Date:** If Final order has been received fill the Order No in First Box and Order Date in DD/MM/YYYY format in the next box.
- 58. Gist of the Final Order:** Fill the gist of the Final order and attach the photo copy of the Final Order (Only Operational part).

**N.B:** For any additional information which is not covered separate sheet shall be attached.