

**IHRMS – PIS Format for filing up Employee Information**

Department Name :

Employee SIPF Number :

Employee Name :

**General Information Part 1**

1.	Date of Birth		13.	Date of Superannuation	
2.	Permanent A/c. No.(PAN)		14.	Current Status & Effective Date (Ref. A8)	
3.	Under Category (Refer A6)		15.	Status Order No. & Date	
4.	Caste		16.	Email ID	
5.	Religion		17.	State Insurance (SI) No.	
6.	Blood Group (Refer A.7)		18.	Mother tongue	
7.	Ex Service Man (Yes/No)		19.	Language Known (Indian / Foreign)	
8.	Marital Status		20.	Contact No.(Office)	
9.	Accommodation		21.	Mobile Number	
10.	Physical Handicapped / Disability / ies (Yes/ No)				
	In %				
	Description				
11.	Mother Name				
12.	Home District & Village				

## General Information Part 2

1	Department Test Passed (Yes/No/NA)		12	Cooperative No.	
2.	Date of Confirmation on the Post & Order No.		13.	Cumulative Term Deposit Account No. (CTD)	
3.	Nomination Done or Not (Yes/No)		14.	Annual Medical CheckUp (Yes/No)	
4.	CPF A/C No.		15.	Critical Illness	
5.	Passport No.		16.	Leave Travel Concession (LTC) Availed (Yes/No/NA)	
6.	Group Insurance Policy No.(GI)		17.	Block Year for LTC	
7.	Postal Insurance Policy No.(PI)		18.	Home travel Concession (HTC) Availed (Yes/No/NA)	
8.	General Insurance Scheme No. (GIS)		19.	Block Year for HTC	
9.	Rajasthan Police Karmchari Kalyan Nidhi (RPKKN)		20.	Uniform Granted (Yes/No) / Month & Year	
10.	Group Personal Accident No.(GPA)		21.	Identification Mark	
11.	Belt No.				

### Recruitment Details

1.	Designation				12.	Office at Time of Recruitment			
2.	Order Number & Date				13.	Joining Date of Recruitment			
3.	Order Issuing Authority Name				14.	Worked Upto			
4.	Merit List Serial Number & Date				15.	Date of Joining as Regular			
5.	Post				16.	Date of Confirmation			
6.	Type of Selection (Ref. A1)				17.	Pay Scale at Joining			
7.	Service Quota (Ref. A2)								
8.	Service Classification (Ref. A3)								
9.	Service (Ref. A4)								
10.	Cadre (Ref. A5)								
11.	Parent Department								

**Upload Files**

1.	Photo (Ref.A.9a)	
2.	Signature (Ref.A.9b)	
3.	Palm Impression (Ref.A.9c)	
4.	Thumb Impression (Ref.A.9d)	

**Qualification Details**

	Level (Refer A.10)	Degree / Diploma / Class	Specialization / Subject	Board / University	Year of Passing	During Service (Yes/No)	Technical / Special (Yes/No)
1.							
2.							
3.							
4.							
5.							
6.							

**Address Present / Permanent**

		Present	Permanent <input type="checkbox"/> If Permanent Address same as Present Address
1.	House Number		
2.	Street/Road		
3.	Locality		
4.	State		
5.	District		
6.	Tehsil		
7.	Village		
8.	Police Station		
9.	Pin Code		
10.	Beat No.		
11.	Phone No.(Landline)		
12.	Mobile No.		

**Family Details**

	Name	DOB	Relation	Gender (M/F)	Marital Status	Profession (Refer A.11)	Dependent (Yes/No)	Name Critical Illness	Name Critical Disability	% of Critical Disability	Remarks
1.											
2.											
3.											
4.											
5.											
6.											
7.											

### Training Details

	Course Name	Training Institute	Order Number & Date	Training Location (India/Abroad)	Place	From – To Date	Sponsored by (Refer A.17)	Remarks
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**Nominee Details**

	Nominee For (Arrear of Pension, Commutation, CPF, DCRG, GIS, GPA, GPF, Gratuity, Life Time Arrear, NPS Tier-1, NPS Tier-2, Pension, RPKKN, SI )	Relation	Nominee Name	Date of Nomination	DOB	Marital Status	Percentage
1.							
2.							
3.							
4.							
5.							
6.							
7.							



**ACR / APAR Details**

	ACR / APAR Year	From – To Date	Reporting Date	Reporting Designation	Reviewing Date	Reviewing Designation	Accepting Date	Accepting Designation
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**Awards [A]/Rewards [R]/Medal [M]**

	Name of Award / Reward / Medal	Award Level	Date of Award	Award Details	Order No. / Date	Awarded / Rewarded / Medalled By
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Promotion Details**

	Order Number & Date	Date of Confirmation	Order Issuing Authority / Office	Type (DPC , Rev DPC, Temporary, Urgent Temporary, Special Selection, Special Promotion, Others)	Cadre (Ref. A5)	Promotion Effective Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Service History Details**

	Entry for Posting P- Present O - Old	Posting Type**	Place of Posting (Department & Office)	Designation	Post Name	Posting Period		Transfer Order No.	Transfer Date	Transfer Type (Public Interest or Own Request)
						Joining Date	Relieving Date & Order No.			
1.										
2.										
3.										
4.										
5.										
6.										
7.										

\*\* Regular / Deputation / Court Order / APO / On Leave / Under Training

**Additional Charge Details**

	Order Number & Date	Designation	Office Status E –Existing Office C - Closed Office	Department	Office	From – To Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**Suspension / Reinstatement Details**

1.	Order No. / Date			
2.	Effective date			
3.	Headquarters			
4.	Joining Date at Headquarters			
5.	Reason For Suspension**			
6.	Charge Sheet Issued (Yes/No)			
7.	Issue Order No. / Date			
8.	Under Enquiry Rule(16CCA or 17CCA)			
9.	FIR No. & Date (In case of ACB)			
10.	Challan Submitted (Yes/No)			
11.	Challan No. / Date			
12.	Suspended By (Designation)			
13.	Is he Appointing Authority (Yes/No)			
14.	Designation Appointing Authority			
15.	Consent Taken (Yes / No )			
16.	Order No. / Date			

17.	Subsistence Allowance (%)			
<b>Reinstate Status</b>				
18.	Reinstate Order No. & Date			
19.	Post			
20.	Office			
21.	Joining Date			

\*\* 16CCA / Department Enquiry / ACB / Criminal Case / Others

**Departmental Enquiry / Punishment**

1.	D.E. Initiated Under Rule(16CCA or 17CCA)			
2.	Whether Under Rule(188CCA, ACB, Criminal Case)			
3.	Designation of Competent Authority(18CCA)			
4.	Whether Suspended (Yes/No)			
5.	Order No./ Date Of Issuance of Charge Sheet			
6.	Reply Submitted (Yes/No) and Date(If Yes)			
7.	Suspension Order No. / Date			
8.	D.E. Initiated By			
9.	Whether Appointing Authority (Yes/No)			
10.	Date of Appointing of Enquiry Officer			
11.	Designation of Enquiry Officer			
12.	Designation of Presenting officer			
13.	Date of Receipt of Enquiry Report			
14.	Decision By Disciplinary Authority (Ref. A12)			



15.	Decision Order No. & Date			
16.	Suspension Period Regularized			
17.	Remark / Codelinquent			
18.	Whether Appeal Preferred (Yes/No)			
19.	Date of Preferring Appeal			
20.	Designation of Appellate Authority			
21.	Decision of Appellate Authority			
22.	Order No. & Date of Decision			
23.	Details of Decision			
24.	Whether Review Petition Before Honourable Governor (Yes/No)			
25.	Decision			
26.	Remark			

**Leave Balance**

1.	PL / EL	
2.	HPL	
3.	As on Date	

**Leave Sanction**

	Credit or Debit	Type of Leave (Refer A.13)	Order No. & Date	From - To Date or Block Year	No. Of Days	Remarks
1.						
2.						
3.						

### Court Cases Against Employee

#### Court Cases Details (Part 1)

	FIR Number & Date	Section/Act	State / District	Police Station	Delinquent's Status (Refer A.14)	Suspended (Yes/No)	Case Status(Refer A.15)
1.							
2.							
3.							

#### Court Case (Court Detail- Only in case of Charge Sheeted in Case Status (Refer A.15)) (Part 2)

	Challan Submitted (Yes / No)	Challan / Case No. & Date	Court Type (Refer A.16)	Court Decision & Date (Conviction / Acquitted)	Jail Custody (Year/Month/Day) / Pecuniary (Amount)	Any Details	Appeal (Yes/No)
1.							
2.							
3.							

**Court Case (Court Detail- Only in case of Appeal in Case Status (Refer A.15)) (Part 3)**

	Filled by (Employee or Government)	Date of Appeal	Name of Court	Conviction Suspended (Yes / No)	Sentence Suspended (Yes / No)	Date of Decision	Appeal Action (Allowed / Rejected)	Appeal Details
1.								
2.								
3.								

**Physical Details**

1.	Height		2.	Weight	
3.	Eye Sight		4.	Color Blindness	
5.	Chronic disease		6.	As on Date	

(Name/Designation of the Enterer)

(Name/Designation of the Verifier)

\*\*\*

### Annexure A (Master)

A.1	Type of Selection	(1) Ad-hoc, (2) Direct, (3) RPSC, (4) Urgent Temporary
A.2	Service Quota	(1) Physically Handicapped, (2) Deceased, (3) Ex-Serviceman, (4) Widow, (5) Divorced, (6) Player
A.3	Service Classification	(1) All India Service, (2) Ministerial, (3) Subordinate, (4) Class IV, (5) State Service, (6) Others
A.4	Service Type	(1) Permanent, (2) Probation, (3) Temporary, (4) None
A.5	Cadre	Cadre would be filled According to service for State Account Service Cadre would be (1) Higher Super Time Scale, (2) Super Time Scale, (3) Selection Scale, (4) Senior Scale, (5) Junior Scale
A.6	Category	(1) General, (2) Scheduled Caste, (3) Schedule Tribe, (4) Other Backward Classes
A.7	Blood Group	(1) A+, (2) A-, (3) B+, (4) B-, (5) O+, (6) O-, (7) AB+
A.8	Status	(1) Working, (2) Regular, (3) Transferred, (4) Retired, (5) Deputation, (6) Extension, (7) Re employed, (8) Suspended, (9) APO, (10) Nominated
A.9a	Photo	Format .jpeg , .jpg , .gif , upto 30KB
A.9b	Signature	Format .jpeg , .jpg , .gif , upto 15KB
A.9c	Palm Impression	Format .jpeg , .jpg , .gif , upto 30KB
A.9d	Thumb Impression	Format .jpeg , .jpg , .gif , upto 15KB
A.10	Qualification Level	(1) Below Secondary, (2) Secondary, (3) Higher Secondary, (4) Senior Secondary, (5) Graduate, (6) Post Graduate, (7) M.Phil, (8) PHD
A.11	Profession	(1) Student, (2) Self Employed, (3) Government Service, (4) Private, (5) No Profession
A.12	Decision of Disciplinary Committee	(1) Enquiry Pending, (2) Acquitted, (3) Withholding of future increments, (4) Reduction to a lower Service, (5) Reduction to a lower Grade, (6) Reduction to a lower Post, (7) Reduction to a lower time scale, (8) Reduction in pension, (9) Compulsory retirement, (10) Removal from Service (not to disqualification), (11) Dismissal from Service (disqualification)

A.13	Leave Type	(1) Medical Leave, (2) Maternity Leave, (3) Paternity Leave, (4) Professional Leave, (5) LWP, (6) HPL, (7) Special Leave, (8) Leave Encashment, (9) Earned Leave/PL , (10) Extra Ordinary Leave , (11) Study Leave, (12) Special Disability Leave
A.14	Court Delinquent	(1) Under JC, (2) Under JC and Suspended, (3) Suspended, (4) Reinstated
A.15	Court Status	(1) Under Investigation, (2) Final Report, (3) Charge Sheeted, (4) Under Trial, (5) Decided, (6) Not Decided
A.16	Court Master	(1) Supreme Court, (2) High Court, (3) District Court, (4) ADJ, (5)AMJM, (6)MJM, (7) ACJM, (8)CJM
A.17	Sponsored by	(1)Asain Development Bank, (2) C.D.T.S Chandigarh, (3) DTA, (4) Government of India, (5) NCRB, New Delhi, (6) SCRB, Jaipur, (7) State Government, (8) UNICEF, (9) Others

\*\*\*