

बिहार सरकार
ग्रामीण विकास विभाग
बिहार रूरल डेवलपमेंट सोसाईटी

पत्रांक _____
ग्रा0वि09(वि0)-52/2016

पटना, दिनांक _____

प्रेषक,

संजय कुमार सिंह,
उप सचिव ।

सेवा में,

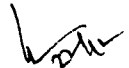
जिला पदाधिकारी-सह-जिला कार्यक्रम समन्वयक,
नालंदा, गया एवं भोजपुर ।

विषय:- मनरेगा अंतर्गत कार्यरत कर्मियों का HR Manual तैयार किये जाने हेतु Data उपलब्ध कराने के संबंध में ।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि प्रथम चरण में आपके जिला अंतर्गत कार्यरत मनरेगा एवं इंदिरा आवास कर्मियों का HRM Software में Data तैयार किया जाना है। अतः मनरेगा एवं इंदिरा आवास कर्मियों का डाटा पूर्व में भेजे गये फॉर्मेट में भरकर अतिशीघ्र Email Id- hrms.brds1@gmail.com पर उपलब्ध कराने की कृपा की जाय ।

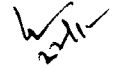
विश्वासभाजन


(संजय कुमार सिंह)
उप सचिव

जापांक 295194
ग्रा0वि09(वि0)-52/2016

पटना, दिनांक 23/12/16


प्रतिलिपि:- उप विकास आयुक्त-सह-अपर जिला कार्यक्रम समन्वयक नालंदा, गया एवं भोजपुर को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।


उप सचिव

जापांक 295194
ग्रा0वि09(वि0)-52/2016

पटना, दिनांक 23/12/16

प्रतिलिपि:- श्री अखिलेश कुमार सिंह, प्रोजेक्ट मैनेजर, एच0आर0एम0एस0 को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित ।


उप सचिव

Employee Details Info for HRM Solutions, BDRS

(4)

Current Details				
Employee Name*	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms	First	Middle	Last
Employee No.				
Designation*		Office Type*	<input type="checkbox"/> HO <input type="checkbox"/> District <input type="checkbox"/> Block <input type="checkbox"/> Panchayat	
Posting Location*		Level*		
Department/ Section*	<input type="checkbox"/> MGNREGA <input type="checkbox"/> IAY <input type="checkbox"/> Finance <input type="checkbox"/> HR & Capacity Building <input type="checkbox"/> IT & E-Governance			
Basic Salary*		Retirement/Contract Expiry Date		
Mode of Recruitment	<input type="checkbox"/> Fresh <input type="checkbox"/> Compassionate	Status	<input type="checkbox"/> Deputation <input type="checkbox"/> Contractual <input type="checkbox"/> Consultant <input type="checkbox"/> Regular	
Personal Details				
Date of Birth*		Gender*		
Marital Status*		Marriage Date		
Blood Group		Religion*		
Height		Category*	<input type="checkbox"/> EBC <input type="checkbox"/> EBC Women <input type="checkbox"/> General <input type="checkbox"/> OBC <input type="checkbox"/> ST <input type="checkbox"/> SC	
Identification Mark		Official Number		
Mobile - Official		Mobile No - Personal*		
E-Mail - Personal		E-Mail - Official*		
No of children		Fax No	Std No	Phone No
Accounts Details				
Bank Name*		Bank Account No*		
Bank Branch Name*		A/C Holder Name*		
IFSC Code*		Bank Address*		
CPF/EPF/PF No		Driving License No		
Passport		UID/ Aadhar No*		
PAN*		LIC Policy No		
Health Insurance Policy No		Ration Card No		
ESI Registration No.				
Permanent Address*				
Address				
State		District		
Tehsil/ Block		Panchayat		
PIN Code		Land Line No (Home)	Std No	Phone No

		Birth						[Yes/No]
1		Father						
2		Mother						
3		Spouse						
4		Child						
5		Child						
6								
7								

Nominee Details

#	Nominee Name	Scheme Name	Relation	Date of Birth	Share %	Nominee Type(Dependent / Other)	Effective Date	Address	Phone No
1									
2									
3									
4									
5									
6									

Legal Guardian, If Nominee is Minor

Name

Relation

Address

Employee Transfer Details

#	Office From*	Office To*	Order No/ Date*	Designation From	Designation To
1					
2					
3					
4					
5					

Employee Promotion Details

#	Designation From*	Designation To*	Pay Scale From*	Pay Scale To*	Order No/ Date*
1					
2					
3					
4					
5					

Time Bound Promotion/ ACP

#	Pay Scale From*	Pay Scale To*	Order No/ Date*	Remarks
1				
2				
3				

Issued Accessories Details

#	Accessory Name	Issue Date	Serial No	Remarks

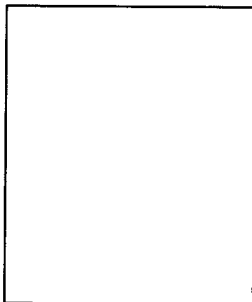
1				
2				
3				
4				
5				
6				
7				

Prior Work Experience									
#	Name of Employer	Period From	Period To	Designation	Last Salary Drawn	Roles & Responsibility	Reason For Leaving	Address	Phone No
1									
2									
3									
4									
5									
6									

Previous Salary Details(To be filled or Verified by Payroll Admin)			
Sr. No	Details	Amount(in Rs)	Till Date
1	Total Earnings Since 1st April 2016		
2	TDS Deducted Since 1st April 2016		
3	Deductions since 1st April 2016		
4	Net Amount disbursed (1-2-3)		

Note: The above figures are to be given for each employee as per the Employee Salary and would be used for future deduction. The data should be given as per the last month salary and it should be ensured that salary is processed by the system for the following month onwards.

Employee Photo



Employee Sign



Verified By :

Signature
Date:
Branch: