PSEB Employee's Data Collection Format

1. Personal Details

Employee ID No.		To be filled up by Head Office

Identity Card No.		Date of Birth					Fix 2.5 x 2 cm size photo
First Name		Sex		Marital Status			
Middle Name		Social Category		Reservation Category			
Last Name		Nationality		Native District		Signature/ Thumb Impression	
Father's Name		State		Other State District			

Permanent Address

House No./ Street	
Town/Village	
District/Tehsil	
Post Office/ Pin Code	
Identification Mark 1	

Present Address

House No./ Street		Phone (Office)	
		Phone (Res)	
Town/Village		Cell No.	
District/Tehsil		e-mail ID	
Post Office/ Pin Code		PAN No.	
Identification Mark 2			Blood Group	

2. Job Details

Date of Joining the Board	Probation Period (months)	Date of Regularisation	Designation at the time of joining the Board	Branch	Seniority No.	As on date

Condition of appointment			Condition of appointment is ful-filled	Yes or No	Date		Employee's Status	

3. Pay Details

Basic Pay		w.e.f.		Drawing & disbursing Office from where salary is being drawn at present	

4. Leave Account as on 31-12-2003

Earned Leave	Medical Leave	Half pay leave

Whether Punjabi passed at matriculation level	Year of Pass	Certificate submitted
Yes or No		**Yes or No**

PSEB Employee's Data Collection Format

5. Educational Qualification

Education/Qualification obtained	Year of Pass	University / Board (Full Name)	Before/ after joining the Board

6. Departmental tests passed

Test Details	Pass Date

7. Award Details

Award / Letter of Appreciation Details	Office Order No.	Date	Internal/External

8. Training History

Type of Training	From Date	to Date	Name of the training	Brief content of training	Internal	External (specify name of the institute)	Certificate awarded, if any

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9. Employee's Career History

Event	Date of Relieving	Date of Joining	Designation	Location/ Office of work

10. Dependent Details

First Name	Middle Name	Last Name	Date of Birth	Relation

11. Provident Fund Details

GPF/EPF/CPF No.	

Sr.No.	Nominee Name	Relation with Employee
1.		
2.		
3.		
4.		

The above data is correct to the best of my knowledge		Name of the Unit Head	
Name of the Employee		Name of the Office	
Signature & Date		Signature and Date	