

Section A
Employee Personal Information,

Point of correction	Details as per manav sampada portal	Details to be updated
Father Name		
Marital Status		
Gender		
Identity Mark		
Height(in Cms)		
Category		
Sub Category		
Caste		
Religion		
Blood Group		
Home State		
Home District		
Cadre		
Service		
Service Grade		
Home Town		
Nearest Railway		
UID No		
Source of Appointment		
Remarks		

Section B

Employee Address Information

Present Address Detail		
Point of correction	Details as per manav sampada portal	Details to be updated
Present Address		
House Number		
Street Number		
Mohalla / Village		
Ward Number		
State		
District		
Block		
Panchayat		
Pin Code		
Police Station		
Phone Number		
Mobile Number		
Email		
Permanent Address Detail		
check If Permanent Address is same above as Present Address		
Permanent Address		
Permanent Address		
Street Number		

Mohalla / Village		
Ward Number		
State		
District		
Block		
Panchayat		
Pin Code		
Police Station		
Phone Number		
Mobile Number		
Email		

Section C

Employee Initial Joining Information

Point of correction	Details as per manav sampada portal	Details to be updated
Initial Joining In		
Department		
Office State		
Office District		
Office Leve		
Office		
Mode of Recruitment		
Joining Time		
Appointment Date		
Initial Joining Date		
Service Regularisation Date		
Service Confirmation Date		
Class		
Vide Order Number		
Initial Designation		
Sub Designation		
Employee Type		
Gazetted		
Non-Gazetted		
Cadre		
Level in Cadre		
Appointing Authority		
Source of Appointment		
Seniority Year		
Number		
Division		
Salary Details - (At the time of Initial Joining)		
Pay Commision		
Pay Band		
Grade Pay		
Basic Pay		
Deduction Type		
GPF/CPF/EPF Number		
GIS Number Detail		

Section D

EMPLOYEE EDUCATION DETAILS

Point of correction	Details as per manav sampada portal	Details to be updated
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Standard		
Education		
Stream/Subject		
Board/University Name		
Passing Year		
Marks (%)		
Remarks		

Section E

EMPLOYEE FAMILY INFORMATION

Point of correction	Details as per manav sampada portal	Details to be updated
Member Name		
Relation		
Member Date Of Birth		
Member UID No		
Member Qualification		
Dependent		
Whether Employed		
Member E-Salary Code		
Member Employee Code		
Whether in Same Department		
Name Of Department Other than Same Department / Occupation		
Member Status		
In-Active Reason		
Attachment		

Section F

EMPLOYEE TRAINING DETAIL

Point of correction	Details as per manav sampada portal	Details to be updated
Place		
Training Type		
Training Name		
Institute Name		
Remarks/Sponsored by		
Date From		
Date To		

Employee Loan Detail Information

Point of correction	Details as per manav sampada por	Details to be updated
Loan Type		
Loan A/C No		
Letter number		
Sanction Date		
Sanction Amount		
Return Date		
Remarks		

Section H

Employee Service History

Point of correction	Details as per manav sampada portal	Details to be updated

Order Number		
Order Date		
Transaction		
Posting Area		
From- To		
From State		
To State		
From Department		
To Department		
To Office State		
To Office State		
From District		
To District		
From Office Level		
To Office Level		
From Office		
To Office		
From Branch		
To Branch		
From Designation		
To Designation		
From Sub Designation		
To Sub Designation		
Remark (if any)		
Effective Order Date		
From Date		
To Date		
Notional		
Real		
Financial Beneficial Date		
Pay Commision		
Basic Pay		
Pay Scale/Grade Date		
Cadre		
Level in Cadre		
Upload File		

Section G

Previous Posting History

Point of correction	Details as per manav sampada portal	Details to be updated
Joining Detail		
Sr.No.		
Order		
Order Date		
Joining Date		
Department		
Office State		
District		
Office Level		
Office		
Designation		
Sub Designation		
Relieving Detail		
Sr.No.		
Releiving Date		

Against Transfer Order No		
Order Date		
Establishment At		
Office State		
Office District		
Office Level		
Establishment Office		
Releiving to Designation		
Sub Designation		

Section i

Employee Leave Detail Info

Point of correction	Details as per manav sampada portal	Details to be updated
Type Of Action		
Leave Type		
From Date		
To Date		
Total No Of Days		
Reason		
Remarks		

Section L

EMPLOYEE DEPARTMENTAL PROCEEDING

Point of correction	Details as per manav sampada portal	Details to be updated
Proceeding Type		
Initiation Date		
Title		
File Number		
Order No / Memo No		
Order Date		
Employee Status		
Proceeding Current Status		
Current Status Date		
Remarks		
<u>Inquiry Officer Details</u>		
Name		
Contact No.		
Department		
Designation		

Section J

EMPLOYEE NOMINATION DETAIL

Point of correction	Details as per manav sampada portal	Details to be updated
is Family Member		
Nominee Name		
Relation		
Nomination Type		
Date of Birth		
Nomination Percentage		
Aadhaar UID		
Bank Account Number		

Bank Name		
Bank Branch		
Branch Code (IFSC)		
Minor Status		
Click if Nominee Address is same as Employee Address		
Present Address		
House Number		
Street Number		
Mohalla Village		
Ward Number		
State		
District		
Block		
Panchayat		
PinCode		
Police Station		
Phone Number		
Email		
Remarks		

Section K

Employee Awards & Commendation Information

Point of correction	Details as per manav sampada portal	Details to be updated
Date Of Entry		
Nature		
Description		

Section Documents

Upload Documents

Point of correction	Details as per manav sampada portal	Details to be updated
Document Category		
Educational Document		
Other Document		
Document Type		
Issue Date		
Certificate Number		
Issuing Authority		