

ER Sheet Data Entry Form					
Name of Organization : CENTRAL WATER AND POWER RESEARCH STATION, PUNE					
Employee No. : E1088					
Service	CCS	Designation	STENOGRAPHER	Sub Cadre	Group-B (Non-Gazetted)
Joining Date : 30.10.1995					
Name Details					
Title	First Name	Middle Name	SurName	Initials	
Smt.	ANITA	HARIKUMAR		AH	
Identity Card No. : 1059/10					
Sex	FEMALE	Date Of Birth	24.07.1974	Date of Retirement	31.07.2034
Community	NAIR	Religion	HINDU		
Father's Name	K. RAMACHANDRAN NAIR				
Birth Details					
Birth Place	PANAYUR	Birth State/ UT	KERALA	Nationality	INDIAN
Birth District	PALGHAT	Mother Tongue	MALAYALAM		
Domicile	MAHARASHTRA	Physically Handicap Status	N.A		
Blood Group	O (+ve)	Identification Marks	A mole on left hand, little finger		
Marital Details					
Marital Status	Married	Spouse Name	Shri A. P. Harikumar		
Spouse Nationality	Indian				
Joining Details					
Source of Recruitment	Staff Selection Commission	Joining Date	30.10.1995	Retirement Date	31.07.2034
Departmental Examination Details (If applicable)					
	Level	Year	Rank		
1	Pragya Examination	May 1996	Passed		
2	Hindi Stenography	January 1998	Passed		
Remarks (if any)		---			
Languages known					
	Name of Language	Read	Write	Speak	
Indian Languages Known					
1	English	Yes	Yes	Yes	
2	Hindi	Yes	Yes	Yes	
3	Marathi	Yes	Yes	Yes	
4	Malayalam	-	-	Yes	
Foreign Languages Known					
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Details of deputation (if applicable)

Name of the Office	Post held at that time in parent office	Name of post (selected for deputation)	Period of deputation	
			Since	From
-	-	-	-	-

Details of Foreign Visit

Sl. No.	Place of Visit	Date of visit	Post held at that time	Whether it is a personal or official visit	Details of visit
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Transfer/Posting Detail (if applicable)

Place	Period of posting	
	Since	From
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Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)					
Qualification		Discipline		Specialization 1	
M.Com		Commerce		Business Administration	
Year	Division		CGPA/ % marks		Specialization 2
May 1998	Higher Second Class		58.25%		
Institution		University		Place	Country
		University of Pune		Pune	India

Other Qualification	Year	Grade	Institution	Place	Country
Higher Proficiency English Typewriting 50 wpm	Oct 1991	C	Department of Education, Bureau of Govt. Examinations, Maharashtra State, Government Commercial Certificate Examination	Kirkee	India
Higher Proficiency English Shorthand 120 wpm	Nov 1992	A	Department of Education, Bureau of Govt. Examinations, Maharashtra State, Government Commercial Certificate Examination	Pune (East)	India

Experience	
Type of Posting	Level
Permanent	Group `B' (Non-Gazetted)
Designation	Present Position
Stenographer Gr. I	Stenographer Gr.I, Group `B' (Non-Gazetted)

Ministry		Department		
Ministry of Water Resources, River Development and Ganga Rejuvenation		Central Water and Power Research Station		
Office		Place		
Central Water & Power Research Station		Khadakwasla, Pune 411 024		
Experience Subject		Period of Posting		
Major		Minor	From	To
<ol style="list-style-type: none"> 1. Rendering secretarial assistance to the Officer in discharging the functions of the division. 2. Taking dictations and typing the same on the computer viz. internal and external correspondences. Typing of confidential documents. 3. Compilation of data in desired manner. 4. Maintaining the records and files. 5. Screening of telephone calls and the visitors. 6. Keeping the list of engagements, meetings, etc. and reminding the officer in advance for keeping them up including preparations for the meetings. 7. Maintaining in proper order the papers to be retained by the officer. 8. Destroying the stenographic records of confidential matter after having being typed and issued. 9. Arrangement of tours, preparing bills. 10. Assisting the officer in timely submission of papers for the meetings. 		Any other secretarial duties as assigned by the officer from time to time	30.10.1995	Till date
<p><i>Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject (minimum 1 week & above)</i></p>				

Training					
Training Year		Training Name		Training Subject	
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Level		Institute Name, Place	Field Visit Country	Field Visit Place (within India)	
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Sponsoring Authority		Period of Training		Duration	Result
		From	To	(in Weeks)	Qualified
-		-	-	-	-
Awards/Publications					
Type of Activity:			Academic	Non Academic	
Activity Area		Activity Subject		Activity Title	

Day	Month	Year	Activity Description/Remarks		Level

Note: (i) Concerned CCS Officer is responsible for the correctness of information sent through ER Sheet proforma.

(ii) Subject to verification by the concerned administrative authorities.

Date : 26-06-2015

Place :Khadakwasla, Pune

Signature of Officer

Information checked and verified – by

Section Officer		Ministry/ Department			
E-mail id		Room NO.		Building Name:	
Phone NO.		Wing No.			