

ER Sheet Data Entry Form					
Name of Organization : CENTRAL WATER AND POWER RESEARCH STATION, PUNE					
Employee No. : E112					
Service	CCS	Designation	Stenographer	Sub Cadre	Group B
Joining Date : 23rd December 1996					
Name Details					
Title	First Name	Middle Name	SurName	Initials	
Mrs.	Neelam	Ghansham	Bhawsar	NGB	
Identity Card No. : 1283/11					
Sex	Female	Date Of Birth	25.12.1976	Date of Retirement	30.06.2036
Community	Bhawsar		Religion	Hindu	
Father's Name	Shivprakash Chiruvella				
Birth Details					
Birth Place	Pune	Birth State/ UT	Maharashtra	Na tionality	Indian
Birth District	Pune	Mother Tongue		Marathi	
Domicile	Maharashtra	Physically Handicap Status		--	
Blood Group	O+ve	Identification Marks		Black mole on left leg below the knee	
Marital Details					
Marital Status	Married		Spouse Name	Ghansham	
Spouse Nationality	Indian				
Joining Details					
Source of Recruitment	SSC	Joining Date	23.12.1996	Retirement Date	30.06.2036
Departmental Examination Details (If applicable)					
	Level	Year	Rank		
1	--	--	--		
Remarks (if any)	--				
Languages known					
	Name of Language	Read	Write	Speak	
Indian Languages Known	Hindi	✓	✓	✓	
2	Marathi	✓	✓	✓	
3	Telugu	--	--	✓	
4	English	✓	✓	✓	
Foreign Languages	--	--	--	--	

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
NA	NA	NA	NA	NA

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
	NA	NA	NA	NA	NA

Transfer/Posting Detail (if applicable)

Place	Period of posting	
	Since	From
NA	NA	NA

Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)			
Qualification	Discipline		Specialization 1
MA (Eng. Lit)	Arts		Linguistics & Stylistics
Year	Division	CGPA/ % Marks	Specialization 2
2011	Higher Second Class	58%	Indian Writing in English
Institution	University	Place	Country
Pune University	Pune University	Pune	India

Experience

Type of Posting		Level	
Permanent		Group 'B'	
Designation		Present Position	
Stenographer I		Stenographer I	
Ministry		Department	
Ministry of Water Resources, Ganga Rejuvenation & River Development		Central Water & Power Research, Pune-24	
Office		Place	
CWPRS, Khadakwasla		Pune - 411024	
Experience Subject		Period of Posting	
Major	Minor	From	To
Finance Office	Typing our letters and preparation of statements relating to budget.	Jan 1997	Jan 2000
Technical Coordination	Typing out letters relating to estimates, RFD, letters confidential in nature. Maintaining files relating to various subjects viz. MOU, Circulars, Confidential etc. Maintaining database relating to estimates, conferences, papers, training etc.	Jan 2000	Dec 2014
Vigilance Office	All confidential matters relating to vigilance.	Jan 2015	Till date

Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject (minimum 1 week & above)

Training						
Training Year	Training Name			Training Subject		
--	--			--		
Level	Institute Name, Place		Field Visit Country	Field Visit Place (within India)		
--			--	--		
Sponsoring Authority		Period of Training	Duration		Result	
		From	To	(in Weeks)		Qualified
--		--	--	--		Not 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 :

Place : Kadakwasla, Pune

Information checked and verified – by

Signature of Officer

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