

ER Sheet Data Entry Form									
<b>Basic Data EMPLOYEE CODE 0636</b>									
Officer ID No. Details 609/07									
Service	CSS	Cadre			Sub Cadre		Id No.	Will be allocated by CS Division, LNB	
Select List Year (Allot Year)									
Name Details									
Title		First Name			Middle Name		Sur Name		
SMT	LEENA			RAJAN			Initials		
CSL No./ SCSL No: (if known)									
Sex	Male	<input checked="" type="checkbox"/>	Female	Date Of Birth	11.08.1962	Date of Retirement	31.08.2022		
Community	R.C			Religion	CHRISTIAN				
Father's Name			GEORGE MURTHY						
Birth Details									
Birth Place	PUNE			Birth State/UT	MAHARASHTRA	Nationality	INDIAN		
Birth District	PUNE			Mother Tongue	TAMIL				
Domicile	MAHARASHTRA			Physically Handicap Status	NA				
Blood Group	B+			Identification Marks	MOLE ON RIGHT LEG				
Marital Details									
Marital Status	MARRIED			Spouse Name	RAJAN				
Spouse Nationality	INDIAN								
Joining Details									
Source of Recruitment	STAFF SELECTION COMMISSION			Joining Date	19.12.1983	Retirement Details	SUPERANNUATION		
Departmental Examination Details									
Level				Year			Rank		
1									
2									
3									

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

**Transfer/Posting Detail (if applicable)**

Place	Period of posting	
	Since	From

Remarks (if any)				
Language known				
		<b>Read</b>	<b>Write</b>	<b>Speak</b>
Indian Languages Known	TAMIL	YES	YES	YES
2	HINDI	YES	YES	YES
3	MARATHI	YES	YES	YES
4				
5				
Foreign Languages 1	ENGLISH	YES	YES	YES
2				
3				

<b>Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)</b>				
Qualification	Discipline		Specialization 1	
SSLC	ENGLISH		ENGLISH	
Year	Division	CGPA	Specialization 2	
1979	FIRST CLASS			
Institution	University	Place	Country	
ST. PATRICK HIGH SCHOOL		PUNE	INDIA	
<b>Experience</b>				
Type of Posting	Level			
CLERICAL	GROUP C			
Designation	Present Position			
LOWER DIVISION CLERK	UPPER DIVISION CLERK			
Ministry	Department			
MINISTRY OF WATER RESOURCES	CWPRS			
Office	Place			
CWPRS, KHADAKWASLA	PUNE			
Experience Subject	Period of Posting			
Major	Minor	From	To	
<i>Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject</i>				
<b>Training</b>				
Training Year	Training Name	Training Subject		
	Field Visit Country	Field Visit Place (within India)		
Sponsoring Authority	Period of Training	Duration	Result	
	From To	( in Weeks)	Qualified	
			Not Qualified	
<b>Awards/Publications</b>				
Type of Activity:		Academic	Non Academic	
Activity Area	Activity Subject		Activity Title	

Day	Month	Year	Activity Description/Remarks	Level

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

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

Date :

Place :

Information checked and verified – by

Signature of Officer

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